2023-2024 Ukrainian Evacuees Support Program (UESP) Call for Proposals (CFP)

Applicant's information call – answers to questions

Are municipalities eligible to apply for UESP as a main applicant?

- Municipal governments and districts are not eligible to apply for the UESP call for proposals. However, libraries and public sector entities (such as public post-secondary institutions, schools, school boards, hospitals, health authorities, etc.) are eligible to apply.
- Municipalities can be a partner with an eligible main applicant.

Can organizations apply to UESP for a continuation of a project?

- As per page 6 of the application guidelines projects may be new, or an extension or expansion of an existing project. This will enable the Alberta government to fund the implementation of appropriate supports for emergent needs, while continuing to support projects that address persistent high priority needs.

What does a completed UESP application package include?

A complete UESP application package submission must include the following filled out documents:

- **Two application forms**: one excel document and one signed PDF.
  - We do not accept e-signatures so please print, sign, scan and include the application forms as part of your complete UESP submission.
- **A Project Description**: all sections filled out.
- **Two budget forms**: one excel document and one signed PDF
  - As with the application forms you will need to print, sign, scan and email the budget forms as part of your complete UESP submission.
- **One (or two maximum)** signed reference letter(s) or email(s) speaking to the applicant's knowledge and experience regarding the proposed project.
- **_NOTE:_** If your proposal involves a partnership, ensure a partnership letter is also submitted in order for your application package to be considered complete. Partner organizations *must* provide a letter that outlines their role in the project, and should actively contribute to the project goals, scope, outputs, and outcomes.

What will the UESP CFP timeline look like? When will I hear about our application?

- Completed applications are due to the Ukraine.Info@gov.ab.ca inbox no later than 11:59pm on November 20, 2023.
  - Only electronic applications will be accepted. No hard-copy applications will be accepted.
  - Late applications and incomplete applications will not be considered.
  - An acknowledgement email will be sent upon receipt. If you do not receive an acknowledgement email by Friday, November 24, 2023, please email Ukraine.Info@gov.ab.ca to advise us.
- Once the UESP CFP intake closes all applications received will be initially screened for their eligibility and completeness.
- All eligible and complete applications will then go through a review committee process where they will be evaluated and scored based on criteria:
  - demonstrated need for the project,
  - project summary,
  - ability to deliver,
  - risk identification and management, and
  - budget and project costs.
- Applications recommended for consideration after the review committee process will next go to senior leadership for further review.
- Once we hear back from senior leadership regarding their final decisions, likely in February/March 2024, we will contact applicants.

Is there a reference letter template? Or a template to use for the partner letter?

- No. We do not have set templates for the reference or partner letters. It is up to the organization's discretion to determine layout and content of a reference letter and/or partner letter that best supports your application. Both types of letters should speak to the applicant's specific ability, experience and expertise to successfully deliver the proposed project rather than a general recommendation or letter of praise about the organization.

Alberta

Would a reference letter from our municipality, Members of Parliament (MP) and/or Members of the Legislative Assembly (MLA) be accepted?

- If the reference letter can speak to an organization's ability to deliver the proposed project in support of the identified need then yes, please submit the letter.

Can organizations partnering to deliver a project under one of the proposed streams, also supply a reference letter?

- A partnering organization is not able to provide the reference letter for a UESP application they are listed as the partner for. This would be considered a partnership letter, and not a reference.

If submitting two applications, is it acceptable to use the same reference letter for both?

- If the reference letter clearly indicates how an organization can successfully deliver both proposed projects simultaneously, then yes it would be acceptable. However, a copy of the reference letter would have to be included in each of the two stand-alone application submissions.

Please elaborate on the definition of family as the UESP materials indicate the program is open to Ukrainian nationals and family members who arrived under the CUAET immigration measure and are residing in Alberta, but also that project participants must be 18 years of age or older. Does this mean all participants must be 18 years and older? Where do children fit into the program or are they excluded?

- As indicated in the [application guidelines](#) the UESP supports adults 18 years of age or older.
- The needs of children under the age of 18 are important. Children are being provided additional supports in schools and/or through Settlement Workers in Schools (SWIS) programs.

Why are school boards included as an eligible applicant when the UESP is only for adults 18 years of age and older?

- This is to ensure we are providing as many support options as possible for those young adults who may not have graduated from high school as yet.

Would supports that embrace the whole family, adults and children, be exempt?

- As indicated in the [application guidelines](#) the UESP supports adults 18 years of age or older.
- If applicable, proposed projects may include childminding but not childcare. Detailed definitions regarding child minding and childcare can be found in the glossary section of the [UESP application guidelines](#).

We are trying to prepare the budget however the [UESP budget template](#) is restricted in adding formulas. We can add rows but could not populate the formula. Can you forward us the unlocked version of this template?

- We tend to discourage applicants adjusting formulas hence the restricted access. If there is an error or technical glitch with the document, please bring it to our attention and we will work to rectify it.
- We are unable to provide applicants with an unlocked version of this template as this could lead to organizations making other changes to the standardized template format.

