

Family & Community Support Services FCSS

Summer Village of Sandy Beach

In 2015, the Summer Village of Sandy Beach decided to administer the FCSS program.
This is a guide for submitting applications to this funding program.

Family & Community Support Services FCSS

Summer Village of Sandy Beach

Direct Municipal Management

- CAO and/or FCSS Manager administer the FCSS Program and report directly to Council.
- Local Advisory Board reviews and recommends

External Grants

- FCSS funds are granted to local organizations and groups to deliver preventive social services, within the parameters of FCSS legislation; referred to as "FCSS funded agencies".
- Grant applications and year end reporting must be in place for accountability to the municipality and the Province.

FCSS programs may choose to offer services such as:

- parent-child development activities
- temporary or occasional parent relief
- support services for school aged children
- parenting and family life education and development programs
- marriage enrichment
- retirement planning
- programs for single adults and single parents
- courses designed to enhance self-awareness and personal growth
- individual, family and group counselling services
- youth development
- home support
- education and information
- outreach and coordination
- self-help socialization activities

Requirements

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- ✦ FCSS funding must be used for activities within the Summer Village of Sandy Beach
- ✦ Activities and expenditures must be within FCSS policies
- ✦ Activities must be completed within the fiscal year approved
- ✦ Complete activity and financial reports are required as outlined by FCSS legislation
- ✦ Organizations must be incorporated and in good standing with the Societies Act of Alberta
- ✦ Organizations must provide proof of liability insurance including Director's and Officer's Insurance
- ✦ Organizations must provide a current audited financial statement

Services and projects that may be offered:

Assist communities to identify their social needs and develop responses to meet those needs, including:

- raising public awareness around community issues
- developing strategies for community advocacy
- developing comprehensive social community plans and initiatives
- environmental scans, service reviews, strategic planning, program planning
- in-kind support to community-based groups (until they are able to sustain themselves) such as provision of office space, printing, photocopying, help with preparing proposals, etc.

Promote, encourage and support volunteer work in the community, including:

- recruitment, training and placement services
- resources to support volunteers
- volunteer recognition
- coordination of volunteer services

Inform the public of available services, including:

- information and referral services
- community information directories
- newcomer services
- interagency coordination

Enrich and strengthen family life by developing skills so people can function more effectively within their own environment, including:

- mentoring programs
- parenting and family life education and development programs
- programs for single adults and single parents
- courses designed to enhance self-awareness and personal growth
- individual, family and group counselling services that are educational and not treatment oriented
- youth development and leadership services

Enhance quality of life of the retired and semi-retired, including:

- home support services
- education and information services
- coordination of seniors services and programs
- self-help socialization activities

Promote the social development of children and their families, including:

- parent-child development activities
- early childhood development services for children 0-6 (excluding childcare)
- support services for young children aged 6-12

Services provided under a local FCSS program must not:

- provide primarily for recreational needs or leisure time pursuits of individuals
- offer direct assistance, including money, food, clothing or shelter to sustain an individual or family
- be primarily rehabilitative in nature
- duplicate services that are ordinarily provided by a government or government agency

Expenditures of a local FCSS program shall not include:

- the purchase of land or buildings,
- the construction or renovation of a building,
- the purchase of motor vehicles,
- any costs to sustain an organization that do not relate to an FCSS funded service,
- municipal property taxes and levies, or
- any payments to Advisory Board members, except out of pocket expenses incurred on FCSS business

FCSS Grant Application PROCESS (Adapted from LSAC FCSS Application)

1. **Application Deadlines:** June 15 December 15

2. **Complete an FCSS Grant Application Form.**
Your application must include a projected budget and a detailed project description, and be authorized by the legal and/or financial signing authority for your organization. Incomplete application forms will be returned to the organization.

3. **Review Process:**
 - a. Step 1: Administration will review the application to ensure the form is complete and includes all required information. As well, the project will be initially reviewed to ensure that it meets the FCSS mandate.

 - b. Step 2: The Local FCSS Committee will meet to review the application. This committee will make a funding recommendation (approval or denial) regarding the application, which will be presented to Summer Village of Sandy Beach Council for final approval.
 - i. Your organization may be required to have a representative attend the local meeting to answer questions and/or provide further information regarding your application.

 - c. Step 3: Your organization will be notified in writing of the funding decision regarding your application.

Any request for a project extension must be submitted in writing and is subject to approval by Administration (and/or Council if Administration deems necessary). A project extension beyond December 31st of the year the funding is allocated cannot be approved as per the FCSS provincial mandate.

Completed Application Forms, Final Documentation, Extension Requests or Change of Project Requests should be submitted to:

Summer Village of Sandy Beach – Administration Office

R.R. 1 SITE 1 COMP. 63, Onoway, Alberta T0E 1V0

The information provided will be used for the purpose of reviewing grant applications for funding recommendations. The information collected on this form will only be used for the review process you have made application to.

