

Team**M**Work Project

Together Empowering Access for Migrant Worker Outreach,
Resources and Knowledge

APPLICANT GUIDE

2022 CALL FOR PROPOSALS

Activities Period: April 1, 2023 – February 29, 2024

Applications due: February 3, 2023 at 1:00pm EST



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Purpose of this Document

This applicant guide is for organizations applying to the **TeaMWork Project: Together Empowering Access for Migrant Workers Outreach, Resources and Knowledge**. This project is funded through Employment and Social Development Canada's (ESDC) Migrant Worker Support Program (MWSP).

The purpose of this document is to provide instructions on how to complete an application for funding for projects and activities that will support migrant workers to learn about and exercise their rights while living and working in Canada through community-based services.

We recommend that you read these instructions in full before you start completing your application. These instructions contain important details on what information is required from you and how the TeaMWork Project Steering Committee will assess your application.

Notice to Applicants

At this time, this application is only available in English.

If your application is selected for funding, the following information will be posted publicly on the TeaMWork Project website

- Organization name
- Location
- Contact Information
- Types of Service

Application Period

You can apply between December 19, 2022 to February 3, 2023, at 1:00 p.m. Eastern Standard Time (EST).

We will accept only one funding application per organization.

Successful Applicant

Successful applicants will be required to participate in and complete the following:

Reporting and Participation

The TeaMWork Project's reporting guidelines are informed by the requirements set forth by Service Canada, as well as some additional reporting activities that will help support partnerships, community involvement, and recommendations for sustainability. These reporting activities may include but are not limited to:

- Financial Reporting including but not limited to:
 - Monthly Reports
 - Quarterly Reports
 - Claims Forms
 - General Ledgers
 - Statement of Revenues and Expenditures
 - Financial Forecasts
 - Invoice and receipt submissions
- Activities Reporting including but not limited to:
 - Monthly Activities Reporting
 - Quarterly Activities Reporting
 - Narrative Reports
 - Short term email requests
 - Activities Tracking including:
 - Numbers of TFWs served (per type of service, etc.)
 - Partnerships established (type, number, etc.)
 - Distribution of information/education materials (type, number, etc.)
 - Activities conducted (type, number, attendance, etc.)
 - Services provided, including referrals (type, number, etc.)
 - Emergency supports (type, number, duration, etc.)
- Final End of Project Reports (Narrative and Financial)
- Feedback and Evaluations
 - Participant Feedback forms and follow-up
 - Participant metrics where possible: number of attendees, languages spoken, nationality, gender, etc.
- Professional Development
 - Not-for-Profit Financial Literacy Training
 - Information Sessions on Reporting, Measurements and Evaluations, Social media and communications
- Communications and Social Media Participation
 - Activities submissions to the TeaMWork Project Calendar
 - Activities Presentations to the TeaMWork Steering Committee
 - Occasional Success Stories, content for Project Newsletter

- Event Participation
 - Project Launch
 - Project End Community Forum Event
 - Occasional Partner Events
- Monthly or bimonthly sub-Agreement holder meetings



Note: Due to the detailed reporting requirements, it is recommended when preparing your application that you ensure you have included enough Human Resource support to meet these responsibilities.

Description of the Funding

From Service Canada’s Guide to the Migrant Worker Support Program:

The Temporary Foreign Worker (TFW) Program enables employers to fill labour and skills shortages on a temporary basis when Canadians and permanent residents are not available, while supporting the protection of foreign workers during their stay in Canada.

The TFW Program strives to balance three sets of interests in a shifting environment:

- *Canadians and permanent residents have first opportunity at available jobs*
- *Employers have efficient access to foreign workers to address labour and skills shortages*
- *Migrant workers are being protected from abuse*

To build on recent actions taken to support TFWs, the Government of Canada will continue to protect our most vulnerable and isolated workers, ensuring their health, safety and quality of life are protected while working in Canada.

To this end, Budget 2021 announced the creation of the new Migrant Worker Support Program, informed by the lessons learned from the Migrant Worker Support Network Pilot, to support community-based organizations in the provision of migrant worker- centric programs and services. The purpose of the MWS Program is to provide migrant workers with accurate information and access to available services and supports, and to assist them in learning about and exercising their rights while in Canada.

