



**Family and Community Support Services
Operating Grant
Memorandum of Understanding**

This is an agreement between:

and

Purpose and Scope

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the delivery of the FCSS funded program(s): _____

for the period of: _____ to _____

FCSS Program

The FCSS Program (FCSS Act and Regulation) stipulates that services must enhance the well-being of individuals and families through promotion or intervention strategies at the earliest opportunity and do one 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

Furthermore, the following criteria define the eligibility and non-eligible services:

Eligibility for funding requires that organizations meet the following basic criteria:

- Legally incorporated non-profit/charity, St. Albert organization
- Has provided preventive social services to St. Albert community for at least one calendar year prior to submission of application
- Programs and services must be delivered in the City of St. Albert
- Are in receipt of funding from other grants, funding bodies, donations, fundraising or other means in addition to FCSS Operating Grants (St. Albert FCSS does not provide 100% funding)

Eligible projects/programs include ones which meets the requirements under the FCSS in Alberta section, fits within one of the five target areas as identified for the St. Albert community and clearly addresses one of the provincial and local outcomes.

Non-eligible projects/programs must not (Section 2.1(2) of Act):

- 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.

Furthermore, Section 4 of the Family and Community Support Services Regulation states that prohibitive costs 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 payment to a member of a board or committer other than reimbursement for approved expenditures.

Responsibilities

This Memorandum of Understanding compliments the Organizations Operating Grant Application and is intended to highlight additional obligations and requirements than those identified in the application. Notwithstanding the elements of Section Four: Agreement and Declaration, the following responsibilities of the Parties involved include:

City of St. Albert, Family and Community Support Services

1. FCSS Department will support and assist the community organization wherever means and resources allow for and are appropriate as directed/requested by the community organization.
2. FCSS Department will provide several opportunities per annum to facilitate feedback and support of the non-profit community organizations (Director meetings, focus groups etc.).
3. FCSS Department will communicate directly with Community Organizations Executive Director (or Board Chair as directed) regarding any program specific or FCSS Program changes or issues in a timely and professional manner.

Community Organization

1. To provide: (details of each program funded, as specific as possible in terms of staffing, delivery logistics etc if different than application)

2. To address the following outcome as outlined for each of the programs funded (describe all outcome and intended performance measures for each program if different than application)

3. To communicate directly with the FCSS Director regarding any concerns, changes or program specific issues in a timely and professional manner.

Both Parties

1. Agree to communicate openly, professionally and with integrity in the best interests of both parties, the program delivery and the broader community including but not limited to the users of the specific programs being offered.

Financial Information

The community organization is being provided \$ _____ to provide the
aforementioned program(s) based on the following:

This Memorandum of Understanding represents a partnership between the undersigned for the period of which FCSS Operating Grant funding is provided.

Executive Director
Community Organization

FCSS Director

Date

Date