

## REGIONAL APPLICATION FOOTHILLS

MD of Foothills, Black Diamond, Turner Valley, High River, Okotoks

### Applications due November 29, 2019

#### 2019 FUNDING APPLICATION / ANNUAL REPORT FORM

*In an effort to best serve our community and to ensure accurate reporting to the province, please be aware that information in this application report may be shared with other Municipalities in the Foothills*

#### FUNDING PERIOD: January 1 - December 31, 2020

#### Section I - Introduction

Please read carefully all of the information in this form prior to your submission.

- Complete shaded gray areas for the final report.
- **Section 7:** Program Budget is specific to the program that the application is for.
- **Section 8:** Actual Program Budget is to report actual's after the program.
- **Section 12:** Authorized Signature, to create a new electronic signature follow these steps:
  1. Click on Authorized Signature box, when new window opens, select:
    - A new digital ID I want to create now
  2. Click Next
  3. Select:

New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

4. Click Next
  5. Complete the fields:
    - Name:
    - Organizational Unit:
    - Organizational Name:
    - Email Address:
  6. Click Next
  7. Complete the fields:
    - File Name: (select where to save file)
    - Password:
    - Confirm Password:
  8. Click Finish
  9. Complete Password field
  10. Click Sign
  11. Save document
- Applicants may be required to provide a presentation on their application.
  - Recommendations on funding will be reviewed as quickly as possible. Agencies will be contacted once funding decisions are made.
  - Successful applicants will be required to sign a Funding Agreement with the respective municipality.
  - This agreement will include details of payment, financial and program reporting and other funding conditions.

## **Section II - Application Submission**

Application questions may be directed to the appropriate FCSS contact listed below.

**A completed application with all municipal information should be cc'ed to the relevant FCSS departments listed below by November 29, 2019:**

### **Black Diamond**

Sue Nagel  
403.933.4348  
[SuzanN@town.blackdiamond.ab.ca](mailto:SuzanN@town.blackdiamond.ab.ca)

### **High River**

Shelley Koot  
403.603.3425  
[fcss@highriver.ca](mailto:fcss@highriver.ca)

### **MD of Foothills**

Amanda Midgley  
403.603.6229  
[fcss@mdfoothills.com](mailto:fcss@mdfoothills.com)

### **Okotoks**

Debbie Posey  
403.938.8935  
[fcss@okotoks.ca](mailto:fcss@okotoks.ca)

### **Turner Valley**

Monique LeBlanc  
403.933.6206  
[fcss@turnervalley.ca](mailto:fcss@turnervalley.ca)

## **Section III: Eligibility Information**

Family and Community Support Services (FCSS) is a partnership between the Province and a Municipality or Metis Settlement that develops locally driven preventative social initiatives to enhance the well-being of individuals, families and communities.

To obtain FCSS conditional funding, programs must fit within each municipality's FCSS priorities. Programs/project must also meet the criteria stated in the Provincial Family & Community Support Services Act and Regulation:

- a. 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;
- b. Do one or more of the following:
  - i. help people to develop independence, strengthen coping skills and become more resistant to crisis;
  - ii. help people to develop an awareness of social needs;
  - iii. help people to develop interpersonal and group skills;
  - iv. help people and communities to assume responsibility for decisions and actions which affect them;
  - v. provide supports that help sustain people as active participants in the community.

Programs and Services **not eligible** under the program include those that:

- a. provide primarily for the recreational needs or leisure time pursuits of individuals;
- b. are intended to sustain an individual or family (ie. Providing food, clothing or shelter);
- c. are primarily rehabilitative in nature, or
- d. duplicate services that are ordinarily provided by a government or government agency.

The above guidelines must be kept in mind when completing your application. **If you are unsure, whether your program qualifies, please call prior to applying.**

## **Section IV - Conditions of Funding**

- To obtain FCSS conditional funding, programs must meet the Provincial FCSS Family Act and Regulation.
- Outcomes must be measured and included in a final report by January 31 of the following year.
- See the Provincial Priorities Measure Bank for reporting details.