

**Town of Crossfield – FCSS Crossfield  
Applications and Reporting Guide for 2024**

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## What is FCSS?

Family and Community Support Services (FCSS) is an 80/20 funding partnership between the Government of Alberta and participating municipalities or Metis Settlements. FCSS receives its mandate from the [\*Family and Community Support Services Act\*](#) and the [\*Family and Community Support Services Regulation\*](#).

FCSS is based on a shared understanding that municipalities and Metis Settlements are in the best position to:

- Assess community needs and set priorities
- Support individuals, families and communities through preventative social programs and services

Joint FCSS funding must be used for programs and services that are preventative and do one or more of the following:

- Help people develop independence, strengthen coping skills and become more resistant to crisis
- Build awareness of social needs
- Support people in developing skills to have healthy relationships with others
- Help individuals and communities assume responsibility for decisions and actions that affect them
- Provide supports that help people participate in the community

## **Eligibility**

### Eligible Programs and Services

Services provided under FCSS must be preventative and may include initiatives and programs that:

- Help communities identify their social needs and develop responses
- Promote, encourage and support volunteer work in the community
- Inform the public about services
- Support children and their families' social development
- Help families enrich and strengthen family life and function more effectively in their own environment
- Enhance retired and semi-retired people's quality of life

### Ineligible Programs and Services

FCSS funding cannot be used for programs and services that:

- Are only focused on an individual's leisure or recreational needs
- Provide an individual or family with basic living supports such as money, food, clothing or shelter
- Are only focused on rehabilitation
- Duplicate services provided by government or a government agency

## Important Dates for FCSS Crossfield

- **May 23, 2023 to June 10, 2023:** 2024 FCSS Funding Advertised
- **June 23, 2023:** Letter of Intent for 2024 FCSS Funding is due by 4:30 pm
- **July 7, 2023:** 2024 FCSS Crossfield Funding Application becomes available
- **August 18, 2023:** 2024 FCSS Funding Application is due by 4:00 pm
- **September 19, 2023:** Council allocates 2024 Funding
- **December 8, 2023:** Signed MOU's for 2024 Funding are due
- **December 15, 2023:** Any 2023 FCSS Surplus must be returned to the Town of Crossfield
- **February 23, 2024:** All 2023 FCSS Final Reporting is due by 4:30 pm
- **February 28, 2025:** The 2024 FCSS Final Report is due by 4:30 pm

## Letter of Intent

Your Letter of Intent is mandatory for 2024 FCSS funding requests. You cannot apply for 2024 FCSS Funding if you did not submit a Letter of Intent. 2024 Letter of Intent is due Friday, June 23, 2023 at 4:30pm and can be submitted in person at the Town of Crossfield Administration Office (1005 Ross Street) to Nicole Vandenberghe, or can be submitted by email to [fcss@crossfieldalberta.com](mailto:fcss@crossfieldalberta.com) or [nicolev@crossfieldalberta.com](mailto:nicolev@crossfieldalberta.com).

Any Letter of Intent received after 4:30 pm on Friday, June 23, 2023 will not be accepted.

## Letter of Intent Requirements

For your Letter of Intent to be considered, all letters MUST include:

- Name and registration number of organization
- Contact info for applicant
- Program description
- Program goals
- Outcomes Info
  - Main Outcome
  - Indicator
  - Priority Measure(s)
- Grant amount requested

**\*\*Please address your Letter of Intent to the attention of: Nicole Vandenberghe**

## **Purpose of the Letter of Intent**

The purpose of your Letter of Intent is to help guide you to use the appropriate outcomes and outcome measures when applying/reporting and to ensure applications and reporting are in line with the Provincial FCSS Priorities. Your Letter of Intent also allows us to screen programs for their FCSS Eligibility.

## **My Letter of Intent is submitted, now what?**

We will confirm receipt of your Letter of Intent. If there are concerns with your letter, we will be in touch and we can work together to ensure the application is a good match for FCSS. If you don't hear back, it is safe to assume you are on the right track and that you should submit your application based on the information in your letter.

## Application Overview

Please ensure you read the entire application before you start filling out information.

