



**International Qualification  
Recognition (IQR)  
Program Funding  
Guidelines  
2020-2021**

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Nova Scotia Department of Labour and Advanced  
Education Skills and Learning Branch  
Adult Education Division

Effective: April 1, 2020

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# **1 International Qualification Recognition Funding Program Introduction**

*Please read the entire document. This information will become part of an agreement with the Province for the delivery of International Qualification Recognition programs.*

The purpose of this guide is to inform applicants of the goals and priorities of the International Qualification Recognition (IQR) Funding Program, along with the terms and conditions of associated funding applications service agreements.

The goal of the IQR Funding Program is to build capacity for IQR and Recognition of Prior Learning (RPL) in Nova Scotia by assisting regulatory bodies, immigrant-serving agencies, and other stakeholders to develop tools, programs and services that facilitate the assessment and recognition of international qualifications and support the integration of skilled immigrants into the provincial labour force in their chosen fields.

The IQR Funding Program is managed by the RPL & Labour Mobility Unit within the Adult Education Division of the Department of Labour and Advanced Education (LAE).

Please note that prior government support does not guarantee funding for the same or a similar program. LAE will not support deficit funding (expenditures exceeding total approved funding allocation) of an organization resulting from programs or services delivered.

All proposals will be considered; however, LAE is under no obligation to fund every application which has been submitted. Please do not assume your application is approved until this has been confirmed by your agreement manager in the Department of LAE or you received an approval notification via the Labour Market Program Support System (LaMPSS).

This call for proposals will commence on **April 30<sup>th</sup>, 2020** and end on or before **June 4<sup>th</sup>, 2020**, depending on availability of funds. Other projects may be considered after this date based upon available funding. Applications should fit within the fiscal year (April 1<sup>st</sup>, 2020 – March 31<sup>st</sup>, 2021) and should not exceed this timeframe. In special circumstances, consideration may be given for timelines reflecting an academic year as well as multi-phase projects.

Before submitting an application in LaMPSS for funding, please make sure to complete a Project Proposal, using the template and instructions provided on the IQR and Labour Mobility Unit website, <https://novascotia.ca/lae/rpllabourmobility/>. Once your Project Proposal has been vetted, the information provided in the proposal may be transferred directly to the application. Please use the IQR Funding Program application form available online in LaMPSS.

## **Priorities**

Priority will be awarded to programs/projects which:

- Impact occupational sectors facing critical labour shortages in Nova Scotia;
- Relate to obligations under the Fair Registration Practices Act (FRPA);

- Build on existing initiatives/successes in other projects or jurisdictions (where relevant work has been done);
- Demonstrate leadership or innovation in the areas of competency-based assessment and/or supporting immigrant access to the labour market;
- Develop relevant partnerships (provincially and nationally);
- Address identified gaps in programming; or
- Are submitted by organizations applying on behalf of Multi-Stakeholder Working Groups (MSWG).

## Guiding Principles

The funding process will be guided by the following principles:

- **Maximum Benefits:** Proposals will be assessed based on cost and potential contributions to identified priorities.
- **Relevant and Responsive:** Supported proposals will align with the Pan-Canadian Framework for the Assessment and Recognition of Foreign Qualifications and address the needs of individuals faced with challenges securing recognition of international credentials. Consideration will be given to existing resources to ensure that there is no duplication.
- **Organizational Appropriateness:** Applicants will demonstrate suitability for funding by providing evidence of their ability to deliver similar programs/projects.
- **Fair and Transparent:** Clear, published guidelines are intended to give all eligible organizations an equal opportunity to access funding.

## Roles and Responsibilities

All partners in the funding process share responsibility for outcomes.

Organizations submitting proposals are expected to:

- Follow the IQR program funding guidelines and project proposal template instructions in preparing the project proposal. Actively work with the IQR Coordinator to clarify and enhance your proposal;
- Transfer the information in the proposal document, once its been vetted, to the online application, and submit this along with other supporting documentation in LaMPSS;
- Complete all required reporting templates and meet all deadlines;
- Be accountable for using the IQR Program Funding for its intended purpose by providing required documentation (i.e. Activity & Financial Reports, itemized Cost breakdown Workbook, Accountability Reports), ensuring all expenditures reflect eligible costs;
- Submit project deliverables to LAE in an electronic format (**note: these materials are the property of LAE unless otherwise agreed upon by both LAE and the funded organization**); and
- Collaborate and form partnerships with other appropriate and eligible partners to submit joint proposals where applicable.

The Department of Labour and Advanced Education will:

- Establish and communicate criteria for project approval;
- Provide the necessary templates, guidelines and other information required to submit an application for funding;
- Provide advice and guidance to the applicant throughout the application process;
- Lead a fair and open assessment process of funding proposals;
- Finalize and communicate decisions in a timely manner;
- Distribute funding; and
- Monitor and evaluate programs and services.

## **2 Eligibility Criteria**

### **Eligible Applicants**

- Nova Scotia regulatory bodies<sup>1</sup>;
- Established non-profit community organizations, charities (registered under the Societies Act) or other public or non-governmental organizations, including immigrant-serving agencies;
- Unions;
- Employer Associations;
- Sector Councils;
- Professional Associations;
- Post-secondary institutions; and
- Career Development Centers.

