

# Labour Market Partnerships program

## GUIDELINES FOR APPLICANTS

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Employment and Immigration (E&I) operates the Labour Market Partnerships (LMP) program, supported by the Canada-Alberta Agreement on Labour Market Development. This is a significant agreement that enables Alberta to assume an expanded role in the design and delivery of labour market development programs and services for the unemployed in the province, effective April 1, 1997.

### Purpose

The LMP program is designed to address the following objectives:

- Develop and promote labour market intelligence and its use in labour market development.
- Facilitate labour force planning and labour market adjustments.
- Promote industry/community involvement and community capacity building to address labour market

### Examples of activities that may be eligible include:

- Research and analysis to conduct a labour market environmental scan
- Planning to develop an industry-based human resource plan
- Increase awareness of a labour market issue such as a skill shortage through the sharing of labour market information
- Develop a method to communicate and share best practices in human resource development.
- Facilitate community problem solving relating to labour market issues.
- Strategize for industries in decline.

### Type of funding

The LMP program supports projects that are project-based, finite and not dependent upon future funding. The amount awarded to each project will vary depending on the project. The LMP program is a shared cost program where all partners are expected to demonstrate contributions to the project costs. E&I's contribution amount will be determined based on the availability of funding within E&I, the degree of priority for E&I, local, regional or provincial conditions, and the ability of other partners to make financial and/or in-kind contributions.

Preference should be given to industry sectors that are experiencing one or more of the following:

- Projected growth rates in high-demand occupations.
- Current or emerging issues significantly impacting their human resource requirements or labour market adjustment needs.
- Current or projected skill shortages.
- Highest potential for value-added growth and innovation.

A proposal for the LMP program must be submitted to E&I for review. If all eligibility criteria for the LMP program are met, E&I may negotiate the terms of the partnership and a grant form or contract must be signed prior to the project start date.

## Eligibility

### Partners

Each project must include three or more partners, in addition to E&I, contributing financial or in-kind resources.

Partnerships may be formed between partners such as:

1. Profit businesses
2. Non-profit organizations or social agencies
3. Industry Associations/Employer Organizations
4. Employee Organizations
5. Health and education providers (public and private)
6. Local planning groups/Community action groups
7. Charitable Foundations
8. First Nations organizations
9. Métis organizations
10. Other governments (municipal, provincial, and federal)
11. Others deemed appropriate by E&I staff

### Proposal and Grant Application

Interested partners must submit a written proposal for each distinct LMP project. Proposals to E&I for funding should clearly outline the following:

1. Project objective (s)
2. Scope of the project
3. Project duration
4. Proposed deliverables and their outcomes
5. Total cost of the project including the funding amount requested from E&I

6. A list of all project partners
7. A breakdown of each partner's contribution (financial and in-kind)
8. Detailed information on how the project will sustain itself and not be reliant on future E&I funding for success
9. A plan detailing how the information generated will be shared with the community or industry sector
10. Strategies minimizing potential risks of the project
11. Evidence of the partners' capacity to complete similar projects
12. Any documentation supporting the need for the project

### Projects

Projects funded under the LMP program *must* address a labour market need, be finite (i.e. project specific) and reflect E&I departmental, regional and local priorities. Examples of eligible projects include:

1. Research and analysis of labour market trends.
2. Developing strategic plans to prepare for future skill requirement and/or prevent skills shortages.
3. Promoting awareness of current labour market needs or heightening awareness of labour market issues such as skill shortages.
4. Sharing best practices in human resource development.

## Application Checklist

### Summary of LMP Project Selection Criteria<sup>1</sup>

<b>Conditional Grant Applicant:</b>	
<b>Grant Requested:</b>	\$
<b>Application Date:</b>	

<b>LMP PROJECTS <u>MUST</u>:</b>	<b>CRITERIA MET?</b>
Be submitted to E&I in the form of a written proposal	
Support activities which address a labour market need	
Be finite (i.e. project-specific)	
Include a minimum of two or more partners, acting with E&I, that are prepared to contribute to the project	
Contain project-specific objectives and outcomes that are achievable within the confines of the project term and not be reliant on future contracts for success	
Reflect E&I departmental, regional and/or local priorities	

