

Woodlands County Family & Community Support Services (FCSS) Guidelines & Procedures



INFORMATION SECTION

A. Introduction

Family & Community Support Services supports the provision of local preventive social services by community groups and agencies by providing funding assistance and partnering with surrounding municipalities. Woodlands County allocates this funding based on the needs of the community.

B. Eligibility for Support

To be eligible, each proposed project must be managed by, or under the auspices of a community group or agency which is incorporated (or in the process of becoming incorporated) as a non-profit society in Alberta; or operating under the administrative jurisdiction of a school division or municipality.

To qualify for support under this program, the proposed project shall:

- A. Promote, encourage, and facilitate volunteerism and the use of volunteers;
- B. Be of a preventive nature in order to:
 - i. enhance, strengthen, and stabilize family and community life,
 - ii. improve the ability of persons to identify and act on their own social needs,
 - iii. help avert family or community social breakdown,
 - iv. if early symptoms of a social breakdown appear, help prevent the development of a crisis that may require major intervention or rehabilitative measures.
- C. Provide services on the basis of clearly identified social needs, with clearly defined goals.

Organizations are strongly encouraged to raise funds from as many alternate sources as possible, and will be expected to contribute to the total project/program costs described in the proposal.

Projects are not eligible for support if they:

- A. Primarily provide for the recreation needs or leisure time pursuits of individuals,
- B. Are primarily rehabilitative in nature,
- C. Offer direct financial assistance to sustain individuals or families,
- D. Duplicate existing services in the community.

C. Grant Application Process

The application and funding process is as follows:

1. Call for Grant Applications
2. Administrative Review of Applications and, if necessary, notification for further information.
3. Applications are reviewed by the Community Services Committee and a decision on funding is made by the Committee.
4. Administration Informs Applicants
5. Grant Cheques Issued

Normally the Grant Application process takes place in January each year so that grants are issued at the beginning of March.

***Applicants should note that the grant approval process might be delayed during municipal election years.**

6. Each application must be on the form provided within this package and be accompanied by:
 - A. Summary of the program
 - B. Current certificate of Incorporation as a Society (unless on file)
 - C. Current list of Board member names (**Do not include addresses or phone numbers as per F.O.I.P. legislation**)
 - D. Complete audited financial statement from the previous financial year
 - E. Budget for the project

Applications are evaluated using the following criteria:

General:

- preventive value
- level of prevention
- demonstration of social need (i.e. needs assessment, surveys, etc.)
- promotion of volunteerism
- promotion of effective living
- uniqueness/non-duplication of services
- interagency collaboration and co-operation
- type of service
- promotion of diversity initiatives (accessibility and utilization rates)
- contribution to a healthy community

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C. Grant Application Process *(con't)*

Applications are evaluated using the following criteria:

Planning

- clear goals
- measurable objectives
- monitoring and evaluation plans
- outcome measurements
- clearly defined plan needs to be looked at every year/rolling plan
- realistic action plans

Financial

- cost effectiveness
- realistic budget
- other funding sources available/used
- previous FCSS \$\$ support
- accountability for previously allocated funds

Management & Administration

- adequate staffing (for the project)
- record keeping
- project supervision

Community Involvement

- community participation
- program "fit" with the community
- community support – how? What level?

Self Help

- partnership
- contributions/donation
- volunteer hours

Deadline for submissions is the last Friday in February

Submit completed application and required documents to:

Woodlands County Community Services Committee

Woodlands County Administration Office

Box 60
#1 Woodlands Lane
Whitecourt, AB T7S 1N3
Fax: (780) 778.8402
Toll Free: 1.888.870.6315

OR

Woodlands County Regional Office

Box 33
Fort Assiniboine, AB
T0G 1A0
Fax: (780) 584.3988
Toll Free: 1.866.584.3866