### **Ineligible Applicants**

- Individuals, including sole proprietorships;
- For-profit corporations; and
- Funding bodies whose sole mandate is to award grants or funding.

### **Eligible Participants**

- Canadian citizens;
- Permanent residents; and
- Protected persons within the meaning of the Immigration and Refugee Protection Act (Canada), S.C. 2001, c. 27 entitled to work in Canada.

### **Eligible Project Objectives and Activities**

The following is an overview of five broad themes that constitute eligible project objectives and align with expected outcomes.

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<sup>1</sup> A body with authority delegated by law (i.e., provincial or federal legislation) to set or implement measures related to: the establishment of occupational standards or certification requirements, the assessment of the qualifications of workers against established occupational standards or certification requirements and the official recognition that an individual meet established occupational standards or certification requirements.

All initiatives undertaken will:

- Improve current programming and policies;
- Include programming and partnerships that are aligned with the needs of internationally educated/trained workers; and
- Be self-sustaining after project completion to support IQR initiatives and activities.

Each theme can encompass one or more activities to achieve a range of expected outcomes. The eligible themes are as follows:

- Program Development;
- Research and Planning;
- Credential Assessment;
- Provision of pre-arrival supports/ orientation; and
- Capacity Building.

### **Program Development**

This theme focuses on developing, implementing or expanding bridging and training programs to assist internationally educated/trained workers in having their qualifications recognized to obtain licensure to practice and work in the Province.

Expected outcomes for this theme are:

- Development of bridging programs or gap training modules;
- Reduced barriers to licensure; and
- Improved access to Canadian work experience for internationally educated/trained workers.

### **Research and Planning**

This theme focuses on conducting research, program evaluation or planning activities to create knowledge, findings and recommendations related to IQR/RPL/FRPA processes in Nova Scotia.

Expected outcomes for this theme are:

- Updated environmental scan and gap analysis to support increased understanding among stakeholders of current systems, processes, practices, programs, barriers, gaps, roles, responsibilities, strengths, challenges and opportunities; and
- Development of action plans/recommendations with respect to pathways to licensure.

### **Credential Assessment**

This theme focuses on improving the availability and quality of credential assessment support tools. Credential assessment is the process of verifying that the knowledge, skills, work experience and education obtained in another country is comparable to the standards established for professionals and tradespersons in Nova Scotia.

Expected outcomes for this theme are:

- Improved ability to verify, evaluate, and recognize international credentials in a transparent, fair, and consistent manner that will be sustainable after project completion;
- Improved timeliness and cost-effectiveness in licensing internationally educated/trained workers and/or enabling them to access employment appropriate to their skills; and
- Fewer unnecessary barriers to licensure.<sup>2</sup>

### Provision of pre-arrival supports / Orientation

This theme focuses on improving information and services on pathways to licensure, credential assessment, workforce access, and academic and skills upgrading for internationally educated/trained workers.

Expected outcomes for this theme are:

- Improved clarity of information on pathways to licensure, pre-arrival support tools, orientation services, and IQR partners and resources that will be sustainable after project completion;
- Increased availability of information in English plain language, French and other languages that will be updated after project completion; and
- Improved access to Canadian work experience for internationally educated/trained workers.

### Capacity Building

This theme focuses on improving the organizational capacity (i.e. ability) of stakeholders to better assess the qualifications of internationally educated/trained workers, provide necessary supports to workers and meet obligations outlined in the FRPA.

Expected outcomes for this theme are:

- Enhanced ability to provide fair, transparent, objective and accessible information, processes, supports and resources to internationally educated/trained workers that will be sustainable after project completion; and
- Improved ability and delivery of assessment or labour market access programs and services through amendments in data collection and information sharing that will be sustainable after project completion.

### Eligible Activities

Eligible themes can be further described as one or a set of activities. Depending on the project's scope, you will be providing detailed descriptions of one or more activities in your application. The following provides an overview of eligible activities.

Examples could include but are not limited to:

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<sup>2</sup> An unnecessary barrier to licensure is a licensing requirement that does not serve to protect the health, safety, security, or well-being of the public, and operates (directly or indirectly, intentionally or unintentionally) to prevent individuals who would otherwise be qualified for licensure from becoming licensed for a particular occupation.



- Development of new competency-based assessment or credential assessment frameworks/tools;
- Updating existing competency-based assessment or credential assessment frameworks/tools;
- Creation of alternative pathways for internationally educated/trained workers;
- Production of evaluation grids;
- Development of criteria for decision-making.
- Development of specific self-assessment tools (i.e. delivered online and can be used to facilitate pre-arrival and post-arrival decision-making);
- Translation of materials/website content;
- Creation of promotional, reference, exam preparation materials (including assistance in challenging exams) and other relevant materials;
- Updating materials in plain language;
- Website development;
- Database upgrades;
- Providing access to relevant databases;
- Research on best practices and/or jurisdictional reviews related to international systems/credentials;
- Environmental scans;
- Development of targeted academic and skills upgrading to address identified gaps and barriers to qualification recognition;
- Development of policies and procedures that address IQR, fair-access issues;
- Program evaluation to determine if program is achieving its objectives;
- Improvement of coordination and/or provision of mentorship, observership or internship opportunities;
- Creation of professional practice seminars;
- Creation of gap training and bridging programs.

