

Special Project Grant Program



Cold Lake and District Family and Community Support Services (FCSS)

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Program Overview

Background

Family and Community Support Services (FCSS) is:

- a legal partnership between the Province of Alberta and municipalities or Métis Settlements;
- an agreement under which locally-driven preventive initiatives can be developed, to enhance the well-being of individuals, families and communities;
- a funding arrangement through which the province provides a pre-determined grant for locally-driven initiatives, and municipalities match that grant by providing at least 20 percent of the funding;
- a philosophy under which:
 - local people can influence things that affect them;
 - communities can be innovative and creative;
 - citizen participation, self-help and volunteerism are encouraged;
 - human growth and potential are enhanced;
- a continually evolving program that encourages communities to strengthen themselves.

FCSS Overview

Provincially, the FCSS Program receives its mandate from the Family and Community Support Services Act and Regulation. The Regulation sets out the service requirements that a municipality or Settlement must meet to be eligible for funding. At the local level, a municipality or Métis Settlement Council chooses whether to establish a program, and enters into an agreement with the province to jointly fund the program. Under FCSS, communities design and deliver social programs that are preventive in nature to promote and enhance well-being among individuals, families and communities. The programs depend on community resources, often involving volunteers in management and delivery.

The FCSS philosophy is based on a belief that self-help contributes to a sense of integrity, self-worth and independence. The programs developed are intended to help individuals in their community to adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and/or deal with crisis situations should they arise.

Cold Lake and District FCSS Special Project Grant Program

The Cold Lake and District FCSS Special Project Grant Program offers organizations the following funding opportunity:

The Special Project Grant is developed for organizations seeking funding less than \$2,000.00 for a project to be completed within the same calendar year (see section on Special Project Grants for further details).

SPECIAL PROJECT GRANT PROGRAM

SPECIAL PROJECT GRANTS

up to \$2000.00
in-year funding

Project completion
by December 31st
of application year

Eligibility

All applications for funding must meet the guidelines of the Special Project Grant Program. These guidelines apply to Special Project Grants and highlight the regulations concerning the distribution of FCSS funds as set by the FCSS Act.

Special Project Grant Program

Projects funded by the Special Project Grant Program must:

1. be of a preventative nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity;

AND

2. do one or more of the following:
 - a. help people develop independence and strengthen coping skills;
 - b. help people develop an awareness of social needs;
 - c. help people develop interpersonal and group skills;
 - d. help people and communities assume responsibility for decisions and actions which affect them; and/or
 - e. provide supports that help sustain people as active participants in the community (volunteerism or inclusion work).

Projects funded by the Special Project Grant Program must NOT:

1. provide primarily for the recreation needs or leisure time pursuits of individuals, (e.g. if the project involved an individual doing a recreational activity by themselves it would not qualify as he/she is not improving their social well-being; however, if a group of people were getting together, doing an activity and discussing social issues - e.g. grieving - it may qualify);
2. offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family;
3. be primarily rehabilitative in nature; or

4. duplicate services that are ordinarily provided by a government or government agency (this does not mean that the local FCSS program cannot jointly fund initiatives with government, providing FCSS regulation criteria are met).

The following costs are prohibited expenditures under the grant program:

- purchase of land or buildings;
- construction or renovation of a building;
- purchase of motor vehicles;
- any costs required to sustain an organization that do not relate to direct services delivery under the program. This includes part-time and/or full-time employees, rent, travel, telephone and utilities;
- municipal property taxes and levies; and
- payments to a member of a Committee or committee. (Paying the registration fees and travel costs for Committee members to attend training related to an FCSS program is acceptable; providing an honorarium or per diem is prohibited).

No specific process is identified by FCSS in determining community need or allocation of funding, however all non-profit agencies in the community will have the right to apply.

The following table identifies the eligibility of numerous projects and services. Generally the reasons for ineligibility are not meeting FCSS criteria listed above or that the project receives funding from other government programs. This table can be used as a guide to determine project eligibility.

