



# Lac La Biche County FCSS Grant Guidelines



Family and Community Support Services (FCSS) is a joint venture of Lac La Biche County and operates under the terms of the Government of Alberta's FCSS Act and Regulations. The FCSS Act allows grants to be provided to qualified community groups for the provision of preventative social programs or services that enhance the social well-being of families and individuals.

Grants are provided on an annual basis and funds must be expended within the calendar year for which they are granted. Any unexpended funds must be returned to FCSS. Grant recipients who will not be able to expend their grant in whole or in part within the calendar year are asked to notify the FCSS office when it is apparent the funds will not be expended.

*Note: You must be a not-for-profit group or agency; individuals or businesses cannot be funded. Collaborative applications with multiple partners are encouraged. Your group does not need to be a registered society or charity to receive funding. You must be able to prove adequate liability insurance. Other obligations may apply.*

## **Available Funding**

There are two types of FCSS funding opportunities available:

1. Under \$2,500 FCSS grant funding: Applications are accepted at the end of each month throughout the year.
2. Over \$2,500 FCSS grant funding: Applications be submitted by April 30th, for that fiscal year and October 31st, for that fiscal year or the subsequent year. Exceptions to these intakes, can be made, but is up to the FCSS board's discretion.

**Requests can not exceed a maximum of \$15,000 per organization per year.**

## **Eligibility and FCSS strategic direction**

All grants must be consistent with the FCSS Act and Regulations, which stipulate that FCSS funds need to link to at least one of the FCSS strategic directions, that link to your intended outcomes:

- helps people develop independence, strengthen coping skills and become more resistant to crisis;
- helps people to develop an awareness of social needs;
- helps people develop interpersonal and group skills which enhance constructive relationships among people;
- helps people and communities assume responsibility for decisions and actions which affect them;
- promotes, encourages and facilitates the involvement of volunteers; or
- provides supports that help sustain people as active participants in the community.

FCSS funding **cannot** be used;

- for projects that are primarily a recreation, leisure, entertainment or sporting activity or event;
- to provide direct assistance, including money, food, clothing, transportation or shelter, to sustain an individual or family;
- for projects that are primarily rehabilitative, therapeutic or crisis management;
- for projects that duplicate services provided by any level of government;
- for a capital expenditure such as the purchase, construction or renovation of a building or facility or the payment of municipal property tax or levies;
- for the purchase of a vehicle;
- to sustain an organization in general;
- for costs not directly related to service delivery; or
- for a payment made to a member of a board or committee other than reimbursement for expenses directly related to the project.

Projects must primarily meet the social needs of citizens of Lac La Biche County. Participation by residents of other municipalities is not prohibited, but the focus of the funding must first serve the citizens of our community, and the majority of participants must be from within our municipal boundaries. Applicants will be required to report on the number of people served by the municipality.

If you have any further questions about FCSS or eligibility, please view:

- The FCSS Act: <http://www.qp.alberta.ca/documents/Acts/F03.pdf>
- FCSS Regulations: [http://www.qp.alberta.ca/documents/Regs/1994\\_218.pdf](http://www.qp.alberta.ca/documents/Regs/1994_218.pdf)
- FCSS Program Advice Inventory: <http://www.humanservices.alberta.ca/documents/FCSS-program-advice-inventory-listing.pdf>

All documents are available in print at the FCSS office at the Bold Center. You may also call 780 623-6819 for assistance.

### ***Program Logic Model, Outcomes and Strategic Directions***

Applicants must state the primary intended outcome for the project and this outcome must be consistent with one of the five social outcome statements, in the application. Applicants must also link at least one of five FCSS strategic direction to your outcome statement. These statements are based on the requirements of the FCSS Act.

### ***Statement of Need and project plan***

The FCSS Advisory Board will consider how well the proposed project or service will meet identified social needs within our community. Applicants must state the social need the project will address. You must provide evidence supporting the scope of the need and the effectiveness of the intended project in addressing this need. How you will address this issue and the rationale of the plan are important pieces to a successful application and project.

## ***Application Deadlines***

- 1. Under \$2,500 FCSS grant funding:** Applications are accepted at the end of each month throughout the year.
- 2. Over \$2,500 FCSS grant funding:** Applications be submitted by April 30<sup>th</sup>, for that fiscal year and October 31<sup>st</sup>, for that fiscal year or the subsequent year. Exceptions to these intakes can be made, but is up to the FCSS board's discretion.

Please submit the [Lac La Biche County FCSS Grant Application](#) form for all grants. Funding is based on the calendar year. Requests for funding are reviewed by the FCSS Advisory Board at the monthly board meeting. Applications need to have been received no less than 14 days prior to a board meeting (typically the 2<sup>nd</sup> Monday of each month) to be included on the agenda.

