

2017
Citizenship and Immigration
Programs
Call for Proposals

Application Guide
Pilot Funding for New Ontario Bridge
Training Projects

Ministry of Citizenship and Immigration

Issued:
June 8, 2017

Application Deadline:
August 3, 2017

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 up to 15% 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 Travel, Meals and Hospitality Expense Directive .	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, honoraria, 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

Application Deadline

The deadline to submit proposals is **4:00 p.m. on Thursday, August 3, 2017.**

Information Webinar

The Ministry has produced an information webinar that will explain the CFP process and provide a walkthrough of the OBTP CFP Application Forms. The information webinar has been recorded and is available for access via [Grants Ontario](#) starting on June 22, 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. 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, June 29, 2017
- Thursday, July 6, 2017
- Thursday, July 20, 2017
- Thursday, July 27, 2017

The deadline for submitting questions is Thursday, July 20, 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.

