



Ministry of Advanced Education and Labour Market Development

English as a Second Language Settlement Assistance Program

Settlement-focused adult English-as-a-Second-Language tutoring in rural and remote communities throughout British Columbia.

ESL Settlement Assistance Program

Grant Application Package

2009/ 10 Call for Proposals

Application Deadline: September 8, 2009

Please submit **by e-mail** to Martin Breuhan: martin.breuhan @gov.bc.ca

Main Proponent:

Contact Person:

Tel:

E-mail:

Funding Requested: \$

Public Post-Secondary Institution Region:

PROGRAM DESCRIPTION

Section 1 – INTRODUCTION

- **Main Program Proponent:**
- **Program Location:**
- **Program Start Date:**
- **Program End Date:**

EXECUTIVE SUMMARY OF PROGRAM: (Maximum 150 words)

Outline the broad goals and objectives, key deliverables and anticipated outcomes of the program. This summary may be forwarded to the Ministry's Public Affairs Bureau.

Section 2: RATIONALE/NEED – (20 percent)

REGIONAL DEMOGRAPHIC NEED:

Please provide evidence that there is a gap in ESL services to immigrants and refugees.

PROGRAM ADDRESSES 'GAP':

a) Please clearly demonstrate how the ESL Settlement Assistance Program will address the identified service gap and/ or complement existing services in your community.

Section 3: ORGANIZATIONAL CAPACITY – (10 percent)

Please demonstrate how your organization's experience positions it to successfully implement / continue an ESL Settlement Assistance Program.

CURRENT CAPACITY TO IMPLEMENT YOUR RESPONSE TO IDENTIFIED NEED:

Please list specific organizational assets such as experience in volunteer coordination, learning environment, resources, staff expertise, existing community networks, and examples of effective project management.

FINANCIAL STANDING (public institutions except):

Please attach a copy of your last audited financial statement.

Section 4: Community Collaboration – (15 percent)

a) Is there an Immigrant Serving Agency in your community? If yes, how do you propose to collaborate with the organization?

b) Are there any ELSA classes offered in your community? If yes, how do you propose to collaborate with ELSA providers?

c) Please list any other community linkages your organization has established and how they will benefit your learners.

a) Immigrant Serving Agency:

b) ELSA:

c) Other Community Linkages

Section 5: Data Management – (10 percent)

Please describe procedures and systems proposed to collect, maintain, store and protect client and service data to meet reporting requirements and privacy protection requirements.

Section 6: Service Location and Facility – (10 percent)

- Please identify accessibility to the proposed location by providing the following:
- Please describe facilities where proposed services will be provided (location within the area to be served, accessibility, enhancements to learning such as computer Lab, learning centre, library services etc).
- If one-to-one matching with volunteers is your approach, where do you propose volunteers and learners meet?
- Please note: In order to ensure safety of learners and tutors, tutoring must take place in public spaces, not private homes.

Section 7: SERVICE DELIVERY – (15 percent)

SERVICE DELIVERY APPROACH		TARGETED OUTPUTS <i>(if applicable **)</i>
<p>Proponents must provide a detailed description of services. This should include information on proposed activities/ teaching and learning resources, proposed service delivery approach, and targeted outputs.</p>		
<p>VOLUNTEER TUTORS Recruitment, Training, and Support</p>		
<ul style="list-style-type: none"> • How will you recruit and screen volunteer tutors? • How many volunteer tutors will you train? • How will you prepare your volunteer tutors to provide one-to-one ESL support to adult learners? • How will you support your volunteer tutors? • What is your expertise and past experience with volunteer recruitment, training, and coordination? 		
<p>ESL Resources</p>		
<ul style="list-style-type: none"> • Please list examples of instructional resources you intend to use 		
<p>INFORMATION ON CANADIAN SOCIETY</p>		
<ul style="list-style-type: none"> • Please list example topics of lesson plans relevant to newcomers to Canada • Please list anticipated referral needs of newcomers to your community. 		

Section 8: Service Quality Plan – (10 percent)

Please provide a description of the following components of the proposed service quality plan:

- Monitoring and evaluation activities
- Type of data/information to be gathered
- Sources of information
- Methods or tools used to gather the data/information
- Measures and indicators used to evaluate the effectiveness of services

What will be the indicators that your program is successful?