## ***Project Budget***

Use the template in the application to outline your budget: the same form will be used to report your actuals after the project is complete. Be sure to include all of these elements in your budget page.

Please note that funds must be expended in the calendar year in which they are granted. Any unexpended balance must be refunded to FCSS. List total funds requested and total project costs in the box on page one of this application. Copies of receipts of budget items can be requested at any time. No applications are accepted once all yearly FCSS funding has been allocated.

## ***FCSS grant application approval process***

The FCSS Advisory Board will consider the application and their decision is final. The FCSS Advisory Board consists of two representatives from Council and five Members-at-Large.

The following are considered when reviewing the application;

- Eligibility for funding under the terms of the FCSS Act and Regulation including the limitations identified in the FCSS Program Advice Inventory.
- Are the intended outcomes consistent with the approved FCSS Outcome Measures and likely to benefit our citizens and community? Does it address one of the social need priorities in our community? Is there evidence that the proposed activities will achieve the intended outcomes?
- Has the organization demonstrated the capacity to deliver the project and to provide the required outcome reporting? Has the organization completed the required reporting on previous grants?
- Does the project brings people and community groups together, encourage volunteer efforts, and build social cohesiveness?
- Is the expected benefit reasonable given the cost of the project?
- What other sources of funds are being applied to the cost?
- Would another funder be more appropriate for this project?
- Is there adequate funding available within the budget allocation for community grants?
- Does the project fill a community need or gap in programs or services?

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## ***Obligations and Reporting***

One size does not fit all. While all projects will require some level of reporting, we recognize that it does not make sense to require the same level of outcome measurement for a \$2,500 grant as a \$15,000 grant.

All grant application must set a goal based on community need and an expected outcome as a result of the program.

1. **Under \$2,500 FCSS grant funding:** Applications must include 1 outcome and include measures (the FCSS office has samples for different projects and they will assist you with this process). Please book an appointment at your convenience.
2. **Over \$2,500 FCSS grant funding:** Applications must include 3 outcomes and include measures (the FCSS office has samples for different projects and they will assist you with this process). Please book an appointment at your convenience.

If approved, your grant approval letter will contain the details of deadlines for report submissions.

## ***Attachments for over \$2,500 FCSS grant funding***

Please include the following attachments with your application for FCSS grants over \$2,500:

- A copy of your Board's motion approving an application to the FCSS Board for funds for this project;
- A copy of your most current financial audit; and
- A list of your Board members, positions and contact numbers for each.

## ***FCSS grant obligations and reporting***

Recognition for the grant is expected on all publications, advertising and other suitable means indicating that the projected received funding from Lac La Biche County FCSS. Please contact the FCSS office to receive a copy of the FCSS and County logos.

Applicants who have received a grant will be ineligible for future grants if the required reports have not been submitted to FCSS.

1. Reports for **under \$2,500 FCSS grant application** are due within 90 days of the end of the project.
2. Reports for **over \$2,500 FCSS grant applications** are due by January 31 of the year following the approved grant.

## ***Grant approval process and delivery***

Applications may be submitted by any local non-profit organization or group. Applying groups need not be a registered society or charity. Individuals and businesses are not eligible for funding. Collaborative applications by multiple community groups or demonstrating strong partnerships are strongly encouraged. The FCSS board is more likely to fund projects that are people-focused, and not to purchase items, furnishings or equipment. Multi-year funding applications must have the potential to become self-sustaining.

- 1. Under \$2,500 FCSS grants** are reviewed at the monthly FCSS Board meeting. Applications must be received at the FCSS office no less than 14 days prior to the board meeting date on which they will be reviewed.
- 2. Over \$2,500 FCSS grants** are reviewed at the monthly FCSS Board meeting. Applications Must be received by the FCSS office by April 30 for that fiscal year and October 31 for that fiscal year or the subsequent year.

Applications can be mailed or delivered in-person to FCSS c/o Bold Center 8702-910 Ave, Lac La Biche, Alberta. They can also be send via email to [fcss@laclabichecounty.com](mailto:fcss@laclabichecounty.com) in PDF or Microsoft Word format.

## ***Questions***

Please read our FCSS Grant Guidelines first. If you have any further questions about FCSS or eligibility, please view:

- The FCSS Act: <http://www.qp.alberta.ca/documents/Acts/F03.pdf>
- FCSS Regulations: [http://www.qp.alberta.ca/documents/Regs/1994\\_218.pdf](http://www.qp.alberta.ca/documents/Regs/1994_218.pdf)
- FCSS Program Advice Inventory:  
<http://www.humanservices.alberta.ca/documents/FCSS-program-advice-inventory-listing.pdf>

All documents are available in print at the FCSS office at the Bold Center. You may also call 780 623-6819 for assistance understanding the application for funding.