Project Type	Reason	Eligible	Not Eligible
Social Development of Preschool Aged Children	Community development must be a consideration, and FCSS is a champion of social development of children from ages 0-6	✓	
Education Preparation	Direct reflection of the school system and not within FCSS mandate		✓
Tutoring of Adults	Responsibility of Alberta Education and Community Adult Learning councils		✓
Bicycle Safety	Because these are safety projects they are not deemed prevention programs.		✓
Block Parent Program	The program is safety for children and is not preventative within the definition.		✓

Project Type	Reason	Eligible	Not Eligible
Capital Costs Within a Program	Purchase of land or buildings or vehicles Office equipment, furnishings, supplies related to FCSS operations	✓	✓
Child Car Seat Safety	Same as bicycle safety		✓
Child Find	Same as bicycle safety		✓
Christmas Hampers	Cannot sustain an individual or family with money, food, shelter, or clothing. Agencies in Cold Lake are mandated for those issues		✓
Clothing or Thrift Shops	Same as above		✓
Community Kitchens, Collective Kitchens	If FCSS is helping the community develop skills, coping skills or strengthening interpersonal or group skills, the project is eligible. Menu planning, budget planning and learning shopping skills are not approved	✓	✓
Conference Event Planning or Attendance at Events for Expense Reimbursement from the Grant	Conferences designed to encourage the development of healthy lifestyles, leadership skills and social responsibility are eligible Conferences that have an entertainment or recreation focus are not approved	✓	✓
Crisis and Distress Lines	Public information for education and volunteer development Core operating costs	✓	✓
Disaster Services	Alberta Municipal Affairs is responsible for providing the direction for Municipal Emergency Plans. Municipalities operate within the Emergency Management Functions with the province and are mandated to have a disaster by-law and a Municipal Emergency Plan. Within that plan, municipalities usually direct FCSS to operate their disaster services response including reception centers and other response protocols. Funds are usually recouped within the Emergency Management Act and within the Municipal By-Law		✓
Drug Awareness DARE Education	This is an AADAC and RCMP program. To conduct this program is a duplication of service		✓
Dry Grad	Not eligible		✓
Employment Programs	Duplication of service with the province of Alberta and the government of Canada		✓
Family School Liaison	Not a duplication of service within the province, however, schools must be consulted to make sure there is no duplication.	✓	
Family Violence	Public information education and awareness ONLY	✓	

Project Type	Reason	Eligible	Not Eligible
Fetal Alcohol	Public awareness and education only	✓	
First Aid Courses	Not eligible		✓
Food Banks	Not eligible		✓
Healthy Families Home Visitation Programs	Eligible if provided to families with children from 0-6 years of age. May provide services regarding in-kind or additional dollars to augment resources. Program funded by Alberta Children Services and allocated through regional Child and Family Services Authorities.	✓	
Help Lines	Information, referral, volunteer training development allowed. Core funding for operating costs not allowed	✓	✓
Home Care	Provided by Alberta Health and Wellness. Not eligible		✓
Home Support	Designed to provide assistance and encouragement to seniors who want to stay in their homes and become active community members. Services provided have to be non-medical. The service may be provided directly, contracted with not for profit agencies or private contractors, or in partnership with regional health authorities	✓	
Honorariums	Not eligible		✓
Housing Projects	Community engagement, facilitation processes, public awareness regarding affordable housing, advocacy, and administrative support to non-profit groups engaged in this process until they are self-sustaining are eligible. Capital expenses are not allowed	✓	✓
Justice Based Programs	Not eligible		✓
Lifeline, Medical Alert	Assisting seniors maintaining a level of independence	✓	
Literacy	Promoting the importance of literacy is allowed Improving skills and tutoring is not	✓	✓
Meals on Wheels	Volunteer training, public awareness and purchase of containers are allowed. Core operating costs are not	✓	✓
Mediation Services	Justice based is not eligible. Family conflict mediation services are.	✓	✓
Nutrition Programs	Not eligible on any level		✓
Out of Pocket Expenses	Not eligible	✓	

