

**2017**  
**Citizenship and Immigration**  
**Programs**  
**Call for Proposals**

**Application Guide**  
**Renewed Funding to Existing**  
**Ontario Bridge Training Projects**

**Ministry of Citizenship and Immigration**

**Issued:**  
**August 10, 2017**

**Application Deadline:**  
**September 21, 2017**

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# Introduction

The Ministry of Citizenship and Immigration (the “Ministry” or “MCI”) is issuing this Call for Proposals (CFP) for the purpose of inviting eligible organizations (“Applicants”) to submit proposals that support the Ministry in achieving the objectives of Ontario’s Immigration Strategy.

Through a range of programs and services geared to support the settlement and integration of all immigrants across Ontario, the Ministry works with many organizations to meet the changing needs of Ontario’s newcomers and to maximize the benefits of immigration for newcomers and Ontario.

These programs are a key tool in supporting the implementation of [Ontario’s Immigration Strategy](#), which sets a new direction for how the Ministry selects, welcomes and assists immigrants to Ontario. The Strategy has three key objectives:

- Attracting a skilled workforce and growing a stronger economy;
- Helping newcomers and their families achieve success; and
- Leveraging the global connections of our diverse communities to increase our prosperity.

One of the MCI programs is the **Ontario Bridge Training Program**, where the Ministry supports the transition of skilled immigrants into Ontario’s labour market at a level commensurate with their skills and experience.

# Ontario Bridge Training Program

## Program Overview

The Ontario government is working with professional regulatory bodies, employer associations, community organizations, colleges, universities, other levels of government and other stakeholders to help internationally trained individuals join the labour market quickly in jobs that match their skills, education and experience.

The Ontario Bridge Training Program (OBTP) helps internationally trained individuals obtain certification/registration and find jobs in their field without having to duplicate their previous education. Since 2003, Ontario has funded over 350 OBTPs serving over 60,000 internationally trained professionals and tradespeople in over 100 professions to help them integrate quickly into the Ontario economy at a level commensurate with their skills, education and experience. Bridging projects have assisted internationally trained nurses, pharmacists, teachers, laboratory technicians and skilled tradespeople, among others, to continue their careers successfully in Ontario.

## Renewed Funding to Existing Ontario Bridge Training Projects

The Ministry funds bridge training projects to assist internationally trained individuals in obtaining licensure and/or employment at a level commensurate with their skills, education and experience. The Ministry expects that projects will work to ensure the long-term sustainability of the services provided through a number of initiatives, such as embedding components into existing organizational structures and services, implementing a fee-for-service model, or securing other sources of funding, for example.

The Ministry recognises that implementing these initiatives can involve timelines beyond the term of a project and might require renewed funding to enable bridge training projects to complete this process. Furthermore, the Ministry also recognises that some OBTP service models might face additional systemic challenges that may justify renewed funding on a competitive, outcomes-focused basis in areas of continued demonstrated labour market demand.

As a result, the Ministry invites successful existing bridge training projects that deliver direct services to participants and that are approaching the end of Ministry contracts to apply to renew operational funding and allow them to continue to pursue long-term sustainability of program components.

**NOTE: The Ministry will contact eligible existing OBTPs to invite them to apply for renewed funding. Only invited Applicants may apply to this category. An invitation to apply does not constitute a funding commitment.**

# Purpose of the Application Guide

The purpose of this Application Guide is to provide interested parties with background information on the OBTP, eligibility requirements for proposals, submission instructions and evaluation criteria.

## Submission Deadline

Applications must be submitted electronically through the Grants Ontario system by no later than 4:00 pm on **Thursday, September 21, 2017**. Applications received after the deadline will not be processed.

## Development and Submission of Proposals

Interested Applicants are invited to submit questions to the Ministry about the Call for Proposals (CFP). A questions and answers package can be accessed on the Grants Ontario portal page and will be updated regularly. Applicants must direct questions to [bridgetraining@ontario.ca](mailto:bridgetraining@ontario.ca).

MCI will not respond to questions **received after Thursday, September 7, 2017**.

MCI staff will not assist Applicants with submission development and cannot comment on individual proposal ideas.

For Grants Ontario technical support, please contact **Service Ontario via Phone: 1-855-216-3090 or 416-325-6691 or by e-mail: [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca)**.

