



SPECIAL PROJECT GRANT PROGRAM

GRANT APPLICATION TOOL KIT

Cold Lake & District Family and Community Support Services (FCSS)

Location: 5220 – 54 Street

Mailing: 5513 – 48 Avenue, Cold Lake, Alberta T9M 1A1

Phone: 780.594.4495 Fax: 780.594.1157

Email: fcss@coldlake.com

MUNICIPAL DISTRICT
BONNYVILLE NO. 87



FCSS OVERVIEW

Understanding FCSS

Family and Community Support Services (FCSS) is:

- ❖ a legal partnership between the Province of Alberta and municipalities or Métis Settlements
- ❖ an agreement under which locally-driven preventive initiatives can be developed, to enhance the well-being of individuals, families and communities
- ❖ a funding agreement through which the province provides a pre-determined grant for locally-driven initiatives, and municipalities match that grant by providing at least 20 percent of the funding.
- ❖ A philosophy under which:
 - local people can influence things that affect them
 - communities can be innovative and creative
 - citizen participation, self-help and volunteerism are encouraged
 - human growth and potential are enhanced
- ❖ A continually evolving program that encourages communities to strengthen themselves.

FCSS Overview

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 Settlement must meet to be eligible for funding. At the local level, a municipality or Métis Settlement Council chooses whether to establish a program and enters into an agreement with the province to jointly fund the program. Under FCSS, communities design and deliver social programs that are preventive in nature to promote and enhance well-being among individuals, families and communities. The programs depend on community resources, often involving volunteers in management and delivery.

The FCSS philosophy is based on a belief that self-help contributes to a sense of integrity, self-worth and independence. The programs developed are intended to help individuals in their community to adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and/or deal with crisis situations should they arise.

SPECIAL PROJECT GRANT PROGRAM

Introduction

Healthy and resilient families and communities are the building blocks of a strong Alberta. The Government of Alberta and local FCSS programs partner together to address key social issues that affect Albertans. This is done by tackling the root causes of social issues through preventive work to reduce risk factors and build resilience. Some examples of root causes are poverty, lack of education or employment, adverse childhood experiences, social isolation, and mental health challenges.

In 2022, the Province of Alberta introduced the FCSS Accountability Framework which provided a definition of prevention and outlined 5 Provincial Prevention Priorities. This helps FCSS programs to be focused and strategic in combatting issues in their communities.

Please note each Municipality may vary in their focus, design and delivery of these priorities which may affect funding outcomes.

The 5 Provincial Prevention Priorities:



Homelessness and Housing Insecurity



Mental Health and Addictions



Employment



Family and Sexual Violence



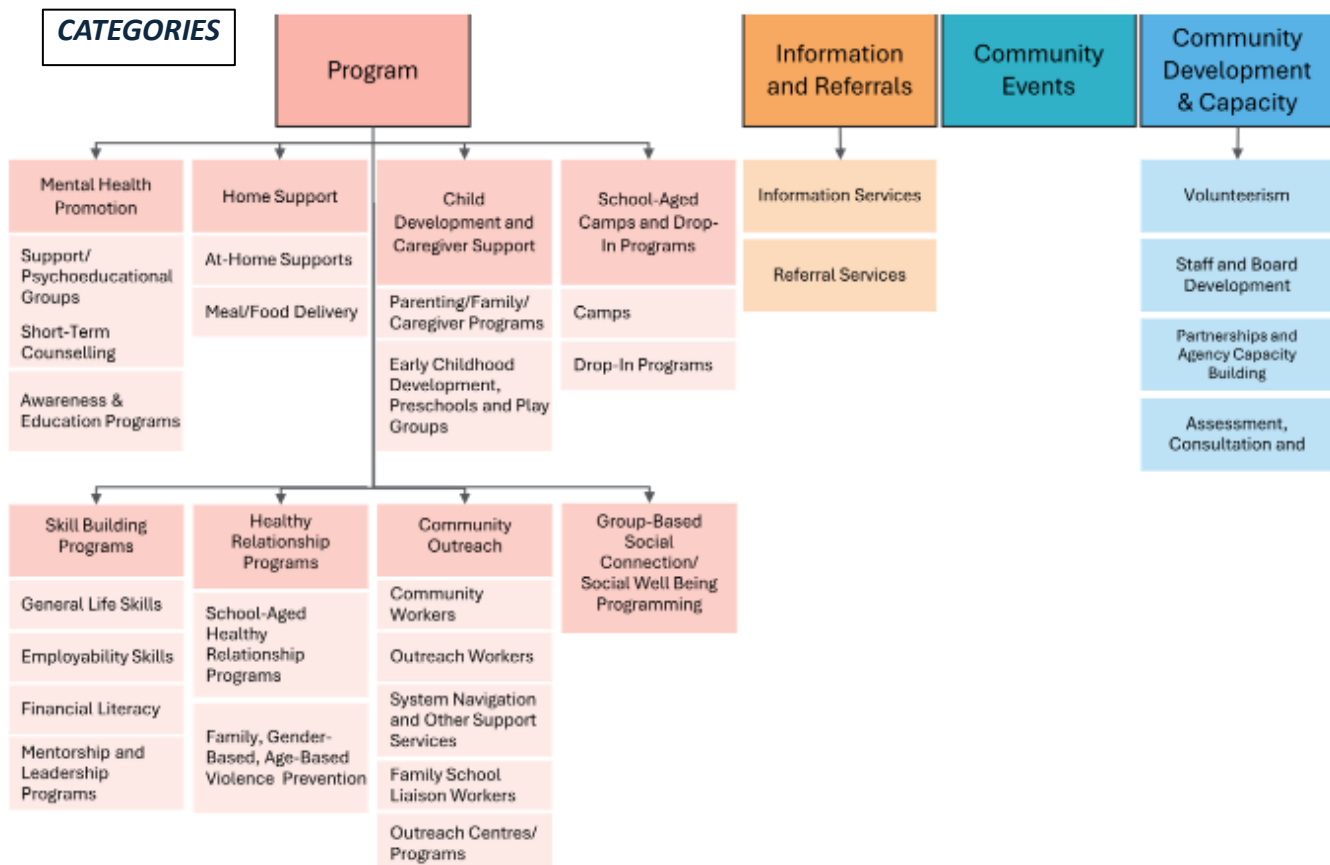
Aging Well in Community

The definition describes prevention as, **“A proactive process that strengthens the protective factors of individuals, families, and communities, and promote well-being, reduce vulnerabilities, enhance quality of life, and empowers them to meet the challenges of life.”**

Eligibility

All projects funded by the Special Project Grant program must be of preventative nature and use one of more of the following strategies and identify with one or more categories, to address social issues and create stronger, more resilient communities for the future, ensuring the funding fits within the regulations concerning the distribution of FCSS funds as set by the FCSS Act.

Prevention Strategy #1	Promote Community Engagement: Encourage people to get involved and participate in their community
Prevention Strategy #2	Foster and Sense of Belonging: Help people feel like they are a part of their community
Prevention Strategy #3	Promote Social Inclusion: Make sure everyone, no matter their background, is included in community life
Prevention Strategy #4	Develop Healthy Relationships: Support people in building and maintaining strong, positive connections with others
Prevention Strategy #5	Enhance Social Supports: Improve access to help people in need, like support groups or community resources
Prevention Strategy #6	Build Resilience: Help people develop the skills to handle challenges and bounce back from difficulties



Projects funded by FCSS **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”.

- Help people develop independence, strengthen coping skills and become more resistant to crisis
- Help people develop an awareness of social needs
- Help people develop interpersonal and group skills which enhance constructive relationships among people
- Help people and communities assume responsibility for decisions and actions which affect them
- Provide support that helps sustain people as active participants in the community
- Provide support to help promote, encourage and facilitate the involvement of volunteers

Services provided by an FCSS funded project **MUST NOT**:

- provide primarily recreation, leisure, entertainment or sporting activity or event (if a group of people were getting together, doing an activity and discussing social issues – e.g. *grieving* – it may qualify)
- offer direct assistance, including money, food, clothing or shelter
- are primarily rehabilitative, therapeutic or crisis management
- are a duplication of a service provided by any level of government (this does not mean that the local FCSS program cannot jointly fund initiatives with government, providing FCSS regulation criteria are met)

The following costs are **prohibited expenditures** under the grant program:

- purchase of land or buildings
- construction or renovation of a building
- purchase of motor vehicles
- any costs required to sustain an organization that do not relate to direct services
- delivery under the program. This includes part-time and/or full-time employees, rent, travel, telephone and utilities
- municipal property taxes and levies and
- payments to a member of a committee (paying the registration fees and travel costs for Committee members to attend training related to an FCSS program is acceptable; providing an honorarium or per diem is prohibited)

Some principles guiding decisions and administration of funds include:

- is the applicant organization Non-Profit or Not for Profit
- Does the application meet eligibility requirements as set out in the FCSS Act and Regulations
- Does the program have broad community impact
- Strong community partnerships are shown

No specific process is identified by FCSS in determining community need or allocation of funding, however all non-profit agencies in the community will have the right to apply.

The following table identifies the eligibility of numerous projects and services. Generally, the reasons for ineligibility are not meeting FCSS criteria listed above or that the project receives funding from other government programs. This table can be used as a guide to determine project eligibility.

