



Settlement Tutorial

Select Section

Select ... 

About this Tutorial:

This tutorial is intended for **organizations** in British Columbia seeking funding under Citizenship and Immigration Canada's (CIC) **Settlement Program**. It presents information according to each section of the *Application for Funding Form* and complements information available to you in the *Funding Guidelines* document found at www.cic.gc.ca/BCCFP. It is therefore important that you pay attention to the information provided in this tutorial, as well as the other two documents referenced above.

The tutorial presents a screen-shot of the portion of the *Application for Funding Form* that will be discussed on each slide. This is followed by instructions and explanations that should make it easier for you, as you complete and prepare to submit your application.

Not all sections of the *Application for Funding Form* will be visible simultaneously when you are completing your application. Some will only become visible and accessible to you based on the earlier selections you have made. You will therefore need to complete the form in a chronological sequence to make sure you have provided all the required information. This feature allows you to focus on only those sections that are relevant to you and your application.

When completing the *Application for Funding Form* for submission to CIC, you should save it on your computer as you finish each section; this extra precaution will help prevent you from losing any information that you wish to submit.

The *Application for Funding Form* includes a series of question boxes ? containing information that may be helpful as you complete your application. When you click on these boxes, the helpful tips and more information will become visible.

Please note the list of **mandatory documents** that you must submit with your completed application. This list is found on page 12 of the *Funding Guidelines* document. If you do not submit the mandatory documents, your application will be considered incomplete and thus ineligible. Please note that providing letters confirming contributions from your two largest partners is **ONLY** required if you have **financial** partners.

We hope that you find this tutorial helpful and wish you every success with your application.

In order for us to consider your proposal, we must receive your electronic submission by **July 8, 2013 at 5:00 p.m. (1700) Pacific Time**. This is the preferred method for receiving applications. Should you choose to hand deliver your proposal, it must be received by the Department by **5:00 p.m., July 8, 2013**. If mailed in, proposals must be postmarked by **July 8, 2013**. Again, we prefer that you use our electronic facility for submitting your application.

This slide pertains to **Section A—Contact Information**. All fields in this section are mandatory, **except** *Fax number* and *Website*. However, we encourage you to include this information, if available.

SECTION A - CONTACT INFORMATION (of person responsible for the project) ?			
Title ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other:		Last Name/Family	
Given Name			
Position			
Mailing Address			
Street Number		Street Name	
Unit Number			
City		Province/Territory	
		British Columbia	
Postal Code			
Country		Telephone Number	
Fax Number			
E-mail			
Website			
In which official language do you wish to communicate? ☐ English ☐ French			

Title, Full Name, Position: The person identified in Section A will become the primary contact for any future interaction with CIC regarding your application.

Mailing Address: You can enter a rural road address in the street field (e.g., RR #2, -----name of postal station). In addition to the traditional Canadian postal code format, e.g., K1A 1L1, the postal code field also accepts zip codes or other international address codes.

Telephone Number and Facsimile Number: Both your telephone and facsimile numbers must include your area code and country code, if applicable.

Email Address: Please note that a valid email address is required for your application. CIC will send all contact documents, such as acknowledgment of receipt, to the email address you indicated in Section A.

This slide pertains to **Section B—Applicant Information**. All fields are mandatory except *Previous name of organization* and *Website*.

SECTION B - APPLICANT INFORMATION				
Applicant is an ☐ Individual ☒ Organization				
Legal Name of organization				
Previous Name of organization (if applicable) ☐				
Address of Organization				
Street Number	Street Name		Unit Number	
City	Province/Territory	Postal Code	Country	
Telephone number of organization	E-mail of organization		Website	

Type of organization		
☐ Provincial, territorial, municipal or regional governments		
☐ International not for profit organizations or corporations		
☐ Canadian not-for-profit and non-governmental organizations or associations		
☐ Community groups and umbrella organizations		
☐ Businesses		
☐ Educational and other Public Institutions		
☐ The United Nations High Commissioner for Refugees		
Legal status		
☐ Incorporated	☐ Incorporation in process	☐ Not incorporated/Not applicable
Registered with Canada Revenue Agency?		
☐ Yes	☐ In process	☐ No

Legal Name of Organization: Some organizations are known by a popular name; however, we require the official, legal name, as per your incorporation or other legal instruments.