To ensure the proper assessment of your proposal, your application must be fully completed with all mandatory documents attached. Incomplete applications will not be reviewed.

MCI is under no obligation to fund any proposal submitted through this CFP or to fund the entire duration or scope of a proposed project. There is no appeal process to contest an MCI funding decision; however, the Ministry will provide Applicants with an opportunity to request and receive feedback on proposals not selected for funding.

The application and any accompanying documentation submitted by an Applicant shall become the property of the Ministry and will not be returned to the Applicant.

## Eligible Organizations

Organizations eligible to apply to this CFP include broader public sector organizations based in Ontario such as municipal governments, publicly-funded postsecondary institutions and school boards, and not-for-profit organizations that meet the following criteria:

- Have been incorporated for at least two (2) years;
- Have an elected governing Board of Directors;
- Have bylaws that outline procedures for reporting and accounting to their membership or the public for the organization's operations and performance;
- Satisfy the Ministry that it has adequate governance structures and accountability processes to properly administer and manage public funds and to carry out the project consistent with the

- terms of the Transfer Payment Grant Agreement; and
- Satisfy the Ministry that it has relevant, accurate, and timely financial reporting and audited financial statements.

## **Eligible Participants**

The Ontario Bridge Training Program is designed for internationally trained individuals who are newcomers to Ontario, including naturalized Canadians, permanent residents, convention refugees, and refugee claimants who are eligible to work in Ontario.

Internationally trained individuals who have completed post-secondary education in Canada, temporary foreign workers, individuals without post-secondary credentials, international students and provincial nominees are not eligible for services funded by the Ontario Bridge Training Program.

## **Project Start Date**

Successful applications for renewed funding should anticipate a seamless transition from the existing contract to the renewed contract, with renewed contracts beginning April 1, 2018.

## **Funding Period**

The Ministry will renew successful existing bridge training projects for a period of three (3) years, with the possibility of an additional extension of two (2) years, subject to an appropriation being available by the Legislature in accordance with Section 11.3 of the *Financial Administration Act*, R.S.O. 1990, c. F.12.

# Submission and Evaluation Criteria

Proposals will be screened to determine whether the:

- Application is complete;
- Applicant is an eligible organization; and
- Project activities are eligible.

Proposals that do not meet all of these criteria will **not be evaluated**. Proposals meeting the three submission criteria will then be assessed on the following evaluation criteria:

## Business Case for Renewed Funding

- Applicant demonstrates a rationale for renewed funding that includes continued labour market demand and a long-term plan for program delivery; and
- Applicant demonstrates successful program outcomes in licensure and/or employment.

## Project Plan

- The proposed activities are achievable, realistic and designed to effectively result in the proposed outcomes;
- The proposed project provides a viable delivery plan;
- The proposed project has an effective performance measurement plan, including concrete and measurable outputs and outcomes;
- Roles and responsibilities of partner organizations are clearly defined (where applicable). Attached letters from partner organizations confirm the roles and responsibilities defined in the Application; and
- The Applicant has developed an evaluation plan that includes a third-party evaluation.

## Budget

- The proposed project is cost-effective and demonstrates value-for-money;
- The proposed budget is balanced and sufficiently detailed; and
- All costs as well as revenues related to the proposed project have been itemized and explained.

## Evaluation Weighting

MCI will weigh the evaluation of each proposal as follows:

Criteria	Weight
Business Case for Renewed Funding	50%
Project Plan	25%
Budget	25%
<b>Total</b>	<b>100%</b>

# Eligible and Ineligible Expenditures

MCI funding is intended for costs directly related to project delivery and evaluation. The chart below provides general guidance only on eligible and ineligible costs: it is not a substitute for the terms of the Transfer Payment Agreement.