Objectives

Program objectives

The overall objective of the MWS Program and the TeaMWork Project is to provide support to TFWs (also referred to as “migrant workers”) **to learn about and exercise their rights while living and working in Canada.**

More specifically, the MWS Program aims to:

- 1. increase migrant workers’ awareness and understanding of their rights and responsibilities through educational activities and/or educational material**
- 2. empower migrant workers to exercise their rights by providing or assisting in accessing services available to them**
- 3. foster inclusion and welcoming of migrant workers through social, cultural, and/or recreational events**
- 4. support migrant workers during emergency situations**
- 5. foster new partnerships or leverage existing partnerships/networks to support migrant workers**
- 6. develop and implement coordinated approaches among community organizations, and/or build their capacity and knowledge to provide resources and services to migrant workers**

The TeaMWork Project and the MWS Program seeks to achieve these objectives by funding projects to deliver community-based services to migrant workers.

Eligibility Criteria

Eligible applicants

To apply to the TeaMWork Project your organization must be a:

- not-for-profit organization
- Indigenous not-for-profit organization (including band councils, tribal councils, and self-government entities), or
- provincial, territorial, and municipal government, institution, and/or agency (not including for-profit Crown corporations)
- Public Sector Organization
- Industry Umbrella Organization

Eligible participants

For the purpose of eligibility for services under the TeaMWork Project and MWS Program, “temporary foreign worker” or “migrant worker” refers to foreign nationals who have or had been issued a work permit under the TFW Program, or have or had been issued an employer-specific work permit under the International Mobility Program.

Eligible projects

Your project must:

- end on February 29, 2024
- target eligible participants as defined in this document
- serve the Windsor-Sarnia Economic Region (Windsor-Essex, Chatham-Kent, Sarnia-Lambton)



Funded project activities may include, but are not limited to:

- Information Sessions for Workers re: health, mental health, safety, labour laws, legal rights, tools to exercise legal rights, housing supports, bike safety, emergency supports, healthcare access, community social supports, etc.
- Tax Clinics; E.I. Clinics; CPP Clinics
- Health Fairs
- Welcome/Orientations for Workers
- Transportation programs (bus, bicycle)
- Worker HUB/Community Space
- Cultural Celebrations
- Mobile health clinics
- Mobile worker orientation clinics
- Mental health outreach
- Worker Ombudsman
- Toll free hotline for worker supports
- Family visits supports and visa navigation
- Service navigation supports (CPP, EI, OHIP, etc.)
- Health Card sign up sessions
- Maternity supports and birth registration
- Informational resources translation and design
- Language and Literacy Supports
- Language rights
- Supports in isolated regions
- Language Access services/Interpretation supports
- Recreational activities (soccer, basketball, volleyball tournaments, field trips)
- Mother’s/Father’s Day celebrations and other culturally specific/special events
- Recognizing the social and economic contributions of Migrant Worker
- Technological innovations to empower workers
- Road Safety/Vehicle Safety
- Water Safety
- Employer education re: Worker rights (Parental benefits, OHIP, CPP, etc.)
- Gender Based Violence support
- Settlement Supports (Cultural competency in Canada)
- Laws and Rights in Canada
- Anti-Fraud, online scams, fake employment
- Health and Safety Training
- Human Trafficking support
- 2SLGBTQ+ supports
- Emergency supports
- Harm reduction and addiction
- Workplace Health and Safety
- Employer information sessions
- Informational Resources

How we assess your application

The Project Steering Committee made up of Industry, Local and Regional Government, Chambers of Commerce, Ontario Health, Post-secondary Institutions, Workforce Development Boards and Local Immigration Partnerships in Chatham and Sarnia, will review your application by:

- screening for eligibility against the mandatory eligibility requirements
- assessing how your project meets the project objectives
- assessing organizational capacity
- assessing additional priority considerations

It is important to submit a complete application. A complete application means that you have answered all of the questions that are marked as mandatory in the application form and you have provided all of the required supporting documents, including the following:

1. [TeaMWork Application Form \(fillable PDF\)](#)
2. [TeaMWork Attestation Form \(fillable PDF\)](#)
3. [TeaMWork Activities Details Template \(fillable PDF\)](#)
4. [TeaMWork Budget Details Template \(Excel Document\)](#)

You may also choose to submit letters of support with your application.

