

# 2024-2025 Settlement, Integration and Language Projects (SILP) Call for Proposals (CFP)

## Applicant's information call - answers to questions

### Eligibility

**What is the difference between “Ineligible Activities”, e.g. do ineligible activities include, but are not limited to: direct settlement and integration services to newcomers (e.g. needs assessment, service plans, information, and orientation sessions, etc.)? Explain how the project you will fund are going to enhance provincial settlement and integration efforts.**

This SILP CFP is not about services to newcomers but project work that builds the capacity of service providers and/or employers (Stream 1) or delivers tailored employment training (Stream 2) to newcomers who need and want to work in Alberta to survive and thrive. Please reference to the eligibility section in the application guidelines.

**Are international students eligible for SILP?**

No, as temporary residents they are not.

**Regarding the requirement to have 2 years of experience: if the organization does not have direct experience in the project curriculum, would the sub-contracted party's experience be sufficient to meet the requirement?**

The organization needs 2 years of relevant experience to be the fiscal agent. If one doesn't have the necessary experience but the partner has, then the partner should be the main applicant/fiscal agent. The roles should be reversed. If the agency has the experience to be the fiscal agent, then it is ok to employ a partner to just help with some pieces of the project (e.g. curriculum development)

### Application Information and Eligibility

**When the grant is for a job to action several initiatives and programs, how in depth would you like the explanation of each to be?**

If the project is about Stream 2 (jobs for newcomers) then the project should focus just on this and NOT on multiple initiatives/ideas. Also, project should NOT duplicate other already existing initiatives. The project should fit with our ASIP outcomes. The outcomes we have listed should guide you. A project may have multiple components within one basic concept. In this case, you would need to provide sufficient

detail about each component to show how it fits within the whole project.

**Guidelines indicate that upon approval, implementation plan and outcome measurements will be requested. The application form gives a table for outcome measurement should we fill that table?**

Yes, please fill in that table. Note that the table in the project description is meant to gather very minimal outcome information to enable us to process your application. Detailed outcomes information will be provided only by the successful applicants. The outcome measurement template can be retrieved from our SILP CFP website.

**Can stream 2 projects provide broad labour market skill development (i.e., essential skills for all employment) - or does it need to focus on one or two specific occupations or industries?**

It should be specific to a sector and tailored to your beneficiaries. The end/desired result is successful employment for each learner taking the training.

**If the grant application is to support a position that would enact several projects and act as a community resource, what is the best way to showcase that for success?**

We do not recommend that an application should include several distinct projects, but there may be several activities that pertain to one central project. Each staff position in a SILP project should be dedicated to activities indicated clearly in the SILP proposal.

**Will a pilot project be accepted as this will also require some research?**

Yes.

**When will the projects have to start if approved? March 31st, 2025?**

Agreements must be signed by both parties before March 31, 2025. The project may start as early as March 31, 2025, but sometimes the agency needs the first grant payment to

start the work and hire the team, so the work may start later. However, the maximum total project duration is 24 months. Payments to successful SILP 2024-2025 applicants should normally be issued approximately 30 days post grant approvals and final signatures of both parties involved (GOA and the recipient).

**We received SILP grant previously; three years ago, are we exempted from having to submit a letter of support? How many letters may we send? Thanks.**

If you have received GOA funding in the last 5 years you do not have to submit a letter of support.

**Given the competitive nature of funding, could a strong ability to deliver and strong capacity within the organization be interpreted as not needing the funding as much as an organization that has less ability to deliver or less capacity?**

Being a big organization does not mean that you do not need the funding, you must demonstrate the need regardless of the size of the organization.

**Our organization work with newcomers, children, and youth, can we apply?**

No, we do not provide funding for children, however if you are an educational provider and have the necessary experience to develop and deliver employment training for adult immigrant youth (18-30 yrs.) then you can forward the application to us under SILP stream 2.

**For stream 2, are newcomers on work permits allowed?**

No. For this stream, only Permanent Residents and naturalised Canadian Citizens can apply. Both groups CANNOT be eligible for Employment Insurance during SILP training. Please refer to the stream 2 guidelines document for further clarity.

