**2017 FCSS APPLICATION**

**Deadline: August 31, 2016**

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| Family and Community Support Services (FCSS) is a unique partnership between the Government of Alberta and the City of Edmonton providing preventive social services for Albertans.  Prevention is fundamental to the FCSS Program and is a primary consideration for eligibility. Preventive social services are defined as enhancing social well-being through reducing or eliminating some risk or problem for members of a particular group at the earliest opportunity, while at the same time taking steps to strengthen their ability to cope.  Funding decisions are based on the extent to which an **organization** and **program** meet specific expectations.  **ORGANIZATION EXPECTATIONS INCLUDE:**   * Not-for-Profit incorporated for at least one year * Sound management and governance * Sound financial management and stability * Ongoing outcomes measurement and continual program improvement * Engages in effective partnerships to better serve participants * Promotes the use of volunteers * Practices are in place/being developed to serve diverse populations * In good standing with the City of Edmonton * For currently or previously funded agencies, adequate responses are provided to CSAB operational and program requirements   **PROGRAM EXPECTATIONS INCLUDE:**   * Development of healthy and vibrant individuals, families and communities * Clear rationale for program * Implement a community development approach * Focus on client-centered services that enhance participant strengths * Processes to identify and respond to emerging needs of the community * Focus on Increasing Social Inclusion by   + creating a sense of belonging,   + building resiliency,   + supporting opportunities and equity among citizens,   + building connections between individuals and communities.   (social inclusion: feeling accepted, respected, trusted, connected with others, able to ask for support, feeling empowered, healthy self-esteem, resilience, having meaning and purpose, feeling welcomed).  **PROGRAM EXPECTATIONS INCLUDE: (CON’T)**   * Demonstrates effective outreach by effectively promoting programs, making it inclusive and welcoming to new participants. * Promotes diversity and inclusion to include all the target population; qualified staff are hired and diverse volunteers are engaged regardless of age, race, religion, political or other affiliations. * Engages and encourages volunteer involvement * Conducts ongoing program evaluation and analysis. Organizations must complete a Common Outcomes Report based on data collected and analyzed. This includes reporting on mandatory outcomes, indicators and measures required for by the Provincial FCSS. * Budgets demonstrate efficient and effective use of resources * Aligns with funding priorities determined through research, demographic data and City of Edmonton’s Strategic Plans (The Way We Live) and initiatives such as EndPoverty Edmonton.   **EDMONTON FCSS GUIDING PRINCIPLES**  Organizations applying for funding should ensure that their programs demonstrate the following program principles:   * **Evidence Based Program Delivery.**   Programs are delivered using current research and known effective practices to ensure that the complex and changing needs of the individuals, families and communities are met.   * **Individual and/or Family is at the Centre of Providing Services and Supports.**   Programming should be designed to reduce barriers and ensure the needs of the individual or family are provided using wrap-around supports.   * **Inclusive Practices that Create Welcoming and Safe Places for Everyone.**   Programming should be intentionally inclusive and guided by creating a sense of belonging and acceptance regardless of a person’s economic and/or social situation.   * **Accessible Services.**   Enhanced programs / services that are available where people live and where existing service gaps have been identified.   * **Partnership and Coordinated Services**.   Effective partnerships share resources and expertise to enrich service delivery. |
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SECTION A: ORGANIZATION INFORMATION

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| Name of Organization: |  | |
| Name of Program: |  | |
| Program Sites: |  | |
| Organization Mailing Address: |  | Postal Code: |
| Organization Telephone: |  | |
| Organization Registration: |  | Date of Incorporation: |
| Executive Director: |  | Telephone: |
| E-Mail Address: |  | Website Address: |
| Funding Amount Requested: | $ | |

**ORGANIZATIONAL INFORMATION**

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| 1. Please provide your organization’s mandate and mission: |
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| 1. Describe any organizational successes experienced in the last 12 months. What contributed to them? |
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| 1. Describe any organizational challenges experienced in the last 12 months. How were they managed? |
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| 1. How does the organization incorporate diversity and inclusion among your board members, staff members, volunteers and participants (include elements of inclusiveness on the basis of gender, race, culture, religion, disability, or sexual orientation)?   ***Diversity*** *includes all the ways in which people differ, and it encompasses all the different characteristics that make one individual or group different from another. It is all-inclusive and recognizes everyone and every group as part of the diversity that should be valued. A broad definition includes not only race, ethnicity, and gender — the groups that most often come to mind when the term "diversity" is used — but also age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, and physical appearance. It also involves different ideas, perspectives, and values (Source:* [*http://diversity.berkeley.edu/glossary-terms*](http://diversity.berkeley.edu/glossary-terms)*).*  ***Inclusion*** *is the act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people (Source:* [*http://diversity.berkeley.edu/glossary-terms*](http://diversity.berkeley.edu/glossary-terms)*).* |
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**SECTION B: PROGRAM INFORMATION**

