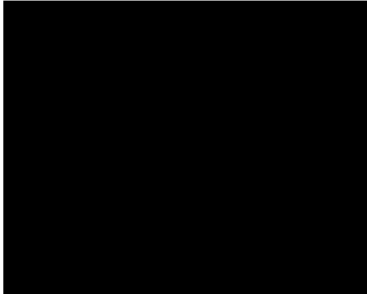


January 18, 2018



ATIPPA, 2015 section 40.(1)

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act, 2015 [Our File #: AESL/060/2017]

On December 26, 2017 the Department of Advanced Education, Skills and Labour received your request for access to the following records/information:

“We are requesting the following information on the Newfoundland and Labrador Settlement and Integration Program, and the Labour Market Partnership program located within the Department of Advanced Education, Skills and Labour – Office of Immigration and Multiculturalism for the years 2012 to 2017 inclusive:

- 1. Total amount of funding per year**
- 2. A description of the mandate and/or objectives of the program**
- 3. If the program includes grants to non-governmental organizations, lists of recipients & amount per year AND copies of most recent application forms**

In addition, we are requesting:

- 4. A list of any additional programs associated with immigrant and refugee settlement that have existed over the past five years**
- 5. Digital copies of the Grants and Contribution section in the publication Public Accounts in a format other than PDF (excel or csv would be ideal) for as many years as are available. This section of Public Accounts provides lists of grants to non-governmental organizations above a certain threshold.**

The ministry website and the open data portals provide some limited information on grants to NGOs. However, the data is limited to recent years and the format is difficult for us to work with. Moreover, Public Accounts is only available in PDF, and for a limited number of years. Our hope with this request is to

- a) secure information on a government programs for immigrant and refugee settlement and**
- b) secure digital copies of one section of Public Accounts in a format other than PDF to facilitate our research.”**

I am pleased to inform you that your request for access to this information has been granted and is provided in the attached files.

The total amount of funding issued through the Newfoundland and Labrador Settlement and Integration Program and the Labour Market Partnership Program (including funding for non-government organizations) is outlined in the attached Excel spreadsheets entitled:

- Newfoundland and Labrador Settlement and Integration Funding (fiscal years 2011-12 to 2017-18); and,
- Labour Market Partnership (LMP) Funding (fiscal years 2011-12 to 2017-18).

Also attached are:

- Newfoundland and Labrador Settlement and Integration Program: Funding Guidelines - which provides details on the program including a description as well as its mandate and objectives;
- Application for the Multiculturalism Week and Small Grant Program;
- Labour Market Partnerships Programs Guidelines - which provides details on the program including a description as well as its mandate and objectives; and,
- Labour Market Partnerships Application.

Note that the Newfoundland and Labrador Settlement and Integration Program does not have an application form.

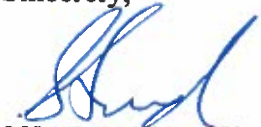
Please be advised that the Office of Immigration and Multiculturalism did not deliver any additional programs during this time frame; and the Public Accounts of Newfoundland and Labrador, which were emailed to you on January 15, 2018, are only issued in pdf format.

Per your request, information has been provided in Excel spreadsheets where possible.

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Completed Access to Information Requests website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please feel free to contact the undersigned at (709) 729-4276 or SharonSeaward@gov.nl.ca.

Sincerely,



SHARON SEAWARD
ATIPP Coordinator

Newfoundland and Labrador Settlement and Integration Funding - 2011-12 to 2017-18

YEAR	PROPONENT	PROJECT	AMOUNT	Annual Total
2011-2012	International Student Advising Office	Family Integration Support Program	\$30,000.00	
	School of Graduate Studies	Career and Professional Development Program for International Graduates	\$27,795.00	
	Central Labrador Economic Development Board	Newcomers Guide	\$7,153.43	
	Federation des Francophones de Terre-Neuve et du Labrador	Francophone Integration	\$23,358.00	
	Northeast Avalon Regional Economic Development Board	Welcoming Communities	\$30,000.00	
	Association for New Canadians	Website - Phase 2	\$10,297.00	
	Mariner Resource Opportunities Network	Welcoming Community Phase 2	\$29,877.23	
	City of Corner Brook	City of Corner Brook Newcomers Guide	\$11,865.00	
	Memorial University - Grenfell Campus	English as a Second Language	\$8,280.00	
	City of St. John's	Recreation, Experiences and Leisure (REAL) Program for New Canadian Children	\$25,000.00	
	Multicultural Women's Organization of Newfoundland and Labrador	International Food and Craft Fair	\$48,000.00	
	Association for New Canadians	Community and Settlement Information Support Line	\$46,650.00	
	Association for New Canadians	Diversity Training Initiative	\$45,000.00	
	Association for New Canadians	Career Connections	\$89,518.69	
	Association for New Canadians	Coordinating Committee on Newcomer Integration	\$14,785.00	
	Association for New Canadians	Outreach Tutor Program	\$27,153.00	
	Association for New Canadians	Web Developer	\$31,852.12	
	Sharing Our Cultures	Sharing Our Cultures	\$10,000.00	
	Federation des Francophones de Terre-Neuve et du Labrador	Destination Canada	\$9,487.50	
	Kittiwake Regional Economic Development Board	Portal	\$45,000.00	
	Mariner Resource Opportunities Network Inc.	Portal	\$22,000.00	
	Southern Avalon Regional Economic Development Board	Portal	\$30,000.00	
	Association for New Canadians	Multicultural Sports Day	\$0.00	
	Exploits Valley Multicultural Group	Central Newfoundland and Labrador Women's Meet and Greet	\$280.00	
	Mariner Resource Opportunities Network	Planning Alternative Tomorrows with Hope (PATH) Follow-Up	\$0.00	
	Association for New Canadians	Health and Wellness for Refugees in Newfoundland and Labrador	\$2,500.00	
	Southern Avalon Development Association	Creating Welcoming Communities	\$2,500.00	
	Multicultural Women's Organization of Newfoundland and Labrador	Promoting Culturally Competent Translation and Interpretation Cooperative Services for Service Providers in Newfoundland and Labrador	\$1,938.75	
	Exploits Valley Community Coalition	International Women's Meet and Greet	\$2,450.00	
	Fortune Head Eco Friends Inc	Feller From Fortune Festival	\$3,000.00	
	Association for New Canadians	Appreciation for Our New Nation	\$2,500.00	
	Central Labrador Economic Development Board	Celebration of Nations	\$2,500.00	
	International Student Advising Office	Multiculturalism Night	\$2,500.00	
	College of the North Atlantic - Happy Valley Goose Bay Campus	Multicultural Night	\$1,000.00	
	Association for New Canadians	Diversity Training Event re: Policing	\$2,500.00	
	Federation des Francophones de Terre-Neuve et du Labrador	Labrador City / Mexico	\$2,500.00	
	Memorial University - Grenfell Campus- International Student Services	Black history month	\$490.00	
	Northwest River	Northwest River Tour	\$371.20	
	Memorial University - Grenfell Campus	International Night	\$350.00	
	Refugee and Immigrant Advisory Council	Congo Week	\$500.00	
Regional Allocations: Eastern School District, Francophone School District, Nova Central School District and Western School District	Allocation of \$5000.00 per region	\$20,000.00		