**Keeping in mind the employment outcome for stream 2, does this mean the proposed project must be sector specific?**

Yes.

**Are post-secondary institutions, which are non-profits and registered charitable organizations, now eligible for Stream 1, for example, to support capacity, research, mapping, etc.**

Post secondary institutions are NOT eligible to apply for stream 1. The guidelines document provides a list of organizations eligible for this funding stream.

**Do eligible beneficiaries for stream 1 include: Communities, Employers and workplaces, and Service providers?**

Yes.

**Can an organization submit a proposal for several communities under the same project?**

Yes, an organization can submit a proposal for multiple communities under the same project if there is a clear connection between them. For example, if resources are shared across communities—such as Resource A in Community 1 and Resource B in Community 2—and the goal is to build a network of infrastructure, this would be acceptable. The communities should be geographically close and share similar characteristics for the proposal to be considered as a single project.

## **Partnership**

**If we work with informal partners, how do I include them in the grant as partners without formally applying to the grant as a partner?**

Formal partners (those that receive funding under the project and provide significant deliverables) are included in the application form, but informal partners (that for example may provide advice or referrals) are not. You may include information about informal partners in your project description.

**Previous SILP CFP applications had a cap on the payment of project partners and contractors. Could you please clarify if such a cap applies to this application as well?**

We would like to see the bulk of the budget dollars go into project activities rather than high-cost subcontractors. Any payment to contractors which is a hundred dollars an hour or more would normally be considered excessive, unless the expertise required is very specialized and the number of hours needed is relatively small. A strong rationale would need to be provided for the inclusion of contractors above the limit. We advise providers to shop around for contractors and partners who can provide their expertise for a reasonable cost without compromising the quality of the work that is required.

**Would it be best to list any service provider that interacts with the project or just those who are specific partners (do you want us to list the number of staff?)**

Yes, list all project team members. You don't need to list the staff who may be helping the project informally.

**If the applying organization is small, is it better for them to partner with a larger organization, or that does not make a difference?**

It depends on your capacity and expertise.

**For the letters of support, if one of them is a partner of attached to some of the activities/initiatives, can that**

**organization still provide a letter of support and how does that differentiate from a partnership letter?**

The letter of support is designed to demonstrate your ability as an organization to deliver the project you are proposing. In a partnership letter, the partner makes a detailed and specific commitment to help you with the implementation of the project you are proposing.

**If we choose to apply for Stream 1, do we still need to mention the number of permanent residents and Canadian citizens?**

if you are applying for stream 1, your beneficiaries are the community members who will benefit from the project activities., For example: employers, organizations, and municipalities, as well as their staff can be defined as beneficiaries. Listing numbers of employers, organizations, and /or number of staff with whom you will be working is the way to indicate the numbers of direct beneficiaries in the project. Newcomers are not eligible beneficiaries for stream 1.

**Does it mean that stream 2 MUST result in a job? Can it also not result in increased employability skills and referrals into a community employment program?**

Stream 2 is funded through a federal transfer budget supporting workforce attachment and development for individual newcomers; it is designed to put clients through specialized training and help clients secure employment through the training.

**Can I apply and find a partner after? we are tight in time. can I get more explanation for stream 1 projects? with an example if possible.**

No. applications with partnerships must include partners' information at the time of application submission.

**Can we partner with organizations who are already funded to run similar projects?**

This should be a new project.

## **Evaluating**

**Could you share insights into how applications are being evaluated? Specifically, are you prioritizing innovative or "new and exciting" projects over established ones? Additionally, how are you balancing support between small communities and larger urban centers? Are there specific criteria or factors influencing these decisions?**

A variety of strategic considerations are taken into account in determining which proposals will receive funding to maximize the benefit for Albertans. Because of the multiple factors involved and rapid changes in the environment, it is not possible to provide published criteria; one strong component

in the decision-making process is the scores awarded in department review committees, following the scoring rubric outlined in the guidelines. If you are a designated rural community, this may in some circumstances be evaluated as a priority need more than urban centers.

