

FCSS FUNDING - 2020 and 2021
PART I – INFORMATION AND CRITERIA

COUNTY OF GRANDE PRAIRIE



Family and Community Support Services
10001 84 Avenue, Clairmont, AB, T8X 5B2



**FAMILY & COMMUNITY SUPPORT SERVICES
(FCSS)
GRANT PROGRAM**

Application Package for Funding

For more Information/Assistance – 780-532-9727

Deadline September 6, 2019

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS) INFORMATION SECTION

A. Introduction

Family & Community Support Services of the County of Grande Prairie No. 1 supports the provision of local preventive social services by community groups and agencies through a variety of activities including: consultation and facilitation, planning and evaluation assistance, information and referrals, special project collaboration, and the provision of financial assistance (through the FCSS grant program). These activities are carried out under the auspices of a joint municipal/provincial program regulated by the Family and Community Support Services (FCSS) Act of Alberta. The County of Grande Prairie allocates this funding based on the needs of the community.

B. Eligibility for Support

To be eligible, each proposed project must be managed by, or under the auspices of a community group or agency which is incorporated (or in the process of becoming incorporated) as a **non-profit society** in Alberta; or operating under the administrative jurisdiction of a school division or municipality.

To qualify for support under this program, the proposed project shall:

- A. Promote, encourage, and facilitate voluntarism and the use of volunteers;
- B. Be of a preventive nature in order to:
 - i. enhance, strengthen, and stabilize family and community life,
 - ii. improve the ability of persons to identify and act on their own social needs,
 - iii. help avert family or community social breakdown,
 - iv. if early symptoms of a social breakdown appear, help prevent the development of a crisis that may require major intervention or rehabilitative measures.
- C. Provide services on the basis of clearly identified social needs, with clearly defined goals.

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Projects are not eligible for support if they:

- A. Primarily provide for the recreation needs or leisure time pursuits of individuals,
- B. Are primarily rehabilitative in nature,
- C. Offer direct financial assistance to sustain individuals or families,
- D. Duplicate existing services in the community.

C. Types of Support

Grant proposals meeting the criteria in Section B. above, may be submitted in **two categories**:

1. **Special Project Grant Applications** - for projects that are short-term and **not** part of the operational costs of the organization. Projects requests in this category tend to be for special events or single endeavours, rather than ongoing services. They should be less than 12 months in duration and not require permanent staff. Maximum amount available is \$500.00 per project. Please request a special project application form.

Applications for **Special Project Grants** can be considered at any time during the year.

Organizations are strongly encouraged to raise funds from as many alternate sources as possible, and will be expected to contribute to the total project/program costs described in the proposal.

2. **Operating Grant Applications** - for projects or programs that entail ongoing operational costs. Project requests in this category tend to be for offsetting deficits in the base/operating costs of providing an existing service.

Ongoing projects are expected to reduce their reliance on FCSS grants over time, increasing their proportion of other revenues.

All organizations receiving an Operating Grant will be required to sign a formal funding agreement outlining funding conditions and expectations. Reporting requirements include (but are not limited to) year-end annual reports and audited financial statements.

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D. Operating Grant Application Process

The application and funding process is as follows:

1. Call for Grant Applications
2. Deadline for Applications - **Please submit one hard copy and one electronic copy.**
3. Administrative Review of Applications by FCSS Manager, and, if necessary, notification for further information.
4. Applications are reviewed by the FCSS Advisory Board – presentations on requests will be scheduled for October/November.
5. Decision on funding made by County Council
6. FCSS Manager Informs Applicants
7. Funding Agreement Signed
8. Grant Cheques Issued

Normally the Grant Application process takes place in the time period from September to December each year so that grants are issued at the beginning of the municipality's financial (calendar) year.

***Applicants should note that the grant approval process might be delayed during municipal election years.**

9. Each application must be on the form provided within this package and be accompanied by:
 - A. Summary of the program on your letterhead (**see Executive Summary part II**)
 - B. Current certificate of Incorporation as a Society (**unless on file**)
 - C. Current list of Board member names (**Do not include addresses or phone numbers as per F.O.I.P. legislation**)
 - D. Current by-laws of the organization (**unless on file**)
 - E. Complete audited financial statement from the previous financial year.
 - F. Budget for the project for next 2 years.
 - G. Completed Program Logic Model and completed Outcomes/Measures Form.

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Applications are evaluated using the following criteria:

General

- preventive value
- level of prevention
- demonstration of social need (i.e. needs assessment, surveys, etc.)
- promotion of voluntarism
- promotion of effective living
- uniqueness/non-duplication of services
- interagency collaboration & co-operation
- type of service
- promotion of diversity initiatives (accessibility and utilization rates)
- contribution to a healthy community

Planning

- completion of the Program Logic Model identifying outcomes relevant to the FCSS Outcomes and Indicators Chart
- Successful applicants should expect to collect data for outcomes and report same annually.

Financial

- cost effectiveness
- realistic budget
- other funding sources available/used
- previous FCSS \$\$ support
- accountability for previously allocated funds

Management & Administration

- adequate staffing (for the project)
- record keeping
- project supervision

Community Involvement

- community participation
- program “fit” with the community
- community support - how? What level?

Self Help

- partnership
- contributions/donation
- volunteer hours