YEAR	PROPONENT	PROJECT	AMOUNT	Annual Total
	Corner Brook Aboriginal Women's Association	Cultural Celebration	\$200.00	
	Memorial University - International Centre	Light Up Your Morning	\$500.00	
	Town of Channel-Port Aux Basques	Networking Newcomers	\$500.00	
	Central Labrador Economic Development Board	International Potluck	\$500.00	
	Memorial University - Grenfell Campus	Multiculturalism Week Celebration	\$500.00	
	Memorial University	Hiring Symposium	\$2,500.00	
	Refugee and Immigrant Advisory Council	Salsa Night	\$500.00	
	Mariner Resource Opportunities Network Inc.	Old Perlican Tea and Belly Dancing	\$500.00	\$676,651.92
2012-2013	Association for New Canadians	Integration Initiative	\$178,070.74	
	Federation des Francophones de Terre-Neuve et du Labrador	Francophone Marketing and Promo	\$3,200.00	
	Them Days Inc.	Culture Days	\$293.34	
	Town of Carbonear	Meet and Greet	\$500.00	
	Town of Port-Aux-Basques	Meet and Greet	\$500.00	
	Grenfell College	International Night	\$403.77	
	iGRIP (International Graduate Retention Incentive Program)	International Graduate Retention Incentive Program	\$6,000.00	
	Memorial University	Neatworks	\$2,300.00	
	St. Andrew's Elementary	Multicultural Day	\$500.00	
	Northeast Avalon Regional Economic Development Board	NEAREDB Portal	\$17,245.00	
	Association for New Canadians	Website Phase III	\$9,800.00	
	Association for New Canadians	Acquiring eXperience Integrating Skills (AXIS) Web Developer	\$38,916.00	
	Mariner Resource Opportunities Network Inc.	M-RON Holdback	\$2,125.45	
	Southern Avalon	Irish Loop Holdback	\$3,000.00	
	Sharing Our Cultures Inc	Website and SoC	\$12,000.00	
	Federation des Francophones de Terre-Neuve et du Labrador	FFTNL Road Guide	\$3,955.00	
	Northeast Avalon Regional Economic Development Board	Welcoming Committees	\$6,000.00	
Association for New Canadians	Web Developer Holdback	\$6,370.42		
City of Corner Brook	Newcomers Guide	\$2,373.00	\$293,552.72	
2013-2014	Association for New Canadians	Acquiring eXperience Integrating Skills (AXIS) - Career Connections	\$64,220.00	
	Association for New Canadians	Language Training for Labour Market Attachment	\$39,515.00	
	Association for New Canadians	Skills Matching Database	\$22,395.00	
	Association for New Canadians	Coordinating Committee on Newcomer Integration	\$2,870.00	
	Sharing Our Cultures Inc.	Sharing Our Cultures	\$5,000.00	
	Association for New Canadians	Diversity Symposium	\$1,125.00	
	Association for New Canadians	Global Tour	\$1,125.00	
	Memorial University - Grenfell Campus	Multiculturalism Week	\$1,125.00	
	Multicultural Women's Organization of Newfoundland and Labrador	Cultural and Social Festival	\$1,125.00	
St. Andrew's Elementary	Celebrating our Cultures	\$1,125.00	\$139,625.00	
2014-2015	Association for New Canadians	Workforce and Language Program	\$122,000.00	
	Sharing Cultures	Sharing Our Cultures	\$5,000.00	
	Federation des Francophones de Terre-Neuve et du Labrador	Destination Canada	\$6,500.00	
	International Student Advising Office	Family Excursion Program	\$6,500.00	
	Multiculturalism Week	Regional Celebrations	\$5,000.00	\$145,000.00
2015-2016	Association for New Canadians	Workforce and Language Program	\$125,700.00	
	Association for New Canadians	Multi. Sports Day	\$500.00	
	Association for New Canadians	Multi. Cultural Celebrations	\$1,860.00	
	Sharing Cultures	Sharing Our Cultures	\$10,000.00	
	Multicultural Women's Organization of Newfoundland and Labrador	Film Festival	\$800.00	
	Memorial University - International Students	English as a Second Language Program	\$3,000.00	
	Memorial University - Grenfell Campus	Multi. Cultural Celebrations	\$500.00	\$142,360.00

YEAR	PROPONENT	PROJECT	AMOUNT	Annual Total
2016-2017	Association for New Canadians	Refugee Photo Project	\$500.00	
	Association for New Canadians	Workforce and Language Program	\$125,000.00	
	Sharing Our Cultures	Sharing Our Cultures at the Rooms	\$10,000.00	
	Federation des Francophones de Terre-Neuve et du Labrador	Destination Canada	\$1,700.00	
	Federation des Francophones de Terre-Neuve et du Labrador	Provincial Francophonie Day	\$800.00	
	Multiculturalism Week	Town of Harbour Grace \$525, Town of Gillams \$200, Rabbittown \$400, Carbonear Town Hall \$500, ANC \$2500, Grenfell \$1500	\$5,625.00	\$143,625.00
2017-2018	Memorial University - English as a Second Language	English as a Second Language Community Modules and Community of Support	\$150,000.00	
	Association for New Canadians	Satellite Offices Pilot	\$76,638.00	
	Federation des Francophones de Terre-Neuve et Labrador	Francophone Settlement Services	\$46,670.00	
	Association for New Canadians	Private Sponsorship of Refugees Program	\$26,000.00	
	Memorial University - Internationalization Office and Student Life	International Family Community Excursions	\$13,395.00	
	Multicultural Women's Organization of Newfoundland and Labrador	Empowerment Through English Language Practice	\$10,700.00	
	City of St. John's – Local Immigration Partnership	Service Mapping Platform	\$10,037.00	
	Bethesda Pentecostal Church	Program to Enhance Immigrant Integration and Language Acquisition	\$5,100.00	
	Newfoundland and Labrador Public Libraries (NLPL)	Resources and Services	\$3,000.00	
	Federation Francophone de Terre Neuve et Labrador	Francophonie Day Celebrations	\$1,500.00	
	Association for New Canadians	Workforce and Language Program	\$141,300.00	
	Sharing Our Cultures	Annual Sharing Our Cultures Multiculturalism Celebration Festival	\$15,000.00	
Memorial University	Cultural Competency Development	\$33,599.00	\$532,939.00	

Labour Market Partnership (LMP) Funding					
Organization	Title	2014-15	2015-16	2016-17	2017-18
Association for New Canadians	Diversity Internship Program, Business Development Supports, e-Employment Counselling	\$240,000.00	\$255,035.45	\$256,333.17	\$260,800.00
	Student Internship Pilot and My First Job in NL				\$196,074.00
	Business Diversity Program				\$30,000.00
	Online Newcomers' Guide Development			\$24,725.00	\$2,700.00
	Multi-generational Networking Expo			\$19,000.00	
	Cultural Competency Toolkit Development			\$31,505.00	\$3,500.00
St. John's Community Centre Alliance	Creating Welcoming and Supportive Neighbourhoods for Newcomers				\$33,842.00
St. John's Board of Trade	The Connector Program				\$130,000.00
Municipalities NL	Welcoming Communities				\$50,000.00
Arts, Culture, Media and Events Society	PARTAKES				\$40,902.00
Memorial University	Implementing Outreach to NL Expatriates				\$23,000.00
		\$240,000.00	\$255,035.45	\$331,563.17	\$770,818.00



**Newfoundland and Labrador
Settlement & Integration Program
(NLSIP)**

**Funding Guidelines
2017-2018**

*Department of Advanced Education, Skills and Labour
Office of Immigration and Multiculturalism*

This document is available on the internet at: www.nlimmigration.ca

For further information contact:

Department of Advanced Education, Skills and Labour

Office of Immigration and Multiculturalism

Tel: 709-729-6607

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E-mail: immigration@gov.nl.ca

August 2017

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1.0 Introduction

Social, economic, and cultural integration of newcomers to the province supports retention, and is key to achieving better outcomes for all Newfoundland and Labrador residents and communities. The Newfoundland and Labrador Settlement and Integration Program (NLSIP) is designed to make the settlement and integration journeys of immigrants in Newfoundland and Labrador smoother through supports to service providers, with the ultimate goal of successful integration and long-term residency in the province.

