

Ontario Bridge Training Program

Call for Proposals (CFP)

2024

Application Guidelines

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Application Deadline: December 12, 2024

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1 Introduction

Improving the labour market integration of newcomers is a key priority to support the economy, help address labour and skills shortages and optimize the benefits of immigration for Ontario and for newcomers. The Ontario Bridge Training Program (OBTP) is part of a comprehensive suite of services funded by the Ministry of Labour, Immigration, Training and Skills Development aimed at supporting newcomers' integration into society and the economy.

The OBTP helps highly skilled immigrants overcome foreign qualification recognition barriers and resume their careers in Ontario, without duplicating their education and training. Since 2003, Ontario has funded over 400 projects serving highly skilled ITIs in over 100 professions to help them integrate quickly into the Ontario economy at a level commensurate with their skills, education and experience. Bridge training projects have assisted internationally trained nurses, engineers, architects, social workers, financial services professionals, IT professionals and skilled trades people among others, to continue their careers successfully in Ontario.

The OBTP provides an integrated model for funding intensive, holistic, occupation-specific training employment and training services for highly skilled ITIs. The program is:

- Occupation-specific in all aspects of delivery, including training, licensure/certification supports, and employment supports.
- Aligned with requirements for licensure/certification in regulated professions.
- Responsive to employer and Ontario labour market demand (i.e., responding to employer requirements and the provincial economy).
- Advancement-focused (i.e., focus on equipping highly skilled ITIs with skills to manage their careers throughout a lifetime of learning and practice in the field).
- A vehicle for ITIs to learn not only the content and competencies of a profession/trade, but also the workplace culture within the Ontario context.

2 Call for Proposals

These Application Guidelines provide interested parties with background information on the OBTP delivery model, eligibility requirements for proposals, submission instructions and evaluation criteria. Applicants are asked to read the guidelines carefully prior to applying. It may be useful to print a copy of the Application Guidelines to refer to while

completing the application.

All terms in ***bold italics*** are defined in the Glossary.

2.1 Funding Period

The ministry will award funding for up to two years from April 1, 2025, to March 31, 2027.

Applicants seeking funding for two years will need to demonstrate progress towards the achievement of Key Performance Measures (see Section 4.3 below) at the time of the first interim report. The ministry reserves the right to terminate projects that are not meeting performance requirements.

2.2 Applying for Funding

Applicants must submit a separate application on Transfer Payment Ontario (TPON) for each project they propose to deliver. Note that an application does not guarantee funding. The Ministry is under no obligation to fund any proposal submitted through this Call for Proposals nor to fund the entire duration or scope of a proposed project.

Applications must be submitted electronically in English or French through a dynamic application form on the TPON website.

Applicants who are new to TPON will need to create a My Ontario Account and then register for TPON. New applicants are advised to allow at least one week to register before starting the application process. [Learn how to create a My Ontario Account and access TPON.](#)

Applications will be assessed on the basis of the information provided by the applicant within the completed application forms and for their ability to achieve the objectives of the program.

There is no appeal process to contest a funding decision; however, the Ministry will provide applicants with an opportunity to request feedback on proposals not selected for funding.

2.3 Application Deadline

All applications must be submitted through TPON by December 12, 2024 at 5:00 p.m. (Eastern Standard Time). Applications received after the deadline will not be processed.

Upon submitting your application materials through the TPON portal, you should receive a receipt confirmation notice by email. If you do not receive a notice, please contact TPON Client Care by phone at 416-325-6691 or toll-free at 1-855-216-3090.

3 Program Overview

3.1 Program Streams

The OBTP Call for Proposals offers funding in two program streams:

1. Getting a Job – Direct Service Delivery
2. Getting a License – Direct Service Delivery

Those who wish to submit more than one application should demonstrate that they have capacity to implement parallel projects. Applications should clearly describe how the applications are distinct from each other, as well as the linkages between them, where applicable (e.g. shared partnership relationships).

Successful projects generally target one occupation or sector.

Getting a Job	Getting a License
Projects that deliver occupation-specific training and employment supports to help internationally trained newcomers obtain commensurate employment in regulated occupations or non-regulated occupations.	Projects that deliver training and employment supports to help internationally trained newcomers obtain licensure or certification to practice in regulated occupations and find commensurate employment in regulated occupations.

3.2 Priority Sectors

While all applications serving sectors with a proven labour market need based on regional/demographic factors will be reviewed and evaluated, applications intended to serve the following sectors will be given priority in the selection process:

- Healthcare
- Skilled Trades
- Science, Technology, Engineering, Mathematics (STEM)
- Teaching and Early Childhood Education
- Natural Resources and Agriculture

3.3 Eligible Program Participants

The OBTP program is intended to provide services to highly skilled internationally trained individuals.

