

Pincher Creek and District



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2011 FCSS Funding Proposal Guidelines

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Pincher Creek and District FCSS Funding Application Guidelines

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1. Purpose of the Funding Application Guidelines

The purpose of this Guideline is to inform funding applicants about the Provincial FCSS Rules and Regulations and the actual regional funding process. Please use this information for reference as you complete the Funding Application Form.

The information on the Application Form will allow the regional FCSS agency to identify and select qualified applicants to provide programs, projects and services to the Town of Pincher Creek, the Village of Cowley, and the Municipal District of Pincher Creek according to the requirement outlined in the Provincial FCSS Act and Regulations. The Pincher Creek and District Family and Community Support Services (FCSS) intends to enter into Contracts with Applicants who can demonstrate program/project plans that clearly reflect the social needs of our communities within those legislated requirements.

2. What is FCSS?

2.1 Description

FCSS Vision:

Alberta's diverse people building strong communities through positive, caring interaction and mutual respect.

FCSS Beliefs:

- A community's most valuable resources are its people. Investments made in developing and supporting people pay dividends in all areas of community life.
- We can make valuable contributions to our communities, and communities need the contributions of all of us.
- Voluntarism is inherently valuable in that it allows us, as citizens, to contribute directly to our community, which in turn is linked to positive outcomes for individual volunteers.
- Partnerships are fundamental to community building.
- Municipalities and Metis Settlements can support individuals, families and communities by providing well-designed preventive social programs.
- Each municipality and Metis Settlement has unique programming needs and is best able to determine what its own needs are.

FCSS Mission:

Family and Community Support Services is a partnership between the Province of Alberta, Municipalities and Metis Settlements that develops locally driven preventive social initiatives to enhance the well-being of individuals, families and communities.

FCSS Mandate:

Provincially, the FCSS Program receives its mandate from the *Family and Community Support Services Act* and the *Family and Community Support Services Regulation* pursuant to that act. At the local level, the Town of Pincher Creek, the Village of Cowley and the Municipal District of Pincher Creek chooses whether to establish a program, and enters into an agreement with the Province of Alberta to jointly fund the program.

Goals of FCSS:

The goals of Pincher Creek & District Family & Community Support Services (FCSS), are in compliance with the FCSS Act & Regulations. The goals are as follows:

- To create a preferred future for children and families which is supported by the community;
- To enhance, strengthen and stabilize family and community life;
- To help people develop independence and strengthen coping skills;
- To help people develop interpersonal and group skills which enhance positive relationships;
- To promote volunteerism and encourage and facilitate cooperation and coordination;
- To promote, encourage and facilitate the development of a strong resilient community;
- To promote citizen participation and to enable local decision-making.

Accordingly, FCSS program funds must be used only to provide eligible services or programs to residents of the Town of Pincher Creek, the Municipal District of Pincher Creek and the Village of Cowley.

2.2 Eligible Projects

Section 2 of the Family and Community Support Services 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:

- a. Promote and facilitate the development of stronger communities;
- b. Promote public participation in planning, delivery and the governing the program and services provided under the program;
- c. Promote and facilitate the involvement of volunteers;
- d. Promote efficient and effective use of resources;
- e. 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. enhance 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.

2.3 Non-eligible Projects

Section 2.1(2) of the Regulation 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 Family and Community Support Services Regulation states that FCSS funding must **NOT** be used for the following:

- 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). “

3. Funding Proposal Preparation

3.1) Project Description (items 1 through 13 on the Application Form)

Items 1 through 9 - The title page will show: organization name, address, telephone number, facsimile number, project title, project location, project manager and the proposed start and completion dates for the project. .All pages of the proposal are to be numbered in sequence.

Item 10 - Target Group

This section will allow the FCSS Board to understand the various age sectors of the community which the program targets. Please use approximations and estimates.

Item 11 - Staff Titles and Qualifications

Please take a moment to briefly describe the titles and qualifications of staff involved in the project.

Item 12 - Volunteer Involvement/hours

Please describe volunteer involvement in all aspects of the project/program and estimate the 'anticipated' hours of volunteer participation

Item 13 – This section is designed to provide the FCSS Board with a concise description of the scope and intent your project. Your description will include project objectives, methods to be used to carry out those objectives, activities planned, resources to be used, partners in the project, expected outcomes, and follow-up and evaluation plans.

NOTE: It is important to describe briefly the method of determining and reporting the success of your project.

Applicants may attach the following as appendices: Reference letters, organizational charts, job descriptions, resumes, letters describing financial history (if applicable), proof of insurance (one page only), additional financial information and a description of training and assessment tools etc.

Item 14 – How does your project contribute to family and community well-being?

This is your opportunity to provide a description that shows how your project conforms with the vision, mandate and goals of FCSS.

Item 15 - Project Budget

Proposals will contain a detailed budget showing the **annual** operational cost for the program in the form of a proposed working budget for the term of the contract. All major expense and revenue categories should be included. The amount being requested from FCSS must be clear.

Item 16 – Indicate specifically which of the budget expense items you will use the FCSS funds for, and how your project will be impacted if you do not received full funding.

Item 17 – Please describe community support for your project. This might include letters of support in principle, letters from funders/sponsors or letters from other community organizations.

Item 18 – List of names, addresses, and contact information of your Board of Directors.

Item 19 – Attach any other information pertinent to your application.

- proof of \$1,000,000.00 liability insurance (Comprehensive or Commercial General Liability Policy)
- where applicable, proof of compliance with Workers Compensation Board regulations.
- description of infrastructure which will allow you to manage and administer the project as described in the contract (office or program space, office equipment, program equipment etc)
- where applicable, compliance with Freedom of Information and Protection of Privacy Act.

Item 20 – Because our FCSS is a ‘regional’ partnership, we ask that you estimate the numbers of citizens from each jurisdiction your project is intended to serve.

NOTE: If you require assistance with any section of the Application Form, please contact the FCSS Office at 403-627-3156.

Joint Ventures

Joint submissions, resulting from proposed joint ventures by two or more applicants, are acceptable. However, in this case, one of the applicants must be prepared to take overall responsibility for successful interconnection of the project or services being proposed, and this must be defined in the proposal and any subsequent contract.

4. Proposal Submission

The completed paper copy of the proposal must be signed by the persons(s) authorized to sign on behalf of the applicant organization and to bind the applicant to statements made in response to this application.

Unless otherwise stipulated in the FCSS Funding Contract, funding will be granted for a term covering twelve (12) months, starting January 1, 2011 and ending December 31, 2011

(The funding payment schedule will be negotiated between successful applicants and the Pincher Creek and District FCSS.)