



Clearwater Regional
Family & Community Support
Services

Community Group
Grant Program

- Guidelines &
Letter of Inquiry –



Clearwater Regional FCSS

History

Clearwater Regional Family & Community Support Services (CR FCSS) was created in February of 2006 through the amalgamation of 3 FCSS bodies which consisted of: the Village of Caroline, Clearwater County and the Town of Rocky Mountain House. The amalgamation had been discussed for numerous years amongst the 3 bodies as a way to increase the efficiency of the program and to eliminate the duplication of services being provided by placing FCSS “under one roof” within Clearwater County. It was decided that the CR FCSS office would be located under the “umbrella” of the Town of Rocky Mountain House: Recreation, Parks & Community Services Department. CR FCSS serves all of the rural and urban residents located within Clearwater County.

Purpose

CR FCSS through its joint funding agreement with the Government of Alberta, directs Family and Community Support Services funding for **preventive** social services using an annual funding application process. The purpose of FCSS funding is to support community-based social service programs in Clearwater County that are **preventive** in nature and promote and enhance the well-being of individuals, families, and communities.

CR FCSS Board

The CR FCSS Board consists of 7 individuals. The Board structure is as follows:
1 Village Councilor, 1 Village Member At Large
2 County Councilors, 1 County Member At Large
1 Town Councilor, 1 Town Member At Large

Grant Application Deadline

Grant applications are received on a continual basis throughout the year, however, it is preferred that grant applications are received by November 1st regarding funding requests for the following year. ***Important:** Funding for grant applications received after November 1st may not be available as all funds may be expended.

New Programs

New programs (defined as programs that did not receive FCSS funding the previous year) that are considering applying for FCSS funding are encouraged to submit a **Letter of Inquiry** (see page #7 of this document). This initial step is necessary as programs that the Board feels do not meet the basic eligibility criteria for FCSS funding can be saved the process of completing the extensive grant application. All Letters of Inquiry will be dealt with promptly.

Funding Utilized By....

Grant applications that receive funding approval from the CR FCSS Board are required to utilize the funds (based on their original grant application) by December 31st of the year the

funds were approved for. **Approved funding is unable to be carried forward to the next year.**

Clearwater Regional FCSS

Service & Program Options

The following is a list of community services and programs that may be supported through FCSS funding. **This list is intended as a guideline only.**

- **Services that promote the social development of children and their families, including:**
 - ✓ parent-child development activities
 - ✓ temporary or occasional parent relief services
 - ✓ support services for young school age children.

- **Services that enrich and strengthen family life by developing skills in people to function more effectively within their own environment, including:**
 - ✓ parenting and family life education, and development programs
 - ✓ marriage enrichment
 - ✓ retirement planning
 - ✓ programs for single adults and single parents
 - ✓ courses designed to enhance self-awareness and personal growth
 - ✓ individual, family and group counselling services that are educational and not treatment oriented
 - ✓ youth development services.

- **Services that enhance the quality of life of the retired and semi-retired, including:**
 - ✓ home support services
 - ✓ education and information services
 - ✓ outreach and coordination services
 - ✓ self-help socialization activities.

- **Services designed to promote, encourage and support volunteer work in the community, including:**
 - ✓ recruitment, training and placement services
 - ✓ resources to support volunteers
 - ✓ coordination of volunteer services.

- **Services designed to inform the public of available services, including:**
 - ✓ information and referral services
 - ✓ community information directories
 - ✓ newcomer services
 - ✓ interagency coordination.

The above Service & Program Options information is based on the information provided in the FCSS Program Handbook. This document can be viewed at:

Grant Application Eligibility Criteria

Services provided under a program MUST:

- 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 **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.

Services provided under a program MUST NOT:

- ✓ provide primarily for the recreation 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.

Expenditures of the program SHALL NOT INCLUDE:

- ✓ the purchase of land or buildings,
- ✓ the construction or renovation of a building,
- ✓ the purchase of motor vehicles,
- ✓ any costs required to sustain an organization that do not relate to direct service delivery under the program,
- ✓ municipal property taxes and levies, or
- ✓ any payments to a member of a board or committee other than reimbursement of incidental expenses necessarily incurred in providing volunteer services to the program.

The above Grant Application Eligibility Criteria is based on the Alberta Regulation 218/94 Family and Community Support Services Act. This document can be viewed at:

Clearwater Regional FCSS

Grant Application Process

The following information states the step by step procedure regarding the grant application process for CR FCSS funding. Overall it is a very simple process; however, it does require the applicant to be well organized.