Eligible OBTP participants must:

- Be at least 18 years old and a resident of Ontario
- Have an appropriate combination of both international training and international work experience in a high skilled occupation.
 - The appropriate combination of training and work experience required will be determined by the service provider in alignment with industry standards and regulatory requirements and will allow the participant to succeed in the program.
 - Appropriate international training does not need to include a degree or diploma in occupations where this is not an industry or regulatory requirement (e.g. skilled trades).
- Have appropriate language proficiency at or equivalent to Canadian Language Benchmark (CLB) 6 or higher, according to the requirements for the occupation or sector.
 - The minimum CLB varies based on occupation or sector and will allow the participant to succeed in the program.
 - Service providers will confirm language proficiency using an assessment of the Canadian Language Benchmark (CLB) competency areas or another assessment deemed acceptable by the service provider.
- Be one of the following:
 - Permanent Resident
 - Naturalized Canadian citizen
 - Provincial nominee under the Ontario Immigrant Nominee Program (excluding those under the International Student stream)
 - Refugee claimant with a 900-series Social Insurance Number (SIN) and an open work permit
 - Visitor under Emergency Travel measures enacted by the federal government (e.g. Canada-Ukraine Authorization for Emergency Travel measure) with a 900-series Social Insurance Number (SIN) and an open work permit
 - Individual in Canada on a temporary work permit who has received confirmation from Immigration, Refugees and Citizenship Canada

(IRCC) that they meet the eligibility requirements for permanent residence (i.e. approval in principle).

The following individuals are ineligible for OBTP services:

- Individuals who have completed postsecondary education in Canada
- International students
- Temporary Foreign Workers (unless they have received confirmation from IRCC that they meet the eligibility requirements for permanent residence)
- Individuals participating in full-time education or training
- Individuals participating in any other government- funded occupational training intervention, e.g. Better Jobs Ontario:
 - Exceptions: Individuals participating in government-funded non-occupational training, such as EO Literacy and Basic Skills; adult education programs funded by the Ministry of Education; and official language training funded by the Ministry of Labour, Immigration, Training and Skills Development, and the federal Department of Immigration, Refugees and Citizenship Canada.

For definitions of terms related to immigration and citizenship categories, see [Immigration, Refugees and Citizenship Canada's Glossary](#).

3.4 Participant Intake Type

OBTP providers may opt to use a continuous intake model or a cohort-based model for participant intake. In a continuous intake model, admission of participants is ongoing and participants start the program at any time. In a cohort-based model, there are specific start dates or periods in which participants initiate the program.

3.5 Program Delivery Principles

The following principles specific to OBTP will help guide applicant activities.

Client-centred

Programming is designed to meet the training and employment needs of internationally trained newcomers, employers and regulated professions.

Outcomes-focused

Programming is driven by evidence and data to achieve the best possible outcomes for the client.

Accountability

The government and the service providers it funds are accountable for fiscal oversight and service delivery results.

Resource-Effectiveness

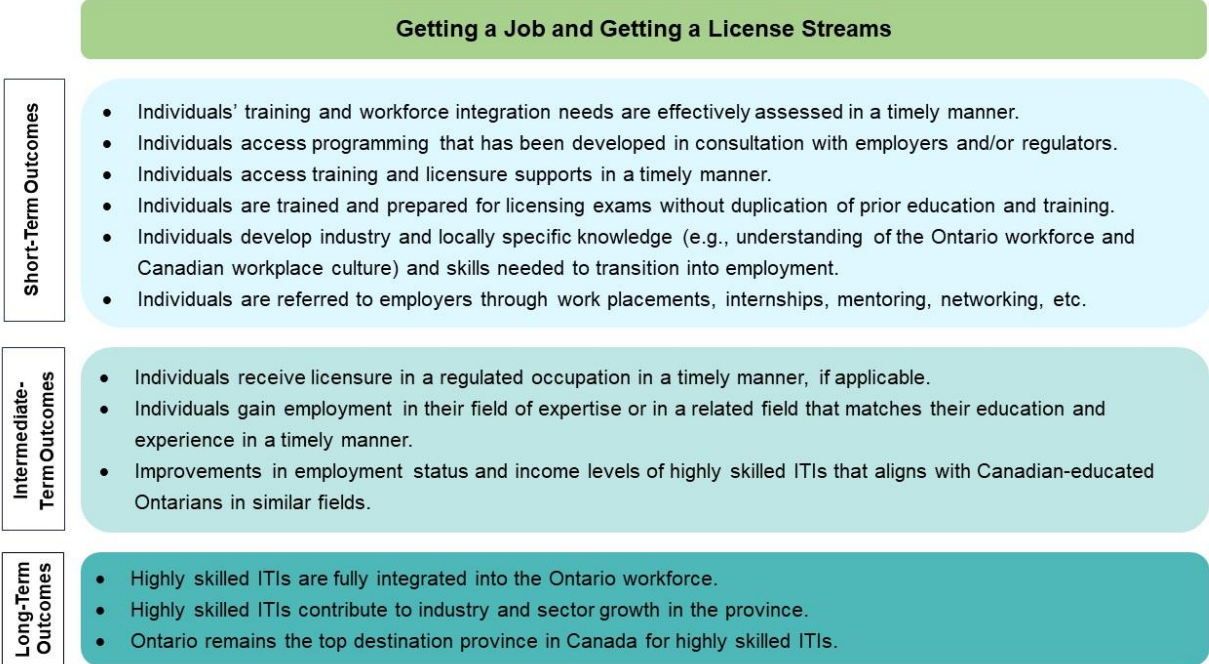
Programming is effective and efficient, relying on innovation and partnerships to optimize resources and achieve results for clients within available resources.