The goal of the NLSIP is to help newcomers fully engage in all aspects of Newfoundland and Labrador social, economic, and cultural life. To achieve this goal, the NLSIP focuses on improving the quality, availability of, and access to, services that improve the social and economic situation of newcomers.

The NLSIP further supports Government of Newfoundland and Labrador's commitment in *The Way Forward on Immigration in Newfoundland and Labrador* to provide support to third parties to deliver settlement services and supports to newcomers. Recognizing the important role service providers play in supporting the settlement and integration of newcomers, the Government of Newfoundland and Labrador is focused on supporting innovative approaches to increasing capacity and enhancing services for newcomers to the province.

The NLSIP will provide funding to support non-profit community organizations or non-governmental organizations to deliver settlement and integration services and supports to newcomers to meet the priority of integration and increased retention.

This guide is intended to help organizations prepare a proposal to request funding for settlement and integration programs.

2.0 Submission of Applications

The final date for submitting applications for funding in the 2017-18 fiscal year is September 25th, 2017.

The Department strongly encourages proponents to review this document thoroughly, as well as the Request for Proposals document to ensure the organization, proposed activities, and clients served are eligible for funding under the NLSIP. Furthermore, *The Way Forward on Immigration in Newfoundland and Labrador* (March 2017) provides additional information on identified priorities.

3.0 Guiding Principles

The application and funding process is guided by the following principles:

- **Contribution to provincial immigration priorities:** Proposals provide details on how they will address gaps and needs expressed by newcomers, and support the provincial approach to immigration;
- **Maximum benefits to newcomers:** Proposals clearly describe how they will maximize benefits to newcomers in the area of settlement, integration, and retention;

- **Fairness and transparency:** Clear, published criteria are intended to give all eligible organizations an equal opportunity to access funding;
- **Provincial/regional reach:** Proposals take into account provincial and/or regional reach;
- **Innovation:** Proposals provide an approach that is new, or new to Newfoundland and Labrador, in supporting newcomer settlement and integration;
- **Partnership and Collaboration:** Proposals are premised on partnership and collaboration with multiple stakeholders, and
- **Clear accountability:** Proposals include focus on data collection, monitoring, and assessment processes, as well as details on proposed objectives.

4.0 Roles and Responsibilities

All partners in the funding process share responsibility for results.

Through the Office of Immigration and Multiculturalism, the Department of Advanced Education, Skills and Labour will:

- Develop and clearly communicate the criteria for proposal submission and project approval;
- Oversee a fair and transparent proposal assessment and evaluation process;
- Finalize and communicate decisions in a timely manner;
- Distribute funding as per the terms of the contribution agreement;
- Monitor and evaluate programs and services; and
- Co-ordinate, where possible, joint proposals or projects to avoid duplication and to maximize benefits by leveraging funding available from all partners.

Project proponents are expected to:

- Use and follow this guide in preparing proposals;
- Ensure collaborative and partnership-driven engagement with multiple stakeholders forms part of their proposals;
- Submit all required information;
- Meet project and reporting timelines; and
- Be accountable for using the funding for its intended purpose, by providing required documentation, such as interim reports and a final report.

5.0 Funding Priorities

Priority will be given to proposals designed to advance settlement and integration priorities that:

- Build on existing community resources and services, and do not create duplication or overlap;
- Have significant geographic scope and broad impacts for immigration in Newfoundland and Labrador;
- Provide access to services to immigrants throughout Newfoundland and Labrador;
- Demonstrate a plan for sustained continuation of activities following the funding term;
- Represent a result of extensive collaboration from a variety of organizations and partners; and
- Demonstrate other sources of sustainable funding and have multiple funding partners, including in-kind contributions, such as volunteer time or the donation of facilities, services, materials or equipment.

As outlined in *The Way Forward on Immigration in Newfoundland and Labrador*, additional priority will be given to innovative proposals seeking to provide the following services:

- Delivering settlement services and supports to newcomers; and
- Expanding English-as-a-Second-Language access for immigrants.

6.0 Funding Eligibility Criteria

6.1 Eligible Proponents

The proponent must be an established non-profit community organization (registered under the *Corporations Act*) or other public or non-governmental organization (e.g., public educational institution, regional development authority, etc).

The proponent must also demonstrate a need, the ability, and sufficient capacity to deliver proposed programs and services. Proponents must fulfill the following requirements to ensure eligibility:

1. The organization is incorporated as a non-profit corporation or has a written agreement with an appropriately incorporated organization to administer approved funding;
2. The organization demonstrates community support by showing a range of stakeholder representation on a committee or board and/or through letters of support from key stakeholders;
3. The organization satisfies the Department that it can receive, manage and account for public funding in a fair and transparent manner;
4. The organization complies with provincial and federal labour, human rights, and privacy legislation; and
5. The community or region receiving immigrants within the next year has already received immigrants in the past, or has identified immigration as a key growth strategy.

Special consideration for funding will be made for proposals demonstrating instances where no other settlement services exist, other than those provided by employers, or the services in place do not meet the unique needs of the newcomer immigrants.

6.2 Ineligible Applicants

Ineligible applicants under NLSIP include:

- Individuals;
- Businesses/private sector organizations or companies;
- Funding bodies/organizations whose sole mandate is to award grants or funding;
- Immigration agents, consultants, or recruiters; and
- Non-registered community organizations.

6.3 Eligible beneficiaries

The NLSIP Funding can support programs and services assisting the following individuals:

- **Protected persons (Refugees)**, as defined in Section 95 of the *Immigration and Refugee Protection Act*;

- **Provincial Nominees** - Foreign nationals and their dependents, residing in Newfoundland and Labrador, and who have been nominated (received Certificate of Nomination) under the Newfoundland and Labrador Provincial Nominee Program;
- **Permanent residents** of Canada residing in Newfoundland and Labrador; and
- **Canadian citizens** born outside of Canada (services to recent immigrants to Newfoundland and Labrador will be given priority).

Priority will be given to proposals supporting newcomers facing specific settlement and integration challenges; and Provincial Nominees and their families.

6.4 Eligible Funding Activities

Successful integration and retention depends largely on the quality of settlement services newcomers receive when they arrive. Eligible funding activities would be those that:

- Help with the settlement, integration, and retention of newcomers in Newfoundland and Labrador communities;
- Equip newcomers with additional skills, experience, and knowledge to facilitate social, cultural, and economic integration in Newfoundland and Labrador communities; and/or
- Promote and encourage local understanding of the benefits of newcomers to Newfoundland and Labrador's economy, and cultural and social lives.

