

**Legal
Family & Community Support Services
(FCSS)**

Grant Application Package



Legal Family & Community Support Services

Funding Guidelines

A. Introduction

Legal FCSS is a partnership between the Town of Legal and the Government of Alberta. Our program provides service to residents of the Town of Legal. Under FCSS legislation, services and funding provided by an FCSS Program must be preventative in nature, however, it is up to each community to determine what services and programs will best meet community needs, and how those services will be provided.

B. Who May Apply for FCSS Funding?

Legal FCSS will accept applications from not-for-profit agencies, community groups, organizations, associations, or committees.

C. Eligibility

Provincially, the FCSS Program receives its mandate from the Family and Community Support Services Act and Regulation. The Regulation sets out the service requirements that a municipality or Métis Settlement must meet to be eligible for funding.

The regulation states that “Services 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.”

To be eligible for funding, the proposed project must 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;
- provide supports that help sustain people as active participants in the community.

Projects NOT eligible for funding are those which:

- provide primarily for the 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, or
- duplicate services that are ordinarily provided by a government or government agency

Eligible Services

FCSS uses a “people helping people to help themselves” approach and funds a wide range of programs and services at the community level. The following are examples of services funded through FCSS:

1. Services to 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
2. Services to promote, encourage and support volunteer work in the community, including:
 - recruitment, training and placement services,
 - resources to support volunteers,
 - volunteer recognition; or
 - coordination of volunteer services;
3. Services to inform the public of available services, including:
 - information and referral services,
 - community information directories,
 - newcomer services, or
 - interagency coordination;
4. Services that promote the social development of children and their families, including:
 - parent-child development activities,
 - early childhood development services for children aged 0-6 (excluding child care), or
 - support services for young children aged 6-12;
5. Services that 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 counseling services that are educational and not treatment oriented, or
 - youth development and leadership services;
6. Services that enhance the quality of life of the retired and semi-retired, including:
 - home support services,
 - education and information services,
 - coordination of seniors services and programs, or
 - self-help socialization activities.

D. Types of Grant Applications

Organizations are strongly encouraged to raise funds from as many alternate sources as possible, and will be expected to contribute no less than 20% of the total project/program costs described in the proposal.

1. **Special Project Grant Applications** – for projects that are short-term and not part of the operational costs of the organization. Project requests in this category tend to be for special events or one-time projects, rather than ongoing services. They should be less than 12 months in duration and must be completed within the January – December fiscal year.
2. **Operating Grant Applications** – for ongoing programs or services. Grant applications in this category can include base operating costs of providing the program or service.

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

In addition to financial support, community groups may also access other non-monetary forms of support from Legal FCSS such as consultation on a variety of topics relating to non-profit organizations, facilitation, assistance with Board Development, resource materials, some AV equipment and meeting space.

E. Additional Criteria

Applicants will:

- Expend all funds and interest accrued by completing the project before December 31 of the year in which the funds were granted.
- Be encouraged to demonstrate self-help for all initiatives.
- Be encouraged to provide volunteer opportunities.
- Not use funds to purchase facilities or to pay rent.
- Submit the final report provided and include a financial statement which details the use of funds no later than January 30th of the year following the year the funds were granted.
- Provide recognition of the Legal FCSS contribution to the project.
- Demonstrate the outcomes that are expected to be achieved in the project/program.

F. Grant Application Process

The application process is as follows:

1. Call for Grant Applications
2. Deadline for Grant Applications
3. Review of applications by FCSS Coordinator, and, if necessary, notification for further information
4. Decision on funding made by FCSS Board
5. Applicants informed of decision
6. Funding agreement signed
7. Grant cheque issued

Calls for Operational grants are normally made in fall of the year prior to the funding year and spring of the current funding year. Cheques for grants approved in the year prior to the funding year will be issued in January of the funding year.

G. FCSS Reporting Policy

A requirement of FCSS funding is the submission of a final report upon completion of the project. The final report is an important part of evaluating for continuous improvement of the preventative social services provided.