If your application is incomplete, we will notify you by email. You will have three (3) business days to submit the missing information. If your application is not complete by that time, we will reject it from the process.

Screening for eligibility

We will assess your proposal only if you meet all of the following requirements:

- Your application is received by the deadline
- Your organization is eligible to apply for funding, meaning that:
- your organization is a not-for-profit organization, an Indigenous not-for-profit organization, or a provincial, territorial, or municipal government, institution, and/or agency, Public Sector Organizations, Industry Umbrella Organizations, and
- Your proposed project meets the eligibility criteria, meaning that:
 - the activities end on February 29, 2024
 - the activities target eligible participants as defined in this document
 - the activities serve the Windsor-Sarnia Economic Region (Windsor-Essex, Chatham-Kent, Sarnia-Lambton)
- You have completed and submitted all the required documents:

1. [TeaMWork Application Form \(fillable PDF\)](#)
2. [TeaMWork Attestation Form \(fillable PDF\)](#)
3. [TeaMWork Activities Details Template \(fillable PDF\)](#)
4. [TeaMWork Budget Details Template \(Excel Document\)](#)

Steps to Apply

Gather your supporting documents and information. Before submitting your application ensure that you have included all of the required documents in your application package. We will only consider complete application packages.

The following documents are required:

1. [TeaMWork Application Form \(fillable PDF\)](#)
2. [TeaMWork Attestation Form \(fillable PDF\)](#)
3. [TeaMWork Activities Details Template \(fillable PDF\)](#)
4. [TeaMWork Budget Details Template \(Excel Document\)](#)

You may also include Letters of Support with your application.

You can apply from December 19, 2022 to February 3, 2023, at 1:00 p.m. Eastern Standard Time (EST).



Note: Our application forms use PDF form technology. You must have a PDF reader installed to use the form correctly.

Best practice: for long answer questions prepare information in a Word or Pages document for safe keeping. Once the content is finalized, it can be cut and pasted into the pdf.

Information sessions

We will hold both virtual and in-person information sessions on the application process for the TeaMWork Project, as well as virtual “drop-in” Q&A for applicants. As well, there will be a virtual “Lunch and Learn” to share the most recent research findings on the needs of TFWs in the area.

Details of these sessions and registrations can be found by visiting:

<https://www.workforcewindsoressex.com/teamworkcfp>

Glossary

Administrative costs or overhead costs: Administrative or overhead costs are expenses incurred for “main office,” “head office,” or “administration office” type costs. These costs guide and enable effective program delivery and contribute to the success of the project by providing support through overall organizational governance, management, planning, finance, communications, human resources and information technology. These are costs related to functions, which are not project-specific.

Administrative costs may include, for example, wages/salaries and related office costs of management or other staff whose time is not spent specifically on management or delivery of the project.

Cost Categories: This is a way to organize and categorize the costs of a project. Only cost categories listed in the budget detail template can be used in your budget.

Fiscal year: The period between April 1 (first day of the fiscal year) and March 31 (last day of the fiscal year).

Migrant worker or temporary foreign worker: For the purpose of eligibility for services under the MWS Program, “temporary foreign worker” or “migrant worker” refers to foreign nationals who have or had been issued a work permit under the TFW Program, or have or had been issued an employer-specific work permit under the International Mobility Program.

Participant costs: This category includes any cost that is directly related to participants of the project. It includes wages and mandatory employment related costs, completion bonuses, and employment-related benefits. It also includes things like dependent care, disability-related supports, living expenses, materials and supplies, travel, and tuition, among others.

Project costs: This category includes any costs directly in support of project activities. This would include such things as advertising, conference fees, equipment, furniture, hospitality, materials and supplies, rent, signage, staff training, and utilities.