Building partnerships for success

In order for bridge training programs to achieve best results, programming should involve partnerships with key stakeholders, including employers, regulators, professional associations and community/settlement agencies.

3.6 Expected Program Outcomes

Figure 1: Program Logic Model



4 Delivery Standards

4.1 Mandatory Program Components

Mandatory program components will be delivered in-person, online or through a combination of in-person and online methods of delivery. To improve access to bridge training, service providers may use a blended delivery model where feasible. Projects must include a contingency delivery plan for remote service delivery when in-person delivery is not viable, for example in the event of a public health emergency.

The required mandatory program components vary for each stream. It is expected that projects organize these components to best meet their participants' needs.

1. Occupation-focused recruitment, competency assessment and service planning

Service providers must ensure that their recruitment activities are occupation-focused. For a consistent approach to matching participant needs with suitable interventions, successful applicants need to develop a decision-making process that provides a rationale for participant access to funded services. This should include clearly establishing what combination of training and work experience and what level of English or French language proficiency are required for participant access to funded services.

At a minimum, recruitment, assessment and service planning activities must include:

- Recruiting individuals who are eligible for participation
- Providing the following assessment services:
 - Credential and/or Competency Assessment: Directly provide or refer participants to appropriate resources for academic credential assessment for licensure/admission to program
 - Prior Learning Assessment: In partnership with regulators, post-secondary institutions, and/or employers, assess skills, knowledge, experience and readiness of participants for licensure/admission to program
 - Language Assessment: Provide referral to standardized **Canadian Language Benchmarks** assessment through a **CLARS Centre** or

another acceptable assessment to determine the current language proficiency of participants for admission to the program.

- Assessment of professional experience for admission to the program
- Ensuring individuals are made aware of the requirement to participate in program components, including associated time commitments, as well as the requirements of employment in the sector.
- Registering individuals for the program.
- Creating a service plan for the individuals that incorporate (as appropriate) concurrent or sequential access to the program components that is client-focused will have the greatest positive impact on the participant.
- If, following assessment, the service provider determines there is another service or provider that better meets the needs of the participant, the service provider must make a referral to connect the participant with the most appropriate service or provider.

2. **Occupation-specific technical and essential skills training**

Projects must provide contextualized occupation-specific technical and **essential skills** training based on both regulatory requirements in the case of regulated occupations, and the needs of employers in the identified occupation (i.e., the skills required to obtain employment and succeed in the occupation).

Non-postsecondary organizations can offer technical training directly or in partnership with a postsecondary institution.

- Training integrates technical and essential skills, as required to enter the occupation in Ontario.
- Training includes any workplace safety training (including certification), as required to enter the occupation.
- Training includes academic or technical training that provides appropriate academic/technical instruction to meet degree equivalency or competency requirements for licensure, certification, registration or employment.
 - In regulated occupations, training content must align with the academic requirements for licensure, certification or registration established by regulatory bodies.

- Training includes exam preparation to adequately prepare participants for examinations required for licensure, certification or registration.
- Training includes workplace culture and communication training based on the requirements and standards in the sector to help prepare participants for licensure, certification or registration (as needed) and for employment and integration into the Ontario workforce.

3. Employer Partnerships

Projects must partner with employers in the development of curriculum for occupation-specific technical and essential skills training.