6.5 Eligible Costs

Eligible costs under settlement program funding include:

Salaries: Salaries of staff engaged in the direct delivery of the program or project. Contract positions may be included.

Benefits: Benefits of salaried person(s) delivering the program or project. This may include medical and dental benefits and pension programs. Mandatory employment-related costs (MERCs) are payments that the employer is required by law to make in relation to employees.

Supplies and resources: Office supplies related to delivering the program (writing tools, paper products, electronic storage media (CDs, DVDs, etc.), filing materials, postage, etc.) Educational or promotional material, other printed materials, audio-visual resources and software used directly in delivering the program/project.

Facilities and equipment: A portion of the office rent can be claimed when an office is used to work on the project. In addition, rent for meeting rooms or event space, equipment rental, photocopier rental, and telephone, fax, internet bills, for direct program delivery are also eligible. Rent cannot be charged for space belonging to members of the board of the organization. Computer hardware costs of up to \$1,000 are eligible. For verification on eligibility of items and costs, please contact the Office of Immigration and Multiculturalism Settlement and Integration Consultant.

Travel: Travel within the province for staff and volunteers directly delivering the program/project.

Other: Includes items that do not fall into other categories, such as registration fees for a workshop conference related to the project or other miscellaneous expenses.

Administration: Up to 15 per cent of the total program budget may be allocated to this category. These costs may include:

- Salaries: Salaries of staff providing oversight or supervision to project staff for the hours spent directly supervising the project as well as the benefits of those staff members (MERCs). Salaries of staff providing administrative support to the program/project. Organizations may include contract administrative positions under this heading.
- Benefits: Staff benefits, outlined above, who are providing supervisory or administrative support to the program/project, for the hours devoted to the project. This may include medical and dental benefits and pension programs.
- Other: Bank charges, liability or other insurance, annual audit and bookkeeping.

6.6 Ineligible Costs

Ineligible costs include:

- Capital costs, including vehicle purchases, construction or renovation of buildings or monuments, etc.;
- Travel outside Newfoundland and Labrador, except in special circumstances pre-approved by the Department;
- Any and all foods, beverages and/or refreshments for participants or guests of events;
- Financial losses/deficits incurred by the organization;
- Wage subsidies, training allowances or tuition payments; and
- Lobbying/advocacy activities of the organization.

7.0 Overview of Application Process

7.1 Application Review

Proposals will be assessed by the Office of Immigration and Multiculturalism. Proposals that do not fall within the eligible applicants, eligible beneficiaries, or eligible activities will be screened out.

Successful applicants will receive a Letter of Approval outlining the amount of funding approved and the purpose of the grant. Approved funding decisions will also be posted on the Office of Immigration and Multiculturalism website.

7.2 Evaluation Criteria

When considering applications for funding of projects, the Department will evaluate eligible project proposals on the basis of completeness and content.

Proposals will be evaluated on the basis of the following key criteria, and must score a minimum of 90 points:

Section A: A minimum of 10 points in each category:

1. Evidence of the need for proposed activities (up to 15 points);
2. Capacity, skills, and expertise to undertake and successfully achieve the intended Outcomes (up to 15 points);
3. Scope of impact/number of individuals served (up to 15 points);

4. Project reach (local, regional, provincial) through the proposed activities (up to 15 points);

Section B: 15 points in each category:

5. Measurable indicators and outcomes (15 points);
6. Relevance to *The Way Forward on Immigration in Newfoundland and Labrador* priorities (15 points);

Section C: A minimum of 10 points in each category:

7. Innovation in the proposed approach (up to 15 points); and
8. Clear, detailed budget (up to 15 points).

Final decisions will be made by the Department and will be communicated to applicants in writing.

7.3 Funding Arrangements

Following the Letter of Approval, organizations will receive a Contribution Agreement, which outlines the terms and conditions of the funding, and represents a legally binding contract between Her Majesty in Right of Newfoundland and Labrador, as represented by the Minister Responsible for the Department of Advanced Education, Skills and Labour, and the organization. The Agreement must be signed by an authorized signing officer from each party. The first payment will be released only after the Agreement has been signed by both parties.

Funding will be issued in two installments: 90 percent and 10 percent; and an Interim and Final Report will be required. These Interim and Final Reports will request information on the progress of the expected outputs, objectives and outcomes. This is an essential accountability element in the funding process.

8.0 Reporting Requirements

All successful proponents must submit an **Interim Report** mid-way through the funding period and a **Final Report** at the conclusion of the grant. The Department reserves the right to request additional reports, if needed. A Reporting Schedule will be outlined in the Contribution Agreement.

Payments are contingent on satisfactory reviews of reports by the Department. Failure to submit an Interim Report or to meet the conditions of funding will delay or deny the release of payments. Unsatisfactory reporting may affect the continuation of the grant.

Organizations receiving funding are required to report on the activities undertaken and the results achieved with the NLSIP funding, actual and projected expenses, and the impact of the funding. Copies of reporting templates will be provided to successful proponents prior to reporting due dates.

For collaborative initiatives undertaken by two or more organizations, the organization designated as the proponent will be considered the lead proponent and will be responsible for all reporting.

9.0 Additional Information

9.1 Discretionary Nature of the Program

The Department cannot guarantee financial support to all applicants, nor can it provide total support for settlement programs and service costs.

Commitments made by the proponents prior to, or in anticipation of, official written notification that a proposal has been approved are the applicant's responsibility. If an applicant is unsuccessful, the Department will not be responsible for costs already incurred by the organization.

9.2 Disclosure of Information

Prior to approval, proposals will be considered the property of the proponents and will only be available to the Department officials evaluating the proposal. Once approved, proposals submitted to the Department are subject to the Newfoundland and Labrador *Access to Information and Protection of Privacy Act* (ATIPPA). By entering into an agreement with the Department, proponents agree to public disclosure of their proposal content. Any information in the proposal that the proponent considers to be proprietary should be marked as "confidential", and will be subject to appropriate consideration as defined within *ATIPPA*. Submitted proposals, and content within, become property of the Government of Newfoundland and Labrador.

Evaluation reviews made public through *ATIPPA* will not include any materials deemed to be proprietary in nature. If selected agencies have access to immigrants' personal information that is protected under *ATIPPA*, agencies should understand that they may not disclose or reveal any such personal information. Failure to comply with these regulations may result in criminal prosecution or civil liability of the agency and the individual(s) involved.



Office Use Only
File Number:
Date Received:
Reviewed By:

**Multicultural and Small Grant Program
Office of Immigration & Multiculturalism**

Name of Applicant/Organization:	Application Date:
	Start Date: End Date:
Mailing Address:	Contact Person: Title: Phone Number: Fax Number:
Email:	Website:
Title of Project:	Location (community or town):
Please provide a brief history, mandate and governance structure of your organization: (Use additional pages if necessary)	
Please provide a description of your event including but not limited to: goals and expected attendees: (Use additional pages if necessary)	
Please provide a detailed project budget, attached on page _____. Completed Vendor Form Attached <input type="checkbox"/> .	
Total Event Costs: \$ _____	Financing Requested: \$ _____ (Max.\$2500.00)
Have you applied for, or do you anticipate, other government financial assistance for this project? If yes, please provide details, including current status of assistance:	
<u>Department / Agency</u>	<u>Amount Requested</u> <u>Pending/Confirmed</u>
_____	_____
Name of Authorized Official (Please print)	Signature of Authorized Official Date
Incorporation Number : _____	Date of Incorporation: _____

Inquiries and application submissions should be forwarded to immigration@gov.nl.ca

Labour Market Partnerships Program Guidelines

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1 Labour Market Partnerships Program

1.1 Objectives

The Labour Market Partnerships (LMP) program is designed to encourage, support and facilitate labour force adjustments and human resource planning activities that are in the public interest. The LMP program provides funding to encourage and support employers, employee/employer associations and communities in developing and implementing strategies for responding to labour force adjustments and meeting human resource requirements. The LMP program aims to address labour market issues through the facilitation of effective partnerships.

