

Department of Post-Secondary Education, Training and Labour

Immigrant Settlement Support Funding Program
Application Form 2018-19

1. Proposal Proponent

Name of Organization:			
Contact Person:		Title/Position:	
Address:			
Website:		Telephone Number:	
Fax Number:		Email Address	
Date of Application:		Is the organization incorporated?	<input type="checkbox"/> Yes Incorporation No. _____
Have you submitted an application to the Department before? <input type="checkbox"/> Yes <input type="checkbox"/> No.	If this is the first time you are applying for funding, please provide letters of support.		
Current Board of Directors:			

2. Organizational Profile:

(Please provide a brief profile of your organization. Include the organization's mandate, objectives, target client group, and a description of services offered. Please include information demonstrating that the organization has the capacity, expertise, skill and experience to undertake and complete the proposed project. Attach any relevant vision or mission statements. If this is your organization's first application for funding under this program, please attach a copy of your constitution and letters patent [letters of incorporation] to the proposal.)

7. How will the project meet the stated needs?

(Explain how the project meets the needs outlined in section 6. Explain why this project or programming will not duplicate similar programs or services already available in your community.)

8. Project Innovation

(If this is a new project, please explain in what way this project or program is *innovative*. If it is a previously-funded project, please explain how this is an *expansion, enhancement, improvement or innovation* over the previously-funded project.)

9. Scope of Project:

(Please explain whether the scope of the project will be local, regional, or provincial.)

10. Objectives

(Please indicate clearly-defined objectives that will be met at the end of the project. *Objectives must be measurable and be realistic* given the organization's resources and experience and the proposed budget and timeline.)

11. Relevance to population growth goals and objectives

(Please provide a clear explanation of how the project objectives or capacity-building goals advance the province's goal of attraction, integration and retention newcomers to New Brunswick communities.)

12. Mutual benefits of the project:

(Please outline how immigrants and the established community will each benefit from the implementation of the project.)

13. Integration benefits:

(Please explain how this project will encourage efforts to involve newcomers to participate in the social and economic life of their new communities.)

14. Description of partners and their roles :

(Please provide a description of partners and their roles, demonstrating anticipated community participation in the development and execution of the project).

15. Action Plan with timelines:

(Please list a clear action plan for carrying out the activities related to the project, including target dates for key activities or project milestones.)

16. Marketing and promotion

(Please explain the target audience for this project and how you will promote the project to them).

17. Funding Acknowledgement

(Please demonstrate how the government assistance will be acknowledged in the promotion of the project and activities).

18. Anticipated Outcomes

(Provide a list of expected outcomes demonstrating how the project will produce measurable results.)

19. Evaluation

(Please explain your plan to evaluate the project and its outcomes)

20. Budget

(Please insert a budget here or attach as a separate file. The budget must reflect any other funding that is being sought for the project. Also, include a contact name and phone number for any additional funders you may be approaching.)

21. Declaration

*I have completed and duly signed this **Immigrant Settlement Support Funding Program Application Form**. I declare that the information in this application and all attachments is accurate and complete, to the best of my knowledge.*

I recognize that applications are approved subject to availability of funds and that, beyond the provision of a grant, the Province of New Brunswick has no further commitment to the applicant. The Province will not be held responsible for the completion of an activity.

I agree to acknowledge the financial participation of the Province of New Brunswick in all publicity related to the activities of the proposed project.

I further declare that the organization will provide financial and final reports to the Department of Post-Secondary Education, Training and Labour by the date indicated in the Letter of Offer.

I certify that I am authorized by the above-named organization to sign official documents.

Name: _____ Title/Position: _____

Signature: _____ Date: _____

PLEASE SEND THIS COMPLETED FORM AND OTHER DOCUMENTATION TO:

Department of Post-Secondary Education, Training and Labour
Beaverbrook Building
Room: 500 Floor: 5
PO Box 6000
Fredericton NB
E3B 5H1

Tel: 506-453-3981

Fax: 506-444-6729

Email: immigration@gnb.ca

Website: www.gnb.ca/immigration

APPLICANT CHECK LIST:

- Completed, dated application.
- Complete itemized budget
- Copy of the constitution or letters of incorporation (if applicable).
- Attach other documents expressing community support or commitment (if applicable).
- Any other applicable attached documentation.