Remote or isolated regions (specific to TFWs): In the context of the MWS Program, a TFW may be considered to be in a remote or isolated region if they have no or limited access to community services within a reasonable time by their available means of transportation. For example, a TFW living on a farm that is a 30 minute bike ride from community services may be considered as living in an isolated region.

Sub-agreement holder: In the context of the TeaMWork Project and the MWS Program, a “sub-agreement holder” is an organization which has signed an agreement (“sub-agreement”), where Workforce WindsorEssex and the TeaMWork Project redistributes funds for designated project activities. This funding relationship is strictly between Workforce WindsorEssex and the TeaMWork Project and the successful sub-agreement holder; ESDC is not a party to agreements with sub-agreement holders.

How to Apply

Submitting by email

1. Read this applicant guide in full to complete your application form, as it describes the specific information you need to include for each question of the form.
2. Complete the:
 - [TeaMWork Application Form \(fillable PDF\)](#)
 - [TeaMWork Attestation Form \(fillable PDF\)](#)
 - [TeaMWork Activities Details Template \(fillable PDF\)](#)
 - [TeaMWork Budget Details Template \(Excel Document\)](#)
3. Send your completed application to the correct email: teamwork@workforcewindsoressex.com
 - Please use the following naming convention in the subject line of your email when sending your application: **Application-TeaMWork Project-Organization Name.**
 - Please note the format preference for application submissions is a completed fillable PDF form. Please do not submit a scanned copy of the entire PDF, as this may lead to delays in processing time. Attestations can be scanned and submitted.

After you have applied

You will receive an acknowledgment that your application has been received.

- If you submit your application by email, you will receive an email acknowledgment to the email address you used to submit the application within 3 – 5 business days.
- You can expect to learn the outcome of your application by the end of February 2023.

Contact us

If you have questions, send an email to: teamwork@workforcewindsoressex.com

Please use the following naming convention in the subject line of your email when sending a question: Question-TeaMWork Project-Organization Name.

Note: The remainder of this document will help you complete the TeaMWork Application Form, the TeaMWork Attestation Form, the TeaMWork Activities Details Templates and the TeaMWork Budget Detail Template. We have outlined the specific details that we want from you for each question.

FORM: TeaMWork Application Form

Part 1: Organization

Section A. Organization identification

Question 1: Legal name (This question is mandatory)

What is your organization's legal name? The legal name is usually:

- The name associated with your registration with the CRA
- The name that would appear on funding cheques

Question 2: Operating name (if different from legal name)

What is the operating (or common) name of your organization (if it differs from the legal name)?

Question 3: Business or registration number (This question is mandatory)

What is your 15-digit CRA business number? For registered charities and not-for-profit organizations, what is your registration number? For example, 123456789 RR 0001.

You can find your CRA business number on tax-related documents or written communications from the CRA. For more information, please visit the CRA website.

Indigenous organizations are not required to provide a CRA document for proof of organization type and status. If you do not have a business number, one of the following must be submitted with your application:

- your provincial/territorial corporation number (the number found on your Letters Patent)
- your Registraire des Entreprises Québec (REQ) number
- your federal corporation number with Industry Canada
- a document confirming the proof of operations for your organization (for example, governance structure, list of board of directors, etc.)

Question 4: GST/HST number (if applicable)

A GST/HST account number is part of a business number (BN). If you don't have a BN yet, you will receive one when you register for your GST/HST account.

The goods and services tax (GST) is a tax that applies to most supplies of goods and services made in Canada. The GST also applies to many supplies of real property (for example, land, buildings, and interests in such property) and intangible personal property such as trademarks, rights to use a patent, and digitized products downloaded from the Internet and paid for individually.

The participating provinces harmonized their provincial sales tax with the GST to implement the harmonized sales tax (HST) in those provinces. Generally, the HST applies to the same base of property (for

example, goods) and services as the GST. In some participating provinces, there are point-of-sale rebates equivalent to the provincial part of the HST on certain qualifying items. For more information, see Guide RC4022, General Information for GST/HST Registrants.