Eligible Project Expenses	Eligible Central Administrative Expenses	Ineligible Expenses
MCI will fund project-specific expenses, including, but not limited to, the following:	MCI will provide <b>up to 15%</b> of MCI funding for Central Administrative Costs, including, but not limited to, a proportion of the following:	MCI will not fund the following expenses:
Salaries and benefits for positions necessary to carry out the project	Rental space	Services, activities and products already funded by another funding body
Rent for space used directly by the project	Utilities	Budget deficits, debt reduction or organizational reserves
Outreach for the project	Telephone	Costs related to political activities
Project evaluation and audit expenses, where applicable	Supplies (e.g., printing, photocopying, postage, et cetera)	Costs related to partisan, sectarian and/or religious purposes, as defined by Canada Revenue Agency
Materials/supplies used directly to deliver the project	Project staff training and professional Development	Activities undertaken or completed before the start date of the transfer payment agreement
Project equipment, where applicable	Legal costs (Ministry approval required)	Activities that could be deemed discriminatory, as defined by the Ontario Human Rights Code
Travel, meals and accommodation directly related to program delivery. These costs must be less than or equal to those outlined in Ontario's <a href="#">Travel, Meals and Hospitality Expenses Directive</a> .	Central administration and staffing costs (e.g., IT, cleaning, HR, legal services, bookkeeping, registration and student support services, et cetera)	Fees related to regulatory dues and membership fees (in exceptional circumstances, the Ministry may consider these fees; prior Ministry consent is required)
	Proportion of organizational audit	Profit-making activities
		Costs associated with the preparation of a proposal in response to this CFP
		Any organization or project insurance coverage, including Workplace Safety and Insurance Board (WSIB) coverage
		Participant Expenses (stipends, wage subsidies, honouraria, reimbursement of participant expenses, et cetera)
		Employee performance bonuses
		Employee termination and severance costs
		Expenses not directly related to the project
		Major capital expenditures such as purchase, renovation or construction of facilities
	Any overspending beyond the budgeted amounts	

# Submission Instructions

A complete Application to this CFP consists of the following components:

- Completed Grants Ontario Application Form
- Completed Supplementary Attachments:
  - Additional Questions Form
  - Organization Risk Assessment
  - Conflict of Interest Declaration
  - Budget Template
  - Partner Letters (where applicable)
  - Risk Assessment – Supporting Documentation (where applicable)

To submit a proposal, the Applicant must complete and submit the information required in accordance with the instructions set out below. The Ministry will not consider proposals that are incomplete.

All proposals must be submitted, in either English or French, through the Grants Ontario system. This system requires a computer with internet access.

Applicants must be enrolled with Grants Ontario in order to access and complete the Application. Applicants should enrol in Grants Ontario as soon as possible, as it may take up to five (5) business days for the Grants Ontario system to complete the registration and provide access to the system.

Applicants must be enrolled with Grants Ontario in order to access and complete the Application. New and returning applicants must register/update their registration with the [Transfer Payment Common Registration \(TPCR\)](#) system. The TPCR is a one window self-serve registration system for submitting and updating organization profile information. New applicants will need to create an application profile before requesting access to Grants Ontario.

**The Ministry recommends that applicants register with the Grants Ontario system at least two (2) weeks prior to the CFP submission deadline. It may take up to five (5) business days for the Grants Ontario system to complete the registration and provide access to the system.**

As soon as a completed Application Form is submitted electronically through Grants Ontario, an e-mail will be sent to the main applicant contact confirming receipt of the Application. Changes cannot be made to the form once it has been submitted. If an Applicant does not receive an e-mail confirming receipt of the Application, they should follow up with **Service Ontario via Phone: 1-855-216-3090 or 416-325-6691 or by e-mail: [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca)**.

# Part 1 – Grants Ontario Application Form

Once an applicant has enrolled in the Grants Ontario system, they will be able to apply to all available grants. By selecting the “Ontario Bridge Training Program” grant in the Available Grant window, the system will automatically display the Grants Ontario Online Application Form for applicants to complete and submit.

Once the Grants Ontario Online Application Form is started on-line, it may be saved at any point and returned to later.

The instructions below will provide specific guidance to applicants on how and when to complete questions (e.g. some questions may not require a response).

The Grants Ontario Online Application Form includes the following sections:

- A. Organization Information
- B. Organization Address Information
- C. Organization Contact Information
- E. Grant Payment Information
- F. Application Contact Information
- H3. Tuition and Other Fees
- I. Performance Measures
- J. Partnership/Stakeholder Information
- K. Lol (Letter of Intent)
- Z. Declaration/Signing

**Sections A, B, C, E and F** – Organization Information, Address Information, Contact Information, Grant Payment Information and Application Contact Information

These sections are explained directly in the Grants Ontario Online Application Form. Most of the information in these sections will be pre-populated using data from the Grants Ontario enrolment process.

## **Section H3 – Tuition and Other Fees (if applicable)**

Indicate the Canadian Language Benchmark (CLB) level required for entry into the proposed program.