### **3 Applying for IQR Project Funding**

The IQR Funding Program is administered by the RPL & Labour Mobility Unit within the Adult Education Division of the Department of Labour and Advanced Education, through LaMPSS. LaMPSS is a common method for administering Labour Market Programs in Nova Scotia focused on providing consistency in processes and improving services to labour market agreement holders.

LaMPSS provides organizations with self-serve capability, enabling you to apply for funding online, as well as submit required Financial Reports, Activity Reports and supplementary documentation (e.g. Itemized Budget, Breakdown Workbook, Accountability Reports).

All applicants must be registered users of LaMPSS to apply for IQR Program Funding. This is a one-time registration process. Once registered, you will utilize the LaMPSS self service capabilities. If your organization has not previously registered with LaMPSS, please contact LaMPSS Operational Support via e-mail [lampss@novascotia.ca](mailto:lampss@novascotia.ca) or call 902-424-1075 (1-877-404-7074 toll free) to receive assistance.

Once you are a registered LaMPSS user, you can apply for funding online using the self-service capability. To apply online go to <https://lampss.gov.ns.ca>.

## Completing and Submitting a Project Proposal

**Before** completing an application in LaMPSS, IQR Program applicants will be required to complete a Project Proposal, using the Project Proposal template and instructions available on the RPL and Labour Mobility website, <https://novascotia.ca/lae/rpllabourmobility/>. The purpose of the Project Proposal is to help applicants clearly articulate project objectives and outcomes before submitting their application online, as well as indicate how these align with priorities and reporting requirements of the funding program.

Before preparing your Project Proposal, contact the Labour Mobility Coordinator to confirm the eligibility of your project for IQR Program funding. Follow the guidelines and proposal template instructions when completing the proposal. Actively work with the Labour Mobility Coordinator to clarify and enhance your proposal and submit this along with any supporting documentation by email to the coordinator.

## Applying Online Using LaMPSS Self-Serve

If your Project Proposal has been vetted, you will need to complete the online application and upload this, along with the other supporting documentation, to LaMPSS.

## Completing an Application Form

This section provides supporting information required in completing the application form for IQR funding program. This step will be faster and easier now that you have completed the first step of preparing and obtaining a vetted of Project Proposal. **Note that most of the requested information below can be transferred directly from your proposal.**

Please note that LAE reserves the right to request additional information and a copy of the application form should be saved for your records.

## Organization Information

When applying online, the name and complete mailing address for your organization will be pre-populated.

If your organization name or mailing address has changed, please contact LaMPSS Operational Support ([lampss@novascotia.ca](mailto:lampss@novascotia.ca) or call 902-424-1075/1-877-404-7074 toll free) to obtain a LaMPSS Registration Change Form to update your information.

## Project Details

Please provide the following:

<b>Project Title</b>	Provide a title specific to this project.
<b>Agreement Start Date</b>	A start date no earlier than April 1 <sup>st</sup> of the year in which you are applying.
<b>Agreement End Date</b>	March 31 <sup>st</sup> of the applicable fiscal year.

## Project Description

Provide an executive summary of approximately 300 words (2,000-character limit) that serves as an overview of the project and clearly describes project objectives. You may wish to insert the project description provided in section 2.2.1 of your Project Proposal for this purpose. **Please ensure that the project description in your LaMPSS application includes the project objectives, the quantifiable and measurable goals to be achieved through this project.**

Once your application is approved, this description will be used to summarize your project in the signed agreement with the Province.

## Attach a detailed project description / proposal to the application

Please attach the approval Project Proposal and any other additional documentation that you wish to include with your application.

## Agreement Contact

Provide the name and contact information for a person in your organization who is authorized to negotiate and finalize your application.

## Project Location(s)

In the “Care of” field, enter the name of the location or the building name. Fill out the rest of the required information. The “Location description/notes” field is not mandatory.

If the project is carried out in various locations, provide address details for each one. This information will be used in the “Project Activities” section of this application.

If the exact address for a project activity is not yet known, you may wish to enter “to be determined” in the “street address” field so that it is available as a choice when you are indicating the locations of project activities later in this application.

## Participants

If your project has participants, enter the total number of participants expected.

## Project Activities

The table below outlines the required information for each eligible activity for the IQR Funding Program. This is the complete set of eligible activities.

<i>Assessment/Information Access/Research &amp; Planning/Job-specific Skills Enhancement</i>	
<b>Brief Description</b>	Include the project activity description provided in section 3.1 of your Project Proposal.
<b>Expected Results</b>	For each activity, list all planned outputs, outcomes and key performance indicators, as described in section 3.2 of your Project Proposal

<b>Where does this activity take place</b>	Identify the location for each activity.
<b>*Expected number of participants</b>	Provide the actual (total) expected number of participants for this activity (if applicable)

**Project Budget**

In completing the Project Proposal, you would have already completed the step of preparing your project budget (see part 4 – Project Budget of the Project Proposal). Please transfer the requested information in the application from your proposal budget and upload the itemized budget breakdown to LaMPSS when you submit your application.