You can determine whether your organization requires or would benefit from a GST/HST number by visiting here: <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4081/gst-hst-information-non-profit-organizations.html>

Question 5: Organization type (This question is mandatory)

To be eligible, you must be one of the following:

- Not-for-profit organization
- Indigenous not-for-profit organization (including band councils, tribal councils and self-government entities)
- Provincial, territorial, and municipal government, institution, and/or agency (not including for-profit Crown corporations)
- Public Sector Organization
- Industry Umbrella Organization

Question 6: Organization category (This question is mandatory)

Select the most appropriate category from the following based on what you chose in Question 5:

Not-for-profit sector

- Local community, charitable, or voluntary organizations
- Provincial non-governmental organizations
- National non-governmental organizations
- Not-for-profit band councils
- Non-Governmental Organizations (NGO) with a focus on encouraging employment
- Associations of workers
- Indigenous not-for-profit groups
- Sector councils

Public sector

- Public degree school boards / school districts
- Municipal public health
- Municipal governments and agencies
- Provincial governments and agencies
- Territorial governments
- Public community colleges and vocational schools
- Public degree-granting universities
- Public degree-granting colleges

Question 7: Year established (This question is mandatory)

Indicate the year your organization was established.

Questions 8 to 15: Organization address (These questions are mandatory)

Indicate the primary address of your organization. The primary address is usually the head or main office. This includes:

- Question 8: Street address
- Question 9: City or Town
- Question 10: Province or Territory
- Question 11: Country (if not Canada)
- Question 12: Postal Code
- Question 13: Telephone number, including extension
- Question 14: Fax number (if applicable)
- Question 15: Email address

Questions 16 to 22: Mailing address (if different from organization address)

If your mailing address is different from the organization address, indicate the mailing address of your organization as per the following:

- Question 16: Street address
- Question 17: City or Town
- Question 18: Province or Territory
- Question 19: Country (if not Canada)
- Question 20: Postal Code
- Question 21: Telephone number, including extension
- Question 22: Fax number (if applicable)

Question 23: Organization's mandate (This question is mandatory)

Describe the primary work of your organization or business, including your mission, mandate, objectives, and website address, if applicable.

Section B. Organization contact

Questions 24 to 32: Primary contact (These questions are mandatory)

Who is the main contact person for the proposed project? This could be a project manager, an executive director or someone else. Typically, this would be the person responsible for the project and/or person with signing authority.

Include the following details:

- Question 24: Given (first) name and surname (last name)
- Question 25: Title of the primary contact person named in question 24
- Question 26: Contact Street Address
 - Question 27: City or Town
 - Question 28: Province or Territory
 - Question 29: Country
 - Question 30: Postal Code
 - Question 31: Telephone number, including extension
 - Question 32: Email address (note this is where all correspondence will be sent)
 - Question 33: Additional Contact Information

Questions 34 to 43: Secondary contact (These questions are mandatory)

Who is the secondary contact person for the proposed project? This could be a project manager, an executive director or project assistant. Typically, this would be the person involved in the project and/or person with signing authority.

Include the following details:

- Question 34: Given (first) name and surname (last name)
- Question 35: Title of the primary contact person named in question 34
- Question 36: Contact Street Address
 - Question 37: City or Town
 - Question 38: Province or Territory
 - Question 39: Country
 - Question 40: Postal Code
 - Question 41: Telephone number, including extension
 - Question 42: Email address (note this is where all correspondence will be sent)
 - Question 43: Additional Contact Information

Organization's capacity (Questions 44 - 47)

- Describe how your organization has the experience and expertise to carry out the proposed project activities. Your response may include the following:
 - Describe your existing network(s) and partnerships that would demonstrate your ability to carry out this project. For example:
 - leadership or participation in active coalitions, networks, or committees
 - Describe your current and past activities related to your proposed project activities, including outcomes
 - Describe your organization's past experiences and/or initiatives related to supporting migrant workers.