<b>LMP PROJECTS <u>MUST NOT</u>:</b>	<b>CRITERIA MET?</b>
Create a long-term funding dependency	
Only benefit E&I	
Involve E&I or any other government as the primary recipient of goods and services	
Duplicate and/or replace programs or services already provided by E&I	
Duplicate information/education products already available in the community	
Include direct service delivery to individual clients	
Market or direct clients to provincial/federal programs	
Address union-management collective bargaining issues	
Assist employers, associations, training institutions and communities to develop their infrastructure and/or to cover day-to-day operational costs	
Involve community development or community capacity building activities that do not address an identified labour market need	
Support an educational institution in determining its training needs and/or developing its curriculum	
Assist business/industry in research related to new products or product development	
Provide funding to cover employee-training costs	

<sup>1</sup>E&I staff are required to ensure all mandatory criteria of the LMP Program are fulfilled prior to entering into a contract or providing grant funding. This checklist is to be filled out by AE&I staff and placed on the internal E&I working file.

## Application Checklist - continued

### Summary of LMP Project Selection Criteria

Completeness of application	Yes	No	Comment
Is the LMP proposal attached?			
Does the LMP proposal meet all mandatory criteria?			
Is the application for grant form complete and properly filled out?			
Is the full legal name of the applicant on the application for grant form?			
Is the total grant amount included on the application for grant form?			
Are the minimum reporting requirements included on the application for grant form?			
Has the application for grant form been signed by the authorized signing authority for the applicant?			
Has the budget officer reviewed the coding on the conditional grant and confirmed available budget?			
Has the application for grant form been signed by the delegated E&I signing authorities?			

#### NOTE:

Preference should be given to industry sectors that are experiencing one or more of the following:

- Projected growth rate in high demand occupations;
- Current or emerging issues significantly impacting their human resource requirements;
- Current or projected skill shortages; and/or
- Highest potential for value-added growth and innovation.

## Glossary of Terms - LMP Program

### Community

Community is referred to in the broadest sense. Community is defined by a common interest of several partners. Community could range from a geographical area (e.g. Lethbridge area), to an industry/interest sector (i.e. the arts community or the oil and gas sector), to a group of people with a common demographic (i.e. youth community).

### Labour market

A defined geographic area in which workers offer their skills, experience and knowledge to employers in exchange for wages and benefits.

### Labour market adjustment strategies

This refers to activities that result in improved balance between the supply and demand of a labour force situation. It might include an assessment of a current situation such as a closure of a major community employer; the development of a human resource plan aimed at improving the imbalance between the supply and demand of a labour force situation; and activities that heighten awareness of labour market issues.

### Labour market development

Refers to the labour market as well as the people and strategies that promote the matching of labour market demand and supply. This could include skills acquisition to meet labour market demands but could also include measures that increase the efficiency of the labour market.

### Labour market intelligence

Strategic assembly, interpretation and use of information and resources that contribute to better planning, leveraging, implementation and evaluation in labour market development.

### Labour market need

A condition where an action is required to address an imbalance between workers and employers in the labour market. For example, the need to:

- Attract workers to a specific industry, occupation or geographic area.
- Inform stakeholders about specific occupations, industry, issues, impacts or trends.
- Retain workers and worker knowledge within specific occupations and industries.
- Integrate under-represented groups such as immigrants, First Nations, Métis, Inuit and persons with disabilities and other under-represented groups into the workforce.
- Develop and upgrade the skills of working Albertans.

Actions to address labour market needs include: research and analysis, planning, promotion, communication, and facilitation.

### Partners

In the case of the LMP program, “partners” refers to evidence that there is a minimum of three parties prepared to contribute (in-kind or monetarily) to the outcome of the project.

## **Glossary of Terms - LMP Program - continued**

### **Skill shortage**

A situation of skill shortage occurs when, under existing labour market conditions and at any particular time and geographical location, the skills readily available within the labour market fall short of the requirements.

### **Workplace human resource development**

This involves the design, development and implementation of human resource strategies. It might include the analysis of employment opportunities within an industry sector; identification of labour market trends; identification of skills gaps and barriers to hiring and retaining human resources; and development of an industry-based human resource plan.