Projects must also partner with employers to facilitate access to work experience in the targeted occupation and provide referrals or direct provision of at least ONE (1) of the following:

- Internships, Paid job placements, Preceptorships or Practicums, Mentorship, Job shadowing, Networking

4. Occupation-specific employment and retention services

Projects must make employment services available to participants, through direct delivery either by the applicant organization or by a partner organization. Applicants must demonstrate how any sector-specific employment services delivered directly align with, and do not duplicate, existing **Employment Ontario** (EO) services by addressing the needs of highly skilled ITIs. Sector-specific employment services can include:

- Labour market readiness assessment
- Employment counselling
- Development of appropriate job-search tools (e.g. résumés, cover letters, portfolios etc.)
- Job search skills training
- Job retention skills training
- Workforce integration strategies

Projects must also offer sector-focused employment services for up to 12 months after participants have completed the program to help them retain, succeed, and advance in employment in their identified fields, based on sector employers' needs including:

- Ongoing individual case management, including mitigating potential risks to post-placement success and referrals to wraparound supports as required.
 - Service providers are expected to develop a follow-up plan.
- Sector-focused career planning and management assistance:
 - Individualized career counselling.
 - Career planning provided for up to 12 months after program completion.
- Sector-focused re-employment assistance, where a participant is not retained by an employer:
 - If an individual is unable to retain employment, the service provider will work with the individual to identify more appropriate employment opportunities and address any risks or barriers to retention.
 - If an individual is no longer interested in remaining in the sector, the provider is responsible to help identify appropriate employment opportunities outside of the sector or refer the individual to EO or other appropriate services.

The following components are applicable to the 'Getting a License' stream only. Getting a License projects must include the mandatory components listed above, in addition to the components below:

5. Engagement of Regulated Professions (Getting a License stream Only)

Projects must engage regulated professions in the development of curriculum for occupation-specific technical and essential skills training to ensure programming remains current to updated licensing requirements and aligns with registration requirements for the target occupation.

6. Service Navigation Support (Getting a License stream Only)

Projects must provide support to participants in navigating throughout the entire licensure or registration process, including providing or referring participants to appropriate resources, in order to ensure they obtain the required certification to practice in the target regulated occupation.

4.2 Funding

Applicants will submit a project budget. Expenses will be allowed or excluded at the sole discretion of the Ministry.

Eligible expenses for both project streams include:

- Staffing Costs
- Program Delivery Costs
- Administrative Costs
- Financial Supports for Participants

Program Management Staffing Costs

Staffing costs are salary and benefit costs for project management positions dedicated to design, planning and oversight of services. Positions involving other duties are to be prorated to costs specifically related to proposed services.

Program Delivery Salaries and other Costs

Program delivery costs are operational costs directly related to the delivery of the bridge training program and include positions related to teaching/training and employment preparation services, program marketing, participant recruitment, curriculum development, classroom instruction, workshop delivery, employment supports employer engagement, rent, utilities etc.

Administrative Costs

Up to 15% of the total funding amount may be allocated to a proportion of expenses such as supervision, IT, financial/bookkeeping/audit activities, human resources, etc.

Acceptable use of funding will be provided in the audit and accountability guidelines schedule of the Transfer Payment Agreement between the ministry and the successful applicant.

Financial Supports for Participants

Financial Supports for Participants should be included under Program Delivery Costs. These supports will be provided to participants to remove financial barriers to participation in the bridge training program and to cover non-tuition related costs for low-income participants.

Financial supports are available to participants whose household income falls within the Low Income “Market Basket Measure Thresholds by MBM Region”. This threshold information is maintained by the federal government, at [the Statistics Canada Website](#).

Participant supports address temporary financial barriers to participation in the project (from intake to completion of job placement), such as:

- Transportation
- Emergency or occasional / infrequent dependent care
- Academic credential assessment
- Translation of international academic documents

The maximum funding allocation for financial supports per participant is \$1,000 for every 12 months of a bridge training program in which they are registered. If a bridge training program is less than 12 months long, the amount will be pro-rated.

Not all participants will require financial supports.

Participants should not receive financial supports if they are eligible to receive similar supports through other programs. It is expected that service providers will be familiar with supports available to their participants through social assistance, other Government of Ontario ministries such as the Ministry of Health, and other entities.

Service providers who administer financial supports must:

- Have policies in place to support the allocation and documentation of financial supports.
- Maintain supporting documentation for all training support disbursements, including learners' applications for financial support, attendance records, original receipts, type of expense, and amounts paid out.
- Meet Revenue Canada requirements regarding taxable benefits.

- Organizations will report on the number of participants who received financial support and the total amount expended.