Can you please advise as we are registered as a Workers' Cooperative. Are we eligible to apply for this grant stream?

- As indicated in the [UESP application guidelines](#), applicants that are legal entities and incorporated or registered for a period of at least one year, have an Alberta-based address, and are operating in Alberta are eligible to apply for funding:
  - Non-profit organizations (under an Act of the Alberta legislature or Parliament of Canada) including immigrant serving, community, ethno-cultural, multicultural and faith-based organizations.
  - Public libraries.
  - Public sector entities (e.g. public post-secondary institutions, schools, school boards, hospitals, health authorities, etc.).
- Organizations incorporated and/or registered under an Act of the Parliament of Canada must also be registered in Alberta's Corporate Registries System.

Under stream 2 for Employment Supports, it says ongoing or continuous intake classes are ineligible activities. However, laddering for employment opportunities is eligible. Would laddering for employment opportunities not be considered an ongoing activity? Or are ongoing projects a consideration?

- The objective of stream 2 is to fund initiatives to create enhanced employment supports, which may include a language component, for Ukrainian evacuees looking to gain employment or better employment opportunities.
- Training projects should address the unique employment barriers Ukrainian evacuees face to be able to successfully attach to the labour market. Proposals should include evidence-based rationale of the need to support the application.
- Training projects should be cohort based with specific session dates (e.g. specific start and end dates) and are encouraged to have English language supports embedded into the curriculum for maximum Ukrainian evacuee integration success.

Alberta

- As part of a complete UESP application, organizations will need to provide a rationale in their proposal to describe the project intent and explain the finite period of time in which participants would be taking the training to obtain skills and experience. This may include information about why training is being extended.

As a Community Adult Learning Program (CALP) we do English language training but our work in this area has tripled over the last year and a half due to working with Ukrainian evacuees. Would this type of work be considered an extension?

- As indicated on page 7 in the [UESP application guidelines](#) regarding stream 1 for English Language Supports: language learning opportunities through this funding should complement existing programs and services, they should not replace or duplicate currently funded federal or provincial language training supports.
- You have the opportunity to address existing gaps and needs, which should be explained in your proposal.
- To ensure UESP funding is not duplicating currently funded supports, all UESP proposals are reviewed by multiple panelists from within our program area and across different ministries who have additional experience and expertise in supporting Ukrainian evacuees.

Would English language training to enhance a Permanent Residence (PR) application approval qualify? Such as English language classes that help Ukrainian evacuees access employment and also help them with their PR application. Currently there are challenges with long wait times in this area with Ukrainian evacuees unable to access English classes, such as the federally funded Language Instruction for Newcomers to Canada (LINC) classes, in a reasonable time frame.

- Please review the [UESP application guidelines](#) for more details about each of the three streams, in particular Stream 1: English Language Supports.
- Any language learning opportunities through UESP funding should complement existing programs and services and they should not replace or duplicate currently funded federal or provincial language training supports.
- Be sure to clearly identify the gap in your UESP proposal and demonstrate the need in your submission.

Please outline what are considered administration costs that fall within the max of 15%. Can administrative costs be captured as a percentage or do the costs need to be broken down line by line?

- The [UESP budget template](#) includes a number of lines for providing a breakdown of different administrative costs.
- Consider all potential costs such as business expenses or operational expenses required for the duration of your project as part of your administrative costs such as human resources, accounting, custodial services etc.
- Organizations can also look at the sample [grant agreement document](#) and determine how much it will cost to meet requirements, such as financial auditing for a project and include this as a requested budget line item.
- For successful applicants, if there are concerns identified regarding the administrative costs listed in their application, the UESP team may follow-up regarding these concerns during grant negotiations.
- Use the explanation column to provide a breakdown of administrative costs.

Please provide examples of ineligible projects due to duplication.

- According to the [UESP application guidelines](#) proposals submitted must fit within one of the funding streams and not duplicate existing programs and services.
  - In addition, as indicated on page 7 in the [UESP application guidelines](#) for Stream 1-English Language Supports: language learning opportunities through this funding should complement existing programs and services, they should not replace or duplicate currently funded federal or provincial language training supports.
- Organizations will need to research what existing supports for Ukrainian evacuees there are.
  - Organizations submitting an application need to demonstrate how their proposal will complement these existing services to address a gap or need and not duplicate existing supports.

Although UESP proposals are not supposed to duplicate existing services, however, if current services are at maximum capacity, will there be consideration for projects even though they may be similar to existing ones?

- As part of your project description, you are asked to demonstrate how the project would address existing gaps and complement existing services. You may use evidence-based data as a rationale to help justify a need for your proposed project.

Do the PDF's we need to submit as part of a complete application package have to be signed just by the applicant or an individual in the organization that has legal signing authority?

- Documents requiring a signature must be signed by the legal signing authority.

Can more than one project be funded in a region?