1.2 Eligibility

Eligible Sponsors

The Labour Market Partnerships program shall only be used to assist eligible organizations that are either:

1. Businesses;
2. Federal crown corporations and comparable provincial/territorial crown corporations;
3. Organizations;
4. Individuals;
5. Municipal governments;
6. Band/tribal councils; and
7. Public health and educational institutions.

All not-for-profit organizations that apply for funding shall have Director's Liability Insurance.

Eligible Activities

The Labour Market Partnerships program may support activities related to human resource planning and labour force adjustment. Activities can include related research, development of human resource strategies, promotion of beneficial human resource and adjustment practices (best practices), coordination of community-based approaches to addressing labour market issues, short-term adjustment services for workers facing layoff and the creation of economic (employment) development plans and community marketing plans. Key characteristics of the program include:

1. Activities that focus on a labour market issue and be assessed as likely to have a positive impact on the labour market;
2. Activities that involve partnership;
3. Activities that involve the development or implementation of strategies for dealing with labour force adjustments and/or for meeting human resource requirements;
4. Funding that is finite in nature. Although a series of agreements may be signed with the same sponsor, each agreement shall state specific project outcomes and timeframes and not be reliant on a future agreements for success; and,

5. Activities that assist people who are in the labour market or about to enter into the labour market.

Some examples of **eligible** initiatives include:

1. Development and dissemination of labour market information needed for purposes of labour force adjustment or human resource planning (e.g., job fair to raise awareness of employment opportunities within a sector or geographic area and to connect employers anticipating skill shortages with potential workers);
2. Planning for maintenance of a skilled workforce in a particular sector (supporting productivity and sector competitiveness) through the identification of anticipated training needs and establishment of a plan to ensure that employee skills are maintained. Partners in such a project may include representatives of employers in the sector, union, municipal and the education and training sector;
3. Planning for maintenance of a skilled workforce through a broad community study of options, such as training, promotions, job rotation, re-alignment of responsibilities, retention approaches, succession planning and recruitment;
4. Assisting a community with the development of a strategy to prepare for future skills requirements and prevent skills shortages. This strategy may include identification of available skills in the community, indication of the need for new training options and development of a plan to increase the participation of groups that are under-represented in the work force. Local educational or training institutions would typically be a partner in such a project;
5. Funding the development of partnerships to ensure the provision of labour market information and guidance concerning anticipated skills needs, to educational institutions (such a project should provide advice to all relevant educational institutions. Care should be taken not to duplicate or displace this existing work of educational institutions or established sector councils);
6. Funding activities that heightens awareness of labour market trends and requirements;
7. Assisting an employer association in a growth sector with the development of an information campaign about future job prospects and/or the development of a strategy to recruit employees from other geographic areas where there may be a skills surplus;
8. Supporting the development of a human resource plan for an employer or group of employers facing expansion (such assistance to a single employer may only be provided in situations where it is deemed that any resulting competitive advantage that may be experienced by the employer is incidental to the labour market benefit);
9. Funding a business association to canvass local employers regarding hiring projections during a peak season. Activities may include determining which companies need assistance in recruiting staff, developing recruitment plans and identifying short-term housing availability;
10. Assisting an employer association with the development of its member's capacity for human resource planning and interviewing and employee selection, through the development of materials, provision of seminars and other awareness activities;
11. Funding activities related to engaging key partners needed to address a labour market issue, including preliminary coordination of activities of the partnership and establishment of supports

necessary for continuation of the effective partnerships (e.g., supporting the establishment of a community steering committee with representatives from business, education, labour and government);

12. Improving a community's capacity to meet labour force needs by funding a study identifying potential for diversification of the economy, where it is deemed that the basis of the economy is vulnerable.

The Labour Market Partnerships program does not provide direct financial assistance to insured participants, individuals who are unemployed or individuals who are threatened by imminent job loss.

Some examples of **ineligible** activities are:

1. Subsidizing an organization or a business in any way other than to assist with planning for human resource requirements and assisting employees facing job loss. This includes:
 - a. Business set-up, operating costs or capital acquisitions;
 - b. Research related to new products or product development;
 - c. Research related to accessing new markets or marketing of their products or services;
 - d. Obtaining ISO certification;
 - e. Activities to address union-management collective bargaining issues;
 - f. Activities that address business operational issues or business planning;
 - g. Survival planning for a threatened company; or
 - h. Creating new organizations or branches of organizations, or providing funding for the core activities of organizations;
2. Delivering or purchasing training for employed or unemployed individuals. This includes:
 - a. The development, piloting or testing of new training approaches for the unemployed;
 - b. The training of employment service delivery professionals or human resource management practitioners;
 - c. Assisting training institutions to develop training capacity and infrastructure; or
 - d. Funding conferences, except where it is clearly demonstrated that the outcome will improve the capacity of employers/communities to deal with human resource requirements and/or implement labour force adjustments;
3. Supporting community development or community capacity building other than that which is focused on addressing an identified labour market issue. This includes:
 - a. Assisting communities to address social issues such as addiction or mental health problems, parenting skills and child care challenges;
 - b. Assisting communities to develop infrastructure, such as buildings and tourist sites;
 - c. Assisting communities to develop services such as transportation systems, health services, policing services and literacy programs; or
 - d. Assisting community interest groups and organizations to build their overall capacity (e.g., to address their mandate or increase membership);
4. Planning for economic development that is not in response to an identified labour market issue. This includes:

- a. Community economic development planning that does not have commitment and involvement of key partners, including municipal and provincial governments;
 - b. General on-going activities associated with economic development, such as regional/local economic development offices and staff; or
 - c. Implementation of economic development strategies, such as offering financial incentives to attract new business;
5. Delivering employment services and interventions for unemployed clients. This includes:
 - a. Supporting the delivery of another program; or
 - b. Delivery of employment services to employed individuals, unless they are facing job loss, in which case they can be assisted to adjust;
 6. Carrying out any activities in which the federal government or a provincial/territorial government is the primary recipient of goods or services. Government may be an incidental user of the information if it is developed primarily for the use of the recipient or others. This includes:
 - a. Developing a business plan for delivery or effective use of Employment Benefits and Support Measures (EBSM) or other labour market programming in a community; or
 - b. Undertaking evaluations that are primarily for use by the federal government (where Labour Market Partnerships is used to carry out evaluations for the use of others, it shall not be done on a stand-alone basis, but as a component in an agreement for the development of a plan or strategy); and
 7. The funding of activities targeted to children.