Tuition Fees and Financial Aid

- The ministry recognizes that tuition fees may be part of the cost of delivering bridge training projects. However, it is in the benefit of clients for applicant organizations to keep tuition fees as low as possible in order to remove barriers to participation. Applicants will be asked to provide a breakdown of specific program costs and rationale for any tuition fees charged, as well as the total tuition charged per participant.
- Bridge training projects can pursue alternative funding from other sources (such as employer contributions/sponsorship, grants, etc.) in order to offset program delivery costs. Wherever possible, bridge training projects should provide participants with access to financial aid to further reduce the burden of tuition fees. This includes the Ontario Bridging Participant Assistance Program (OBPAP), Ontario Student Assistance Program (OSAP) and any other financial instruments that may be made available to program participants, such as private sector loan programs, other program bursaries or scholarships.
 - The Ontario Bridging Participant Assistant Program provides one-time bursary assistance of up to \$5,000 to participants with financial need enrolled in bridge training projects delivered in partnership with Post-Secondary Institutions where OSAP is not available. Eligible costs include direct education costs such as tuition, books and equipment.
 - As part of their application, applicants will be asked to provide projections related to the number of participants requiring OBPAP and amount of funding required.
- Ministry funding cannot be used to offer direct financial transfers to participants to offset tuition costs.

Ineligible Expenses

Ineligible expenses include:

- Costs not directly related to delivery of funded services
- Major capital costs and leasehold improvements
- Costs associated with the preparation of a proposal

- Budget deficits, debt reduction or organizational reserves
- Bonuses, honoraria, stipends or similar payments to project staff or others, except for honoraria provided to Indigenous elders performing ceremonial duties or functions
- Stipends or other direct payments to program participants or board members
- Legal fees and insurance coverage
- Activities for which funding has been secured from another funder
- Activities that have taken place before a funding agreement is in place
- Religious and/or partisan activities, as defined by Canada Revenue Agency
- Activities deemed discriminatory under the Ontario Human Rights Code
- Any costs deemed improper at the Ministry's sole discretion

4.3 Performance Measures

The OBTP performance measurement framework sets out three (3) broad dimensions of success for proposals. Projects will be reviewed bi-annually based on performance against these dimensions, and the ministry reserves the right to terminate projects not meeting performance requirements.

Success in delivering services to participants is measured in the following way:

	Getting a Job	Getting a License
<p>Effectiveness</p> <ul style="list-style-type: none"> • Measures service impact, i.e., what the service achieves for the participants 	<ul style="list-style-type: none"> • # and % of participants who obtain commensurate employment in their field or related field • % of participants who indicate the program helped them move towards the achievement of their employment goals 	<ul style="list-style-type: none"> • # and % of participants who obtain licensure in a regulated occupation • # and % of participants who obtain commensurate employment in their field or related field • % of participants who indicate the program helped

		them move towards the achievement of their licensure and employment goals
<p>Efficiency</p> <ul style="list-style-type: none"> Measures whether the service is accomplishing its goals in the best possible way 	<ul style="list-style-type: none"> # and % of participants who complete the program, i.e., reach their service plan goal # and % of participants who participate in work placements, internships, etc. 	<ul style="list-style-type: none"> # and % of participants who complete the program, i.e., reach their service plan goal # and % of participants who participate in work placements, internships, etc.
<p>Client Satisfaction</p> <ul style="list-style-type: none"> Measures participant satisfaction with the accessed services 	<ul style="list-style-type: none"> % of participants who express satisfaction with services received 	<ul style="list-style-type: none"> % of participants who express satisfaction with services received

5 Application Process and Requirements

5.1 Application Timelines

The following table outlines the Call for Proposals process and timeline:

Event	Date(s)
Call for Proposals (CFP) Launch	October 31, 2024

Event	Date(s)
<p>CFP Information Sessions</p> <p>The ministry will host live information sessions where applicants can ask questions in real time.</p>	<p>November 5, 2024 (English Only)</p> <p>November 7, 2024 (English and French)</p>
<p>CFP Question Submissions</p> <p>Applicants may submit questions to the ministry about the CFP via email to SettlementAndIntegrationPrograms@ontario.ca.</p> <p>*Please use the subject heading 'OBTP CFP'.</p>	<p>Up to November 20, 2024</p>
<p>CFP Question Responses</p> <p>The ministry will post responses to all questions on the page for the CFP on TPON.</p>	<p>November 28, 2024</p>
<p>Submission Deadline</p> <p>Applications must be submitted electronically through the Transfer Payment Ontario (TPON) website no later than 5:00 pm on the deadline.</p> <p>Applications must be fully completed with all mandatory documents attached.</p> <ul style="list-style-type: none"> • Incomplete applications will not be considered. • Applications received after the deadline will not be considered. 	<p>December 12, 2024 at 5:00pm EST</p>
<p>Technical Support</p> <p>For technical support related to submitting your application on TPON, please contact Transfer Payment Ontario Client Care from Monday to Friday 8:30 a.m. to 5:00 p.m. except for government and statutory holidays, at:</p> <ul style="list-style-type: none"> • Toll-free: 1-855-216-3090 • TTY: 416-325-3408 • Toll-free TTY: 1-800-268-7095 • Email: TPONCC@ontario.ca 	<p>Ongoing</p>

Event	Date(s)
Please include the following details for quicker service via email: name of the program (OBTP), case or file number, name of organization.	