According to the terms of the funding agreement, the recipient of the grant shall:

- (a) Submit a final report in the form set out by FCSS. It will include, but not be limited to, a description of the Approved Project in terms of outcome measurement; and copies of print material (ads, press releases, programs etc.) regarding the Approved Project. Where the Approved Project is a Special Project, the final report must be submitted within thirty (30) days of completion of the Approved Project. Where the Approved Project is an Operational Project, the final report must be submitted within sixty (60) days of completion of the project.
- (b) Provide a financial statement of revenues and expenses pertaining to the use of the grant plus any accrued interest. FCSS may request copies of receipts and invoices showing expenditures.

Any extension requests for reporting must be submitted to the FCSS Program Coordinator in writing prior to the due date. Any extensions given will not exceed thirty (30) days. Failure to report may result in exclusion to any future grants administered by Legal Family and Community Support Services.

H. Assistance Information

Should you have any questions regarding the eligibility of your project or program or need assistance completing your Operational or Special project grant application, please don't hesitate to contact Legal FCSS for assistance at (780) 961-3773.

Legal
Family & Community Support Services
Grant Application

Type of Grant Requested (please circle):	Special Project	Operational
Organization Name:		
Mailing Address:		
Contact Name and Title:		
Telephone:	Fax:	E-mail address:
Project Title:		
Amount Requested \$ _____	Duration of project (months) _____	

Please indicate the categories which apply to your prevention initiative:

7. Services to 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/project planning;

8. Services to promote, encourage and support volunteer work in the community, including:
 - recruitment, training and placement services;
 - resources to support volunteers;
 - volunteer recognition; or
 - coordination of volunteer services;

9. Services to inform the public of available services, including:
 - information and referral services;
 - community information directories;
 - newcomer services; or
 - interagency coordination;

10. Services that promote the social development of children and their families, including:
 - parent-child development activities;
 - early childhood development services for children aged 0-6 (excluding child care); or
 - support services for young children aged 6-12;

11. Services that enrich and strengthen family life by developing skills so people can function more effectively within their own environment, including:
 - mentoring program/projects;
 - parenting and family life education and development program/projects;
 - program/projects 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; or
 - youth development and leadership services;

12. Services that enhance the quality of life of the retired and semi-retired, including:
 - home support services;
 - education and information services;
 - coordination of seniors services and program/projects; or
 - self-help socialization activities.

Mission/Mandate - What is your organization's mission/mandate and philosophy or guiding principles? What are the overall goals of your organization?

History - Provide a history of your organization including the type and age of your organization as well as a list of your current Board of Directors.

Project Description - What is the purpose of the program/project? What population is it intended to serve? What is to be done and how will it assist the targeted population?

Project Rationale - Why is there a need for this program/project in the community and how have you determined this need?

Resources - What resources, strengths or assets already exist that you can build on in the community? What partnerships have been created to provide this program/project and what are their roles? How will volunteers be involved? Is there an opportunity for the target group to participate in the planning, delivery and evaluation of this program/project?

Relevance - How does this program/project fit your overall organizational mission/mandate and how does it relate to your overall goals. How does this program/project relate to the overall goal of FCSS "*Building a Resilient Community Through Prevention?*"

Outline the program/project implementation plan and/or schedule.

Goals and Outcomes - What are the identified goals and outcomes of this program/project? What will be the success measurements? How will you collect information needed for evaluation of your program/project? How will you use your evaluation findings for continuous learning?

What other sources of funding/in-kind services are being received or applied for from other sources for this program/project? Please list the funder(s):

Attachments:

- Estimated budget on the form provided (attachment A) indicating the projected program/project expenses and revenues (including FCSS grant, grants/donations from other organizations and in-kind contributions).
- Financial statements from the last fiscal year end.
- Proof of Insurance.

DECLARATION:

I declare that all the information in this application is accurate and complete and that the application is made on behalf of the organization named on page one with its full knowledge and consents;

I acknowledge that should this application be approved, I will be required to enter in a formal agreement which will outline the terms and conditions.