Previous Name of Organization (if applicable): Include any other names by which your organization is known (including acronyms) as well as any previous names by which it might have been known over the past 7 years.

Address of Organization: Please provide a street address and **not** a post office box mailing address.

You can enter a rural road address in the street field (e.g., RR #2, -----name of postal station). Please use the traditional Canadian postal code format, e.g., K1A 1L1, in the postal code field.

Telephone Number of Organization: You must include your area code when you provide the telephone number for your organization. Please provide a corporate phone number (not your own personal one).

Email Address: Please provide a corporate email address as appropriate.

Type of Organization: Please select and click on the appropriate box. You should refer to Part B of the *Funding Guidelines* document to ensure that your organization is eligible for funding under the Settlement Program. If you are not an eligible organization, you should not apply for funding under this CFP.

Legal Status: If you are not an incorporated organization, please check the “Not incorporated/not applicable” box. You do not have to be incorporated to be eligible for CIC funding. If you are registered both federally and provincially, you should check the federal box—you do not need to check both.

Registered with Canada Revenue Agency: Your organization does not need to be registered with the Canada Revenue Agency to be eligible for funding. Your organization will not be penalized simply because it is not registered.

This slide pertains to **Section C—Project Information**. It covers the information that you must provide in describing your project. You will now have an opportunity to tell us about the project for which you are applying for funding. All fields are mandatory.

SECTION C - PROJECT INFORMATION	
To which CIC Grants and Contributions Program are you applying? ☒ Settlement	
Project Impact (Note: you must submit a separate application for each Project Impact category) ☒ Regional/Local ?	
This project impacts the following Region: ☒ Western Region ☒ British Columbia If impact is local, please specify locality(ies): 	
Project Title 	
Planned project start date (YYYY-MM-DD)	
Planned project end date (YYYY-MM-DD)	
Total cost of project (\$)	
<i>(refer to the Funding Guidelines for instructions on budget related items)</i>	
Breakdown by fiscal year (April 1 to March 31) of amount requested from CIC (\$)	
Amount requested from CIC for year 1	
Amount requested from CIC for year 2	
Total amount requested from CIC (\$)	\$0.00

CIC Grants and Contributions Program: This CFP applies to only the Settlement Program. The Department is NOT inviting projects for the Resettlement Program or for Inter-Action (Multiculturalism) project funding at this time. You will not be able to select those options.

Project Impact: Here, you must indicate that your project is regional/local in scope by selecting Regional/Local as the Project Impact category. You will not be able to identify projects that are national or international in scope.

Regional/Local

When you select **regional/local** as your choice of Project Impact, you will be provided with a “drop-down” section that will enable you to specify individual localities targeted by your project/service. If your proposal is applicable and limited to a specific locality or localities, here is your chance to clearly indicate this.

Project Title: Please be as concise as possible. Clarity in describing your project and assigning an appropriate title will be taken into account in our assessment.

Planned Project Start and End Dates: There is no limit on the period of time that your proposal can cover. However, projects will only receive funding from CIC for up to 2 years.

Total Cost of Project: This section enables you to tell us the overall cost of your project, including what is being funded from other sources.

Three boxes are provided for your costs. Enter the amount by fiscal year. The Total amount is the sum of your entries for fiscal year 1 and fiscal year 2, if applicable, and it will be calculated automatically. These \$ figures must match what you submit in the budget template, which is a part of your *Application for Funding Form*.

The information that you provide in this section is part of our overall assessment of your project and our determination of **value-for-money**. Annex A of the *Funding Guidelines* document provides some helpful tips in accurately calculating your “bottom-line” funding request—**the total amount requested from CIC**.

