



Program Grant Application Review Outline

1. Establish at January Budget meeting amount to be granted out for programs.
2. Mail FCSS Program Grant Application package to community members and agencies.
3. Make FCSS Program Grant Application package available for pick-up at Village Office.
4. Include FCSS Program Grant Application package on Village of Wabamun website.
5. Advertise information to welcome requests to create programs that meets the criteria for FCSS grant guidelines.
6. Review all FCSS program grant applications as they are received. Applicants may be requested to make a presentation to the FCSS Board members.
7. Contact other FCSS offices or FCSSAA for advice as needed.
8. Decision on grant funding is made by the Wabamun and Area FCSS Board.
9. Notify the program grant applicants in writing to advise them of approval or denial of their request for funding.
10. Funding agreement is signed by Wabamun and Area FCSS Chairperson and the program grant applicant organization representative.
11. Provide Village of Wabamun Administrator authorization to disburse program grant funding to the approved Wabamun and Area FCSS program grant applicant.
12. Review Evaluations and Final Outcome Reports of FCSS funded programs.