Project Type	Reason	Eligible	Not Eligible
Out of School Care	These programs are eligible until such time as Alberta Children's Services provides different direction	✓	
Palliative Care	Not eligible. The responsibility of Alberta Health Services		✓
Parent Link Centre	Eligible	✓	
Pre-School Programs	Includes nursery schools and play schools. Intent focuses on the social development of pre-school children	✓	
Quest Program	Administered by the Lions Club. Partnership support is allowed, but running the program or funding it is not		✓
Recreation	Not allowed		✓
Roots of Empathy	This program is not mandated by any other agency and is only administered to school children	✓	
Safe and Caring Schools	Alberta Education administers this program		✓
Safety Programs, Santa's Anonymous, Search and Rescue, Sexual Assault Centers, Suicide Prevention	All not eligible. Suicide public information, awareness, education and referral services are eligible	✓	✓
Transportation Services	Transporting to and from an FCSS event or activity with reimbursement for fuel costs, expenses, lease costs and driver expenses are allowed. Other transportation costs (i.e. Handi-bus or public transportation) remain a responsibility of Alberta Infrastructure and Transportation.	✓	✓
Victim Services, Women's Shelters, Youth Emergency Shelters, Youth Justice Committees	All not eligible		✓
Volunteer Development	Promoting, facilitating and supporting volunteer work with Cold Lake allowed, including recruitment, training, placement and recognition	✓	

If you have questions regarding the eligibility of your project please consult the FCSS Manager for clarification (Cold Lake and District FCSS, 780-594-4495). The FCSS Manager can only advise on project eligibility and can neither approve nor decline funding requests. The recommendation for the allocation of funds lies with the Cold Lake and District FCSS Advisory Committee and is approved by City of Cold Lake Council. *Please note that all grant application submissions may be subject to a financial audit as the Committee deems necessary.*

Conflict of Interest

Representatives on the FCSS Advisory Committee will be required to report any conflict of interest to the FCSS Manager prior to any discussions related to funding allocation. In the event of a conflict (e.g. member sits on the Committee of an applying agency, or works or has a spouse or direct family member that has a connection to the applying agency – any matter in which they have a direct or indirect interest), the Advisory Committee member shall remove themselves from discussions on the matter. The member can either choose to withdraw completely from the process and have another member assigned in their place, or eliminate themselves from the review and voting process for the proposal(s) only. The vote for that proposal will then be averaged by one less person. This shall all be recorded in the minutes.

Confidentiality Statement

The FCSS Advisory Committee shall follow all the same privacy and confidentiality regulations presented during Committee Orientation. Members of the Advisory Committee recognize that they will be dealing with various types of information relating to the City of Cold Lake, the local district and community agencies which may or may not be available to the public. It is the Committee's responsibility to follow FOIP at all times when dealing with personal information.

Recognition Requirements

Public recognition of the Special Project Grant Program by the projects it supports is an important way for the community to recognize where the funding provided is being utilized. Grant recipients are expected to acknowledge FCSS's support for a project in public announcements and media releases, at special events and on websites related to the project execution.

Information about organizations that receive a Special Project Grant, including the name, address, telephone/fax numbers or email addresses, may be made public by the City of Cold Lake or Cold Lake and District FCSS. The Cold Lake and District FCSS reserves the right to make a public announcement about any approved grant.

Special Project Grant

The Special Project Grant is intended for organizations planning for project funding less than \$2000.00 and to be conducted by December 31 of same calendar year.

Project Criteria - Special Project Grant

All funding applications for the Special Project Grant must:

1. meet all the Special Project Grant Program Eligibility requirements (see Eligibility: Special Project Grant Program)
2. meet an identified community need;
3. be preventative in nature;
4. be from a not-for-profit organization operating in the City of Cold Lake or Wards 5 and 6 of the M.D. of Bonnyville;
5. encourage the use of volunteers or community agency partnerships;
6. show the organization will expend all funds by December 31 or return unexpended funds;
7. indicate the organization will complete an outcome based evaluation and financial summary upon completion of project or calendar year. It remains the discretion of the FCSS Advisory Committee to require more frequent reporting.

Application Deadline - Special Project Grant

Special Project Grant applications are accepted continuously throughout the year, and be reviewed by the FCSS Advisory Committee at the regular meetings of the Committee in

- January
- February
- March
- April
- May
- June
- September
- October
- November

The deadline for applications is the 1st day of the month in which the application is to be reviewed. Applications received after this timeline will be forwarded to the next review.

Process Timeline - Special Project Grant

Once an application has been reviewed by the FCSS Advisory Committee, applicants will be notified of its status within approximately four (4) weeks. For approved applications, funding will not be dispersed until a completed funding agreement is returned. Failure to return the completed funding agreements to FCSS by the required date may result in the reallocation of funds to other applicants.