**Eligible Costs**

Presented below are the eligible costs and instructions for each budget category supported by the IQR Funding Program. When completing your application, note that **no new costs should be added to the approved budget in your Project Proposal.**

<b>Program Delivery- Salaries &amp; Benefits</b>	<b>Eligible Costs</b>
<i>Salaries</i>	<p>Staff must be directly involved in the delivery of project activities. Administrative salaries are not covered in this category as they are included under the ‘Administrative Costs’ category.</p> <p>Wages will be negotiated with organizations by position, based on a defined number of hours per week and an agreed hourly wage before finalizing the agreement. The RPL &amp; Labour Mobility Unit reserves the right to refuse a salary if it is determined to be disproportionate to industry standards.</p> <p>The total approved wages, per annum/hourly wage, for each individual position included in the agreement cannot be exceeded unless approval is secured from the Labour Mobility Coordinator. Any change in budgeted staff (i.e., a position becomes vacant) should be communicated to the Labour Mobility Coordinator at the time it occurs and be reflected in the financial reports.</p>
<p><i>Benefits</i></p> <p><i>a) Mandatory Employment Related Costs</i></p> <p><i>b) Other HR Related Benefits</i></p>	<p>a) <u>Mandatory Employment Related Costs (MERCs)</u> include: Canada Pension Plan (CPP); Employment Insurance (EI); Worker’s Compensation Benefits (WCB) and Vacation Pay (VAC) based on wages (in the absence of paid vacation). Employer contributions to CPP, EI and WCB are eligible costs. As per Nova Scotia Labour Standards, vacation pay of 4% of gross wages (6% for employees after 8 years) is also eligible for funding.</p> <p>b) <u>Other Human Resource Benefits (HRBs)</u> include: health; dental; insurance premiums; pension and RRSPs. A maximum</p>

	<p>contribution of 50% of each non-MERC benefit cost (employer contribution) is eligible for funding. For example, if an employee contributes 4.68% to their medical, then LAE may cover 4.68% as well, up to a maximum of 5%. When an employee is contributing to an RRSP and LAE is covering an employer's contribution to that RRSP, the employee's contribution must be reflected on their paystub.</p> <p>The total approved benefit amount for each individual position included in the agreement <b>cannot</b> be exceeded unless approval is secured from the Labour Mobility Coordinator.</p>
<i>Travel</i>	<p>Travel expenses for direct staff involvement in project delivery will be considered for funding, including reimbursement for mileage for the use of personal vehicles, taxis, parking, tolls, overnight accommodations and meals. Reimbursements are to be made according to current organizational Human Resources/Personnel Policies and may not exceed the following rates: \$0.4585/km (0-16,000 km) and \$0.4046 /km (over 16,000.1 km); \$8.00 for breakfast; \$15.00 for lunch and \$20.00 for dinner. Where work-related travel requires the employee to stay overnight in commercial accommodations, incidentals of \$5.00 per day (for each night's accommodation only) to cover miscellaneous out-of-pocket expenses other than meals and taxi use can be applied. The purpose of travel must be indicated, and travel needs to be broken down as follows:</p> <ul style="list-style-type: none"> <li>• mileage, location(s), tolls;</li> <li>• accommodation and meals (include number of nights);</li> <li>• parking; and</li> <li>• taxi total and locations.</li> </ul> <p>Out-of-province travel must be negotiated with your Labour Mobility Coordinator in advance. International travel is not eligible.</p>

<b>Operational-Standard</b>	<b>Eligible Costs</b>
<i>Professional Fees</i>	Fees to third party via contract to obtain a service (i.e., IT/website maintenance, resource people).
<i>Honoraria</i>	Costs may be included for special payments for guest speakers, resource persons and/or subject matter experts at reasonable market price.
<i>Equipment Repair/Rental</i>	Costs associated with equipment rental or copier and telecommunication charges. Note that this does not include purchasing equipment (e.g., computers, printers).

<i>Facility Lease/Rent</i>	Costs may include project office space, meeting rooms, etc. In the case of project office space, provide cost per square footage.
<i>Advertising and Promotion</i>	Advertising, signage, catalogues, etc., may be included.
<i>Office Supplies</i>	Costs for supplies used to run the day-to-day operations of the project (e.g., postage, paper, ink and stationery) may be included. Provide average expense per month.
<i>Resource and Program Materials</i>	Costs associated with resources required to complete the project may be included (e.g., books, videos and instructional guides) for both staff and participants. Costs may also include printing, reproduction and distribution of resources. Provide breakdown of items and associated costs.
<i>HST</i>	If Canada Revenue Agency (CRA) refunds 100% of your HST expenses, enter \$0.00 here. Otherwise enter the amount that CRA does not refund.  <b>Note that all other budget expenses should be entered without HST.</b>
<i>Other Operational</i>	May be considered.