- Describe your organization's governance model and capacity to ensure sound financial management. Your response may include the following:
 - Description of the governing Board or Executive
 - your policies and procedures for your organization's operations, such as:
 - payroll, purchases, accounts payable/receivable, financial management policies
 - financial controls currently in place, such as:
 - an in-house financial team
 - financial software used

- Does your organization maintain a minimum of 2 million dollars in liability insurance?
- Does your organization owe any amounts to the Government of Canada?

Part 2 – Funding

Part A – Anticipated Sources of Funding (Questions 48 – 54)

You cannot request the payment of any charge or fee from participants for their participation in the project.

- Provide a list of all anticipated sources of funding, both cash and in-kind, to complete the proposed project activities
- Minimum of one line indicating the TeaMWork Project funding amount is required
- The TeaMWork Project has a “stacking limit”, that is, a maximum permitted amount of combined funding from federal, provincial, territorial, and municipal governments for any one project or initiative. Contributions to the project cannot exceed 100% of eligible expenditures.
- ESDC uses the information provided in this section to verify that your funding request conforms to any stacking limit or requirement for funding from other sources.
- “Other sources of funding” includes any source of funding (including from your organization) other than the program to which you are applying for funding.

Question 48: Source name

List TeaMWork Project as the first source name and include the amount requested.

If you are receiving contributions from other sources, include the names of all the organizations that provide cash and/or in-kind contributions to this project.

Question 49: Source type

Identify the types of organizations that are contributing funds to this project from the following options:

- Crown Corporation
- Federal Department or Agency
- Foreign Governments
- Not-for-Profit
- Private Sector
- Provincial/Territorial Government
- Regional or Municipal Government
- Sponsor/Organization/Recipient
- Union
- Other (please specify)

Question 50: Cash contributions

Include the amount of funding that will be provided from each source.

Question 51: In-kind contributions

In-kind contributions are goods or services that people or organizations give for free. Your organization or other organizations/partners can make in-kind contributions. In-kind contributions include equipment, services, or labour that you receive for free.

To be considered as valid, in-kind contributions must be eligible budget items that would have been necessary expenditures for the success of the project, and their monetary equivalent must be estimated at fair market value. See question 70 for examples of eligible expenditures.

Question 52 & 53: Confirmed cash and in-kind

Cash contributions (if applicable) and in-kind contributions (if applicable) must be committed to in writing by the contributing party. Indicate with an 'x' if the contribution has been confirmed and include letters confirming cash and in-kind contributions from each contributing partner.

Part B – Budget Details (Questions 54, 55, 56)

You cannot request the payment of any charge or fee from participants for their participation in the project.

- Identify any partnership agreements for the proposed project activities valued at over \$25,000, or in contract with businesses or individuals legally associated with the applicant organization,
- Identify whether partnership agreements to manage part of the project activities outside of the organization are part of the planned expenditures (i.e. Will you be sub-contracting out any of the proposed project activities?)
- Opportunity to include additional budget details that will support the application assessment

If you secure partnership(s), you must provide:

- name of the partner(s)
- description of how the partner(s) can support your project objectives
- type of organization(s), if applicable
- how the partner(s) will participate in the project (time or resources)

You cannot request the payment of any charge or fee from participants for their participation in the project.

If the project will involve subcontracting, a rationale and description of the process to select the subcontractors must be included. If applicants intend to contract or subcontract for a value of \$25,000 or more, a fair and accountable process that includes the solicitation of a minimum of two (2) bids or proposals is required when contracting for the purchase of project-related goods or services. This includes anyone who is hired to deliver the project who is not an actual employee of the contribution recipient. Failure to comply with ESDC requirements may result in these expenditures being ineligible for reimbursement.

In the situation where a contract for goods and services is below the \$25,000 threshold, it must still demonstrate the principles of accountability, fairness, and best value for money.

FORM: TeaMWork Attestation Form

In order for your application to be eligible, two (2) official representatives who have the capacity and the authority to submit project proposals and enter into contracts and agreements on behalf of your organization must complete this section of the form.

By doing so, you are attesting to the following three points:

- ✓ **I have the capacity and the authority to submit this Application for Funding on behalf of the applicant organization**
- ✓ **I certify and warrant on behalf of the organization and in my personal capacity that the information provided in this Application for Funding and any supporting documentation is true, accurate, and complete**
- ✓ **I have read the Applicant Guide and understand the program's requirements**

Each representative must include their Name, Title, signature (digital is acceptable) and the date.