Labour Market Issues

Activities funded through LMP must focus on an identified labour market issue. Labour market issues are generally characterized by a current or anticipated imbalance in the labour market between supply (workers) and demand (employers). The imbalance between supply and demand may be an imbalance between available or anticipated jobs and available people (numbers). It can also be about an imbalance between available or anticipated jobs and the skills of available people. The two biggest indicators of a labour market issue are unfilled jobs and high unemployment.

Labour market issues result from such situations as:

1. Industry downsizing;
2. Industry upsizing, new development, relocation;
3. Impact of new technologies;
4. Labour shortages;
5. Shortage of year round job opportunities; and
6. Lack of community and organizational capacity for human resource planning.

Current or anticipated labour market issues may be addressed, improved or prevented through activities related to human resource planning and/or labour force adjustment. Labour market issues are normally of broad community concern and the most effective solutions will result from broad involvement and commitment to addressing the issue.

Partnership

Typically labour market issues generate interest and concern from a variety of individuals, organizations and levels of government. It is essential that activities supported through LMP involve partners (e.g., individuals or groups of people who recognize that there is a labour market issue, want to address the issue, and are willing to invest time, energy and/or resources to work together to do so).

In addition to the strength brought to the LMP project through broad involvement and commitment, partnership normally results in improved outcomes and follow-up. Although broad involvement is encouraged, the LMP requirement for partnership is satisfied if at least two parties (other than the Department) have demonstrated ongoing commitment to the project.

Individuals who have committed as a partner in support of LMP activities will normally be representing an organization. In communities with very limited organizational capacity, committed and qualified individuals may be recognized as partners in order to satisfy the partnership requirement.

Satisfactory evidence of partnership includes a tangible indication that each partner is committed to investing time, energy and/or resources (e.g., physical, monetary or in-kind) in the project.

Stakeholders include any organization, government entity, or individual that has a stake or may be impacted by a specific labour market issue. While stakeholders may have interest in an LMP project, unless they actively contribute to the project, they cannot be considered as partners.

In the case of an agreement between the Department and a single business (such as a human resource planning activity with significant labour market implications), partnership can be demonstrated through the active and ongoing involvement in the project of individuals representing specific interests within the business. Normally however, if human resource planning for a single employer is necessary to address a labour market issue, other members of the community will lend their support to the activity as well.

Eligible Costs

Financial assistance for LMP must be for a finite period of time and for a specific activity directly related to the approved activities of the project. Should the LMP project be part of a broader initiative involving a number of activities, LMP funding must be directly related to the approved activities.

Project costs will be assessed to determine if they are reasonable and appropriate in relation to the proposed project and activities. Depending on assessment, costs will be included or disallowed. When assessing a cost item there are three considerations:

1. Compliance to the program terms and conditions;
2. Does it contribute to the success of the project; and
3. To what extent can it be considered reasonable.

Eligible costs may include (but not limited too) items such as:

- Staff Wages;
- Mandatory Employment Related Costs;
- Professional Fees;
- Travel;
- Telecommunications;
- Audit;
- Rent;
- Utilities;
- Furniture;
- Advertising;
- Postage/Courier;
- Bank Charges;
- Insurance;
- Printing; and
- Office Supplies.

The eligible cost categories may not be an exhaustive list. Additional costs may be assessed and negotiated, if deemed reasonable and appropriate.

Assistance may also be provided in consideration of the central administrative functions of the coordinator's operations that are drawn upon to support agreement activities.

2 Labour Market Programs Support System (LaMPSS)

The LMP program is administered by the Department using the Labour Market Programs Support System (LaMPSS) application. LaMPSS is a common method for administering Labour Market Programs in Newfoundland and Labrador, focused on providing consistency in processes and improving services to labour market program agreement holders.

All organizations entering into an agreement for delivering Labour Market Programs in Newfoundland and Labrador must first be registered as a LaMPSS organization. This is a one-time registration process. If your organization has not previously registered with LaMPSS, you can obtain a LaMPSS registration form at http://www.aesl.gov.nl.ca/lampss_public/index.html.

The functionality of LaMPSS provides organizations with self-serve capability, enabling you to apply for funding online for some labour market programs, as well as submitting required financial and activity reports online. Once available, we will provide you with user access enabling the ability to utilize the LaMPSS self-service capabilities.

Please read this entire Program Guidelines Document. The information contained in this Guide will become part of the contract/agreement with the Province of Newfoundland and Labrador for the delivery of LMP program.

3 Applying for Labour Market Partnerships Program Funding

3.1 Applying Online

Once you are a registered LaMPSS user, and program availability is advertised, you can apply for funding online using the self-serve capability. To apply online go to:

<https://lampss-org.aes.gov.nl.ca/login/login.aspx?ReturnUrl=%2f>

Organization Information

Enter the name and complete mailing address for your organization. If you are applying online, this information will be pre-populated.

Project Details

Please provide the following:

Project Title	Provide a title specific to this project. For example: "Your Organization's Name – Labour Market Partnerships
Contact Person	Name, title, telephone number and email address of person(s) to contact for additional information
Agreement Start Date	Provide the proposed start date for project
Agreement End Date	Provide the proposed end date for project

Past Agreements

Please identify if this application is a renewal of a past agreement and identify the agreement number or project name.

Project Description

Please provide a brief outline of the project detailing the activities (limit 300 words). Please include the following in the project description:

1. Labour Market Issue to be addressed;
2. Project Objective;
3. Project activities to be carried out and timelines; and
4. Expected Results.

Agreement Contact

Specify a person in your organization who can be contacted to further discuss your application (if required).

Language Preference

Provide your language preference - English or French.

Participants

Please enter zero as this is not applicable for this program.

Project Location

Please provide the address information for the location(s) where the project activities will be delivered. If you have not yet secured a location, please enter your main organization address and advise the Department at a later date of the project address.

Project Activities

The table below outlines the required information for each eligible activity for the Labour Market Partnerships Program. This is the complete set of eligible activities. On your Application Form provide the required information for the activities that you plan to deliver as part of your project.

Research and Planning	
Brief Description	Research and Planning projects around employment-related issues. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
Research and Planning – Community Needs Planning	
Brief Description	Research and planning involving community participation and focusing on the characteristics of the labour market, the strengths of the community and the community's capacity. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
Research and Planning – Curriculum Development	
Brief Description	Development of Curriculum for use in Skill Enhancement activities. Describe how you plan to deliver this activity as part of your project agreement. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
Research and Planning – Educational Needs Assessment	

Brief Description	Evaluation of the skill enhancement and upgrading needs of a population facing a workforce adjustment. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
Research and Planning- Human Resource Planning	
Brief Description	Development of a human resource strategy that offers solutions to improving or preventing labour market issues. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
Research and Planning- Labour Market Information	
Brief Description	Research and planning projects to develop labour market information. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
Research and Planning- Labour Market Strategies	
Brief Description	Research and planning projects to develop labour market strategies. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
Research and Planning- Materials Development	
Brief Description	Development of Materials for use in Skill Enhancement activities. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
Research and Planning- Organizational Needs Assessment	

Brief Description	Evaluation of the skill enhancement and upgrading needs of an entire organization - for example, in order to plan for workplace education needs. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.