**Answer the following questions in relation to the program for which you are requesting funding for the coming year (not the organization as whole).**

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| 1. In a short paragraph **describe your program** for the coming year. This will be used for publication purposes - please include the who, what, when, where and why of the program in your response. *Please include: the goal of your program, what activities occur, how often your program is run, number of participants etc.* |
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| 1. How does the program link to the organization’s mandate / mission? |
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| 1. Clearly describe how your program is preventive? How does your program promote protective factors and reduce risk factors?   Primary Prevention: To prevent the onset of a problem or risk by proactively modifying behaviours & environments. |
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| 1. How does your program align with City of Edmonton initiatives (i.e. End Poverty Edmonton, Gender Based Violence Initiative, Urban Isolation/Mental Health, Women’s Initiatives, etc. <http://www.edmonton.ca/city_government/city_vision_and_strategic_plan/city-initiatives.aspx>)? |
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**SECTION C: TARGET POPULATION**

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| * + - 1. Describe the program’s target population and why this is the target population of your program. Include relevant statistics about the population to be served (cite sources), trends, issues and community needs of the target population. |
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| * + - 1. How does the program reach out to members of the target population who have not yet participated in the program? |
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**SECTION D: VOLUNTEER INVOLVEMENT**

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| 1. Briefly describe the volunteer roles and responsibilities that contribute to this FCSS funded program? | |
| **Volunteer Role** | **Responsibility** |
| *Example: Board Members* | *Board members are responsible for…* |
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Not applicable. Please explain:

**SECTION E: PROGRAM PLANNING & EVALUATION**

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| * + - 1. How does the organization ensure activities align with outcomes identified in the Program Logic Model (Attachment 10)? |
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| * + - 1. How have results of the program evaluation/outcomes been used for continuous program improvements? |
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| * + - 1. What type of strategic planning and/or research has been done in relation to your program & programming delivery? What changes are being considered or implemented for the program as a result of this planning or research? |
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**SECTION F: PARTNERSHIPS**

For the purpose of this application, a partnership is a project/service in which resources such as funding, space and staff time have been invested, along with other agencies/groups to achieve a common goal.

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| 1. What other agencies/programs are you working with to provide better service/connectedness for your program participants? Highlight: partner contributions, successes, challenges, learnings, and cross-sector partnerships. |
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| 1. What gaps in services are you able to identify? Please elaborate on these gaps and where the service is needed. |
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| 1. Are there new partnerships you have identified, pursued and/or planned for the coming year as a result of these identified gaps in meeting community need? If no, are there any partnerships that could be pursued to work towards eliminating these gaps? Please describe. |
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**SECTION G: RESPONSE TO OPERATING REQUIREMENTS**

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| 1. If the organization received Community Services Advisory Board (CSAB) requirement(s) for 2016 what action(s) have been taken to address them? Please list each recommendation and action(s) taken. |
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| 1. If the requirement(s) have not been addressed completely explain why and what the plan is to do so. |
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**SECTION H: PROVINCIAL REPORTING REQUIREMENTS**

The City of Edmonton is required to provide an annual report to the Province of Alberta regarding the questions below. Using the categories below, please provide an estimate of the percentage of the program’s FCSS allocation that is directed to services in the following categories (The allocations should equal 100%):

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| Children/Youth (0-24) | *%* | Seniors | *%* |
| Families | *%* | Community Development | *%* |
| Adults | *%* |

**FINANCIAL INFORMATION**

Agencies applying for FCSS Program Funds are required this year to complete the downloadable Microsoft Excel spreadsheet template.

**Instructions to Download and use Excel file(**[**www.edmonton.ca/grants**](http://www.edmonton.ca/grants)**):**

1. On the left hand column, click on “Grants & Funding A-Z”
2. Click on “Family and Community Support Services –Agency Program Fund”
3. Download the Excel file titled **2016 FCSS Budget Form.xls**

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| **Assistance with FCSS 2016 Financial Spreadsheet**  Please click 'Enable Macros' when opening the budget spreadsheet.  Ensure that your security settings are not set to “High” or the macros will not enable. | | | |  |  |
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| **1.** | Once the budget in column 2 is complete, the comment in the box at the bottom of page 3 should read **CORRECT**. Budgets that are not balanced and do not show CORRECT comments are considered incomplete and will not be processed. In order to balance the second column, the budgeted expenditures must be equal to the FCSS funding request. | | | | |
| **2.** | The budget worksheet is protected in order to maintain the integrity of the spreadsheet. Please enter your information into the yellow cells only. If there are not enough input lines in the budget form, please complete 'Attachment I' and provide a detailed breakdown of the budgeted revenue or expenditure lines. | | | | |
| **3.** | All necessary calculations will be performed automatically. Please be sure to review the total surplus/deficit on line **[3]** once you have finished filling out the budget. Review to ensure reasonability. | | | | |
| **4.** | There are no input cells in the revenue section in column 2. Please enter your FCSS funding request in column 1 (cell C13). This will automatically populate the FCSS revenue line in column 2. Column 2 should only show the requested FCSS revenue for the year and how you intend to spend the FCSS funds. The total expenses in this column must be equal to the FCSS funding request for the year. Refer to comment **2**. | | | | |
| **5.** | The Personnel section contains two parts. Please report program salaries (i.e. program director, volunteer coordinator, etc.) and administrative salaries (i.e. bookkeeper, facility maintenance assistant, etc.) separately. | | | | |