<i>Administrative</i>	<b>Eligible Costs (Up to a maximum of 15% of Program Delivery &amp; Operational Costs subtotal)</b>
<i>Administrative Costs Excluding Salaries and Benefits for Administrative Staff</i>	Costs associated with the administration of the project <b>(excluding salaries and benefits for any administrative staff which are to be included in the “Administrative Staff Salaries” and “Administrative Benefits” sections below)</b> which guide and enable effective program delivery by providing support through overall governance, management, planning, finance, communications, human resources and information technology (e.g., bookkeeping and auditing, administrative staff costs and project related legal costs).
<i>Administrative Staff Salaries</i>	Costs include administrative staff salaries and must be calculated based on the last negotiated wage on the previous agreement where applicable. Wages will be negotiated with organizations by position based on a defined number of hours per week and an agreed hourly wage before finalizing the agreement. <b>The RPL &amp; Labour Mobility Unit reserves the right to refuse a salary if hours seem disproportionate or it is determined to be disproportionate to industry standards.</b>  The total approved administrative staff wages, per annum/hourly wage, for each individual position included in the agreement <b>cannot</b> be exceeded unless approval is

	<p>secured from the Labour Mobility Coordinator. Any change in budgeted staff (i.e., a position becomes vacant) should be communicated to the Labour Mobility Coordinator at the time of the occurrence and reflected in the financial reports.</p>
<p><i>Administrative Benefits</i></p> <p><i>a) Mandatory Employment Related Costs</i></p> <p><i>b) Other HR Related Benefits</i></p>	<p>a) <u>Mandatory Employment Related Costs (MERCs)</u> include: Canada Pension Plan (CPP); Employment Insurance (EI); Worker’s Compensation Benefits (WCB) and Vacation Pay (VAC) based on wages (in the absence of paid vacation). Employer contributions to CPP, EI and WCB are eligible costs. As per Nova Scotia Labour Standards, vacation pay of 4% of gross wages (6% for employees after 8 years) is also eligible for funding in the absence of paid vacation.</p> <p>b) <u>Other Human Resource Benefits (HRBs)</u> include: health; dental; insurance premiums; pension and RRSPs. A maximum contribution of 50% of the non-MERC benefit cost (employer contribution) is eligible for funding. For example, if an employee contributes 4.68% to their medical, then LAE may cover 4.68% as well, up to a maximum of 5%. When an employee is contributing to an RRSP and LAE is covering an employer’s contribution to that RRSP, the employee’s contribution must be reflected on their paystub.</p> <p>The total approved benefit amount for each individual position included in the agreement <b>cannot</b> be exceeded unless approval is secured from the Labour Mobility Coordinator.</p>

**Other Considerations in Completing the Project Budget Section of the Application**

In completing the *Project Budget* section of the application, please note that all expenses should be entered in the budget without HST included. There is a separate HST sub-category within the Operational Costs category, where the projected HST total should be entered. As noted above, the amount of HST claimed should only reflect the amount which Canada Revenue Agency **does not** refund to your organization.

When calculating project costs, organizations are reminded to ensure the “requested amount” is **less cash and/or in-kind contributions** for each project budget category. Cash and in-kind contribution information is captured at a cumulative level on the form for each applicable program budget subsection.

For example:

Salaries & Benefits (Subtotal)

- less cash contributions

- less in-kind contributions

**Please note:** If the project costs and requested amount budget column totals do not equal each other, the budget total lines change to red and the message “Total requested amount must equal the project cost less your cash and in-kind contributions” will appear until the correct amounts are entered. To resolve this problem, change the individual budget category field values. If they were entered incorrectly or if the values were entered correctly, enter the differences (project costs less requested amount) in the appropriate contributions fields: “less cash contributions” and/or “less in-kind contributions.”

### Completing the Itemized Cost Budget Workbook

When completing the Project Proposal, applicants must provide a detailed cost budget breakdown in the “IQR Itemized Budget Breakdown Workbook,” available at <http://novascotia.ca/lae/RplLabourMobility/Funding.asp>. This workbook includes three worksheets and you must complete them all. In addition to completing the *Project Budget* section of the self-serve application form, please attach the completed workbook to your self-serve application form in the *Supporting Documentation* section after selecting the document type “Itemized Budget Breakdown” from the dropdown list. **This is a mandatory attachment.**

If there are cash contributions and/or in-kind contributions to be reflected in your budget, when completing the Itemized Budget Breakdown Workbook, add the total project cost items and then, in the next row, enter cash contributions and in-kind contributions amounts. Subtract the latter from the total project cost.

See the following example:

<b>Office supplies</b>			
The total amount must be provided on your application form or financial report in the Operational – Standard Costs – Office Supplies budget			
<b>Description</b>	<b>Amount</b>	<b>Breakdown</b>	<b>Notes</b>
Stationery, paper, printer cartridges and notepads	\$2,400	\$200 x 12 months	Total project cost for this item
Cash contribution/ In-kind	(\$800)		
Total	\$1,600		



## Legal Signing Officers

Provide the appropriate signing officers for this project agreement as well as the legal signing requirements for your organization.

## Supporting Documentation

When submitting your application, please be sure to attach a copy of **both** your Project Proposal and the Itemized Cost Budget Workbook. Organizations may also choose to attach additional documentation to help support the request for funding or to inform the Department of your future priorities.

Organizations may also choose to attach additional documentation to help support the request for funding or to inform LAE of future priorities.