5.2 Single Applicant Requirement

Applications for OBTP project funding must be submitted by a single applicant. A single applicant can be a sole organization or a lead organization with a group of partners.

The ministry encourages partnerships for project delivery wherever appropriate. However, the applicant will be the single signatory to the funding agreement and will be held accountable to the ministry for all project activities and outcomes (i.e., meeting identified workforce development needs) on behalf of its partners, through its funding agreement with the ministry.

The applicant is expected to build and demonstrate credibility with a range of stakeholders, including partner employers (i.e., the sector) and delivery organizations (employment service providers, training providers, etc.), employers, participants, industry, and any public or private sector investors, including government. The applicant is also responsible for managing and distributing funds to relevant delivery partners, per its funding agreement with the ministry.

5.3 Eligible Applicants

Organizations eligible to apply for OBTP funding include:

- Publicly funded postsecondary institutions
- Not-for-profit organizations based in Ontario, including regulated professions, 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 Agreement.
- Satisfy the ministry that it has relevant, accurate, and timely financial reporting and audited financial statements.
- Do not have debts to the crown and payments due under governing legislation. If debt is owed, a rationale must be provided to the ministry through the application process, using the Organizational Risk Assessment.
- Registered for-profit organizations based in Ontario that meet the following criteria:
 - Have been incorporated for at least two (2) years.
 - Comply with relevant Ontario legislation and policies including those governing postsecondary education institutions.
 - Do not have debts to the crown and payments due under governing legislation. If debt is owed, a rationale must be provided to the ministry through the application process, using the Organizational Risk Assessment.
 - Have a history of providing programs/post-secondary programs to immigrants in Ontario.
 - Satisfy the ministry that they have 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 Agreement.
 - Satisfy the ministry that they have relevant, accurate, and timely financial reporting and audited financial statements. Successful applicants will be required to submit their annual Audited Financial Statement, including a Schedule of Revenue and Expenditure related to the funded project.

5.4 Partnership Requirements

An important component of successful bridge training programs involves partnerships among different organizations who can provide support and resources to assist in the development and implementation of bridge training programs.

Applicant organizations are expected to develop partnerships with a wide range of stakeholders in order to fulfil the various mandatory program components as applicable to the specific program stream (see Section 3). This includes mobilizing the community to identify and address labour market issues and opportunities, workforce development needs, and to engage in improved employment and training service coordination and integrated service planning.

Partnerships may be formed among organizations including, but not limited to:

- Educational institutions (e.g., universities, colleges, school boards)
- Employers prepared to consider successful participants for employment in their companies
- Providers of employment and training services, including, but not limited to, those working with small to medium businesses, those providing apprenticeships, and those working with people who are self-employed
- Regulatory professions and professional associations
- Employer/business, sector or industry organizations
- Regional economic development organizations
- Human, health and/or social services agencies
- Unions/labour organizations
- Organizations serving immigrants and refugees

Applicants must identify in their application form each partner and their role in the delivery of the project for each partnership.

5.5 Information Management Requirements

The ministry will manage its Agreement with successful applicants using Transfer Payment Ontario. All successful applicants will be required to collect participant-level data through an approved client management system, in order to submit aggregate data reports to the ministry in a format and at a frequency as stipulated in the Agreement.

5.6 Agreement and Budget Requirements

Applicants must complete and submit a proposed budget. The proposed budget must include all anticipated costs associated with the project activities.

Project funding, if approved, will be provided to successful applicants under a Transfer Payment Agreement between the applicant and the ministry, which will set out the terms and conditions including:

- Project budget
- Project management
- Performance measures
- Monitoring and reporting requirements, including annual progress reporting, audits and financial reports
- Mode and schedule of payment
- Contract termination and corrective action

Successful applicants will:

- Be accountable to the ministry for all monies and project components and will be the final decision-making authority among partners for the project under the agreement.
- Manage their project plan to meet financial and accountability reporting requirements and deliverables, as identified in the funding agreement.
- Be responsible for receiving, administering, and allocating funds to any participating organizations in accordance with the requirements of their agreements.
- Be responsible for measuring results and reporting on their performance as required by their funding agreement.
- Be required to submit regular reporting that will be used by the ministry to assess the progress of implementation, as required by the funding agreement.