FCSS Grant Evaluation Process

1. Evaluation Form:

Successful organizations will receive an FCSS Grant Funding Evaluation Form with your approval letter and payment. Your organization must complete this form within **30 days** of your project completion date (which you have provided on the application form). Overdue and outstanding reports can affect future applications.

2. Receipts/Invoices:

Your organization is required to submit copies of all receipts/invoices and/or additional proof of expenses pertaining to your project.

3. Announcement/Promotion

All external agencies receiving FCSS funding are required to recognize this funding by way of any public service announcements and/or any promotional material – “Funding for this project provided by FCSS Summer Village of Sandy Beach”.

4. Declaration:

Your Evaluation Form and Final Accounting Documentation must be signed by one person with legal and/or financial signing authority for your organization. This signature indicates the organization’s understanding of, and commitment to, the funding terms and conditions.

5. Change of Project:

Any request for a project change with an insignificant variance from the intention of the initial approved project will be subject to approval by Administration (and/or Council if Administration deems necessary).

Any request for a project change that has a significant variance from the intention of the initial approved project will not be approved. Funding will need to be returned to the Summer Village of Sandy Beach for reallocation within the grant program. An organization may make application for the secondary project, which will follow the regular grant review and allocation process.

6. Project Extensions:

All final accounting is due within 30 days of the expected completion date on the application form.

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FCSS Grant Application Form

All information provided is public.

ORGANIZATION INFORMATION

Organization Name:

(Cheque will be made payable to this name)

Organization Address:

(Cheque will be mailed to this address)

CONTACT INFORMATION

Contact Name: _____ **Position:** _____

Phone Number: _____ **Fax Number:** _____

E-mail Address: _____

APPLICATION INFORMATION

Project/Program Name:

Expected Completion Date: _____ (must be specific)

Location of Activities:

PROJECT OVERVIEW

Review following choices and check ✓ the area(s) that best describe your project:

Services that promote the social development of children and their families, including:

- Parent-child development initiatives
- Temporary or occasional parent relief services
- Support services for young school age children

Services that enrich and strengthen family life by developing skills in people to function more effectively within their own environment, including:

- Parenting and family life education, and development programs
- Marriage enrichment
- Retirement planning
- Programs for single adults and single parents
- Courses designed to enhance self-awareness and personal growth
- Individual, family and group counseling services that are educational and not treatment oriented
- Youth development services

Services that enhance the quality of life of the retired and semi-retired, including:

- Home support services
- Education and information services
- Outreach and coordination services
- Self-help socialization activities

Services designed to promote, encourage and support volunteer work in the community, including:

- Recruitment, training and placement services
- Resources to support volunteers
- Coordination of volunteer services

Services designed to inform the public of available services, including:

- Information and referral services
- Community information directories
- Newcomer services
- Interagency coordination

Other

If your program/project does not fit into one of the above categories, please explain how your organization believes your project will fit the FCSS mandate.

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Please answer the following questions in the space provided.

1. Provide a detailed description of your project.

2. How was the need for your project determined?

3. Please provide an estimated number of participants.

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4. Briefly outline the activities, timelines and personnel (staff & volunteers) required to complete the project.

Activities	Timelines	Personnel

5. How does your organization intend to market or promote the program/project?

6. Please indicate how your organization will contribute to the program/project (cash, volunteer labour, donated equipment/supplies/materials, etc).

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7. How does your organization intend to evaluate the program/project?

8. If applying for a staff position, a detailed job description must be included.

9. Any other relevant information to support your application.

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FCSS Budget

EXPENSES	
Paid Administration (include rate)	
Paid Staff/Instructor (include rate)	
Volunteer Administration (include rate)	
Volunteer Staff/Instructor (include rate)	
Volunteer other (include rate)	
Mileage (include rate)	
Advertising (please describe)	
Facility (include rate)	
Materials & Supplies	
Other:	
Total Expense	

REVENUE	
Agency Contribution – Cash (includes fundraising)	
Agency Contribution – In Kind (includes volunteer hours)	
Donation:	
Donation:	
Donation:	
Registration Fees:	
Grants (not including FCSS)	
Other:	
Other:	
Other:	
Total Revenue	

PROFIT/LOSS: _____ **FCSS GRANT REQUEST:** _____

Applicant Agreement

I declare that:

- I am a duly authorized representative having legal and/or financial signing authority for the above noted organization.
- The information provided within this application form and supporting documentation is true and accurate and endorsed by the above organization.
- The project will benefit the general public and not specific individuals/families.
- An accounting of spending, showing compliance with the conditions of the grant shall be provided at completion of the project or no later than 30 days from the stated completion of the project.
- Any grant awarded shall be used solely for the purposes stated within this application and according to the FCSS mandate.
- As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted to the Summer Village of Sandy Beach.
- The contribution from the Summer Village of Sandy Beach FCSS will be recognized.

Print Name: _____ **Signature:** _____

Date: _____

Print Name: _____ **Position:** _____