Indicate the total amount of any tuition or other fees that will be charged to participants.

Indicate whether the proposed project is currently eligible for the Ontario Student Assistance Program (OSAP) or the Ontario Bridging Participant Assistance Program (OBPAP).

## **Section I - Performance Measures**

This section consists of Ministry Provided Performance Metrics and Client Provided Performance Metrics.

### **Ministry Provided Performance Metrics**

Complete the “Goal” column in the table with the projected outcomes for the proposed project.

Participants are internationally trained individuals who would, for example, take training, access mentors or enter clinical placements. Please provide specific target numbers, not ranges, for the duration of the requested funding.

**NOTE:** Getting a Job projects do not need to provide a target for the metric *Number of participants who obtain registration*.

### **Client Provided Performance Metrics**

Provide any additional performance measures that pertain to the proposed project. Please include a short name for the metric, a short description and the target for the duration of the requested funding.

### **Section J - Partnership/Stakeholder Information**

The Ministry encourages partnerships for project delivery wherever appropriate. A single Recipient must take sole responsibility for the development, implementation, reporting and evaluation of the project. The Applicant will be the single signatory to the contract and will be identified as the Recipient.

Applicants submitting proposals involving partnerships with other organizations are required to answer the following:

#### **1. Name**

Provide the name of each partner organization that will assist with delivering the proposed project.

#### **2. Type**

Select “partner” using the drop-down menu.

#### **3. Role/Address**

Specify whether each partner is an existing or new partner and describe what their roles and responsibilities to the proposed project will be. If funding is granted, the funding grant may require the Applicant to develop formal agreements with any project partners to whom funding may be flowed for the purposes of meeting project outcomes.

#### **4. Description**

Describe how your partners are involved in the planning, development, implementation and/or evaluation of the proposed project.

**Applicants must attach a signed letter from each partner organization that confirms that roles and responsibilities outlined in this section.**

### **Section K – Letter of Intent (LoI)**

Please follow the instructions below for each question in this section:

1. **Project Name:** Enter the name of your proposed project. Ensure that the project name is concise.

2. **Project Start Date:** Enter the proposed start date for your project. Please refer to the Project Start Date section of this Application Guide for more information.
3. **Project End Date:** Enter the proposed end date for your project. Please refer to the Funding Period section of this Application Guide for more information.
4. **Requested Amount:** Enter the total funding requested **from MCI** for your proposed project. This number should **not** include any in-kind contributions or funding from other sources.
5. **Target Sector:** Refers to the occupation/sector the Applicant proposes to serve.
6. **Host Municipality/First Nations Community:** Enter the municipality or municipalities in which your proposed project will operate. **Applicants proposing online services that will serve all of Ontario should select 'Not Applicable' from the drop-down list.**
7. **Project Priority (if applicable):** Indicate whether the proposed project falls under **either** Getting a License **or** Getting a Job (not both).
8. **Project Summary:** Follow the instructions listed in the Grants Ontario Application Form. Ensure that the project summary is concise.
9. **Project Description:** Follow the instructions listed in the Grants Ontario Application Form.
10. **Organization's Grant History:** Enter "N/A" in this field. (this information will be captured in a Supplemental Attachment)
11. **Organization's Capacity:** Enter "N/A" in this field. (this information will be captured in a Supplemental Attachment)
12. **Rationale/Need:** Enter "N/A" in this field. (this information will be captured in a Supplemental Attachment)

### **Section Z – Declaration / Signing**

This section is explained directly in the Grants Ontario Online Application Form. By signing the online application form and submitting it (through Grants Ontario) to the Ministry, the organization applying is formally verifying that it agrees to the following:

- a. The information given in support of this application for a grant is true, correct and complete in every respect;
- b. The applicant has read, understood and agrees to abide by the terms and conditions governing the grant outlined above and in subsequent correspondence from the Ministry;
- c. The applicant is aware that the information contained herein can be used for the assessment of the grant eligibility and for statistical reporting;
- d. The applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any Ministry or agency of the Government of Ontario;
- e. The applicant understands that the information contained in this application or submitted to the Ministry in connection with this grant is subject to disclosure under the provincial Freedom of Information and Protection of Privacy Act; and
- f. The applicant has read and understands the information contained in the application.