If you have questions regarding the eligibility of your project, please consult the FCSS Manager for clarification; Cold Lake and District FCSS phone: 780-594-4495. The FCSS Manager can only advise on project eligibility and can neither approve nor decline funding requests. The recommendation for the allocation of funds lies with the Cold Lake and District FCSS Advisory Committee and is approved by City of Cold Lake Council.

Please note that all grant application submissions may be subject to a financial audit as the Committee deems necessary.

PROJECT TYPE	REASON	ELIGIBLE	NOT ELIGIBLE
Social Development of Preschool Aged Children	Community development must be a consideration, and FCSS is a champion of social development of children from ages 0-6	✓	
Education Preparation	Direct reflection of the school system and not within FCSS mandate		X
Tutoring of Adults	Responsibility of Alberta Education and Community Adult Learning councils		X
Bicycle Safety	As these are safety projects, they are not deemed prevention programs		X
Block Parent Program	Program is safety for children, so not deemed prevention programs		X
Capital Costs within a Program	Purchase of land or buildings or vehicles		X
	Office equipment, furnishings, supplies related to FCSS operations	✓	
Child Car Seat Safety	Safety program, not deemed prevention		X
Child Find	Safety program, not deemed prevention		X
Christmas Hampers	Cannot sustain an individual or family with money, food, shelter or clothing. Agencies in Cold Lake are mandated for those issues		X
Clothing or Thrift Shops	Cannot sustain an individual or family with money, food, shelter or clothing. Agencies in Cold Lake are mandated for those issues		X
Community Kitchens, Collective Kitchens	If FCSS is helping the community develop skills, coping skills or strengthening interpersonal or group skills	✓	
	Menu planning, budget planning and learning shopping skills		X
Conference Event Planning or Attendance at Events	Conferences designed to encourage the development of healthy lifestyles, leadership skills and social responsibility	✓	

PROJECT TYPE	REASON	ELIGIBLE	NOT ELIGIBLE
for Expense Reimbursement	Conferences that have an entertainment or recreation focus		X
Crisis and Distress Lines	Public information for education and volunteer development	✓	
	Core operating costs		X
Disaster Services	Alberta Municipal Affairs is responsible for providing the direction of Municipal Emergency Plans		X
Drug Awareness DARE Education	Duplication of service		X
Dry Grad	Does not fall under FCSS mandate		X
Employment Programs	Duplication of service		X
Family School Liaison	Schools must be consulted to make sure no duplication	✓	
Family Violence	Public information education and awareness ONLY	✓	
Fetal Alcohol	Public information awareness and education ONLY	✓	
First Aid Courses	Duplication of service		X
Food Banks	Duplication of service		X
Healthy Families Home Visitation Programs	If provided to families with children from 0-6 years of age. Provide services regarding in-kind or additional dollars to augment resources. Program funded by Alberta Children Services and allocated through regional Child and Family Services Authorities	✓	
Help Lines	Information, referral, volunteer training development	✓	
	Core funding for operating costs		X
Home Care	Duplication of service		X
Home Support	Designed to provide assistance and encouragement to seniors who want to stay in their homes and become active community members. Services provided have to be non-medical. Service may be provided directly, contracted with not-for-profit agencies or private contractors, or in partnership with regional health authorities	✓	
Honorariums	Does not fall under FCSS mandate		X

PROJECT TYPE	REASON	ELIGIBLE	NOT ELIGIBLE
Housing Projects	Community engagement, facilitation processes, public awareness regarding affordable housing, advocacy, and administrative support to non-profit groups engaged in this process until they are self-sustaining	✓	
	Capital expenses/ operational costs		X
Justice Based Programs	Does not fall under FCSS mandate		X
Lifeline, Medical Alert	Assisting seniors maintaining a level of independence	✓	
Literacy	Promoting the importance of literacy	✓	
	Improving skills and tutoring		X
Meals on Wheels	Volunteer training, public awareness and purchase of containers	✓	
	Core operating costs		X
Mediation Services	Justice based		X
	Family conflict mediation services	✓	
Nutrition Programs	Does not fall under FCSS mandate		X
Out of Pocket Expenses	Does not fall under FCSS mandate		X
Out of School Care	These programs are eligible until such time as Alberta Children's Services provides different direction	✓	
Palliative Care	Duplication of Service		X
Pre-School Programs	Includes nursery schools and play schools. Intent focuses on the social development of pre-school children	✓	
Quest Program	Duplication of Service		X
Recreation	Does not fall under FCSS mandate		X
Roots of Empathy	Administered to school aged children.	✓	
Safe and Caring Schools	Duplication of Service		X
Safety Programs, Santa's Anonymous, Search and Rescue,	All do NOT fall under FCSS mandate		X