This slide pertains to **Section D—Applicant Profile**, which is a mandatory section.

Now that you have described **the main elements** of your project, we require some additional information about your organization.

SECTION D - APPLICANT PROFILE
Please provide a description of the organization including: - mandate and mission; - length of time in existence; - experience to undertake the proposed project (illustrating the organizational capacity and structure in place to deliver the proposed project, e.g. past experience with comparable projects); and - a list of up to 10 key organizations or groups with which your organization is affiliated.
<i>(3000 characters maximum for this text box, approximately 600 words)</i>

This section requires that you provide a brief overview of your organization, its mandate and mission, how long it has been in existence and capacity to deliver the project. Later on, you will be asked to provide more **details** about your project.

Knowledge and/or experience referenced should be applicable to the project for which you are requesting funding. Such knowledge and experience would normally be gained by having delivered similar projects previously. In describing *capacity*, you may wish to identify competencies of staff and/or information on any partnerships you have cultivated. Your capacity can be further expressed by indicating the operational resources, staff, budget and networks that will be utilized, should your organization be approved for funding.

There is room for as many as 10 affiliated organizations or groups, if you choose to provide this information. Affiliated means groups that are directly implicated in development, endorsement and/or delivery of your project.

When including affiliated organizations, only provide those that are relevant to the conceptualization, scope and delivery of your proposed project.

This slide pertains to **Section E1—Proposal/Project Summary, which is a mandatory section**. This section is intended to provide a quick overview of your proposed project, and not a full description of each element of your project. You will have an opportunity to give full details about your project later on in this application.

SECTION E - PROPOSAL

1. Project Summary

Briefly describe your project and highlight the following points:

- activities, including start and end dates, and location;
- outcomes;
- who is expected to benefit directly and indirectly, and how; and
- your partners and their contributions (use acronyms if necessary).

You will be able to provide details for your project activities and outcomes later on in the Application.

(2500 characters maximum for this text box, approximately 500 words)

This slide pertains to **Section E2—Proposal/Components**, which is a mandatory section.

2. Components
You must select one or more of the following components which your project supports:
☐ Information & Orientation ?
☐ Language training ?
☐ Employment Related Services ?
☐ Community Connections ?
☐ Needs Assessment and Referrals ?
☐ Support Services ?
☐ Indirect Services ?

In order to be considered for Settlement Program funding from CIC, your project activities must correspond to one or more of the delivery components.

A full description of each component is provided in the *Funding Guidelines* document, starting on page 3. On your *Application for Funding Form*, you can also click on the ? beside each component to get a detailed description.

This slide pertains to **Section E3i—Proposal/National Priorities**. This section is mandatory.

3. Priorities

i. **National Priorities** - Please identify which one or more of the following your project supports:

Priority services for the **Information and Orientation** component:

- ☐ Newcomers have access to the information and orientation they need to settle in their community and to prepare for entry into the Canadian labour market.
- ☐ Newcomers have access to information that helps prepare them to become active citizens.
- ☐ Newcomers have access to national and/or regional level settlement information that aligns with that produced by CIC; all such information could be disseminated via a website, information sessions or published documents.

Each component has several national priorities. You must determine and select the one(s) to which your project most closely aligns. You will need to describe, **in a limited number of words**, how your project meets each national priority selected.

After you have clicked on the component to which you judge that your project is most relevant (in Section E2 of the *Application for Funding Form*), you will have access to the corresponding national priorities.

On your *Application for Funding Form*, you will only be able to view priorities that are applicable to the component(s) you have selected in Section E2. For the purposes of helping you through this tutorial, however, we have included the national priorities that relate to the **Information and Orientation** component.

A *minimum of 90%* of the overall allocation under this CFP will be to organizations delivering direct services to clients. A *maximum of 10%* will be allocated to indirect services.