## Part 2 – Supplementary Attachment Forms

Applicants must complete both the Grants Ontario Online Application Form and the Supplementary Attachment Forms to be considered for funding. Incomplete applications will not be reviewed.

The Supplementary Attachment Forms can be found on the [Grants Ontario](#) portal.

There are four Supplementary Attachment Forms:

- **Additional Questions Form**
- **Budget Template**
- **Conflict of Interest Declaration**
- **Organization Risk Assessment**

**Risk Assessment – Supporting Documentation (where applicable)** should also be attached to the Grants Ontario Application Form.

**Partner Letters (where applicable)** should also be attached to the Grants Ontario Application Form.

These forms must be completed and attached to your application. Applications without these documents attached will not be considered for funding.

The **Additional Questions Form**, the **Organization Risk Assessment and the Conflict of Interest Declaration** are in Microsoft Word format. The **Budget Template** is in Microsoft Excel format. Once downloaded, these forms will need to be saved on a computer or memory stick. Once the forms are completed and ready to be submitted, they will need to be uploaded as an attachment onto the Grants Ontario Application Form.

For instructions on how to add an attachment to the Grants Ontario Application Form, refer to the [Grants Ontario System – Applicant Reference Guide](#), pages 25-26.

Only attach documents that are requested in the Application Guide, providing reference to specific pages or sections of documents, as appropriate. Do not attach additional documents such as brochures, advertising materials, et cetera, unless explicitly requested in the Application Guide.

### **Additional Questions Form**

Applicants should ensure that responses in this form align with the program objectives and required components outlined in the Application Guide.

### **Budget Template**

Complete the Budget Template with all sources of proposed project revenue (MCI funding, funding from other sources and in-kind contributions) and all project and administrative expenses.

Applicants should provide appropriate budget notes for all project and administrative expenses in order to provide the Ministry with sufficient information to assess the proposed budget.

**MCI will fund administrative expenses of up to 15% of total MCI funding.** See the 'Eligible and Ineligible Expenses' section of this Application Guide. All administrative expenses must be listed as individual budget items.

### **Conflict of Interest Declaration**

Complete the Conflict of Interest Declaration form, indicating all actual and potential conflicts of interest. Completed forms should be printed, signed, scanned and attached to your Grants Ontario application in PDF format. See the 'Conflicts of Interest' section of this Application Guide for more information.

### **Organization Risk Assessment**

The Ministry assesses the organizational capacity of applicants against MCI standards in the following areas:

- Governance
- Program Delivery and Services
- Stakeholder Satisfaction
- Financial
- Legal
- Technology
- Information
- Human Resources

For each area in the Organization Risk Assessment attachment, demonstrate how the Applicant meets the corresponding standards. Identify any steps the Applicant is undertaking to address weaknesses in any of the components.

**NOTE:** The same Organization Risk Assessment document can be attached to each proposal submitted through this CFP.

### **Risk Assessment – Supporting Documentation (where applicable)**

In completing the Organization Risk Assessment form, Applicants may find it necessary to refer to specific documents to support their responses. Wherever possible, Applicants should provide an internet link to online documents, with reference to the specific section of the document. In cases where documents are not available online, **Provide reference to specific pages or sections of documents attached as supporting evidence.**

### **Partner Letters (where applicable)**

Applicants proposing to enter into partnerships with other organizations to deliver the proposed project must attach a signed letter from each partner organization that confirms that organization's specific roles and responsibilities in the project.

The roles and responsibilities outlined in each partner letter should match the roles and responsibilities defined in Section J of the Grants Ontario Application Form.

# Application Deadline

The deadline to submit proposals is **4:00 p.m. on Thursday, September 21, 2017.**

## Questions Related to the CFP

To ensure fairness and transparency in the CFP process, all questions regarding the CFP must be submitted to [bridgetraining@ontario.ca](mailto:bridgetraining@ontario.ca). MCI will respond to all questions through a Questions and Answers document, updated regularly and made available to all applicants.

An initial Questions and Answers document will be posted on the day this CFP is released. Additional questions will be compiled and answers posted on Grants Ontario. Responses will be posted:

- Thursday, August 17, 2017
- Thursday, August 31, 2017
- Thursday, September 14, 2017

The deadline for submitting questions is Thursday, September 7, 2017.

## CFP Service Standards

Applicants will receive immediate notification that submissions have been received by the Grants Ontario system.