PROJECT TYPE	REASON	ELIGIBLE	NOT ELIGIBLE
Sexual Assault Centers, Suicide Prevention	Suicide public information, awareness, education, and referral services	✓	
Transportation Services	Transporting to and from an FCSS event or activity with reimbursement for fuel costs, expenses, lease costs and driver expenses	✓	
	Other transportation costs (e.g. Adaptive Transportation or public transportation) duplication of service		X
Victim Services, Women's Shelters, Youth Emergency Shelters, Youth Justice Committees	Does not fall under FCSS mandate		X
Volunteer Development	Promoting, facilitating and supporting volunteer work with Cold Lake, including recruitment, training, placement and recognition	✓	

Recognition Requirements

Public recognition of the Special Project Grant Program occurs via the funded agency and is a critically important strategy towards public awareness of how our funds are distributed through service to the community. Grant recipients are expected to acknowledge FCSS's support for a project in public announcements and media releases, at special events and on websites related to the project execution. Information about organizations that receive a Special Project Grant, including the name, address, telephone/fax numbers or email addresses, may be made public by the City of Cold Lake or Cold Lake and District FCSS. The Cold Lake and District FCSS reserves the right to make a public announcement about any approved grant.

Project Criteria – Special Project Grant

Funding Period: January 1st to December 31st of the application year

The Special Project Grant is intended for organizations planning for project funding less than \$2,000.00 and to be conducted prior to December 31st of the same calendar year.

All funding applications for the Special Project Grant must:

- meet all the Special Project Grant Program Eligibility requirements
- meet an identified community need

- be preventative in nature
- be from a not-for-profit organization operating in the City of Cold Lake, or Wards 5 or 6 of the M.D. of Bonnyville
- encourage the use of volunteers or community agency partnerships
- show the organization will expend all funds by December 31 or return unexpended funds
- indicate the organization will complete an outcome-based evaluation and financial summary upon completion of project or calendar year. It remains the discretion of the FCSS Advisory Committee to require more frequent reporting.

Application Deadline

Special Project Grant applications are accepted continuously throughout the year, and be reviewed by the FCSS Advisory Committee at the regular meetings of the Committee in

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|-------------|------------|------------|
| ◆ January | ◆ February | ◆ March |
| ◆ April | ◆ May | ◆ June |
| ◆ September | ◆ October | ◆ November |

The deadline for applications is the 1st day of the month in which the application is to be reviewed. Applications received after this timeline will be forwarded to the next review.

Reporting Requirements

The Recipient must submit a report detailing any change to the project/ programming. If a grant recipient's project/ programming is cancelled, or not completed within the grant year, any unexpended funds shall be returned the City, unless the grant recipient receives an extension authorized in writing from the Cold Lake & District FCSS Advisory Committee. All funds received must be used for the purpose requested in the Grant application, and the recipient may be required to provide any additional information regarding funding at the Cold Lake & District FCSS Advisory Committee's request.

A final report, including both a written summary report and financial statement; including all sources of revenue and expenditures of the project, signed and dated, must be within forty-five (45) days of the project completion date (February 15 of the following year). Failure to complete the reporting requirement on time may affect future funding opportunities.

Conflict of Interest

Representatives on the FCSS Advisory Committee will be required to report any conflict of interest to the Committee prior to any discussions related to funding allocation. In the event of a conflict (e.g. member sits on the Committee of an applying agency or works or has a spouse or direct family member that has a connection to the applying agency – any matter in which they have a direct or indirect interest), the Advisory Committee member shall notify the Committee of a Disclosure of Interest at the beginning of the meeting. The member will eliminate themselves from the review and voting process for the proposal(s) only. This shall be recorded in the meeting minutes.

Confidentiality Statement

The FCSS Advisory Committee shall follow all the same privacy and confidentiality regulations presented during Committee Orientation. Members of the Advisory Committee recognize that they will be dealing with various types of information relating to the operations of the City of Cold Lake, the local district and community agencies which may or may not be available to the public. Each member of the Advisory Committee completes an Oath of Confidentiality and is responsible to follow all Access to Information Act (ATIA) when dealing with personal information.

Process Timeline

Once an application has been reviewed by the FCSS Advisory Committee, applicants will be notified of its status within approximately four (4) weeks. For approved applications, funding will not be dispersed until a completed funding agreement is returned. Failure to return the completed funding agreements to FCSS by the required date may result in the reallocation of funds to other applicants.

Forward completed applications to:

Cold Lake & District FCSS

Email: fcss@coldlake.com