Information you will need for your application:

- Program/Project Name
- Grant Amount Requested
- Agency Information
- Type of Organization (including your Alberta Societies Act Registration Number/Charitable Number)
- Agency Information – a brief overview of your agency including your mission, mandate, history, etc.
- Program/Project Overview – briefly explain, in your own words, what the program/project is and why it is important to our community.
- Statement of Need – What community issue, need or situation are you responding to? Evidence of need?
- Overall Goal – What change or impact do you want to achieve?
- Strategy – How are you going to address the issue, need or situation (what are the actions/steps/activities)
- Outcomes – What change or impact do you want to achieve? Must align with FCSS Outcomes
- Who is served – target group
- Rationale – Why will your strategy help you achieve your outcomes?
- Resources needed (inputs)
- Partners
- Anticipated number of participants for this program/project
- Measurement tool(s) used – survey (questions identified in the FCSS Outcome Measurements)
- 2024 Proposed Budget
- List of current agency Board of Directors by name and Board Position



- Most recent Audited Financial Statements of your organization (Balance Sheet and Income Statement)
- Application signed by authorized board member

**2024 FCSS Funding Application will become available on July 7<sup>th</sup>, 2023 and will be DUE on August 18, 2023 by 4:00 pm. Late applications will not be accepted.**

Applications can be submitted in person to Nicole Vandenberghe at the Town of Crossfield Administration Office (1005 Ross Street) or may be emailed to Nicole Vandenberghe at [fcss@crossfieldalberta.com](mailto:fcss@crossfieldalberta.com) or [nicolev@crossfieldalberta.com](mailto:nicolev@crossfieldalberta.com)

## FCSS Outcomes

### *So what are outcomes?*

Outcomes usually are benefits or changes in participants' knowledge, attitudes, values, skills, behavior, condition or status. Most often, an outcome represents a change for the better, although the outcome for some programs is that participants get worse more slowly than they would have otherwise. Participants have a change of:

- **Knowledge:** to understand more about a topic;
- **Attitude:** a feeling or emotion toward a fact or state;
- **Values:** beliefs of a person or social group in which they have an emotional investment (either for or against something);
- **Skills:** developed aptitudes or abilities;
- **Behaviour:** to act, function or react in a particular way;
- **Condition:** social circumstances in a community or locality, e.g., bullying, crime, environmental concerns, family violence, substance abuse; and/or
- **Status:** the relative position or standing of people in a society, e.g., level of education, income, occupation.

### *What is outcome measurement?*

Outcome measurement is determining the benefits, results or impacts a program has for its participants or the community as a whole.

### *What outcomes are measured under FCSS?*

The Provincial outcomes that FCSS follows has three main outcomes:

- Improved social well-being of **individuals**:
- Improved social well-being of **families**:
- Improved social well-being of **community**:

Under each main outcome, there will also be indicators (examples: resilience, self-esteem, competence, etc.). Under each indicator there are priority measures. These priority measures are specific statements that should be asked during your evaluation (your survey questions). Each group should be choosing ONE or TWO outcomes per program/project to report on. You can use more measures if you wish, but at the minimum you MUST report on ONE.

You will find all the Outcomes in the FCSS Measures Bank (if you do not have this document; please email [fcss@crossfieldalberta.com](mailto:fcss@crossfieldalberta.com) to request it).

# Evaluation

There are three options given on the application form:

- Survey:
  - Paper or online (be careful with online as people may not answer the survey). Your survey has to follow the Provincial Priority Measures exactly how it is written and you must use the scale as indicated next to the Priority Measure you are reporting on.
- Observation:
  - This is only intended for young children under the age of 5 and cannot be included in the reporting back to the provincial government. If your program works with children under the age of 5; it is better to select a priority measure that is to be answered by the child(s) parents or guardians.
- Interview:
  - This is only to be used for those who may have trouble with answering the survey themselves.

When reporting on your evaluation for your final report: you must indicate the number of people completing the measure (question) and the number of people experiencing a positive change. A positive change is anything on the scale of: Somewhat agree; Agree; Strongly Agree; Kind of; or Yes.

For example: if 100 people answered the survey question; 75 circled Agree, 5 circled Strongly Agree, 8 circled Somewhat Agree, 10 circled Somewhat Disagree and 2 circled Disagree; your number experiencing a positive change would be 88 and the number completing this measure would be 100. It is okay if you have people who answer Somewhat Disagree, Disagree, Strongly Disagree, or Not Really. We want to report on the actual true findings of the program/project.

## Final Reporting

Final reporting for the 2024 FCSS Funding will be due on February 28, 2025. The final reporting is all the grey areas on the original 2024 FCSS Application you had filled out. The information you will need for the final reporting is:

- The grant amount awarded
- Whether your strategy was implemented as planned (if not, then why). **\*\*You MUST get approval from the Town of Crossfield FCSS (Nicole Vandenberghe) prior to changing your program/project\*\*.**
- Your actual number of participants
- The number of participants that were surveyed, the number completing each question and the number experiencing a positive change.
- You need to attach a copy of the completed aggregated survey
- You must attach receipts from ALL purchases that are listed in your final 2024 Budget and include detailed personnel costs (if there are no receipts).
- Additional Information about the program/project
- Stories – share an anecdotal story that describes the significant impact for the participants.
- Quality Improvement Questions (was the program successful, what changes will you make, what improvements can be made to the program, etc.).
- Completed Actual Cost on the 2024 Proposed Budget Sheet
- Signature from the authorized board member