Applicants will be notified of application results or provided with a status update within 12 weeks of the application deadline. The Ministry will provide Applicants with an opportunity to request feedback on proposals not selected for funding.

All Applicants making a submission will be invited to complete a client satisfaction survey on the Application process.

# **Additional Information for Applicants**

## **Contract with Ministry**

Successful applicants will be required to enter into a formal transfer payment agreement with the Ministry.

## **Project Partnerships**

Applications must be submitted by a single applicant. The Ministry encourages partnerships for project delivery wherever appropriate. For the purposes of the Application and subsequent funding contract with the Ministry in the event of a successful Application, a single Recipient must take sole responsibility for the development, implementation, reporting and evaluation of the project. The Applicant will be the single signatory to the contract and will be identified as the Recipient.

If funding is granted, successful applicants may be required to develop formal agreements with any project partners to whom funding may be flowed for the purposes of meeting project outcomes.

## **No Commitment to Fund**

The application process will not necessarily result in a funding commitment to any Applicant. Furthermore, the Ministry reserves the right to award funding through processes other than this application process. MCI shall not be liable for any expenses incurred by any Applicant, including the expenses associated with the cost of preparing the Application.

## **Privacy and Personal Information**

Applicants must be mindful of their obligations under relevant legislation when preparing and implementing their grant and evaluation proposals to ensure they comply with all requirements of law, including but not limited to all obligations with respect to the collection, protection, use and disclosure of personal information.

The Applicant is responsible for complying with, and ensuring their partners and evaluator comply with, all ethical and legal requirements relating to privacy, confidentiality and security of the information, including the obligation under any funding agreement that may be entered into, when carrying out their activities in connection with the proposed project, including but not limited to all evaluation and reporting activities.

Grant recipients will be expected to ensure the necessary rights are obtained to use the data and information as outlined in this Application Guide and any funding agreement that may be entered into.

## Rights of the Ministry

In submitting an application, the applicant is deemed to have acknowledged that the Ministry or its designate may:

- Communicate directly with any Applicant or potential applicants;
- At its sole discretion, accept applications for consideration that are not strictly compliant with the requirements outlined above;
- Verify with any Applicant or with a third party any information set out in an application;
- Make changes, including substantial changes, to this Application Guide and related documents including the application form by way of new information on the designated website;
- Cancel this Application and Call for Proposal process at any stage of the application or evaluation process;
- Reject any or all applications in its sole and absolute discretion; and
- Fund legal entities for similar projects regardless of whether these entities have submitted an application in response to this Application Guide.

## Applicant Not to Communicate with Media

An Applicant shall not at any time directly or indirectly communicate with the media in relation to this application process or any legal agreement in relation to this Application **without first obtaining the written consent of MCI**. MCI may refuse to consider an Application from an Applicant or may rescind a grant awarded to an applicant who has such communication without its written consent.

## Freedom of Information and Protection of Privacy Act

Applicants should be aware that the Province is bound by the [Freedom of Information and Protection of Privacy](#), R.S.O. 1990, c.F.31, as amended from time to time and that any information provided to the Province in connection with their application may be subject to disclosure in accordance with the requirements of that Act. Applicants are advised that the names and address of organizations receiving grants plus the amount of the grant awards, and the purpose for which grants are awarded is information made available by the Ministry to the public.

## Conflict of Interest

All applicants are required to complete a [Conflict of Interest Declaration form](#) and attach it to each submission.

**“Conflict of Interest”** includes, but is not limited to, any situation or circumstance where the Applicant, or any of its respective advisors, partners, members, directors, officers, employees, agents and volunteers has:

- a) An unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage;
- b) Other commitments, relationships or financial interests that:

- (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or
- (ii) could or could be seen to compromise, impair or be incompatible with the effective carrying out of its proposed project;
- c) Used confidential information of the Ministry without the Ministry's written consent; or
- d) A direct or indirect financial benefit from the carrying on of the project.

Applicants must disclose any actual, potential or perceived Conflict of Interest by completing and submitting the Declaration of Conflict of Interest, which is included as a separate attachment.