How will you know that your ESL learners are progressing towards their learning goals?

Please list the anticipated immediate outcomes:

Section 9: BUDGET (10 Percent)

Eligible Program Expenses are:

- Executive Director's and Program/Service Managers
- Program Coordinator
- Administrative and Accounting staff
- Human Resources Staff Mercs
- Facilities and Resources
- Office Supplies and Materials
- Publicity and Promotion
- Fee and Dues
- Travel, Training and Professional Development

Line Item Expenditures	Total Cost (a)	Sources of Revenue and In-kind Contributions (b)	Amount Requested (c)
Wages & Salaries <i>(list positions separately, including hourly rate of pay, no. of hours)</i>			
• Mandatory Employment-related costs (MERCs)			
• Supplementary Benefits			
• GST if applicable			
Professional Fees			
Travel, Training, Professional Development			
General Program Costs <i>(Please specify.)</i>			
• Materials and Supplies			
• Printing and Communications			
• Rental/Equipment Leasing			
• Utilities			
• Other Costs (Please Identify)			
Sub-total			
*Administration fees (10%)			
TOTAL: (Total cost (a) less Revenue (b) = Amount Requested (c)	(a)	(b)	(c)

Summary of Contributors and Contributions Supporting this Program:

Contribution Source	Financial		In-kind (i.e. volunteer contributions)		Total
	Assured	Requested	Assured	Requested	
Total Revenue and In-Kind Contributions:					

Partnership Agreement

Sample 1: Responsibilities and services are shared, administration fee charged

PARTNERSHIP AGREEMENT

_____ College/ University and _____

_____ College/ University agrees to the following roles and responsibilities regarding the management of this program:

- manage the program funds
- prepare and submit the interim and final reports
- prepare and submit the financial report
- provide photocopy and fax services to the program
- provide library and technical resources
- ensures learners assessment tools and appropriate curriculum are available and utilized
- ensure adherence to the accountability framework set-forth by the Ministry

_____ agrees to the following roles and responsibilities regarding the management of this program:

- hire program staff
- provide office and meeting space
- provide secretarial and administrative support
- supervise the program
- prepare and submit midterm and final reports
- report and monitor learners progress

A joint committee of _____ College/ University and _____ representatives agree to the following roles and responsibilities regarding the management of this program:

- act as a steering committee for the program
- evaluate the program

An administration fee of \$ _____ will be charged to the program by _____ College/ University for the following services:

- advertising
- accounting

Dean/ Director, Development Education

Date

(Public Post-Secondary Institution)

Date

President

(Community Group)

Sample 2: Responsibilities and services shared between two or more groups, no administration fee charged

PARTNERSHIP AGREEMENT

College/ University and Community Group 1 (add more if applicable)

Community Group(s) ____/College/ University agrees to the following roles and responsibilities regarding the management of this program:

- manage the program funds
- prepare and submit the financial report
- provide secretarial and administrative support
- provide photocopy and fax services to the program
- provide library and technical resources
- provide access to the expertise of the college faculty, as needed
- ensures learners assessment tools and appropriate curriculum are available and utilized
- ensure adherence to the accountability framework set-forth by the Ministry

Community Group(s) ____ agree(s) to the following roles and responsibilities regarding the management of this program:

- provide office and classroom space for the program
- advertise for a coordinator for the program
- provide access to the resources and expertise of the organization
- prepare and submit midterm and final reports
- report and monitor learners progress

A joint committee of _____ College/ University and Community Group(s) _____ representatives agree to the following roles and responsibilities regarding the management of this program:

- act as a steering committee for the program
- select a coordinator for the program
- supervise the quality and conduct of the program
- evaluate the program
- prepare and submit the interim and final reports

No administration fee will be charged to the program.

Dean/ Director, Developmental Education

Date

College/ University

President

Date

Community Group(s) ____

Sample 3: Partnership Agreement

Community agency has major responsibility for the program

Partnership Agreement for Services

THIS AGREEMENT made this _____ day of _____, between

(College/ University)
and

(Community Agency)

Respecting a literacy program entitled “_____” (Program), funded by the Government of Canada and the Government of British Columbia (the “Funds”).