6 Application Assessment

Applications will be assessed for completeness, organizational risk, proposal content and value-for-money.

6.1 Completeness

Applicants must respond to all questions in the dynamic application form and provide complete budget details. Incomplete applications will not be assessed.

6.2 Organizational Risk

Applicants will be required to submit evidence to the ministry that demonstrates the health of their organization and capacity to successfully deliver the project over the entire duration of the agreement with the ministry.

TPON will prompt applicants to submit mandatory attachments that document operational policies, procedures and infrastructure in the following areas:

- Proof of incorporation (Articles of Incorporation, Letters Patent, or Special Acts of Incorporation)
- Governance (list of current board members, by-laws and minutes of most recent Annual General Meeting)
- Financial (financial policies and most recent audited financial statement)
- Technology and Privacy (information management and privacy policy)
- Human Resources (human resource policies)
- Conflict of Interest Form

The ministry will review the evidence presented, and assess whether the organization presents a low, medium or high risk to the successful delivery of the program.

High risk may result in a decision not to fund or to fund for a period less than the full funding cycle.

The assessed risk level will also be used to determine frequency of reporting and monitoring activities.

6.3 Proposal Content

Applications will be evaluated against the criteria outlined in the table below. Applicants must achieve a total score of at least 60% to be considered for funding.

Applications that achieve the minimum score will be further ranked by cost per participant with adjustments to ensure broader program reach/coverage of underserved populations and communities across the province, and to avoid service duplication. The Ministry seeks to ensure that services are accessible to highly skilled ITIs across the province.

Please note there are no maximum or minimum funding amounts. The Ministry reserves the right to adjust the amount of funding the selected applicant will receive, which may differ from the budget submitted. The Ministry may also choose to fund all, or a selection of the activities proposed.

Although not required, applicants are strongly encouraged to leverage other sources of funding to support their application.

6.4 Assessment Criteria and Indicators

Weighting	Criterion	Indicators
20%	<p><i>Program Alignment</i></p> <p>Proposed activities and outcomes align with program streams, activities and outcomes, and respond to a demonstrated need for the target occupation and region; balance geographic coverage (e.g., small/rural); Francophone priorities.</p>	<ul style="list-style-type: none"> • The proposal clearly aligns with the program components under its respective stream, activities and outcomes set out in these guidelines. • The proposal aligns with the needs of internationally trained individuals and labour market demand for the program as identified and supported by relevant and reliable evidence (e.g. data, statistics, reports, client or stakeholder consultation). • Project activities complement rather than duplicate existing services and resources, while addressing language and geographic needs. • The proposal reflects service coordination and linkages to help ITIs to access complementary employment services.
20%	<p><i>Organizational Capacity</i></p> <p>The applicant demonstrates</p>	<ul style="list-style-type: none"> • Demonstrates experience and expertise serving internationally trained individuals. • Demonstrates experience in delivering proposed or similar programs/activities, with success in achieving outcomes.

	<p>experience and expertise in delivering proposed or similar activities/programs and presents evidence of sound governance and financial and organizational management.</p>	<ul style="list-style-type: none"> • Demonstrates partnerships relevant to the success of the proposed project. • Demonstrates strong governance, financial management, human resource and information technology management systems, including capacity for remote service delivery. • Applicants that currently receive ministry funding will be assessed on performance and delivery on current contractual commitments.
20%	<p>Workplan/Project Activities</p> <p>The applicant demonstrates how the proposed activities will be implemented to achieve program objectives and identifies relevant activities, relevant partnerships, and realistic timelines.</p>	<ul style="list-style-type: none"> • Describes realistic activities and timelines in a clear workplan designed to result in the proposed outcomes. Activities are aligned with other sections of the proposal. • Incorporates effective contingency and mitigation strategies in the workplan to address risks. • The workplan clearly delineates the roles and responsibilities of any partner organizations. Applicants may include letters from partner organizations that confirm the identified roles and responsibilities. • For applicants that currently receive Ministry funding, assessment will consider timely reporting, achievement of deliverables and transparent communication regarding challenges or delays.
20%	<p>Performance Measures</p> <p>The applicant identifies relevant performance measures and realistic targets, and effective evaluation strategies to</p>	<ul style="list-style-type: none"> • Identifies appropriate effectiveness (outcome), efficiency (output), and client satisfaction indicators and realistic / achievable targets. • Demonstrates clear alignment between proposed activities and the selected performance indicators. • Has an effective performance