- Yes. Approved projects must meet the UESP eligibility criteria found in the [application guidelines](#). We will be looking for applications that will clearly indicate how a project will support Ukrainian evacuees who within their own communities.

When do you expect activities to start? In the application guidelines, it indicates activities must start within the fiscal year 2023/2024.

- Based on our current processing and review timeline it is unlikely UESP projects will begin prior to March 2024.

If applicants aren't notified until March 2024, how can we start our projects prior to March 31, 2024?

- The goal is to begin UESP funded projects as soon as possible, however, final approval is required from the senior leadership team before we are able to notify successful applicants. This approval may require additional time to complete.

Is there a funding limit per project per organization?

- Yes. Please refer to the UESP application guidelines for the funding caps for each stream.

For stream 1 the guidelines say applicants may request up to $100,000 for their project budget. Is that $100,000 per year? Or $100,000 for the full two years of a proposed project?

- As indicated on page 7 of the UESP application guidelines, Stream 1 applicants may request up to $100,000 for their project budget. Eligible projects must not exceed this funding cap for the duration of the project. This is not an annual cap.
- All projects for each of the three UESP streams are time-limited, up to a maximum of 2 years.

Can you provide some clarification about stream 3 which is to address emerging trends and how it differs from services in streams 1 and 2?

- Stream 1 will fund projects that increase access to English language opportunities for Ukrainian evacuees while Stream 2 will fund initiatives to create enhanced employment supports, which may include a language component, for Ukrainian evacuees looking to gain employment or better employment opportunities.
- The aim of Stream 3 is to help fund initiatives that enable organizations to address evolving/emerging needs and/or existing gaps in services for Ukrainian evacuees and/or build capacity among service providers.
    - These emerging needs or existing gaps include items agencies have noticed but have been unable to tend to. They may also include helping to build capacity within an organization to better support Ukrainian evacuees.
- In your application be sure to clearly state what the emerging needs or existing gaps are, include any research done, as much information as possible, and provide a detailed rationale/justification to support your proposal to address these challenges.

Would psychological supports, which are definitely emerging, be considered as an eligible project under Stream 3?

- Be sure to demonstrate in your proposal why psychological supports are an emerging need or existing gap. Include any research done, as much information as possible in your proposal and provide a detailed rationale/justification to support your project application to address this need.

We are seeing an increase in the use of food banks. As part of Stream 3: Emerging Needs and/or Existing Gaps, is there an opportunity to work with food banks or create community projects related to food sustainability for families? Or would these types of projects be considered an ineligible cost as it is related to food?

- As part of the UESP application guidelines food costs as a substantial expense for the project activities is an ineligible cost.
- Proposed projects are not able to directly buy food to support Ukrainian evacuees due to the limited funding available.
- However, partnerships with food organizations, such as food banks, can be considered to address emerging needs.
- Be sure to clearly state what the emerging needs or existing gaps are in your proposal, include any research done, as much information and details as possible, and provide a detailed rationale/justification to support your proposal to address these challenges.

As CUAET visa holders do not qualify for many programs offered by the Ministry of Jobs, Economy and Trade (JET) due to their temporary resident status, can UESP Streams 2 or 3 be used to expand current JET programs to allow eligibility for this group?

- UESP applications need to demonstrate any gaps that may exist. This may include eligibility criteria which excludes CUAET visa holders.
- In your proposal you may show how Ukrainian evacuees cannot access integrated training programs but are in need of employment supports.
- If there are any perceived similarities with another government program our team may reach out to the partner ministry to seek clarification about these programs.

There a handful of municipalities in Alberta who are in a unique situation and are funded/registered to provide settlement services (i.e. Banff). Is there any consideration or ability to change applicant eligibility to consider municipalities?

Alberta

- Currently, we are not able to revise and change the UESP policy as it has already been approved by senior leadership.
- However, lessons learned during the first year of the UESP CFP will be noted for future reference. As this is only the first year for the CFP things may change in the following two years to help address needs or gaps which includes possible changes to the eligibility criteria as well.
- Although municipalities cannot apply as the main applicant, they may still partner with another eligible organization to help fill gaps and support Ukrainian evacuees.

The town of Banff has a Settlement team providing Settlement Services in the Bow Valley. They have been running Settlement programming since 2011 fully funded by IRCC. Presently they are the serving agency for all CUAET holders in Banff, Canmore and Lake Louise but we are not eligible unless we partner with another organization even though we would be running the entire programming for our CUAET clients?

- Correct. For the 2023-2024 UESP CFP municipalities are not eligible to apply as the main applicant; however, municipalities may be an eligible partner organization for a submission.
- Our team will bring this information back to our senior leadership for future UESP CFPs.

For stream 2 - employment supports stream, can we do work placement and pay employers? What is the maximum pay we should consider?

- You may include a work placement in your proposal.
- UESP funding may not be used as a wage subsidy or be used as an incentive for employer participation.

Classification: Public

Alberta