



WABAMUN AND AREA FCSS PROGRAM/PROJECT FUNDING GUIDELINES INFORMATION

PROJECTS MUST BE OF A PREVENTIVE NATURE THAT ENHANCES THE WELLBEING OF INDIVIDUALS AND FAMILIES THROUGH PROMOTION OR INTERVENTION STRATEGIES.

WHO ARE WE?

Wabamun and Area FCSS is a partnership between the Province of Alberta, and the Village of Wabamun. FCSS develops and/or partners on locally driven preventive social initiatives to enhance the wellbeing of individuals and families in our community. This is achieved through the provision of: FCSS organized workshops and initiatives, partnering with other groups and agencies, and through the funding of certain projects.

WE BELIEVE IN

- ✓ The enhancement and strengthening of families.
- ✓ The strong, supportive community.
- ✓ The development of life skills.
- ✓ The importance of using volunteers.
- ✓ The improving of social conditions.

WHO MAY APPLY FOR WABAMUN AND AREA FCSS PROGRAM/PROJECT FUNDING?

- ✓ Eligible applicants must offer their project specifically to Wabamun and Area residents only with these funds.
- ✓ Community not-for-profit groups or agencies.
- ✓ Agencies or groups offering preventive programs.
- ✓ Societies, Associations, Committees, or Organizations

*** FCSS WILL NOT PROVIDE FUNDING TO INDIVIDUALS OR COMMERCIAL ENTERPRISES**

TYPES OF GRANT APPLICATIONS:

Organizations are strongly encouraged to raise funds from as many alternate sources as possible.

- 1. Special Project Grant Applications:** For projects which are short-term and not part of the operational costs of the organization. Usually for projects that are special events or one-time projects, that should be less than 12 months in duration and must be completed within the January-December fiscal year.
- 2. Operating Grant Applications:** For ongoing programs or services that may include base operating costs of providing the program or service.

FCSS PROJECT GRANT WILL FUND:

- ✓ Materials, facility and equipment rentals, travel, accommodation, advertising.
- ✓ Operating a board or committee for the delivery of the service.
- ✓ Providing training for staff and volunteers for this service.
- ✓ Reimbursing volunteers for incidental expenses necessarily incurred in providing volunteer services, but not including loss of wages.
- ✓ Employment of staff, consultants, facilitators or speakers to deliver the services.

WHAT ARE THE PROHIBITED USES OF FCSS FUNDING?

- X The purchase of lands, buildings, or capital equipment.
- X The construction or renovation of a building.
- X The purchase of motor vehicles.
- X Any costs required to sustain an organization that do not relate to direct service delivery under the program.
- X Municipal property taxes, levies, or rentals.
- X Any payments to a member of a board or committee other than reimbursement for expenses approved.

ELIGIBLE FUNDING CRITERIA CHECKLIST (Sec. 2 FCSS Regulation): *(Answers should be YES)*

- 1. Is the project or service preventive? Does it enhance the social well-being of families and individuals? Does it have preventive social outcomes?
- 2. Does the project or service do one or more of the following?
 - a) Help people develop independence, strengthen coping skills, and become more resistant to crisis?
 - b) Help people develop an awareness of social needs?
 - c) Help people develop interpersonal and group skills?
 - d) Help people and communities to assume responsibility for decisions and actions that affect them?
 - e) Provide supports that help sustain people as active participants in the community?

INELIGIBLE PROGRAMS AND SERVICES (Sec 2. FCSS Regulation) *(Answers should be NO)*

- 1. Do the services:
 - a) Provide primarily recreation or leisure activities?
 - b) Offer direct assistance (money, food, clothing or shelter) to sustain an individual or family?
 - c) Provide primarily rehabilitation?
 - d) Duplicate services ordinarily provided by a government or government agency?
 - e) Provide costs required to sustain a business such as the purchase, construction or renovation of a building or facility?

ADDITIONAL CRITERIA FOR APPLICANTS:

1. Expend all funding and interest accrued by completing the project before December 31st of the year in which the funds were forwarded. Surplus unexpended grant funding must be returned to Wabamun and Area FCSS.
2. Be encouraged to demonstrate self-help for all initiatives.
3. Be encouraged to provide volunteer opportunities.
4. Provide letters of support for the project if requested.
5. Funds will be used as specified in the application.
6. Funds cannot be used to support “for profit” ventures.
7. An outcome based evaluation system must be used to determine the project’s success.
8. A statement that all FCSS funds will be used before year end (December 31st) and any surplus unexpended funding will be returned with the Final Outcome Evaluation Report.
9. Year-end reports are to be received by January 30th of the following year and should include information obtained from the outcome evaluation, and a calendar year end financial statement that includes all sources of funding, and all costs of the project associated with the FCSS funding, including copies of receipts if applicable and requested. Also include print materials (ads, press release, programs, etc.)
10. Provide recognition of the Wabamun and Area FCSS contribution to the project throughout the promotion and advertising.
11. Make a formal presentation to the Wabamun and Area FCSS Board if requested.

★ Reports (financial statement of revenues and expenses pertaining to use of the grant plus accrued interest) must be dated, signed by two approved signing officers of the organization, include titles and/or positions of the officers, and a statement must be included verifying that the financial report has been reviewed, and that to the best of their knowledge, it is accurate and that the funds have been used in compliance with the FCSS Act and Regulation. Any Special Projects final report must be submitted within 30 days of completion of the Approved Project. Operational Projects final report must be submitted within 60 days of completion of the project. FCSS may request copies of receipts and invoices showing expenditures.

EXAMPLES OF PAST PROJECTS FUNDED BY WABAMUN AND AREA FCSS:

- Dragonfly Festival Children’s Activities
- Volunteer Recruitment Fair
- Harvest Fest

FUNDING DEADLINES: Applications will be reviewed as they are received.

EXTENSION REQUESTS

Extension requests for the Final Outcome Evaluation Report must be submitted to the Wabamun and Area Board Members or the FCSS Program Coordinator in writing prior to the due date. Extensions given will not exceed 30 days. Failure to report may result in exclusion to any future grants administered by the Wabamun and Area FCSS.

ASSISTANCE INFORMATION

Contact the Wabamun and Area FCSS Board Members or the Program Coordinator for assistance at 780-892-2699 for any questions regarding eligibility of the project/program, or for support in completing your Operational or Special Project grant application.