	monitor progress and achievement of outcomes.	<p>measurement framework or plan that demonstrates how proposed outputs and outcomes will be measured, evaluated and improved upon.</p> <ul style="list-style-type: none"> • Has relevant tools and methodology to collect, analyse, and submit data.
20%	<p>Value for Money Applicant demonstrates ability to deliver outcomes cost-effectively and cost-efficiently.</p>	<ul style="list-style-type: none"> • Provides a detailed budget with clear rationale for all costs and revenues and demonstrates the budget request is reasonable and justified. • Demonstrates how the applicant will minimize participant-pay fees to remove barriers to participation. • Demonstrates value through a competitive cost per participant. • Demonstrates how the proposed funding is linked to the proposed outcomes. • Demonstrates how the proposal will leverage expertise, resources and services through partnerships, in-kind contributions and other funding sources. • For applicants that currently receive Ministry funding, assessment will consider past performance and responsible use of funds.

7 Additional Information for Applicants

7.1 Rights of the Ministry

In applying, 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 such as to the eligibility criteria, without notice, to these guidelines and related documents including the application form by way of new information on the designated website.
- Cancel this application and CFP process at any stage of the application or evaluation process.
- Reject any or all applications in its sole and absolute discretion, even if they are compliant with the requirements outlined above.
- Fund legal entities for similar projects regardless of whether these entities have submitted an application in response to these guidelines.

7.2 Contract with Ministry

Successful applicants will be required to enter into a formal Transfer Payment Agreement with the ministry.

7.3 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. The ministry shall not be liable for any expenses incurred by any applicant, including the expenses associated with the cost of preparing the application.

7.4 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 MLTSD. MLTSD may refuse to consider an Application from an applicant or may rescind a grant awarded, including by terminating any executed Transfer Payment Agreement, to an applicant who has such communication without its written consent.

7.5 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:

- An unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage
- 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.
- Used confidential information of the ministry without the ministry’s written consent; or
- 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.

7.6 Project Partnerships

Although the ministry encourages partnerships for project delivery wherever appropriate, applications must be submitted by a single applicant even where a partnership exists. 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 terms and conditions of the contract, including 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.

7.7 Privacy and Personal Information

Successful applicants, who are approved as service providers, may be subject to specific requirements regarding the collection, use and disclosure of participants' personal information in the transfer payment agreements into which they enter with MLTSD. These requirements may address the collection, use and disclosure of personal information relating to participants.

7.8 Confidentiality and the Freedom of Information and Protection of Privacy Act

Please note the ministry is subject to the *Freedom of Information and Protection of Privacy Act* (the "Act"). The Act provides every person with a right of access to information in the custody or under the control of the ministry, subject to a limited set of mandatory/discretionary exemptions. This means that the information that is collected pursuant to this application process may be disclosed in the context of an access request unless it is subject to a mandatory or discretionary exemption under the FIPPA. The MLTSD has exclusive jurisdiction to determine whether information that is in its custody and/or control falls within a discretionary or mandatory exemption under the FIPPA.

Applicants are advised that the names and addresses of successful applicants, the amount of transfer payments awarded, and the purpose for which the transfer payments are awarded is information the ministry makes available to the public.

APPENDIX

Glossary of Terms

Term	Definition
Canadian Language Benchmarks	The Canadian Language Benchmarks (CLB) 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. For more information, visit www.language.ca
CLARS Centres	Coordinated Language Assessment and Referral System Centres provide assessments of language proficiency in English and French using common standards and protocols to assess clients against the Canadian Language Benchmarks.
Commensurate Employment	Employment in an immigrant’s field of expertise or related field that is aligned with their education and/or experience.
Employment Ontario (EO)	The ministry operates EO as a one-stop source of information, services and programs for jobseekers and employers. Through this network, the ministry helps employers hire and train employees through programs, grants and incentives.
Essential skills	Essential skills are the skills that people need for work, learning and life. They are used in the community and the workplace, in different forms and at different levels of complexity.
Foreign qualification recognition	The process of verifying, assessing, and recognizing the knowledge, skills, and competencies of those seeking the recognition. It often includes the recognition of previous education and work experience. Foreign credential recognition (FCR) usually refers to recognition of educational credentials, though the two terms are also used interchangeably by different stakeholders.
Highly skilled	Immigrants who completed training and work experience

Term	Definition
internationally trained immigrants	outside of Canada and has international work experience in a highly skilled occupation (i.e., a skilled trade or an occupation requiring a certificate of qualification or a post-secondary diploma or degree).
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.
Regulated Occupation	Regulated occupations 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 license or certificate in order to legally work in the field and use the professional title.
Service plan	A service plan is a set of concurrent or sequential steps, service and training components that a bridge training participant should undertake in order to reach their stated goal based on the needs assessment conducted by a service provider.