# Glossary of Terms

Term	Definition
Alternative Careers	Alternative careers are career options that individuals pursue other than the profession in which they were originally trained. Alternative careers make use of and relate to an individual’s skills and experience.
Assess	To determine the level of an individual’s competency against a standard framework. For example, academic/technical knowledge, language proficiency, et cetera. Ontario Bridge Training Programs conduct assessments to determine whether an individual meets program eligibility requirements.
Bilingual	An ability to communicate in Canada’s two official languages (English and French)
Canadian Language Benchmarks	The <a href="#">Canadian Language Benchmarks (CLB)</a> standard is a descriptive scale of language ability in English as a Second Language (ESL) written as 12 benchmarks or reference points along a continuum from basic to advanced. The CLB standard reflects the progression of the knowledge and skills that underlie basic, intermediate and advanced ability among adult ESL learners.
Eligibility	“Eligibility” refers to the criteria established by a bridging project to determine entry of participants into a bridging program. Eligibility criteria may include level of education, previous work experience, specific technical skills, minimum language proficiency, et cetera.
Evaluate	Projects and programs are evaluated, not assessed. For example, program evaluation is undertaken throughout the life of a bridging project in order to determine its effectiveness in meeting requirements for certification/registration and employment.
Internationally Trained Individual	An individual who completed their highest level of (post-secondary) education outside of Canada.
Long-Term Plan	A long-term plan is about embedding changes within institutions and practices. Bridging education should not be seen as “special” or a one-off service provided at a specific point in time; it needs to be a permanent change in the way organizations do business and a mainstream part of day-to-day operations for educational institutions, licensure/regulatory bodies, community agencies and employers.
Marketing	“Marketing” refers to project activities that focus on identifying and reaching employers, regulators and other stakeholder groups in order to communicate how graduates of the program meet current certification/registration and employment requirements for the sector/occupation the project is targeting (e.g., information sessions with employers, networking opportunities with program participants and employers, et cetera)

Term	Definition
Ontario Bridging Participant Assistance Program (OBPAP)	Provides bursaries of up to \$5,000 to cover direct education costs (e.g., tuition, books and equipment) for eligible applicants with financial need attending OBPAP approved bridge training programs at Ontario post-secondary education institutions.
Participants	Participants are the internationally trained individuals (with a post-secondary degree and international work experience) that the project will serve. Participants can include Canadian citizens, permanent residents and convention refugees. International students, temporary foreign workers, provincial nominees and individuals without post-secondary credentials are not eligible, or, individuals who are internationally trained <b>and</b> who have completed post-secondary training in their field in Canada.
Partner Organization	Partner organizations have a formal role in the development and implementation of the proposed project. A partner organization is directly involved in the delivery of a project component such as academic/skills training, language assessment or employment services, or provides ongoing program advice/direction through governance structures such as an Advisory Committee.
Permanent Resident	A person who has legally immigrated to Canada but is not yet a Canadian citizen.
Program	The training, education, placements, referrals, exam preparation, or any other training or services that are provided to internationally trained individuals in a bridging project. Individuals access a program.
Project	The entire initiative, including planning, development, recruitment, marketing, assessment, delivery of pilot programs, evaluation, reporting to the Ministry, audit, et cetera. The Ministry funds projects.
Project Advisory Committee	A Project Advisory Committee is a key component of the governance structure for bridging projects. Participation from regulators, employers, internationally trained individuals is encouraged to ensure that the project meets current requirements for certification/registration and/or employment.
Provincial or Territorial Nominee	Someone who is nominated for immigration to Canada by a provincial or territorial government that has a Provincial Nominee Program. Nominees have the skills, education and work experience needed to make an immediate economic contribution to the province or territory that nominates them.
Recruitment	“Recruitment” refers to project activities that focus on identifying and reaching potential program participants (e.g., media advertisements, e-bulletins, referrals from other organizations, et cetera).

<b>Term</b>	<b>Definition</b>
Regulated Profession	Regulated professions are professions and trades for which the government has designated specific rules and regulations to make sure that practitioners are properly trained and are not a risk to public health and safety. For regulated professions and trades, practitioners must be registered with a regulatory body and hold a licence or certificate in order to legally work in the field and use the professional title.
Stakeholder	Stakeholders do not deliver project components, but are still critical to the successful development and implementation of the proposed project. Stakeholders may be consulted on curriculum development, be targeted in a marketing strategy, or provide information on current regulatory and employment requirements for the sector/profession the project will serve. Stakeholders may include groups representing internationally trained individuals, professional associations, regulators, employers, et cetera.