

2012 FCSS CONTRACT REVIEW & 2013 FUNDING APPLICATION

ALL INFORMATION PROVIDED IS PUBLIC
DUE: NOVEMBER 9, 2012

Agency Name	
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Section A: Agency Effectiveness and Contract Compliance Review

Agency General Effectiveness		
1. Have there been any changes in any of the following areas?	Y (✓)	N (✓)
Governance model or bylaws		
Agency Strategic Plan		
Business Plan		
Organization structure, mission and vision		
Operational policies and practices including financial operations		
Human resources management (including compensation policy, job descriptions, staff training and performance evaluation)		
Policies and practices aligned with the Canadian Code of Volunteer Involvement		
Outcome measurement and reporting systems		
Comments:		

2. Financial Review *
a) Please be prepared to discuss: <ul style="list-style-type: none"> • Agency consolidated budget and FCSS program budget allocations • Audited Financial Statements
b) If your organization is facility-based, what is your building lifecycle plan?

3. Human Resources Review *
a) What is your Human Resource (HR) Plan? How do you use your HR Plan?
b) What is your agency's succession plan for leadership and staff?

4. Diversity and Inclusion*
What are your policies and practices to incorporate diversity and inclusion principles among your board members, staff members and volunteers? Include elements of inclusiveness on the basis of gender, race, culture, religion, disability or sexual orientation.

5. Information Technology Review
What is your Information Technology plan to keep up with the technology required to support your business and programs? If you are requesting funding for technology, does it align with your IT Plan?

6. Compliance with Contractual Requirements *		
Are you in compliance with the following FCSS legislated and contractual requirements?	Y (✓)	N (✓)
Audited financials (6.01, 6.02, 6.04)		
Changes to budget (4.03, 6.07)		
Adequate liability insurance (7.02)		
Reporting and notice of material (significant) changes including reporting on FSII or other indicators (8.01)		
Professional program delivery (10.01)		
In accordance with provincial and federal statutes (e.g., FOIP, Human Rights legislation) (10.02)		
Recognition of FCSS funding to the general public, clients and staff (10.09)		
Schedule B – Financial and Administration Policies for Family and Community Support Services (FCSS)		
Schedule C – Agency Governance, Accountability and Service Delivery Requirements, including police clearance requirements for staff working with children and other vulnerable populations.		
Comments:		

Bracketed numbers refer to clauses in the FCSS Funding Agreement.

Section B: Planning for the Future

1. How does your strategic plan address alignment to the FCSS Social Sustainability Framework?					
2. How does your strategic plan address changes in demographic and other emerging issues?					
3. On a scale of 1-5, with 1 being not affected and 5 being severely affected, to what extent is your agency affected by the current economic environment?	1	2	3	4	5
If your agency is affected, what are your plans to deal with funding challenges in the current economic environment? (For example, reduce services, lay-off staff, secure other funding, merge with another agency.)					
4. What are the top two issues within your organization as defined by the board, management and front-line staff? How are you addressing each of these?					
Board					
Management					
Front-Line Staff					

Section C: Program Review

Program Name	
Program Alignment (complete this section for each FCSS funded program)	
1. If you have updated your Theory of Change statement, please attach.	
2. Attach your Program Logic Model, including outcomes tracked.	
3. Describe your program in 500 words or less. If you offer a Calgary AfterSchool (CAS) program for children/youth ages 6-16 between the hours of 3-6 pm, please identify specific program sites and outline program activities at each site.	

4. If you have a CAS Program (or a program for children/youth ages 6-16 between the hours 3:00 -6:00 pm), please complete Section F: Service Standards Checklist for Community Based Calgary AfterSchool Programs. *

Section D: Reflections

1. In light of what you have reported on this form, what have you learned since you last renewed your contract with FCSS?

2. How will your organization communicate the positive impact of FCSS funding in our community?

3. In the spirit of Continuous Improvement what feedback can you offer the FCSS review process?

4. What are the implications to your program and agency if you do not receive the full amount of your request?

Section E: Budget

Salary Information

Existing positions funded by FCSS through this program application. Please specify the following:

Position Title	Number of Hours/Week	Required Qualifications (education and experience)	Brief Position Description	Annual Salary or Hourly	Benefits Provided (percentage of salary)

Complete only when requesting new positions:

Salary Information

New positions to be funded by FCSS through this program application. Please specify the following:

Position Title	Number of Hours/Week	Required Qualifications (education and experience)	Brief Position Description	Annual Salary or Hourly	Benefits Provided (percentage of salary)

This information is for planning purposes for FCSS. It is not known if funds will be available for new positions.

Budget - Please complete the attached budget, in Excel format



Microsoft Office
Excel 97-2003 Worksl

Section F: Service Standards Checklist for Community Based Calgary AfterSchool Programs *(Only for agencies who offer a Calgary AfterSchool (CAS) program, or programs for children/youth ages 6-16 between the hours of 3:00 – 6:00 pm)*

Calgary AfterSchool’s goals are three-fold: program enhancement, expanded opportunities, and increased capacity.

Your agency’s Calgary AfterSchool program MUST (please check Yes or No):	Y (✓)	N (✓)
1. Occur between the hours of 3 to 6 p.m. weekdays for children/youth aged 6-16.		
2. Promote positive child and youth development opportunities, rather than focus on childcare (programs should operate less than 12 consecutive weeks in duration).		
3. Promote net-gain in the service provision of the Calgary AfterSchool program.		
4. Participate in ongoing evaluation (i.e. FSII data is up-to-date and Program Quality and Capacity Forms are completed in a timely manner).		
5. Provide intentional programming using social emotional learning (SEL) theory and SAFE (sequenced, active, focused, and explicit) principles.		
6. Offer programs at no fee or a nominal fee.		
An answer of “no” to Criteria 1-7, puts your agency’s CAS program in misalignment with the Calgary AfterSchool Program standards. Please explain.		

Calgary AfterSchool programs should also strive to:	Y (✓)	N (✓)
7. Be engaged in CAS training and network opportunities.		
8. Offer Calgary AfterSchool services in multiple locations/quadrants of the city as per demand for service.		
9. Offer programs in diverse locations in order to respond to service demand.		
10. Extend its organization’s training opportunities to other Calgary AfterSchool programs.		
11. Ensure that its program information is updated on the Inform Alberta website so that the Calgary AfterSchool website is current for families and children.		
12. Keep the Social Planner and/or Calgary AfterSchool Community Development Worker apprised of its intention to expand, modify, or move the program in order to be strategically located to address service gaps in each quadrant of the city.		
13. Emphasize youth leadership opportunities if offering programs for youth over the age of 12 to enhance self-efficacy, critical thinking/problem-solving skills, promote self-esteem and sense of belonging/engagement.		
14. Engage and promote skill-building in areas of youth interest and development.		
15. Demonstrate best practice components as outlined in the Calgary AfterSchool Program Quality and Capacity Form.		
16. Use the Calgary AfterSchool and FCSS logos on all marketing material.		

These Standards will form the discussion between agency and Social Planner.