

## ASSISTING LOCAL LEADERS WITH IMMIGRANT EMPLOYMENT STRATEGIES (ALLIES)

*A Collaboration Between*  
THE MAYTREE FOUNDATION *and* THE J.W. MCCONNELL FAMILY FOUNDATION

### START-UP GRANTS, PHASE ONE

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](http://maytree.com/PDF_Files/ALLIES_RequestForProposalsForFunding.pdf).

***Start-up Grants: Phase One*** will enable communities to determine whether they possess the champions, the ideas and the capacity to move to full partnership with other stakeholders in the area of employment of skilled immigrants. Funding is available up to \$30,000 and activities must be completed within four months of receiving funding.

### 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 **Start-Up Grants Phase One**, communities must demonstrate a level of engagement and leadership in the issue of employment of skilled immigrants through prior efforts to organize, learn, act and bring diverse players to the table. A private sector champion (s) and a catalyst (a person or an organization, from the public or private sector) must already be present.

## **PART B: FUNDED ACTIVITIES**

In *Phase One*, participating communities will complete the following:

### **A) Produce a local fact base from existing reports and data to include:**

- a snapshot of local and/or regional demographics;
- facts and figures regarding local immigrant populations and trends;
- data relating to their success in integration in general, and in integrating into the labour market in particular;
- available studies that shine further light on immigrant attachment to the labour market;
- a snapshot of local or regional labour market, trends, and growth areas including a detailed job outlook;
- a listing of major industries, trade associations, unions and their leaders; and
- available community resources and other organizations or initiatives that support immigrant integration into the labour market and their success to date.

### **B) Identify potential catalysts and champions and confirm key stakeholders**

A successful community initiative will draw all sectors and players to a common table with a common purpose. These must include the following:

- skilled immigrants;
- businesses, employers and their associations, including trade unions where appropriate;
- local universities and community colleges;
- professional licensing authorities;
- immigrant-serving agencies and their leaders; and
- all relevant orders of government – local, regional, provincial and federal. In all cases a number of different departments within each jurisdiction will be relevant.

### **C) Identify various options for a “convenor” or host organization**

A successful outcome in Phase One is the identification of the best preferred option for a local community. The nature of the convening body may vary from community to community. However, in each case the identified convenor must enjoy a high level of credibility among all stakeholders, possess convening capacity and the ability to organize, and implement action ideas. It must also be prepared to take on the responsibility and accountability associated with such a project.

**D) Identify at least one action idea that will catch the imagination of the local community and serve to galvanize participation**

This local action idea could be the replication of a proven idea from elsewhere, including TRIEC, or something entirely new to suit the local context. It must be solution and action driven. Research and publications will not be considered for funding under this initiative.

**E) Develop an inter-governmental table**

Initiate discussions with all orders of government to determine their interest and participation in a place-based collaboration.

*NOTE: a portion of the ALLIES investment can be used towards administrative and staffing costs.*

**PART C: EXPECTED OUTCOMES**

In *Phase One*, the following **outcomes** are expected of participating communities:

- ⇒ completion of a common fact base, including key immigration and labour market indicators that are locally relevant;
- ⇒ confirmation of a catalyst;
- ⇒ completion of a short-list of business leaders who have been identified and contacted for their participation and possible confirmation;
- ⇒ confirmation of various stakeholders essential to a successful multi-sectoral initiative;
- ⇒ identification of possible host organizations or convenors and an indication of the top choice;
- ⇒ identification of a first action item to benefit skilled immigrants;
- ⇒ initiation of discussions with all levels of government to gauge their interest and participation in this project; and
- ⇒ initiation of funding interest from other sources.

**PART D: APPLICATION REQUIREMENTS**

All applicants should submit:

- 1) Checklist (*Appendix 1*)
- 2) Organizational information sheet (*Appendix 2*)
- 3) Most recent annual report and financial statement of the convening organization
- 4) 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**

Applications for **Start-up Grants, Phase One** should address the following questions:

- I. Why is this project important to your community?
- II. Who in your community is involved in working on solutions for the effective inclusion of skilled immigrants in the labour market? What is the impact of these solutions to date?
- III. Please identify the key stakeholders in your community whose participation will be essential to create a successful multi-sector initiative. What has been their participation to date in this issue and on this application?
- IV. Please identify the catalyst(s) associated with this application. What has been their role to date on this issue?
- V. What is your assessment of your community's capacity to engage in a comprehensive multi-stakeholder approach to providing solutions for skilled immigrants? What are the community's strengths and challenges?

#### **B. Project Plan and Implementation**

Applicants should provide a detailed project plan to undertake funded activities. This must include a budget and timelines for achieving outcomes.

#### **C. Project Management**

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

#### **D. Project Outcomes**

Applicants should describe 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.



**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**

<b>Applicant Information</b>		
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**

<b>Signatures and Certification</b>	
<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