If procuring in-person signatures, it is acceptable to scan the signed document to include with your application.

FORM: TeamWork Activities Details Template

Part A – Activities Identification and Description

Use the Activities Details Template to elaborate on each type of activity your organization proposes to complete. Each activity should include:

- Approximate date of the activity (ex. Spring, Summer, end of May, etc.)
- Number of activities between April 1, 2023 and February 29, 2024
- A description of the activity
- Which of the MWSP objectives they meet (see page X)
- Which service area(s) they serve (Windsor-Sarnia Economic Region: Windsor-Essex, Chatham-Kent, Sarnia-Lambton)
- How many workers are expected to be served (approximate range)
- What are the expected outcomes and outputs

Activities should be informed by the Objectives of the Migrant Worker Support Program as outlined on page 6.

 **Note:** Where possible, please organize your project activities in chronological order according to a clear and feasible timeline.

Part B – Activities Details (Questions 46 & 47)

- To avoid duplication of services, please explain how the proposed activities align with other activities your organization leads. Your response should include:
 - Your organization’s past experiences and/or initiatives related to supporting migrant workers.
 - Your organization’s current activities that relate to the proposed project activities
- Please describe how your organization intends to solicit feedback from migrant workers, track the success of activities and report on results. Your response may include:
 - Description of past or current evaluation and reporting to measure the impact of your organization’s work and results



Funded project activities may include, but are not limited to:

- Information Sessions for Workers re: health, mental health, safety, labour laws, legal rights, tools to exercise legal rights, housing supports, bike safety, emergency supports, healthcare access, community social supports, etc.
- Tax Clinics; E.I. Clinics; CPP Clinics
- Health Fairs
- Welcome/Orientations for Workers
- Transportation programs (bus, bicycle)
- Worker HUB/Community Space
- Cultural Celebrations
- Mobile health clinics
- Mobile worker orientation clinics
- Mental health outreach
- Worker Ombudsman
- Toll free hotline for worker supports
- Family visits supports and visa navigation
- Service navigation supports (CPP, EI, OHIP, etc.)
- Health Card sign up sessions
- Maternity supports and birth registration
- Informational resources translation and design
- Language and Literacy Supports
- Language rights
- Supports in isolated regions
- Language Access services/Interpretation supports
- Recreational activities (soccer, basketball, volleyball tournaments, field trips)
- Mother's/Father's Day celebrations and other culturally specific/special events
- Recognizing the social and economic contributions of Migrant Worker
- Technological innovations to empower workers
- Road Safety/Vehicle Safety
- Water Safety
- Employer education re: Worker rights (Parental benefits, OHIP, CPP, etc.)
- Gender Based Violence support
- Settlement Supports (Cultural competency in Canada)
- Laws and Rights in Canada
- Anti-Fraud, online scams, fake employment
- Health and Safety Training
- Human Trafficking support
- 2SLGBTQ+ supports
- Emergency supports
- Harm reduction and addiction
- Workplace Health and Safety
- Employer information sessions
- Informational Resource Development

FORM: TeaMWork Budget Details Template

- Include Legal name of the Organization
- Activities Start and End date
- TeaMWork Project must be able to determine that your costs are eligible, reasonable, and support your project activities. When filling out the budget detail template, ensure that:
 - Demonstrate that your project costs are reasonable, detailed, and support the project activities
 - Your costs are in the appropriate cost categories
 - Each cost is broken down, where possible, in the “Detailed Budget Description” section, in terms of the unit cost multiplied by unit amount (for example, “cost per item x number of items,” “cost per month x number of months”)
 - Salary costs must include pay rate as well as Mandatory Employment Related Costs (MERCs) percentage, and a description of the MERCs your organization provides
 - **Your administrative costs (Section 1 of the budget detail template) unrelated to direct project activities cannot be more than 7.5% of the total funding by the TeaMWork Project**
- **You cannot request the payment of any charge or fee from participants for their participation in the project.**
- If the project will involve subcontracting, a rationale and description of the process to select the subcontractors must be included. If applicants intend to contract or subcontract for a value of \$25,000 or more, a fair and accountable process that includes the solicitation of a minimum of two (2) bids or proposals is required when contracting for the purchase of project-related goods or services. This includes anyone who is hired to deliver the project who is not an actual employee of the contribution recipient. Failure to comply with TeaMWork and ESDC requirements may result in these expenditures being ineligible for reimbursement.
- In the situation where a contract for goods and services is below the \$25,000 threshold, it must still demonstrate the principles of accountability, fairness, and best value for money.