**Please note:** Open documents cannot be attached, and individual attachments cannot exceed one megabyte in size. In addition, there is a five-megabyte limit on the combined size of all attachments. If you have an attachment that cannot be submitted due to these size restrictions, please contact your Labour Mobility Coordinator to discuss other means of submission for the attachment or ways to reduce the file size.

## Submitting Your Application

Once your organization has finalized the application and supplementary documentation (e.g., Itemized Cost Budget Workbook, Project Proposal, Organization Overview), the application may be submitted to the LAE Department using the LaMPSS self-serve system.

1. Open the completed application form saved on your computer;
2. Enter your organization's ID, Username and Password. This information would have been provided to you when your organization was registered in LaMPSS;
3. Attach supporting documentation (e.g., Itemized Cost Budget Workbook, Organization Overview and any other documents you deem relevant to your application); and
4. Click the "submit" button. The interactive application reconnects with the LaMPSS system automatically and enables the user to submit the application.

**Please note:** There is a 120-day calendar timeline to open, complete and submit your application. After 120 days, you must begin the process again to ensure the application information is current.

Organizations should ensure the submitted application remains in an electronic state (i.e., saved on your computer network) to allow the organization to make any requested edits and then re-submit. Additionally, the saved document can be used for future reference in developing proposals in subsequent years.

At this point, the application enters the "verification" stage of the application submission. A member of LAE confirms that the submitted application includes all required documentation, as well as sufficient details to make a fair assessment.

## 4 IQR Funding Program Reporting Requirements

LAE requires Activity and Financial Reports. During the course of the project, the organization will be notified through the LaMPSS self-serve system when the submission of Activity and Financial reports are required. Due date(s) for reports are also indicated in the service agreement for your project. The number of reporting periods for projects supported by the IQR Funding Program will vary from project to project, depending on numerous factors (e.g., duration, complexity, total funding allocation) which is set by the Labour Mobility Coordinator at the beginning of each agreement. Organizations supported via the IQR Funding Program will be required to submit reports on at least one occasion during the life of the project. Please contact the Labour Mobility Coordinator if you have any questions or concerns.

Organizations will also be required to attach an Accountability Report to their Activity Report in LaMPSS, which highlights progress achieved towards fulfilling the new accountability measures outlined in the agreement contract. The Accountability Report will be submitted during and at the end of the project as an attachment to the scheduled interim or final Activity Report in LaMPSS. Templates for interim and final Accountability Reports are available at the IQR and Labour Mobility website, <https://novascotia.ca/lae/rpllabourmobility/> and instructions for completing them are provided below (see Completing the Accountability Report).

### Completing an Activity Report in LaMPSS

The Activity Report template you are required to download and complete is available through LaMPSS self-serve functionality at <https://lampss.gov.ns.ca>. The Activity Report requires submission of the outputs related to each activity. The final Activity Report requires submission of the outputs related to each activity, as well as outcomes of the project. The following section provides further supporting information required to complete the Activity Report.

### Project Activities

The table below outlines the reporting requirements for each eligible activity for the IQR Funding Program. Please provide this information for each activity in your Labour Market Agreement.

If there is insufficient room to report on project activities within the LaMPSS reporting form, attach the list in a word processing or spreadsheet format in the “Supporting Documentation” section of the form. Select the document topic “Supplementary Info” and then click “Attach a Document”.

<i>Assessment/Information Access/Research &amp; Planning/Job-specific Skills Enhancement</i>	
<b>Update / Status this Period</b>	Provide information on planned outputs related to this project activity (outputs must be the same as proposed). Please include details on any adjustments and unexpected outputs.
<b>Number of unique participants</b>	If this activity includes participants, provide the actual number of participants for this activity during this reporting period.

## Participants

If the project includes participants, enter the actual number of participants during this reporting period for this activity. If the project does not include participants, leave this section blank.

## Supporting Documentation

Before submitting your Activity Report, please be sure to complete the Accountability Report (see below), as additional Supporting Documentation. This section can also be used by the organization to submit other supporting documentation (e.g., status report) that may provide a more complete picture of the progress of the project. Before submitting the completed Activity Report to LaMPSS, you must attach any supporting documentation to the completed Activity Report.

## Reporting Notes

This section can be used to provide commentary on the successes achieved and/or challenges that have developed over the course of the activity. Additionally, any supporting documents related to this information can be attached.

## Completing a Financial Report

The Financial Report template you are required to download and complete is available through LaMPSS self-serve functionality at <https://lampss.gov.ns.ca>. This section provides supporting information required to complete the Financial Report.

## Project Costs

In this section, organizations are asked to report actual costs to date for each eligible budget category for which project funds were approved. The original approved funding allocation is listed.

It should be noted that organizations can record actual costs that may exceed the original requested amount on cost item lines, but the total project expenditures should not exceed the total approved project funding<sup>3</sup>. In the event that an organization's total project expenditures exceed the total approved funding, the applicant will be required to absorb project expenditures more than the total approved funding. If an organization anticipates project expenditures might exceed total approved funding, the organization is encouraged to contact the Labour Mobility Coordinator to discuss the circumstances.