This slide pertains to **Section E3ii—Proposal/Regional Priorities**. It is a mandatory section since the Project Impact is Regional/Local, under this CFP, as per Section C of the *Application for Funding Form*.

ii. **Regional Priorities** - Please explain how your project addresses one or more of the **Regional Priorities**, as defined in the British Columbia [Funding Guidelines](http://www.cic.gc.ca/bccfp) and at www.cic.gc.ca/bccfp.

(2500 characters maximum for this text box, approximately 500 words)

In addition to national priorities, there are also some regional ones for the Settlement Program. They complement the national ones and can be found in Annex D of the *Funding Guidelines* document. The list of regional priorities is not exhaustive and in some cases, projects may be funded regionally even if they only align with national priorities.

This slide pertains to **Section E4—Benefit/Need Section, which is mandatory**. This section provides an opportunity for you to describe who will benefit from your project and how it addresses a particular need; for example, in responding to a rapidly increasing population of immigrants in an area.

4. Benefit/Need

Why is this project needed within your local/regional, context?

Include relevant research results, statistical data, consultations with partners, potential beneficiaries and stakeholders, and other relevant evidence to describe the need for this project.

(2000 characters maximum for this text box, approximately 400 words)

Please provide qualitative and quantitative data relating directly to the proposed project. Anecdotal data alone will be deemed insufficient. Make sure that the activities you propose are directly connected to addressing the needs you have described. It may be helpful to indicate if and how this need is currently being met and why what is being done is not sufficient and how your proposal closes the gap.

This slide pertains to **Section E5—Partnerships**, which is a mandatory section.

5. Partnerships			
Please identify organizations with which you will be partnering, by listing their name, address and the contact person, and how they will be contributing/actively participating in this project.			
Note: The + will allow you to add an additional partner to your list.			
Partner Organization			
Title ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other:		Last Name/Family Name	Given Name
Position			+ -
Street Number	Street Name	Unit Number	
City	Province/Territory	Postal Code	
	British Columbia		
Country	Telephone Number	Fax Number	
E-mail			
Website			

While we encourage partnerships, you do not need to have a partner to be eligible for funding support from CIC. However, if you do have such support, please specify the extent to which your partner is contributing to or supporting this project (for example, financial, material or other in-kind). This information must also be included in the Budget template of your *Application for Funding Form*.

Partnerships are about the other organizations/groups/stakeholders/or individuals with whom you will be working to deliver your project.

There is no limit on the number of partners you can have. Additional boxes will appear when you click the + symbol, so you can enter as many partners as necessary.

This slide pertains to **Section E6—Activities, which is mandatory**. Here, you must describe all the activities that you will undertake under your project and for which you require funding from CIC. If some activities are being funded from other sources, you must clearly indicate this.

6. Activities ?

Please note each project activity and answer at least the following questions using the space provided below.

Note: The + will allow you to add an additional activity to your list.

(250 characters maximum for this text box, approximately 50 words)

Activity 1

+ -

- What is your targeted beneficiary group(s)? ?
- How will the beneficiary group(s) benefit from this activity?
- What will be the size of the beneficiary group(s)?
- What will take place?
- Where will it take place?
- When will it take place/what is the timeline?
- How will it be implemented and accomplished?
- Will a product result from this activity? Describe.
- How will the proposed activity address needs? Describe.

(2000 characters maximum for this text box, approximately 400 words)

Please note that targeted beneficiary group refers to the clients who will benefit from your projects/services. These persons must be eligible to receive CIC services.

There are 2 text boxes per activity. In the first, labeled "Activity 1", simply identify the activity you intend to undertake; for example, career counselling, LINC training.

In the second text box, you have an opportunity to answer the questions that we prepared to guide you. You may also include additional points that were not covered in the questions.

There is no limit to the number of activities you can include.

You can also choose to attach a **logic model** as a supporting document when submitting your completed *Application for Funding Form* online.