Capital Assets are not permitted in the Project Costs:

- A capital asset is any single or composite asset that costs more than \$1,000 (before taxes). A capital asset is not part of another product and you can still use it at the end of the project
- A composite asset is a group of assets that form one unit, where you need everything for the asset to work.
- A group of assets is a single capital asset if the total cost is more than \$1,000 (before taxes)

For example, a composite capital asset is a personal computer with a hard drive, a monitor, a keyboard, a mouse and cables. Four chairs that each cost \$300 are not capital assets because each chair works on its own. The chairs cost less than \$1,000 (before taxes).

Eligible expenditures include the following:

- Overhead costs, including costs related to central administrative functions of the recipient organization that are drawn upon to support agreement activities (for example, shared postage, telephones, IT maintenance and head office support)
- The costs of materials and supplies
- Wages and mandatory employment related costs (MERCs)
- Staff training and professional development costs
- Honoraria*
- Hospitality costs
- Printing and communication costs
- Travel costs (international travel must be specifically authorized)
- Professional fees (for example, consultants, translation/interpretation, IT, technical expertise, facilitation, legal, notetaking etc.)
- Utilities, insurances, rental of premises
- The costs of the purchase and maintenance of computers/laptops, phones, office furniture or other necessary equipment (to a maximum of \$999 per item)
- Knowledge development
- Data collection
- Participant costs related to participation in activities (for example, bus tickets)
- Costs associated with emergency, transitional, or at-risk assistance services (for example, temporary shelter, provision of emergency supplies, food)
 - Costs related to the emergency needs of project participants will be approved on a case-by-case basis

*For migrant workers with employer-specific work permits, honoraria may be against the terms of their work permit.

Examples of ineligible costs:

- The purchase of real property
- Consultant fees for individuals who are also receiving a salary from your organization or its partner
- Costs incurred to prepare the proposal
- Entertainment costs
- Expenditures incurred outside the start and end dates of the contribution agreement
- Fines or penalties

If you secure partnership(s), you must provide:

- name of the partner(s)
- description of how the partner(s) can support your project objectives
- type of organization(s), if applicable
- how the partner(s) will participate in the project (time or resources)

The TeaMWork Project and ESDC have a “stacking limit”, that is, a maximum permitted amount of combined funding from federal, provincial, territorial, and municipal governments for any one project or initiative. Contributions to the project cannot exceed 100% of eligible expenditures.

REMINDER: Steps to Apply

Gather your supporting documents and information. Before submitting your application ensure that you have included all of the required documents in your application package. We will only consider complete application packages.

The following documents are required:

1. [TeaMWork Application Form \(fillable PDF\)](#)
2. [TeaMWork Attestation Form \(fillable PDF\)](#)
3. [TeaMWork Activities Details Template \(fillable PDF\)](#)
4. [TeaMWork Budget Details Template \(Excel Document\)](#)

You may also include Letters of Support with your application.

Send your completed application to the correct email: teamwork@workforcewindsoressex.com

- Please use the following naming convention in the subject line of your email when sending your application: **Application-TeaMWork Project-Organization Name.**
- Please note the format preference for application submissions is a completed fillable PDF form. Please do not submit a scanned copy of the entire PDF, as this may lead to delays in processing time. Attestations can be scanned and submitted.

You can apply from December 19, 2022 to February 3, 2023, at 1:00 p.m. Eastern Standard Time (EST).

Thank you for your consideration and we look forward to reviewing your application.

