

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 TWO

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.

The purpose of ***Start-Up Grants: Phase Two*** is to continue the momentum gained in Phase One and to bring communities a step closer to full partnership. In this phase, communities are expected to work on building the foundations of a successful community partnership. 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 Two**, communities must demonstrate that they have successfully completed the following processes and outcomes, either through their participation in a *Start-Up Phase One Grant*, or otherwise:

- completion of a common fact base, including key immigration and labour market indicators that are locally relevant;
- identification 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 B: FUNDED ACTIVITIES

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

- ⇒ confirmation of all local stakeholders;
- ⇒ identification and confirmation of a local business personality as the leader and/or champion of the initiative;
- ⇒ confirmation of host organization;
- ⇒ confirmation of participation of key stakeholder in an “inter-government table”;
- ⇒ development of budgets and work plans for four action items which will be ready to launch:
 - an action-idea to deliver a results-oriented service to skilled immigrants;
 - a public awareness campaign that focuses on solutions;
 - a campaign to influence change in hiring practices and approaches; and,
 - an inter-governmental round table to generate place-based collaboration among all orders of government.
- ⇒ application for funding for ALLIES Partnership Grant; and
- ⇒ application and confirmation of funding from other sources.

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

PART C: EXPECTED OUTCOMES:

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

- ⇒ a list of stakeholders representative of all essential sectors of society whose participation in the project is confirmed;
- ⇒ engagement and confirmation of business and other leaders as champions;
- ⇒ confirmation of the participation of a local convenor;
- ⇒ a business plan for the next three years;

- ⇒ budgets, implementation plans and timelines for:
 - an action-idea to deliver a results-oriented service to skilled immigrants;
 - a public awareness campaign that focuses on solutions;
 - a campaign to influence change in hiring practices and approaches; and,
 - an inter-governmental round table to generate place-based collaboration among all orders of government.; and
- ⇒ confirmation of matching funding to be eligible for the ALLIES investment as a Partner Community.

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 Two*** 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?

Applicants for *Start-up Grant, Phase Two* should include evidence that their community has achieved the required outcomes for the *Phase One* grant and has evaluated the potential readiness of their community to proceed to *Phase Two*.

B. Project Plan and Implementation

Applicants should provide a detailed project plan including a budget and timelines for achieving outcomes.

In the Project Plan and Implementation section, please describe the process (including timelines and budgets) for achieving the following outcomes:

1. confirmation of local stakeholders for participation in this initiative;
2. identification of key public champions from business and other sectors as leaders of the project;
3. confirmation and agreement with convening organization to implement and manage the project ;
4. confirmation of participation of local, provincial and federal officials in an inter-governmental roundtable;
5. identification of public awareness activities, confirmation of partners, budget and financing;
6. identification of activities and approaches for influencing hiring practices;
7. identification, assessment and confirmation of one action item to launch the project including key partners, budgets, finances etc.;
8. confirmation of other financial partners for the project;
9. application for funding to ALLIES for a Partnership Grant; this should include key objectives, a work plan, information on staffing, costs, outcomes and expected impact; and,
10. plans for a project launch.

C. Project Management

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

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.



CHECKLIST FOR ALL APPLICATIONS

Name of organization _____

Type of the 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