The parties agree as follows:

1. The Program will begin on _____ and be completed by _____ (dates in Application).
2. The Agency shall carry out all parts of the program, as specified in the Agency’s Application Form for the Program and dated _____ (the “Application”).
3. The Agency shall be responsible for:
 - a) The quality and day to day supervision of the Program, including the hiring and supervision of personnel to carry out the Program;
 - b) Keeping financial records of the Program (the “Accounting Records”) in accordance with generally accepted accounting practices and all applicable legislation; this includes maintaining records of all expenses for goods, services, salaries, and taxes;
 - c) Keeping the accounting for this Program separate from other programs, in a ledger account solely for this Program; and,
 - d) Submitting all reports as set out in the Application, and following any publication guidelines, to all specified government agencies, with copies to the College/ University.
 - e) Adhering to the accountability framework set-forth by the Ministry
 - f) Performing learners assessment and reporting learners progress
4. The Agency shall give the College/ University:
 - a) Reasonable access to the Accounting Records;
 - b) A progress report at the mid-point in the Program, determined by date or by completion, whichever is earlier; and,
 - c) A final report, at the completion of the Program, that is to include:
 - i. A financial report;
 - ii. A summative evaluation; and,
 - iii. All deliverables as set out in the Application.
5. The Agency shall indemnify and save harmless the College/ University from and against any and all losses, claims, damages, actions, cost of action, and expenses that the College/ University may incur or suffer by any reason, act or omission of the Agency in carrying out, or attempting to carry out this Program.
6. The College/ University shall:
 - a) accept the Funds once provided by the funding government body;
 - b) deduct \$ _____ from the Funds as a fee (the “Administrative Fee”) for administrative services including, GST, application processing, photocopying, College/ University secretarial service, faxing, courier charges, disbursement of funds and general contract
 - c) forward the balance of the Funds to the Agency in a timely manner.

7. The authorized representatives of the College/ University for the administration of the Agreement are:

- a) _____, Bursar/Vice President, College/
University Services, _____ College/ University;
and,
- b) _____, Dean/ Director Developmental Education,
_____ College/ University,

each of whom has the authority, on behalf of the College/ University, to:

- i. make specific requests for services from the Agency under the Program;
- ii. provide technical liaison between the College/ University and the Agency;
- iii. accept products and services provided by the Agency;
- iv. review the Accounting Records and accept or reject any payments not made in accordance with this Agreement, the Program, or the Application;
- v. require the Agency to correct its Accounting Records where discrepancies appear or payments have been rejected by the College/ University;
- vi. agree to modifications to this Agreement; and,
- vii. sign and receive all College/ University correspondence pertaining to this Agreement.

8. This Agreement may be signed in counterpart.

IN WITNESS WHEREOF the parties have signed the Agreement as of the date first written above.

Bursar/Vice President, College/ University Services
_____ (College/ University) Date _____

Dean/ Director, Developmental Education
_____ (College/ University) Date _____

Signing Authority
_____ (Agency) Date _____

ESL-SAP Proponent Declaration

Through submission of this proposal we agree to all of the terms and conditions of the Proposal and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Proposal and we agree to be bound by statements and representations made in our proposal.

Service Provider:

Signature:	Legal Name of Proponent, and 'Doing Business As' Name If Applicable:
Printed Name:	Address:
Title:	
Date:	
Telephone:	
Fax:	
E-mail address:	

Public Post-Secondary Partner:

Signature:	Legal Name of Proponent, and 'Doing Business As' Name If Applicable:
Printed Name:	Address:
Title:	
Date:	
Telephone	
Fax:	
E-mail address:	

Community Partner:

Signature:	Legal Name of Proponent and 'Doing Business As Name' If Applicable:
Printed Name:	Address:
Title:	
Date:	
Telephone	
Fax:	
E-mail address:	

The Ministry:

- Will acknowledge receipt of your application within two weeks.
- Does not assume responsibility for submissions that are incomplete, misdirected or late.
- Reserves the right to decline some or all proposals submitted.
- Funds programs recommended for approval subject to availability of funds.
- Evaluates proposals based on responses to this Call for Proposals.