**Given that small communities may not have the capacity to serve the same number of clients as large urban centers, would a small community be at a disadvantage in the CFP process? How are you ensuring that smaller communities are not overlooked in favor of higher-volume service providers?**

No, applicants must demonstrate that they have the capacity to do what they are proposing.

**For stream 2, if informal partners are contributing funding either cash or in-kind to the project, should that be included in the budget?**

Yes.

## **Budget/Funding**

**Does this grant fund evaluation of previous programs, or the uptake of previous training? This funding contributes to some very interesting and innovative projects and I'm curious about the long-term impact.**

You are required to include evaluation in your new project application. However, we do not have funding available for retrospective evaluations of past projects at this time.

**Are the budget forms for two years, e.g. 2026 - 2027? Is the implementation plan also for two years, 2026 and 2027? If so, can we repeat the same activities for 2027?**

The maximum timeline for the project is 2 years. Budget and implementation plan should reflect all needed components from the beginning to the end of the project activities. In Stream 1, the focus is not repeated service delivery but completion of a capacity building project. In Stream 2 there may be multiple cohorts of learners who repeat the same program to equip learners with specific employment or occupational skills and a job placement at the end of the training, but the budget for 24 months does not reflect repeated activities but rather consecutive actions that support curriculum development, training delivery, adjustments, work practicum supports and activities as well as admin work for two years.

**For activities and overhead costs, should we list them by activity or by expense item?**

Either method is good, depending on the individual circumstances.

**Are we allowed to offer ESL classes, or do they need to be integrated into other activities?**

The SILP call for proposals is NOT designed to fund pure ESL classes. While some ESL components may be necessary within Stream 2 to support workforce attachment training for newcomers who may still require language support, this funding opportunity is specifically aimed at well-designed employment-focused (workforce attachment) training programs. These programs should be tailored to provide sustainable employment opportunities for participants upon successful completion.

**I have a question about whether subcontracting and partnerships are allowed, e.g. are we allowed hire a specific industry partner to do a portion of the training? And if so, how does the partner's budget get reflected in the budget template, where their costs may be all inclusive of their training and administration.**

Yes, you can subcontract part of the activities where outside expertise is needed. The simplest method is to list this as a specific deliverable, for example "Create training materials" and list the total cost. Similarly for partnerships, the simplest method is for the partner to list the deliverables they will provide and the total cost for each.

**I am interested to find more information for projects that the GoA has funded under the Settlement, Integration and Language (SILP) grant for the 2024-2025 fiscal year. Your website only lists the projects up to 2023-2024. Where might I find this information?**

This year's (2024-25) grant projects will be awarded through this current call for proposals and will be posted on the website. You should be able to see this information by May 2025.

**Can you share the total provincial department budget available for this CFP? If possible, individually for each stream?**

No, this information is not available for the public.

**Do we need to break down a contractor budget line to include hours and \$/hour?**

Yes.

**Is there a total amount that can flow through to an industry partner/trainer? Sometimes they make their rates based on deliverable, not per hour.**

It would depend on the project. It is fine to list subcontractor fees by deliverable. The amount of input required from a subcontractor would depend on the individual project. However, if the vast majority of the project activities are

carried out by subcontractors, this may represent a risk to the successful completion of the project if the partner(s) were to drop out. Consideration should be given to demonstrating your organization's ability to deliver the project.

**Are there any guidelines or recommendations on what proportion of a project is made up of salaries and wages compared with activities and overhead costs?**

It depends on the individual project. Please refer to the application guidelines for more information.

**If we need to do a Request for Proposals (RFP) for competitive purposes, for example to comply with regulations or other organizational policies, which would then ascertain how much a contractor hours and budget will cost when we pick the 'best value for money', do we just reflect a 'maximum' in our budget, and do the RFP if the project is accepted? Then, do an adjustment to budget with the project officer later.**

Regulations and policies (such as trade agreements) would likely only apply if the RFP is for a larger amount of money. Yes, if necessary, you would need either to specify an hourly payment limit in your RFP or indicate that if an applicant's normal hourly rate is above \$100, then the budget should be presented in the form of deliverables rather than hourly inputs.