Name and title of the officer authorized by the organization:

Telephone:

Fax:

E-mail address:

Signature of Authorized officer:

Date:

Please return grant applications to:

Legal FCSS

Box 390

Legal, AB T0G 1L0

[main@town.legal.ab.ca.](mailto:main@town.legal.ab.ca)

**Appendix A:
Budget**

Only include the costs directly related to the project/program/project that you are applying for funding.

Item	Request from FCSS	Contribution from other Sources				
		Organization Name	Assured Funding	Potential Funding	In-Kind Yes/No	Total
Personnel Salaries/wages/ contract						
Professional Fees Accounting, presenter fees						
Supplies Materials, equipment						
Advertising/ Awareness						
Facility Costs Rental/utilities						
Insurance						
Travel						
Training						
Volunteer Development Training, Travel						
Other Expenses						



FCSS Final Report

Please find enclosed a Final Reporting Form for Legal FCSS. This report is a requirement of FCSS funding and is an important part of evaluating for continuous improvement of the preventative social services we provide to Legal. It is also a prerequisite for the approval for future funding.

The purpose of the final report is to provide a detailed account of what you accomplished and how. It should show what the impact of your program/project has had on the community. It is also an opportunity for service providers to reflect on their experiences so that they may apply their findings to future programs/projects.

Agency Name: _____

Project Name: _____

Due Dates: Operational Grants – no later than January 30th of the following year
Special Project Grants – 30 days after completion of project

If you have any questions or concerns regarding this application, please do not hesitate to contact me at 780-961-3773.

Christine Young
Community Services Coordinator

Final Reports must be returned to:

Legal FCSS
Box 390
Legal, AB.
T0G 1L0

**Legal Family & Community Support Services
Grant Evaluation & Final Reporting Form**

Name of Funded Agency: _____

Name of Project: _____

Project Timelines: _____

Revenue	
FCSS contribution	\$ _____
Organization's contribution	\$ _____
Expenditures	
FCSS Eligible Expenditures (Actual amount as approved in application)	\$ _____
<i>Other Expenditures</i>	\$ _____
Revenue minus eligible expenditures	\$ _____
Surplus/(Deficit)	\$ _____

*** Please attach a full financial statement of revenues and expenditures.**

Due Dates: Operational Grants – no later than January 30th of the following year
Special Projects – 30 days after completion of project

Describe the program/project and discuss how it addressed the need identified in the community as described in your grant application.

SUPPORTING STATISTICS AND COMMUNITY INVOLVEMENT

Direct Programs Offered	Participant Numbers
Community Education and Awareness	Population Reached
Volunteerism	Participating Number
Staff Development	Staff Involved
Geographical Area Served	

Describe how your program/project has achieved one or more of the following:	
<p>Helped people to develop independence, strengthen coping skills and become more resilient</p>	
<p>Helped people become aware of social needs</p>	
<p>Helped people develop interpersonal and group skills which enhance constructive relationships among people</p>	
<p>Helped people and communities to assume responsibility for decisions and actions which affect them</p>	
<p>Provided support that helps sustain people as active participants in the community</p>	

Did you reach the intended population that you hoped the program/project would serve? Did the target group change or expand?

What impact did the program/project have on those it served? What impact did the program/project have on the community? How do you know?

What worked well and what didn't work well during your program/project? Were there any unexpected successes or challenges? How do you know?

While reflecting on your application did you meet the goals and outcomes that were identified? Describe how you measured the extent to which you achieved your goals.

Based on your evaluation findings, what changes would you make to the program/project?

Were positive community partnerships formed as a result of this program/project? How will this help to sustain your program/project in the future? Please describe.

As a program which is funded by a joint municipal and provincial government agreement, Legal FCSS endeavors to make the public aware of programs and events we have supported throughout the year. Please enclose copies of awareness and promotion items.

Enclosures:

- Promotional / awareness items
- Photographs of events / projects

Waiver:

I give permission to Legal Family and Community Support Services to use any photographs of projects or events that I have submitted for the promotion or evaluation of the services that Legal Family and Community Support Services provides.

Name and title of the officer authorized by the organization:
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Telephone:	Fax:	E-mail:
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Signature of Authorized Officer:	Date:
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