

**MANITOBA LABOUR AND IMMIGRATION
IMMIGRATION AND MULTICULTURALISM DIVISION**

Welcoming Communities Manitoba

GENERAL GUIDELINES

GENERAL GUIDELINES

WHAT IS WELCOMING COMMUNITIES MANITOBA?

In 2008-09, Manitoba Labour and Immigration launched its Welcoming Communities Manitoba initiative, which promotes the strengthened participation of new immigrants in civil society and fosters more inclusive and welcoming communities for new immigrants. Welcoming Communities Manitoba receives its funding from Citizenship and Immigration Canada's (CIC) Welcoming Communities Initiative. CIC's Welcoming Communities Initiative is a component of the Government of Canada's Action Plan Against Racism. For more information on the Government of Canada's Action Plan Against Racism, please visit: http://www.canadianheritage.gc.ca/multi/plan_action_plan/index_e.cfm

WHO CAN APPLY

Not-for-profit organizations, specialized settlement and Adult EAL service providers, educational institutions, business, industry and labour; as well as municipal governments or government regulated and funded bodies may apply for funding.

To be considered for funding, applicants are required to submit an Expression of Interest to Submit a Proposal under Welcoming Communities Manitoba by the annual deadline date: May 30th. Only those applicants whose Expression of Interest is approved by Manitoba Labour and Immigration will be required to submit a formal application.

To be eligible, applicants must:

- demonstrate an effective service delivery model;
- provide evidence of expertise in anti-racism and diversity programming; and/or
- show that projects are needed and warranted, as well supported within the community.

ACTIVITY OBJECTIVES

All activities eligible for funding must meet one of the following objectives:

- **Building Capacity to Address Discrimination:** To create and support projects and resources that address discrimination, intercultural training and fostering

inclusive organizations (including the settlement sector).

- **Supporting Community-Based Social Inclusion Initiatives:** To create and support projects and resources within communities that dispels stereotypes and foster intercultural communication and connections.
- **Increasing Public Education and Awareness of Diversity and Immigration:** Projects to increase the public's knowledge on the economic and social benefits of immigration and diversity.

ELIGIBLE COSTS

Welcoming Communities Manitoba is not a grant program. Funding will be provided as a contribution towards total costs of a specific activity or service. The level of funding will be determined by the proposed budget, which identifies expenses, service providers' contributions and other sources of funding. Allowable costs:

- salaries and wages
- benefits
- overhead costs

Eligible costs must all be incurred between April 1, 2008 and March 31, 2009. The Welcoming Communities Manitoba funding program cannot consider multi-year funding.

PAYMENTS

Funding will be provided as a contribution to project activities and will be based upon the service provider's cashflow projections and payment schedule.

ACCOUNTABILITY

Approved service providers will be required to:

- comply with the terms and conditions of the Contribution Agreement;
- demonstrate sound financial and project management;
- submit complete, timely and accurate reports as stated in the Contribution Agreement; and
- discuss any changes to the project with the program staff and provide a letter of amendment for any approved changes to the terms of the Contribution Agreement.

EVALUATION

Program staff will work with service providers to develop an evaluation process including

- service outcomes and deliverables;
- monitoring options, including site observations;
- feedback from participants; and
- format and timing of service deliverers' progress and final reports.

As a result of participating in Manitoba Labour and Immigration's Welcoming Communities Manitoba, service providers will be required to demonstrate that their project meets the following objectives, through evaluative methods:

- increased awareness, understanding and knowledge of discriminatory behaviours and practices and of ways to counter such behaviour;
- reduction in discriminatory behaviour and practices;
- empowerment of new immigrants in facing issues of racism and discrimination;
- strengthened participation of new immigrants in civil society; and
- more inclusive and welcoming communities for new immigrants.

APPLICATION GUIDELINES

Following is an outline to assist applicants in developing a proposal for Welcoming Communities Manitoba:

1. **Name of Proposed Project:** What is the title of your project?
2. **Start and Finish Dates:** Indicate day/month/year.
3. **Goals and objectives:** State the main purpose of the project and the settlement and integration needs that it will address. Identify specific goals and objectives for the project that will be the basis for evaluating the accomplishments.
4. **Clients served:** Describe who will benefit from the project, including an estimated number of clients/participants, communities, etc.
5. **Services and Activities Description:** Outline how the project will be delivered, including activities, key dates, number of staff, and other resources supporting the activities.

6. **Expected Outcomes:** What will change as a result of this service/activity? Please identify specific outcomes that you expect to achieve.
7. **Evaluation:** Describe your evaluation plan. How will you determine that the expected outcomes/results were achieved? Note that your evaluation plan must measure for the outcomes indicated in the Evaluation section of these guidelines.
8. **Position Descriptions:** Include position descriptions for the service deliverers. If available, please indicate who they are and why/how they were chosen.
9. **Organizational Capacity:** Include detail that demonstrates your organization's capacity to undertake this project.
10. **Budget:** Identify the main project expenses, and sources of project revenues, including:
 - salary/wage costs
 - overhead costs
 - service provider's contribution
 - other sources of funding; and
 - total amount requested

WHERE TO OBTAIN APPLICATIONS

To obtain an application for funding, please contact the Multiculturalism Secretariat office:

Multiculturalism Secretariat
9th Floor, 213 Notre Dame Avenue
Winnipeg MB R3B 1N3
Phone: (204) 945-5632
Toll Free in Manitoba: 1-800-665-8332
Fax: (204) 948-2323

PROJECT DEVELOPMENT SUPPORT

For more information or assistance with project development, service providers may contact the Multiculturalism Secretariat:

Welcoming Communities Manitoba
Manitoba Labour and Immigration
9th Floor, 213 Notre Dame Avenue
Winnipeg MB R3B 1N3
Phone: (204) 945-5632
Fax: (204) 948-2323

Only applicants whose *Expression of Interest* is approved by Manitoba Labour and Immigration are asked to submit an Application for funding under Welcoming Communities Manitoba.