

General Guidelines for FCSS Submissions

1. FCSS funding is directed to preventive social service programs.
2. Applicants must be a not-for-profit organization.
3. The organization's Board members must have had the opportunity to see or be made aware of the submission.
4. Ensure that the application is **signed by the Board Chair/Manager/President or Executive Director** of the organization.
5. Please be sure that the application is complete; all questions are answered, the budget information is correct, and all requested documents are attached.
6. Answer all questions in the same order as listed in the application. The text boxes expand as you complete your response to each question. Please number the pages of the application consecutively.
7. Please do not provide attachments that have not been requested.

Email 1 digital copy of the application along with any required attachments via email and mail 1 hard copy (with attachments):

Mailing Address: FCSS Coordinator, Suzan Nagel
Family and Community Support Services
Box 10
Black Diamond, Alberta
TOL OHO

Email Address: SuzanN@town.blackdiamond.ab.ca

For information call: (403) 933-4348

FCSS CRITERIA & PRIORITIES

The Town of Black Diamond, through its joint funding agreement with the government of Alberta, directs FCSS funding to preventive social services. The Black Diamond FCSS Board is responsible for making funding decisions for community-based preventive programs on an annual basis.

The purpose of FCSS funding is to support community-based social service programs in Black Diamond that are “**preventive**” in nature and “**promote and enhance the well-being of individuals, families, and communities.**”

FCSS PROGRAM CRITERIA

To be considered for funding, program proposals must first demonstrate that they meet the **criteria** for eligibility identified by the Family and Community Support Services Act and Regulation, which states that:

Services provided under a Program, must:

- ♦ be of a **preventive** nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, **and** do one or more of the following:
 - ☞ help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - ☞ help people to develop an awareness of social needs;
 - ☞ help people to develop interpersonal and group skills which enhance constructive relationships among people;
 - ☞ help people and communities to assume responsibility for decisions and actions which affect them; and
 - ☞ provide supports that help sustain people as active participants in the community.

Services provided under a Program, must not:

- i) provide primarily for the recreation needs or leisure time pursuits of individuals;
- ii) offer direct financial assistance, including money, food, clothing or shelter, to sustain an individual or family;
- iii) be primarily rehabilitative in nature; or
- iv) duplicate services that are ordinarily provided by a government or government agency.

Expenditures of the Program, shall not include:

- a) the purchase of land or buildings;
- b) the construction or renovation of a building;
- c) the purchase of motor vehicles;
- d) any costs required to sustain an organization that does not relate to direct service delivery under the program;
- e) municipal property taxes and levies; or
- f) any payments to a member of a board or committee other than reimbursement of incidental expenses necessarily incurred in providing volunteer services to the program.

These statements are based on Alberta Regulation 218/94 Family and Community Support Services Act. The document can be viewed at www.child.gov.ab.ca (Family and Community Support Services/FCSS Handbook).

FCSS PROGRAM REQUIREMENTS

In the review of program applications, the following is also taken into account:

- ♦ organization's ability for effective governance, administration of the program, program relevance and competence;
- ♦ clarity of goals, expected outcomes and activities of the program;
- ♦ organization's ability to effectively evaluate and report on program outcomes;
- ♦ cost efficiency, general public support and alternate sources of program funding;
- ♦ organization's collaborative efforts and lack of duplication with existing programs;
- ♦ clarity of community need and soundness of rationale for the program; and
- ♦ promotion and use of volunteers in the program.

Each year FCSS has received many excellent submissions for funding. The FCSS Board reviews social planning information and determines funding priorities on an annual basis. Even though a submission may be considered eligible under the FCSS Act and Regulation, not all program submissions and requests can be supported due to budget limitations.

FCSS Funding Review Process

The Black Diamond FCSS Board reviews all funding applications and selects applicants eligible for funding.

The Black Diamond FCSS Board receives administrative support to assist with the funding review process. Applicants under consideration for funding may be invited to provide a brief presentation to the FCSS Board. The Black Diamond FCSS Board will make their final decision and recommendation for funding based on budget availability at that time.

Notification regarding funding decisions will be given by phone/mail

Organizations that are approved for FCSS program funding will be asked to:

- Sign and meet the conditions of the Funding Agreement with the Town of Black Diamond;
- Acquire and maintain adequate insurance coverage (if applicable); and
- Submit a final report including financial statements.

There is limited provision by which an appeal can be made. An appeal must be submitted in writing within the designated timeframe provided in the notification letter. The appeal information must demonstrate that the funding decision was based on a misunderstanding of information provided in the original application.

Additional Questions or Information

Please contact the FCSS Coordinator at (403) 933-4348 or e-mail: fcss@town.blackdiamond.ab.ca if you:

- ♦ have any questions about the application;
- ♦ require assistance with the completion of the application form; or
- ♦ have any questions about the FCSS funding program.

An electronic version of the application is available upon request. You can also download the FCSS Application and Application Guide from the Town of Black Diamond's website at www.town.blackdiamond.ab.ca.

COMMON TERMS & DEFINITIONS

These “Common Terms & Definitions” are used for the purpose of this funding document only.

Vision

Desired social condition.

Mission

Your unique role in working towards the desired social condition.

Statement of Need

Problem statement, description of the situation you wish to change.

Strategy

The approach you will use to address this need/change.

Rationale

An explanation of why you believe this approach will work.

Goals

A general statement of what you are attempting to achieve.

Inputs

Resources dedicated to the program.

Activities

Specific ways/actions you will use to work towards your goals.

Outputs

The direct products of program activities usually measured in terms of the volume of work accomplished.

Outcomes

Provincially aligned statements that describe the difference your activities will make in the community. Refer to Measures Bank.

Indicators of Success

Concrete things you can see or hear that provides evidence that you are achieving your outcomes – usually attached to an Evaluation Tool.

Evaluation Tools

Means by which you collect information to measure your success.