

Drayton Valley and District Family & Community Support Services (FCSS)

Grant Application Package



Drayton Valley and District Family & Community Support Services

Funding Guidelines

A. Introduction

Drayton Valley and District FCSS is a partnership between the Town of Drayton Valley, Brazeau County, Parkland County and the Province of Alberta. Our program provides service to residents of the Town of Drayton Valley, Brazeau County west of the North Saskatchewan River (the area east of the river is served by Breton FCSS) and Tomahawk. 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?

Drayton Valley and District 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 enhance 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 Drayton Valley and District 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 Drayton Valley and District 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. 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 the FCSS Coordinator for assistance at (780) 514-2204.