Research and Planning- Toolkit Development	
Brief Description	Development of Toolkits for use in Skill Enhancement activities. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
Research and Planning- Workforce Adjustment Planning	
Brief Description	Research and planning activities in response to a significant structural change within a community or industry resulting in an imbalance between supply (people and skills) and demand (available and anticipated employment opportunities). Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
Awareness	
Brief Description	Create awareness of employment-related issues in the community. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
Awareness – Employer Engagement	
Brief Description	Outreach to employers around employment-related issues. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
Awareness – Event Sponsorship	
Brief Description	Sponsor an event to create awareness of programs, services or issues in the community. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.

Awareness – Human Resources	
Brief Description	Create community awareness of human resources issues. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
Awareness – Labour Market	
Brief Description	Create awareness of Labour Market Information (trends and activities) in the community. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
Awareness – Partnership Development	
Brief Description	Develop partnerships with businesses, organizations or institutions in order to build community capacity for coordinated response to anticipated HR needs. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.

Project Participants

Please enter zero as this is not applicable to this program.

Project Budget

The following table outlines all of the eligible cost categories and items for LMP along with a brief description. On your Application Form, enter the total project costs and the amount of funding requested for each category for this project. HST should be calculated and included in each category.

Budget Category	Eligible Costs
Program Delivery	
Salaries	Provide the total amount of requested salaries. Please provide detail about each position in the Itemized Budget Breakdown.

Budget Category	Eligible Costs
Mandatory Employment Related Costs (MERCs)	This category includes all mandatory employment related costs (MERCs) which includes Employment Insurance (EI), Canadian Pension Plan (CPP), and Vacation Pay. These contributions are based on wages, considering maximum yearly contributions.
Other Human Resource (HR) Related Benefits	Includes health and dental insurance premiums and pension/RRSP. A maximum 50 per cent employer contribution will be supported for these benefits.
Worker's Compensation	Cost of WorkplaceNL Premiums.
Operational	
Professional Fees	This category refers to fees paid to professionals who provide service to the project for the benefit of the participants. A breakdown of expected fees is required. This would include Honoraria and Consulting Services.
Staff Training/ Development	Can include conferences and short term training courses/programs for staff; must be relevant and reasonable according to the duration of the project. Diploma and complete degree programs are not applicable. Includes associated registration, mileage, meal allowances and accommodation. Limited to conferences in Newfoundland and Labrador and subject to negotiation.
Equipment	This would include those items essential to the project and for the benefit of the participants and costing less than \$1,000. If the cost of the equipment exceeds \$1,000, it would be shown under Capital Assets. Items would include computers, fax machines, photocopiers, furniture, software (including renewals), and disability supports.
Equipment Repairs	Includes repairs to equipment outlined above.

Budget Category	Eligible Costs
Facility Lease / Rent	Please include cost per square foot and comparison to other facilities in the area. Provide a copy of the lease agreement, if applicable. Remember to show clearly how the costs of shared space were determined.
Facility Repairs	Includes applicable repair /leasehold improvements for either non applicant owned or applicant owned.
Advertising and Promotion	Includes advertising, promotion, signage, brochures.
Materials and Supplies	Please ensure all materials and supplies to be used on the project are included and related to the participant activities. Costs could include: supplies and materials required to implement the project.
Travel	<p>Travel for staff directly delivering the project, includes transportation costs, taxi, or kilometric charges, as per staff travel claims. Due diligence must be demonstrated in reimbursing for overnight accommodations and costs associated with out-of-province travel. These must be negotiated with the Department in advance.</p> <p>Provide details within the financial submission (e.g., mileage rate, reason for travel, number of trips, accommodation and meals). Mileage and meal allowances may be considered up to a maximum of the Provincial Government in-province travel rates.</p>
Exceptional	
The following costs may be eligible for reimbursement provided they are directly related to the successful operation of the project.	

Budget Category	Eligible Costs
Capital Costs	<p>Capital costs must be essential to the achievement of the objectives of the project and directly related to participant activities. All assistance provided for capital costs must be on a cost-shared basis. Disposition of any purchased capital assets at the end of the project will be negotiated and documented in the agreement.</p> <p>Equipment which costs \$1,000 or more and which is purchased by the project to assist one or more persons with disabilities, is a capital asset and would be included in this section.</p>
Utilities	Rationale should indicate recent actual amounts.
Conference Registration/Attendance Fees	Costs associated with registering to attend conferences or workshops as part of the project activities.

Project Cash Flow

Cash Flow is required for all applications. The Cash Flow worksheet can be located at http://www.aesl.gov.nl.ca/lmda/pdf/cash_flow.pdf.

Please use this template to provide a monthly cash flow estimate of the requested project expenses. Attach the completed worksheet to your application.

Legal Signing Officers

Provide the appropriate signing officers for this project as well as the legal signing requirements for your organization.

Supporting Documentation

The table below outlines documents that must be included with the project application. Please attach these documents to your application form.

Document	Content
Detailed Project Description	Include a detailed project description along with the completed application form. Outline your objectives, activities with timeline and expected results.
Itemized Budget Breakdown	<p>Please include the budget details on the Itemized Budget Breakdown worksheet located here: http://www.aesl.gov.nl.ca/lmda/pdf/budget_template_supp_details.pdf.</p> <p>Attach this worksheet with you application providing sufficient details</p>

	and rationale for requested funds to support the request for each cost item. HST should be calculated and included in each category.
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Submitting Your Application

Once you have completed the application including the attachment of all required documentation, the application will be submitted to AESL using the LaMPSS Self-Serve system.

In this section of the application enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your application will be submitted.

If you have completed the application form on paper, mail your completed application form and the required attachments to the local AESL office.

4 Labour Market Partnerships Reporting Requirements

The requirements for Activity and Financial reports for LMP will be outlined in your agreement contract. Reports should be completed online using LaMPSS Self-serve functionality. If you require a paper form, contact your Agreement Manager.

4.1 Completing an Activity Report

This section provides supporting information that you will need to complete the Activity Report.

Reporting Period Dates

Please enter the start and end date for the period this report covers.

Organization Information

Enter the name and complete mailing address for your organization.

Project Activities

For each LMP project activities, please provide the following information for each activity in your Project Agreement:

1. **Start Date** – Enter the start date of this activity in your project;
2. **End Date** – Enter the end date of this activity in your project;
3. **Activity Description** – Enter the description of the activity in your project; and
4. **Update/ Status This Period** – Describe what activities have occurred during the reporting period.

Participants

Enter zero as it is not applicable to this program.

Supporting Documentation

There are no mandatory documents required; however if you have supporting documents, or if the Department requests specific supporting documents, attach them to your Activity Report.

Reporting Notes

Provide any additional information for this reporting period.

4.2 Completing a Financial Report

This section provides supporting information required to complete the Financial Report.

Reporting Period Dates

Please enter the start and end date for the period this report covers.

Organization Information

Enter the name and complete mailing address for your organization.

Project Costs

Provide the actual costs for each eligible expense for this reporting period. For each approved cost for your project please provide the approved budget, the amount reported and approved in previous financial reports and the amount being reported for this period.

Project Cash Flow

Along with your Financial Report, please provide an updated cash flow estimate for the remainder of the agreement. The Cash Flow worksheet can be located at:

http://www.aesl.gov.nl.ca/lmda/pdf/cash_flow.pdf.

Please use this template to provide an updated monthly cash flow estimate for the remainder of the project. Attach the completed worksheet to your Financial Report.

Supporting Documentation

There are no mandatory documents required; however if you have supporting documents, or if the Department requests specific supporting documents, attach them to your Financial Report.

Reporting Notes

Provide any additional information for this reporting period.

