



## 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 Guide

2009/10 Call for Proposals

Application Deadline: September 8, 2009

The Ministry of Advanced Education and Labour Market Development receives funding from Citizenship and Immigration Canada (CIC) to support settlement and integration services for immigrants in B.C.

### **The Ministry of Advanced Education and Labour Market Development:**

- Will acknowledge receipt of your application within two weeks
- Will not process applications that are incomplete, misdirected or late
- Provides funds for programs recommended for approval *subject to* availability of funds
- Will evaluate proposals based on responses to this Call for Proposals.

### **Questions?**

Please contact Martin Breuhan at the Learning Programs Branch

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## **Goals Guiding Immigrant Integration in British Columbia**

**Goal 1:** Immigrants gain social and labour market skills to contribute, reach their full potential, and understand and practice Canadian values related to multiculturalism and human rights.

**Goal 2:** Communities in B.C. are welcoming and support the arrival, adaptation and integration of new immigrants, are accepting of cultural diversity, and facilitate new immigrants to fully participate and integrate into daily life.

## **Principles Guiding Immigrant Integration in British Columbia**

- Integration is a two-way process, which involves commitment on the part of newcomers to adapt to life in Canada and on the part of Canadians to welcome and adapt to new people and cultures.
- Newcomers should become economically self-sufficient and be able to participate in the social dimensions of life in B.C.
- It is important that members of host communities in B.C. help to ensure that newcomers have opportunities to participate in and contribute to the economic and social life of B.C.
- The ability of newcomers to communicate in one of Canada's official languages is key to integration.
- Settlement and integration services will be aimed at helping newcomers become self-sufficient as soon as possible.
- It is important to share with newcomers the principles, traditions and values that are inherent in Canadian society such as freedom, equality and participatory democracy.
- Settlement and integration services in B.C. will be reasonably comparable with those across the country.

## ***Ministry Responsibility***

Citizenship and Immigration Canada provides funding to ensure that the social and economic benefits of immigration are maximized. The Ministry of Advanced Education and Labour Market Development encourages community partnerships to provide the delivery of settlement-focused adult ESL tutoring support in rural and remote communities.

## Goal of the ESL Settlement Assistance Program

The goal of the ESL Settlement Assistance Program is to provide English language tutoring support to adult immigrant and refugee newcomers in rural and remote communities of British Columbia in order to facilitate their social, cultural, economic and political integration into Canada so that they may become participating members of Canadian society as quickly as possible.

## Objectives of the ESL Settlement Assistance Program

- To assist eligible newcomers in improving their English language skills
- To assist eligible newcomers in acquiring increased knowledge of life in Canada and Canadian civil society

## Program Scope

- The ESL Settlement Assistance Program is linked to the Community Adult Literacy Program and is based on community partnerships between not-for-profit organizations or public agencies and public post-secondary institutions
- Trained volunteers provide one-to-one, learner-centred ESL tutoring support
- The program applies Canadian Language Benchmarks (CLB) frameworks for learner assessment
- The Program time frame is September 15, 2009 to August 30, 2010
- **Please note that previous delivery of the ESL-Settlement Assistance Program does not in itself qualify proponents for funding.**

### Successful proponents will:

- Receive one-time training and resources to deliver the program
- Recruit and train volunteer tutors
- Generally, serve between 12-15 eligible learners  
(Priority: permanent residents and refugees)

### Eligible Service Recipients

- **Priority:** Permanent Residents including refugees or protected persons
- Naturalized Canadian Citizens
- Refugee Claimants
- All the above must meet CLB language criteria Level 6 and lower

### Eligible Service Activities

- Recruitment and Eligibility Assessment

- Delivery of English language tutoring support
- Provision of information on Canadian society, and
- Evaluation of student progress

**Service Outcomes**

The Ministry expects that the primary focus will be on Immediate Outcomes. The expected **Immediate Outcomes** are:

- Improved English language skills
- Increased knowledge of life in Canada and Canadian civil society

**Proponent Responsibilities**

**Program Reporting (*all forms available electronically*)**

During the term of the Program, the Proponent will report as follows:

- **Mid-Term Report** for reporting period September 15, 2009 – February 15, 2010 (due by February 28, 2010)
- **Final Report** for entire program period (due 30 days after program completion)

**WCB Clearance Letter**

The Proponent will submit a current clearance letter from the Workers Compensation Board of BC (WCB).

**Legal Not-for-Profit Entity**

Evidence is required to prove that the proponent is a BC registered, not-for-profit, legal entity. Public education institutes (i.e. School Districts and Post Secondary Institutions) are exempt.

**Proponent Declaration**

A person authorized to sign on behalf of the Proponent, and to bind the Proponent to statements made in response to this proposal, must complete and sign this Proponent Declaration, leaving the rest otherwise unaltered, and return one original with the first copy of the proposal.

**Partnership Agreement**

The Ministry values collaborative community partnerships that focus on effective ESL support of immigrant and refugee learners.

## Grant Application Form

**Response guidelines** list the basic information that should be provided.

### **Section 1 Program Description and Executive Summary**

#### **Section 2 Regional Demographic Need**

**The Ministry seeks proponents that:**

Clearly demonstrate a need for an ESL Settlement Assistance Program in their community and identify how this program will complement existing services and networks to the benefit of target learners.

