

MUNICIPAL DISTRICT OF FOOTHILLS NO. 31

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

Funding Request

(Revised September 2010)

GENERAL INFORMATION:

The FCSS Committee reviews all applications for funding under the FCSS program.

The following are general guidelines for programs receiving FCSS funding.

1. Services to assist communities to identify their social needs and develop responses to meet those needs, including:
 - a. raising public awareness around community issues,
 - b. developing strategies for community advocacy,
 - c. developing comprehensive social community plans and initiatives,
 - d. environmental scans, service reviews, strategic planning, program planning, or
 - e. 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.;
2. Services to promote, encourage and support volunteer work in the community, including:
 - a. recruitment, training and placement services,
 - b. resources to support volunteers,
 - c. volunteer recognition, or
 - d. co-ordination of volunteer services;
3. Services to inform the public of available services, including:
 - a. information and referral services,
 - b. community information directories,
 - c. newcomer services, or
 - d. inter-agency co-ordination;
4. Services that promote the social development of children and their families, including:
 - a. parent-child development activities,
 - b. early childhood development services for children aged 0-5 (excluding child care), or

- c. support services for young children aged 6-12 (excluding out-of-school care subsidies);
5. Services that enrich and strengthen family life by developing skills so people can function more effectively within their own environment, including:
- a. mentoring programs,
 - b. parenting and family life education and development programs,
 - c. programs for single adults and single parents,
 - d. courses designed to enhance self-awareness and personal growth,
 - e. individual, family and group counselling services that are educational and not treatment oriented, or
 - f. youth development and leadership services;
6. Services that enhance the quality of life of the retired and semi-retired, including:
- a. home support services,
 - b. education and information services,
 - c. co-ordination of senior services and programs, or
 - d. self-help socialization activities.

Identification of Eligible and Non Eligible Projects

Section 2 of the FCSS Regulation (Alberta Regulation 218/94) provides direction for program funding. It states that:

In providing for the establishment, administration and operation of a program, a municipality **must do all** of the following:

- (1) promote and facilitate the development of stronger communities;
- (2) promote public participation in planning, delivery and governing the program and services provided under the program;
- (3) promote and facilitate the involvement of volunteers;
- (4) promote efficient and effective use of resources;
- (5) promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.

Section 2.1(1) states that:

Services provided under a program must:

- (a) be of 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 which enhance constructive relationships among people;
- (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.

Section 2.1(2) states that:

Services provided under a program must **not**

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

Section 4 of the FCSS Regulation states that:

Costs 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 do 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 referred to in Section 3(b) or
- (j) other than reimbursement for expenses referred to in Section 3(l).

Alberta Family and Social Services identified projects that although essentials to the community, do not fall under the FCSS mandate. **These projects were deemed non-eligible by the Province under the FCSS program.**

1. **Day Care** – A legislated provincial day care program exists within Alberta Family and Social Services which provides operating grants. Section 2.1(2) (d) of the Conditional Agreement Regulation states: “Services provided under a program must not duplicate services that are ordinarily provided by a government or government agency.”

2. **Food Banks** – These projects “offer direct financial assistance to sustain an individual or family”, as stated in Section 2.1(2) (b) of the Conditional Agreement Regulation.
3. **Clothing Depots / Thrift Shops** – These projects “offer direct financial assistance to sustain an individual or family”, as stated in Section 2.1(2) (b) of the Conditional Agreement Regulation.
4. **Christmas Hampers / Santa’s Anonymous** – These projects are not considered preventative and can conceivably be achieved through the use of volunteers and / or volunteer agencies.
5. **Literacy / Adult Tutoring** – These are eligible for funding through the Department of Advanced Education and are under the mandate of Continuing Education Councils. They are a duplication of services as stated in Section 2.1 (2) (d) of the Conditional Agreement Regulation.

Projects listed below contain both eligible and non-eligible components. Only eligible components will be cost shared.

6. **Quest** – This is a school based program. To avoid any duplication of services, FCSS may cost share volunteer support components only, i.e. training of volunteers. FCSS will not cost share teacher training, resource materials or equipment.
7. **RCMP Victim Assistance Program (VAP)** – There is potential for duplication considering that these projects fall within the authority of police services. Funding for VAP staff (i.e. coordinator) is available through other sources and is not considered eligible. FCSS may cost share volunteer training, public education and advertising expenses.
8. **Collective Kitchens** – FCSS will not cost share the purchase of any food associated with this project. Support components (i.e. advertising, facility rent) can be cost shared. Conceivably, this program can be achieved through the use of volunteers and/or volunteer agencies and non funded assistance through FCSS.

M. D. OF FOOTHILLS NO. 31 GRANT APPLICATION PROCEDURE:

1. Submit a completed application for funding to the FCSS Coordinator. The Coordinator is available for consultation should you require assistance with the application. Applications should be typed or submitted in legible handwriting.
2. The Coordinator will forward your completed application to the FCSS Committee for review.

3. Applicants may be required to make a presentation to the FCSS Committee on their application. You will be notified of the date and time of your presentation.
4. The FCSS Committee makes one of the following decisions:
 - a) Recommend acceptance of the application as presented.
 - b) Recommend acceptance of the application with changes.
 - c) Recommend rejection of the application.
5. The Coordinator will advise you of the Committee's decision.
6. Successful applicants will be required to sign a Funding Agreement with the M.D. of Foothills No. 31. This agreement will include details of payment, reporting, auditing and other funding conditions.
7. Funds will be released upon receipt of the fully signed Funding Agreement.

Please note the following specific requirements for the M.D. of Foothills No. 31 FCSS funding.

1. All groups requesting funds must provide 20% of the total FCSS funds requested. This 20% may be derived from fund raising, donations or other community contributions; but not from fees for service, other government grants or registration / membership fees.
2. FCSS funds must be expended within the calendar year in which they are granted. Any surplus of FCSS grant money over expenditures in the calendar year must be returned to the M.D. of Foothills No. 31. In the calculation of any surplus, FCSS funds will be deemed to be expended last.
3. Funding is contingent to annual application by the Organization.

The application form is designed to give members of the FCSS Committee an overall view of your program. Please complete all questions in full. Questions not applicable to your organization and project should be marked "n/a".

If you require further information, or if you require assistance in completing the application, please contact the FCSS Coordinator, Amanda Midgley at:

Municipal District of Foothills No. 31
PO Box 5605
309 Macleod Trail
High River, AB T1V 1M7

Phone: 403-603-6229
Fax: 403-652-7880
Email: amanda.midgley@mdfoothills.com