4.3 Submitting Your Reports

Once you have completed the Activity and Financial reports they can be submitted to the Department using the LaMPSS Self-Serve system. Enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your reports will be submitted.

If you have completed the Activity and Financial reports on paper, mail your completed reports to the local AESL office.

For any clarification or additional information, please contact your Agreement Manager directly.

Before You Begin

Please visit the program's home page at <http://aes.gov.nl.ca/lmda/lmp.html> and download the Program Guidelines document. Review the Guidelines document carefully and prepare or gather any supplemental documents required to submit along with the application. Once complete, follow the instructions at the end of this form to submit this application. (* indicates required field)

Organization Information

Organization name *

Street address (mailing) *

City *

Province/State *

Country *

Postal/Zip code *

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Project Details

Department/Area

Program

Project title *

Please enter the date range you are seeking funding for related to this project. Click in the date boxes below to access the calendar selection tool.

Agreement start date (DD/MM/YYYY) *

Agreement end date (DD/MM/YYYY) *

Past Agreements

Yes, this application is a renewal of a past agreement

Previous agreement number or project name *

Project Description

Provide a brief summary of your project below (maximum approx. 300 words) *

Please include a detailed project description/proposal along with this completed application form.

Agreement Contact

Specify a person in your organization who can be contacted to negotiate and finalize this application (if required) in the space provided below.

Title

Last name *

First name *

Telephone *

Mobile

Email

Language Preference

What is your preferred language of service?

- English
 French

What is your preferred language for correspondence?

- English
 French

Project Locations

Identify the locations where project activities will be delivered.

Street address line 1 *

Street address line 2

City *

Province/State *

Country *

Postal/Zip code *

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Telephone *

Fax

Location description/notes

Street address line 1 *

Street address line 2

City *

Province/State *

Country *

Postal/Zip code *

--	--	--	--	--	--	--

Telephone *

Fax

Location description/notes

Street address line 1 *

Street address line 2

City *

Province/State *

Country *

Postal/Zip code *

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Telephone *

Fax

Location description/notes

Project Activities

Activity Type *

Please enter the date range. Click in the date boxes below to access the calendar selection tool.

Start date (DD/MM/YYYY) *

End date (DD/MM/YYYY) *

Provide a brief description of this activity *

Expected results (maximum approx. 300 words) *

Where does this activity take place? *

Expected number of Project Participants *

Expected number who will achieve employment *

Activity budget/cost *

Activity Type *

Please enter the date range. Click in the date boxes below to access the calendar selection tool.

Start date (DD/MM/YYYY) *

End date (DD/MM/YYYY) *

Provide a brief description of this activity *

Expected results (maximum approx. 300 words) *

Where does this activity take place? *

Expected number of Project Participants *

Expected number who will achieve employment *

Activity budget/cost *

Activity Type *

Please enter the date range. Click in the date boxes below to access the calendar selection tool.

Start date (DD/MM/YYYY) *

End date (DD/MM/YYYY) *

Provide a brief description of this activity *

Expected results (maximum approx. 300 words) *

Where does this activity take place? *

Expected number of Project Participants *

Expected number who will achieve employment *

Activity budget/cost *

Activity Type *

Please enter the date range. Click in the date boxes below to access the calendar selection tool.

Start date (DD/MM/YYYY) *

End date (DD/MM/YYYY) *

Provide a brief description of this activity *

Expected results (maximum approx. 300 words) *

Where does this activity take place? *

Expected number of Project Participants *

Expected number who will achieve employment *

Activity budget/cost *

Activity Type *

Please enter the date range. Click in the date boxes below to access the calendar selection tool.

Start date (DD/MM/YYYY) *

End date (DD/MM/YYYY) *

Provide a brief description of this activity *

Expected results (maximum approx. 300 words) *

Where does this activity take place? *

Expected number of Project Participants *

Expected number who will achieve employment *

Activity budget/cost *

Project Budget

In the space provided below identify for each budget item your cost and for that item how much funding you are requesting. Additionally for each set of budget items, identify your cash and in-kind contributions. Your requested amount should be your project cost for those items less your cash and in-kind contributions.

Program Delivery

Salaries and Benefits

Cost Item	Project Cost	Requested Amount
Salaries	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
MERC	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Other HR Related Benefits	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Workers Compensation	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Subtotal	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
less: Cash contributions	<input style="width: 90%;" type="text"/>	
less: In-kind contributions	<input style="width: 90%;" type="text"/>	
Total	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Operational

Standard

Cost Item	Project Cost	Requested Amount
Professional Fees	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Honoraria	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Consulting Services	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Staff Training & Development	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Equipment	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Equipment Repairs	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

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Facility Lease\Rent	<input type="text"/>	<input type="text"/>
Facility Repairs	<input type="text"/>	<input type="text"/>
Advertising & Promotion	<input type="text"/>	<input type="text"/>
Office Supplies	<input type="text"/>	<input type="text"/>
Resource Materials	<input type="text"/>	<input type="text"/>
Travel	<input type="text"/>	<input type="text"/>
Insurance	<input type="text"/>	<input type="text"/>
Other Operational Costs	<input type="text"/>	<input type="text"/>
Subtotal	<input type="text"/>	<input type="text"/>
less: Cash contributions	<input type="text"/>	
less: In-kind contributions	<input type="text"/>	
Total	<input type="text"/>	<input type="text"/>

Exceptional

Cost Item	Project Cost	Requested Amount
Capital Costs	<input type="text"/>	<input type="text"/>
Leasehold improvements	<input type="text"/>	<input type="text"/>
Memberships	<input type="text"/>	<input type="text"/>
Postage and Courier	<input type="text"/>	<input type="text"/>
Banking Charges	<input type="text"/>	<input type="text"/>
Legal fees	<input type="text"/>	<input type="text"/>
Telephone / Fax / Internet	<input type="text"/>	<input type="text"/>
Utilities	<input type="text"/>	<input type="text"/>
Audit Costs	<input type="text"/>	<input type="text"/>
Furniture	<input type="text"/>	<input type="text"/>

Labour Market Partnerships Application

Printing	<input type="text"/>	<input type="text"/>
Conference Registration / Attendance Fees	<input type="text"/>	<input type="text"/>
Subtotal	<input type="text"/>	<input type="text"/>
less: Cash contributions	<input type="text"/>	
less: In-kind contributions	<input type="text"/>	
Total	<input type="text"/>	<input type="text"/>

Budget Total	Project Cost	Requested Amount
Subtotal	<input type="text"/>	<input type="text"/>
less: Total cash contributions	<input type="text"/>	
less: Total in-kind contributions	<input type="text"/>	
Total	<input type="text"/>	<input type="text"/>

Project Cash Flow

Please include a forecast of your project's cash flow along with this completed application form. Specify the timing of how the funding you've requested will be spent on this project on a month by month basis.

Legal Signing Officers

Please provide the list of legal signing officers required to sign a legal agreement

Title	Name

How many and what combination of the above persons' signatures are required on a legal document?

Supporting Documentation

Please review your program guidelines for instructions related to attachments. The following documents are mandatory and must be submitted with this application.

- Detailed Project Description
- Itemized Budget Breakdown

Signature

Name (print)

Title

Signature

Date

Submit Application

Please mail or fax this form along with required attachments to the office nearest you. Office locations are outlined in the Program Guidelines.