

ASSISTING LOCAL LEADERS WITH IMMIGRANT EMPLOYMENT STRATEGIES (ALLIES)

A Collaboration Between
THE MAYTREE FOUNDATION and THE J.W. McCONNELL FAMILY FOUNDATION

PARTNERSHIP GRANT

Please refer to the document *Request for Proposals for Funding* for background information and project objectives of ALLIES.

http://maytree.com/PDF_Files/ALLIES_RequestForProposalsForFunding.pdf.

Partnership Grants of up to \$90,000 per year over three years will be provided to communities that have successfully completed all elements of developing a multi-stakeholder effort as outlined in Start-up Grants, Phases One and Two. The project expects to develop and support approximately seven communities at this level. Communities may apply as a full partner without having received Phase One and Phase Two grants, should they meet the eligibility criteria.

Partnership Grants will enable applicant communities to translate their plans for a community driven solution to address the unemployment and underemployment of skilled immigrants into action through a three-year funding program.

PART A: ELIGIBILITY CRITERIA

To apply for funding communities must meet the following eligibility criteria.

Eligible communities are **Census metropolitan areas (CMA)** that :

a) have a significant number of unemployed or underemployed skilled immigrants (e.g. Vancouver, Montreal, Calgary);

OR

b) are eager to attract and retain skilled labour in order to strengthen and grow their economies (e.g. Edmonton, Halifax).

AND

c) are anticipating labour market growth where there is a potential match with the skills/occupational profile of skilled immigrants.

Projects must be attached to (i) a charitable organization or (ii) a municipality.

To be eligible for **Partnership Grants** communities must demonstrate that they have successfully completed the following processes and outcomes, either through their participation in a *Start Up* grant, or otherwise.

- confirmed the participation of a cross section of leaders from a variety of sectors to work on action-based solutions;
- identified and confirmed the participation of a well known business leader as a champion;
- confirmed the participation of a local convenor who will be responsible for implementing, managing and accounting for project activities;
- confirmed through a series of consultations the planning to implement the following:
 - an action idea that will bring a valued added and high impact service to skilled immigrants;
 - a public awareness campaign that focuses on solutions ;
 - a campaign to influence the hiring practices and approaches of employers;
 - an inter-governmental round table to generate place based collaboration among all orders of government;.
- confirmed participation of a local convenor;
- a business plan for the activities of the community for the next three years including budgets, timelines and confirmation of funding; and
- confirmed matching funding to be eligible for the ALLIES investment as a Partner Community.

PART B: MANDATORY ACTIVITIES

All applicants must commit to implement the following activities:

- an action idea that will bring a valued added and high impact service to skilled immigrants, e.g. mentoring and internship programs, etc.;
- a public awareness campaign that focuses on solutions ;
- a campaign to influence the hiring practices and approaches of employers;
- an inter-governmental round table to generate place based collaboration among all orders of government.

The ALLIES investment may cover the costs associated with implementing any of the above activities including covering:

- administrative and staffing costs;
- convening costs;
- program delivery costs.

PART C: APPLICATION REQUIREMENTS

The application package should include general and grant specific information.

All applicants should submit:

- A. Checklist (*Appendix 1*)
- B. Organizational information sheet (*Appendix 2*)
- C. Most recent annual report and financial statement of the convening organization
- D. A letter from an authorized representative on behalf of a municipality, should your project choose to flow funds to a municipality, stating that:
 - funds will be segregated and accounted for separately from other municipal funds;
 - funds will be used specifically and solely for the purposes laid out in your proposal; and,
 - the municipality can issue an official charitable receipt for the donation

This letter should also acknowledge that any unspent funds, or funds utilized for purposes other than those in your proposal, are subject to repayment by the municipality.

5) Two letters of reference from relevant stakeholders that can speak to your organization's ability to achieve the project's outcomes.

6) A grant proposal that must contain the following sections:

A. Background Information

In the Background section, applicants should provide:

- I. a brief history of the project and the engagement of local partners;
- II. evidence of a multi-stakeholder coalition and confirmation of leadership, in particular business leadership;
- III. key objectives of the local partnership and progress achieved;
- IV. evidence of the completion of the **planning** for the following tasks:
 - a. an action-idea to deliver a results-oriented service to skilled immigrants;
 - b. a public awareness campaign that focuses on solutions;
 - c. a campaign to influence change in hiring practices and approaches; and,
 - d. an inter-governmental round table to generate place-based collaboration among all orders of government;
- V. a description of the process for achieving these outcomes;
- VI. an assessment of your project's strengths and challenges going forward;
- VII. a description of your relationships with local media (enclose any press clippings related to your project as appropriate);
- VIII. a description of relationships with government and other funders; and
- IX. plans for project launch.

B. Project Plan and Implementation

Applicants should provide a project plan for all activities. A budget and timelines for covering the project costs for three years should be attached as appendices.

Please describe and confirm other sources of funding for the project and outline activities for which funding has been received.

C. Project Management

Applicants should provide detailed information about governance, oversight, project and financial management.

D. Project Outcomes

Applicants should identify the outcomes and the format in which they will communicate the completion of these outcomes to ALLIES (e.g. reports, analysis, letters of agreement etc.).

E. National Hub

Applicants should outline the support, training, and other services they will require from the ALLIES national hub. Please prioritize this list.

F. Project Progress and Evaluation

Partnership Grants will require additional monitoring and evaluation.

Please identify how you will assess the impact of;

- a) overall objectives of your project; and
- b) specific activities.



Appendix 1

CHECKLIST FOR ALL APPLICATIONS

Name of organization _____

Type of grant (please check):

- Start-up, Phase 1 Start-up, Phase 2 Partnership Grant

The full application package should include the following components:

1. Grant proposal addressing all application questions
2. Organizational information sheet (signed and dated)
3. Additional Information including:
 - proposed operating budget for this project
 - a list of other sources of funding or pending applications, if applicable
 - most recent audited financial statement, including management letter
 - most recent annual report, if applicable
 - organizational chart of convening organization
 - resume of catalysts/champions
 - names and job descriptions of staff who will be working on this project
 - letter of description and confirmation of participation from each local community stakeholder who is, or will be, involved in this project, if applicable
 - two references

Signature of the Applicant

Date

ORGANIZATIONAL INFORMATION

| Applicant Information | | |
|---|--|----------------------------|
| 1. Name of Organization (include acronym(s)): | | |
| 2. Legal Name of Organization (if different): | | |
| 3. Mandate of Organization | | |
| 4. Mailing Address: Street Address (if different): | 5. City/Town: | 6. Province: |
| 7. Postal Code: | 8. Area Code + Phone Number: | 9. Area Code + Fax Number: |
| 11. Website Address: | | |
| 13. Name and Title of Contact Person for this application: | 14. Area Code + Phone Number + Extension: E-mail: | |
| 15. Name and Title of proposed Project Manager (if different from above): | 16. Area Code + Phone Number + Extension: E-mail: | |
| 17. Registered Charitable Number: | 18. Please indicate which grant you are applying for (choose one): <input type="checkbox"/> Phase One <input type="checkbox"/> Phase Two <input type="checkbox"/> Partner Grant | |



Appendix 2

| Signatures and Certification | |
|---|----------|
| <i>I / We declare that the information in the attached application package is accurate:</i> | |
| 1. Applicant Name (please print) | Position |
| Signature | Date |
| 2. Applicant Name (please print) | Position |
| Signature | Date |