**Attachments**

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| **Attached** | **Attachment** **Number** | **Description** |
| **▢** | 1 | Current list of agency Board of Directors (use attached template). |
| **▢** | 2 | Most recent agency audited financial statements. **(If you have not already provided).** |
| **▢** | 3 | Auditor’s Management Letter (byproduct of Audit). **(If you have not already provided).** |
| **▢** | 4 | Most recent Annual Report AND Minutes of the last Annual General Meeting. |
| **▢** | 5 | **Current** Proof of Filing or Annual Return to Alberta Corporate Registry. |
| **▢** | 6 | Strategic Plan or Long-Range Plan. |
| **▢** | 7 | Certificate of Amendment (if applicable)  They are issued to organizations when their name is changed. |
| **▢** | 8 | Copy of Certificate of Insurance Coverage.  (Showing dates of current coverage with the City of Edmonton named as an “additional insured”; minimum of $2,000,000 in general liability coverage) |
| **▢** | 9 | Agency Bylaws, if amended. |
| **▢** | 10 | Program Logic Model |
| **Community Investment Operating Grant 2017** | | |
| The Community Investment Operating Grant (CIOG) provides operating assistance to not-for-profit organizations whose activities benefit citizens of Edmonton. Some key eligibility criteria include:   * An organization's primary mandate must fall under the social services, multicultural or recreation / amateur sport sectors. (Organizations providing primarily child care or long term housing are not eligible) * Organizations receiving other operating funding from the City of Edmonton (i.e.Seniors Centres, Arts organizations receiving an Arts Council Operating grant, etc.) are not eligible. * Organizations with over $2 million in eligible operating expenses are not eligible.   Additional eligibility criteria can be found online, please go to: <http://www.edmonton.ca/programs_services/funding_grants/community-investment-operating-grant.aspx> to ensure you are eligible for a Community Investment Operating Grant.  **By checking this box you are indicating that you have reviewed the eligibility requirements and would like to be considered for the 2017 Community Investment Operating Grant.**  Please complete and attach the ***2017 Application Form (Part B******Excel)*** document: <http://www.edmonton.ca/programs_services/funding_grants/grant-family-community-support-services.aspx> | | |

**ATTACHMENT # 1: BOARD OF DIRECTORS**

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| **Name** | **Board Position** | **Years on Board** | **Relevant Experience or Skills** |
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Please also provide the following information related to your Board of Directors:

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| Frequency of Board Meetings |  |
| Minimum Number of Board Members According to your Bylaws |  |
| Number of Board Volunteer Hours for 2016 |  |

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| **DECLARATION OF BOARD MEMEBERS (WITH SIGNING AUTHORITY)** |
| In making this application, we, the undersigned Board Members of the Applicant, hereby represent to the City of Edmonton’s FCSS and Operating Grant Programs and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors’ full knowledge and consent.     |  |  |  |  | | --- | --- | --- | --- | | Print Name: |  | Print Name: |  | | Print Role: |  | Print Role: |  | | Phone: | *(     )     -* | Phone: | *(     )     -* | | Email: |  | Email: |  |  |  |  |  | | --- | --- | --- | |  |  |  | | Signature |  | Signature | | Month/Day/Year |  | Month/Day/Year | |

We are moving towards an electronic application and encourage you to scan and send your completed application with attachments to the email address below:

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| **EMAIL:**  grants@edmonton.ca | **MAIL:**  Edmonton FCSS  PO Box 2359 Edmonton, AB T5J 2R7 | **DROP OFF:**  Edmonton FCSS  11th Floor, CN Tower  10004 – 104 Avenue  Edmonton, AB T5J 0K1 |

**APPLICATION DEADLINE IS AUGUST 31st, 2016**

**Freedom of Information and Protection of Privacy (FOIP) Statement**

Information collected on this form is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used by Community Services to determine whether an applicant is eligible for this Grant and for the administration of the program. If you have questions about the collection, or use of your personal information, please contact the Community Grants Office (CN Tower, 11th Floor), at 780-496-4932 or 780-496-4933.