This slide pertains to **Section E7—Outreach Plan, which is a mandatory section.**

7. Outreach Plan

Outline the strategy you will use to engage your target beneficiary group(s) to ensure their participation, interest and support of the project.

(1250 characters maximum for this text box, approximately 250 words)

Your strategy must be feasible and specifically apply to the project as a way to ensure full participation and uptake of activities.

This question seeks to determine how you will reach your clients and how you will get people to participate in your proposed activities.

Please indicate if your participants are automatically coming from an outside source i.e., Government Sponsored Beneficiary, alternative service provider.

This slide pertains to **Section E8—Outcomes**, which is mandatory.

8. Outcomes 
Describe your project's outcomes and explain how they align with one or more of those from CIC's Settlement Program. <i>(no maximum number of words for this text box)</i>

The outcomes envisaged for your project must align with at least one of the CIC Settlement outcomes; see Annex A of the *Funding Guidelines* document. You can also click on the ? in Section E8 of the *Application for Funding Form* to get a description of these outcomes.

Outcomes are the changes in individuals and groups that your project will bring about or influence, if the planned activities are undertaken in the proposed way. Your description of outcome(s) should identify a changed state that can be measured.

This slide pertains to **Section E9—Performance Assessment**—e.g.: how well was your project delivered and what did it accomplish. ***This is a mandatory section.***

9. Performance Assessment

Describe how you will measure progress and track the outcomes of your project by answering the questions below for each outcome noted in Section E-8.

Note: The  will allow you to add an additional outcome to your list.

(250 characters maximum for this text box, approximately 50 words)

Outcome 1



- Which indicators will be used to determine whether the project is successfully meeting the outcome (e.g., 80% of participants agreed with the following statement: "As a result of the sessions, my level of X or skills in Y have increased.")?
- How will progress be measured?
- What methods and tools will be used to collect information (e.g., focus group, survey, etc.)?
- When and how often will the information be collected?
- Who will do the work (e.g., monthly, by project manager)?
- How will performance measurement information be used for ongoing improvement during the lifespan of the project?

(1250 characters maximum for this text box, approximately 250 words)

Describe how you will measure progress and track the outcomes of your project by answering the questions above for each outcome noted in Section E-8. You may also include points that are not asked in the questions.

This slide pertains to **Section E10—Evaluation Plan**, which is a mandatory section.

10. Evaluation Plan

Describe how you will evaluate your project once completed.

Include methodology (e.g. surveys, interviews, evaluation forms, products, etc.) and ensure your plan is aligned with the Performance Assessment information provided in Section E-9.

(1250 characters maximum for this text box, approximately 250 words)

Every project will need to submit an evaluation at the end of the project highlighting the successes and failures of the project.

This slide pertains to **Section E11—Dissemination Plan**, which is a mandatory section.

11. Dissemination Plan

Describe how you will distribute the information, knowledge, and tools produced as a result of your proposed project.

(1250 characters maximum for this text box, approximately 250 words)

The purpose of the dissemination plan is to share knowledge and experience gained with stakeholders in order to enhance future programming in the settlement field.

This slide pertains to **Section E12–Budget**, which is a mandatory section.

E12: Budget 1

Note: The + will allow you to add an additional year budget template.

Settlement Program Year 1 +

Program Delivery/Project Salaries

Expenditures	Details	Amount requested from OC	Amount of other resources (cash)	Amount of other resources (in-kind)	Total Project Costs For Salary Year 1	OC %		
	+				\$0.00		+	-
Total		\$0.00	\$0.00	\$0.00	\$0.00			

Program Delivery/Project Expenditures

Expenditures	Details	Amount requested from OC	Amount of other resources (cash)	Amount of other resources (in-kind)	Total Project Costs Expenditures Year 1	OC %		
	+				\$0.00		+	-
Total		\$0.00	\$0.00	\$0.00	\$0.00			