An organization may re-allocate underspent funds up to a maximum of \$1000 from one cost item line to a cost item line within the Operational Cost Category in the absence of securing approval in advance from the Labour Mobility Coordinator. Re-allocation of unspent funds to the Program Delivery or Administrative cost categories, or re-allocation of unspent funds more than \$1000 must be approved in advance by the Labour Mobility Coordinator.

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<sup>3</sup> Nor should the administrative costs exceed 15% of the Program Delivery and Operational Costs subtotal.

## Supporting Documentation

This section can be used by the organization to submit supporting documentation to report any details that may be different from what was reported above, or any additional information that may provide a more complete financial picture of project's progress.

## Reporting Notes

If project costs reported above exceed the originally approved budget, the organization is expected to provide details explaining those differences in this section. The organization is also free to use this space to report any successes or challenges related to the financial activities of the project.

## Submitting Your Reports

Once your organization has finalized the Financial report, including the attachment of all required templates, the report may be submitted to LAE Department using the LaMPSS self-serve system.

In this section of the Financial report, enter the information that was submitted when your organization was registered in LaMPSS.

Enter your organization's ID, username and password and click the "submit" button. This will connect you with the LaMPSS system to submit the report.

## Completing the Accountability Report

This section outlines the information that you will be required to provide Interim and Final Accountability Reports submitted during and at the end of your project. Templates are available at the RPL and Labour Mobility website, <https://novascotia.ca/lae/rpllabourmobility/>, and the reports are submitted as attachments (Supporting Documentation) with the scheduled Interim and Final Activity and Financial Reports in LaMPSS. Organizations will be notified through the LAMPSS self-serve system when these reports must be submitted. Due dates for reporting in LaMPSS are also indicated in the Funding Agreement for your project.

## Interim Accountability Report

*What is an Interim Accountability Report?*

*The Interim Accountability Report has been designed to streamline reporting and improve accountability and must be submitted during each project.*

*The objective of the Interim Accountability Report is to provide an understanding of your project's overall performance by analyzing what has been accomplished.*

*The number and timing of Interim Accountability Reports to submit will vary from project to project, depending on various factors (e.g., duration, complexity, total funding allocation).*

Note that completion of the Interim Accountability Report is a condition of the funding agreement, and this report must be attached (as Supplementary Documentation) to the Interim Activity and Financial Reports submitted in LaMPSS.

<b>Organization Name</b>	
<b>Project Title</b>	
<b>Agreement #</b>	

### 1. Report on Progress

#### Progress Achieved

Describe the progress achieved for this period for the objectives and activities identified in your Funding Agreement.

The information reported below should be specific, evidence-based and measurable and include actual numbers. This will support the evaluation of LAE's IQR Program.

**Use the table below to report on both the overall progress of the project.** If your project includes more than one activity, please report for each activity individually.

<b>Activities</b>	<b>Outputs</b>	<b>Outcomes</b>	<b>Key Performance Indicators (KPIs)</b>
<i>Refer to the activities outlined in your project proposal and agreement. For each activity, indicate the steps taken to meet the objectives of the project?</i>	<i>Refer to the expected outputs (tangible products, including goods and services) identified in your project proposal and agreement. What progress has been made in generating these outputs? Several activities could contribute to one output.</i>	<i>Refer to the outcomes (short-term and intermediate changes) listed in your project proposal and agreement. What progress has been achieved in meeting these outcomes?</i>	<i>Refer to the KPIs listed in your project proposal and agreement. For each KPI, indicate please provide evidence that results have or have not been achieved. If the KPI being used differs from that originally proposed, please indicate why.</i>

### 2. Tracking

**a) Is the project on track to meet the expected results in your Funding Agreement?**

No

Yes

**b) What is your overall progress toward the stated objectives outlined in the project description of your Funding Agreement?**

- delayed                       on-time                       ahead of schedule

**c) If your project is delayed or ahead of schedule, please provide a rationale describing how you plan to adjust timelines.**

**d) Have all financial and/or non-financial partnership commitments to this project been fulfilled or are they in the process of being fulfilled?**

**If not, are there any foreseeable concerns that this might jeopardize the results of this project?**

**e) Do you expect any changes to the budget or activities outlined in the Funding Agreement/ Proposal Template?**

- No                       Yes

**f) If yes, provide a detailed explanation of any change(s) and needed to:**

- **Activities of the Funding Agreement**
- **Budget of the Funding Agreement**

### **3. Success Stories/Lessons Learned**

*Please describe success stories or lessons learned that occurred in this period. If there are lessons learned, how will your organization incorporate them to ensure successful project delivery?*

### **4. Other Information**

*Is there any other information about your project's progress that you want to share with us?*

## 5. Disclaimer

The information you provide is collected under the auspices of the Nova Scotia Department of Labour and Advanced Education for the purpose of administering and evaluating programs. The information collected will be subject to the Freedom of Information and Protection of Privacy Act.

The undersigned hereby certifies the above information is in accordance with the Terms and Conditions of the Funding Agreement.