#### **Section 3 Organizational Capacity and Staff Experience**

**The Ministry seeks proponents that:**

Demonstrate sustainable program capacity through acquisition of other sources of funding.

Have experience in delivering English language, educational or other training to adult learners. Proponents should demonstrate that they have one or more years experience in delivering ESL services to adults.

**Response Guideline:**

- Examples and description of the proponent's current and/or previously delivered programs that illustrate experience of the organization in providing educational programs or training services.
- Submit proof of being a legal ***Non-Profit Entity (except public post-secondary institutions)***

#### **Section 4 Connection to the Community**

The Ministry seeks proponents that have knowledge of, and a connection to the local community within the area to which the proposal applies. The Ministry values collaborative partnerships between proponents, settlement agencies, literacy networks, ELSA providers, and public post-secondary institutions.

**Response Guideline:**

- A list of current community partners relevant to the proposed services or target client group, and an explanation of how these current community partners will enhance the proposed services (i.e. expected roles and responsibilities, and outcomes);

### **Section 5 Data Management and Reporting**

The Ministry expects that proponents comply with privacy protection requirements as per the *Freedom of Information and Protection of Privacy Act*, and provide information on outputs, and progress reports to the Ministry in a timely manner.

#### **Response Guideline:**

- 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**

The Ministry seeks proponents that have facilities located in close proximity to community services and are reasonably accessible to all clients in the targeted communities of the applicable area.

#### **Response Guideline:**

- 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**

The Ministry expects proponents to deliver services in a way that is consistent with an ESL program that provides language instruction via a curriculum that is settlement focused.

#### **Response Guideline:**

Proponents must provide a detailed description of services. This should include information on the following

- Proposed activities/ Teaching and learning resources
- Proposed service delivery approach
- Targeted outputs

### **Section 8 Service Quality Plan**

The Ministry expects proponents to monitor, evaluate and improve services on a regular basis. The service quality plan should incorporate input and feedback from clients, staff, volunteers, Community Partners and other stakeholders.

In addition to the Ministry required monitoring reports, proponents should describe how they intend to monitor and evaluate the proposed services.

#### **Response Guideline:**

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

### **Section 9 Cost of Proposed Services/ Budget**

The Proponent will submit the total cost of the proposed services for a period covering services September 15, 2009 – August 30, 2010.

The maximum grant amount per program is \$40,000.00

Please note that the Ministry of Advanced Education and Labour Market Development will not pay for any items or expenses above the price proposed.

#### **Eligible Program Expenses are:**

Personnel Salaries and Benefits:

- Executive Director's and Program/Service Managers
- Program Coordinator
- Administrative and Accounting staff
- Human Resources Staff Merces

#### Program Delivery:

- Facilities and Equipment
- Office supplies and materials
- Publicity and Promotion
- Fee and Dues
- Travel, training and professional development

## Definitions

**“Canadian Language Benchmarks (CLB)”**: English language descriptor contained in the document *Canadian Language Benchmarks 2000: English as a second language for adults*. It is located on the Centre for Canadian Language Benchmarks' website at <http://www.language.ca/pub.html>;

**“Community Partners”** means individuals, other organizations or service providers in the community who have a role or contribute to the planning, promotion, delivery, and evaluation of the services;

**“ELSA”** means English Language Services for Adults; (see [www.elsanet.org](http://www.elsanet.org))

**“Federal Government”** means the federal government of Canada;

**ESL Instruction**: ESL instruction provided by trained EAL/ ESL instructors

**ESL Tutoring**: ESL support provided by trained volunteer tutors under the supervision of program coordinators

**Immigrant Settlement Agencies**[www.WelcomeBC.ca](http://www.WelcomeBC.ca) or [www.amssa.org](http://www.amssa.org)

**Literacy BC**: [www.literacybc.ca](http://www.literacybc.ca)

**“Outcome”**: A benefit or change for individuals or populations during and after receiving services or participating in program activities. Outcomes may relate to behaviour, skills, knowledge, attitudes, values or condition.

**“Immediate Outcome”**: The first benefit or change in knowledge or ability resulting from program activities.

**”Output”**: The quantifiable measures of the service. They are the direct product of program activities and are usually measured by applying Output Indicators;

**“Permanent Resident”**: An immigrant who has been landed or an individual who has been determined to be a protected person by the Immigration and Refugee Board, or through the Pre-removal Risk Assessment, and granted permanent residence as a result;

**“Refugee Claimant”**: A person who has arrived in Canada and who seeks the protection of Canada;

**“Settlement”**: *Settlement* means meeting the initial needs of newcomers for the basic needs of life, including housing, food, registering children in school, signing up for language training, generally accessing mainstream services, and understanding basic rights and responsibilities.

**“Settlement Content”**: Any information that a newcomer would need to start a new life in Canada. Topics may include accommodation and housing, banking and financial services, civic participation and citizenship, community participation, education and training, employment, cultural and family adjustment, health and well being, household operations and food safety, immigration and family reunification, legal rights and responsibilities, social benefits, taxation, transportation and travel.

(see: [www.welcomebc.ca/en/service\\_providers/resources.html](http://www.welcomebc.ca/en/service_providers/resources.html))

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### English Language Services for Adults (ELSA):

- <http://www.elsanet.org/schools/index.html>

### Volunteer Centres in British Columbia:

- <http://www.volunteerbc.bc.ca/centres/centres.html>