Capital Expenditures

Expenditures	Details	Amount requested from OC	Amount of other resources (cash)	Amount of other resources (in-kind)	Total Eligible Project Costs Year 1	OC %		
Capital					\$0.00		+	-
Total		\$0.00	\$0.00	\$0.00	\$0.00			

Administration

Expenditures	Details	Amount requested from OC	Amount of other resources (cash)	Amount of other resources (in-kind)	Administration Expenditure Year 1	OC %		
Administration					\$0.00		+	-
Total		\$0.00	\$0.00	\$0.00	\$0.00			

Expenditures	Details	Amount requested from OC	Amount of other resources (cash)	Amount of other resources (in-kind)	Total Project Costs GST/HST Year 1	OC %		
GST/HST					\$0.00		+	-
Total GST/HST		\$0.00	\$0.00	\$0.00	\$0.00			

	Amount requested from OC	Amount of other resources (cash)	Amount of other resources (in-kind)	Total Eligible Project Costs Year 1
Total Project Costs - Year 1	\$0.00	\$0.00	\$0.00	\$0.00

Funding Sources	Legal name of Funding Source	Description of costs to be funded	Amount of other resources (cash)	Amount of other resources (in-kind)	Amount requested for Fiscal Year 1		
Requested Funding from OC					\$0.00		
Applicant Contribution					\$0.00		
Other Funding Source 1					\$0.00	+	-
Total Project Funding - Year 1					\$0.00		

Please see Annex B in the *Funding Guidelines* document for details and requirements on how to submit an effective budget.

To add additional line items in any category, click the + symbol located to the right of every line.

You must fill out a separate budget template for every fiscal year of your project (April 1 to March 31). Please note that when you click on the + symbol for an extra year, an empty template will appear at the bottom of your year 1 budget. This information must match what you have provided in Section C of the *Application for Funding Form*.

This slide pertains to **Section F—Declaration**, which is a mandatory section.

SECTION F - DECLARATION

Notice Regarding Personal Information

The information you provided in this application is collected under the authority of the *Immigration and Refugee Protection Act* and/of the *Multiculturalism Act*. The information will be retained to maintain a record of your application for the purpose of the administration of the Act(s) and will be used to render a decision regarding this application. In accordance with the Privacy Act and the Access to Information Act, individuals have the right to protection and to access/correct their personal information. Details on these matters are available at the Infosource website (www.infosource.gc.ca) and through the Citizenship and Immigration website (www.cic.gc.ca/english/departement/atip/index.asp). Infosource is also available at public libraries across Canada.

Declaration of the Applicant

I/we have read and understand the above Notice Regarding Personal Information.
I/we declare that the information I/we have given in this application is truthful, complete and correct.

I/we declare that this application is signed by the person(s) who is/are authorized to sign official documents for this project and who has/have lawful authority to bind the organization.

☐ I/we agree to the above *Declaration of the Applicant*

☐ I/we agree that, by submitting this application, I/we am/are electronically signing this application.
I/we solemnly declare that the information I/we have provided in this Application for Funding is true and that the mandatory and supporting documents I/we am/are submitting in support of my application are genuine and have not been altered in any way.

Signature 1

Note: The will allow you to add an additional signatory to your application.

Last Name/Family **Given Name**

Position

Date (YYYY-MM-DD)

You must agree to both declarations in this section in order to submit an application. If you do not agree with the declarations, your application will be deemed incomplete. The first check box assures that you have both read and understood the *Declaration of the Applicant*. The second check box ensures that all information and documents provided are genuine and unaltered.

There is no maximum on the number of signatures you would like to add to this application form.

The **Validate** button in the bottom right hand corner of the form will ensure that your application form is complete before you can submit it. If you forgot to fill in any required parts of this application form, it will be highlighted in red. You must click on the **Validate** button before you submit your application.

Once your application has been completed, save it once again on your computer and return to the [e-submission page](#) to upload and submit your completed *Application for Funding form* to CIC.

In the event that you require additional assistance in completing your application, please contact us at bccfp@cic.gc.ca.