Authorized Organization Contact: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Final Accountability Report

*What is a Final Accountability Report?*

*The Final Accountability Report is intended to concisely summarize the outcomes of a project. The Final Accountability Report is used to document project successes, lessons learned and performance in order to provide evidence-based information on the impact of the project and signal improvement in project delivery for the future. This template outlines the content and format of Final Reports to be used for all IQR Projects.*

*Note that completion of the Final Accountability Report is a condition of the funding agreement, and this report must be attached (as Supplementary Documentation) to the Final Activity and Financial Reports submitted in LaMPSS.*

<b>Organization Name</b>	
<b>Project Title</b>	
<b>Agreement #</b>	
<b>Period Covered</b>	
<b>Project Description</b>	
<i>Please provide a brief description of your project.</i>	
<b>Report on Progress</b>	

### **1a) Progress Achieved**

*Describe the progress achieved as a result of the project, accounting for the objectives and activities identified in your Project Proposal and funding agreement.*

*Please be specific to ensure that LAE can collect relevant, reliable and consistent data that will support evaluation of the IQR Program.*

<i>Activities</i>	<i>Outputs</i>	<i>Outcomes</i>	<i>Key Performance Indicators (KPIs)</i>
<i>What steps were taken to meet the objectives of the project?</i>	<i>What tangible products, including goods and services were produced to generate the desired outcome. Several activities could contribute to one output.</i>	<i>What are the short-term and intermediate changes that occurred as the result of the project?</i>	<i>What evidence (KPIs) can you provide that results have or have not been achieved? Performance indicators are used to observe progress and measure actual results as compared to expected results.</i>

### **Partnerships**

*Applicants should include in their Final report a brief description of the partnerships leveraged throughout the project. Show how these partnerships contributed to the final project outcome by providing information on:*

- the expertise or capacity offered by each partner and the impact of their contribution on project participants and outcomes*
- the type and level of financial and/or in-kind support offered by each partner and the impact of their contribution on project participants and outcomes*

*Where the actual partnerships those that you expected at the start of the project? Has the project led to new partnerships in addition to those originally expected?*

### **Success Stories/Lessons Learned**

*Please describe success stories or lessons learned from this project.*

*For success stories, please include testimonials quoted directly from project participants. If possible, please provide the names associated with direct quotes.*

*If there are lessons learned, what would you do differently next time?*

### **Supporting Documentation**

*Please attach relevant documentation that supports the information provided in your Final Accountability Report. Supporting documentation may include, but not be limited to:*



- *outputs (i.e. the products, goods and services produced by the program that you would like to highlight)*
- *qualitative data (feedback collected from stakeholders and participants throughout the project)*
- *additional data and analysis (i.e. statements and representations of data)*
- *images (photos taken, with permission, of clients engaged in the program)*

**Disclaimer**

**The information you provide is collected under the auspices of the Nova Scotia Department of Labour and Advanced Education for the purpose of administering and evaluating programs. The information collected will be subject to the Freedom of Information and Protection of Privacy Act.**

**The undersigned hereby certifies the above information is in accordance with the Terms and Conditions of the Funding Agreement.**

**Authorized Organization Contact:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **5 IQR Funding Program Terms & Conditions**

The following terms and conditions form part of IQR Funding Program agreement in addition to the “General Terms and Conditions” outlined in the agreement.

### **Communications Requirements**

LAE’s Communications Officer:

Carley Sampson	Phone: 902-478- 9203	E-mail: <a href="mailto:Carley.Sampson@novascotia.ca">Carley.Sampson@novascotia.ca</a>
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The Government of Canada and Nova Scotia must be acknowledged in all communications related to the project. Any public communication of the project via news release or any other event must be coordinated with LAE’s Communications Officer. Organizations shall notify LAE’s Communications Officer at least 15 working days in advance.

Communications activities can be generally defined as, but not limited to, the following:

- News releases;
- Public events such as funding announcements, official openings and press conferences;
- Written or electronic communications material;
- Program products such as brochures, program descriptions, forms for the use of clients, annual plans and reports; and

- Advertising in all forms.

At offices or kiosks where information is provided to the public or transactions are conducted with the public pertaining to this project, signage is required indicating that the Programs/Services provided are funded in whole or in part by the Government of Canada and the Province Nova Scotia. Bilingual notices are required in designated bilingual offices. Please note that the project will be made public on LAE's website.

Watermarks, wordmarks, signage and/or logos can be obtained from LAE's Communications Officer.

### **Funding Announcements**

Get in touch with LAE's Communications Officer if you are contacted by the media about the project or as soon as your organization starts to discuss:

- Funding announcement or event;
- News release or features;
- Radio or television spots;
- Advertisement; and
- Poster or brochure.

## **6 Contact Information**

Information about the IQR Funding Program can be obtained through LAE by contacting the Labour Mobility Coordinator, via e-mail [labourmobility@novascotia.ca](mailto:labourmobility@novascotia.ca) , phone 902-424-7573, fax 902- 424-1171 or mail:

### **Mailing Address**

Labour Mobility Coordinator  
Department of Labour and Advanced Education  
PO Box 697  
Halifax, NS B3J 2T8

### **Civic Address**

Labour Mobility Coordinator  
Department of Labour and Advanced Education  
Maritime Centre, 4N  
1505 Barrington Street  
Halifax, NS B3J 3K5