- 1) Continual community awareness regarding the availability of CR FCSS funding.
- 2) Potential applicant contacts the CR FCSS Department (see Page #6) to inquire about obtaining further information (Guidelines, Grant Application & Reporting Forms) about program eligibility.
- 3) Applicant reviews the Community Group Grant Application Guidelines document and if necessary, for new programs (defined as programs that did not receive FCSS funding the previous year) submits a Letter of Inquiry to the CR FCSS Board.
- 4) Applicants that have received CR FCSS funding in the previous year for their program or have had their Letter of Inquiry approved by the Board can proceed with #5 below.
- 5) Complete and submit the Community Group Grant Application document to the Manager, CR FCSS to ensure that it has been completed as required.
- 6) The CR FCSS Board reviews the grant application and approves rejects, modifies the funding amount requested or “tables” the application based on the need for additional information prior to making a decision.
- 7) The applicant is contacted with the Board’s decision and a letter is mailed to the applicant with the details associated with the approved, rejected or modified grant amount.
- 8) The approved or modified grant amount is paid to the applicant through cheque or direct deposit in whole or as specified (eg. monthly, quarterly) by the Board.
- 9) Applicants are to follow the reporting procedure required by the Board, as per the letter mentioned in #7.

Reporting Procedure

All successful applicants are required to submit a year-end final report by the end of January. However, the Board can also request that reports are required on a more regular basis (eg. monthly, quarterly, etc.) throughout the year that the funding was approved for. **The information provided in the year-end report is considered very important by the Board and can affect future grant applications from your organization.** All reports are to be an update on the program that the funding was approved for, specifically summarizing the progress / accomplishments and financial status / outcome of the program.

Failure to submit the reports as required by the Board could result in delays regarding the approved grant amount payments or the termination of the grant between the applicant and CR FCSS.

Clearwater Regional FCSS

Contact Information

Phone: (403) 845-3720

Fax: (403) 845-2028

E-mail: fcss@rockymtnhouse.com

Physical Address:

Recreation, Parks & Community Services Department

4503 42nd Street

(3 Blocks East of the CO-OP Grocery Ctr.)

Mailing Address:

Recreation, Parks & Community Services Department

Attn: Manager, CR FCSS

Box 1509

Rocky Mtn. House, Alberta

T4T 1B2

Last Updated: November 22, 2006



Clearwater Regional FCSS



Community Group Grant Application



- Letter of Inquiry -

New programs (defined as programs that did not receive CR FCSS funding the previous year) that are considering applying for CR FCSS funding are encouraged to submit a **Letter of Inquiry**. This initial step is necessary as programs that the Board feels do not meet the basic eligibility criteria for CR FCSS funding can be saved the process of completing the extensive grant application.

PLEASE PRINT CLEARLY

Organization's **OFFICIAL** Name: _____

Mailing Address: _____ Town: _____ Postal Code: _____

Physical Address: _____

Primary Contact's Name: _____ Title: _____

Primary Contact's Phone #(s): (_____) _____, (_____) _____

Primary Contact's E-mail Address: _____

Registered Non-profit Organization (Circle): **Yes** **No**

What is the name of the program / specific aspect that your organization is requesting CR FCSS funding for?

CR FCSS Grant Request: \$ _____

Required Attachments:

1. Please utilize the attached "Letter of Inquiry: Program Information" (Page #8) or attach a 1 page maximum (letter style) document that includes the information requested on page #8.

2. Please utilize the attached "Letter of Inquiry: Program Budget" (Page #9) or attach a 1 page maximum projected program budget that includes the information requested on page #9.

Submitting the Letter of Inquiry & Attachments:

Fax: (403) 845-2028

E-mail: fcss@rockymtnhouse.com

Please see page #6 of this document for the mailing & physical address.

For Office Use Only:

Date Received: _____ **Board's Decision:** _____



Community Group Grant Application



- Letter of Inquiry: Program Information -

1) Describe the organization and its background.

2) Describe the program's purpose / mission.

3) Describe the community need / issue that the program addresses.

4) Describe how the program is considered preventive.

5) Describe who will benefit from the program (target population).



Clearwater Regional FCSS



Community Group Grant Application

- Letter of Inquiry: Program Budget -

Projected Revenue:

CR FCSS Grant Request: \$ _____

Other Grants:

_____ \$ _____

_____ \$ _____

Fundraising Events:

_____ \$ _____

_____ \$ _____

Registration Fee (If Applicable):

_____ Participants X \$ _____ / Participant \$ _____

Other Revenue:

_____ \$ _____

Total Projected Revenue: \$ _____

Projected Expenses:

(Wages, Program Supplies, Utilities, Advertising, Training, Subsidy, Facility Rent, etc.)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Projected Expenses: \$ _____