

# Town of Crossfield

## FCSS 2027

### Guide to Applicants



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## What is FCSS?

The Family and Community Support Services (FCSS) program promotes and enhances the well-being of Albertans, families and communities. FCSS programs are intended to help individuals improve their quality of life and build capacity to prevent and deal with crisis situations should they arise. Services and supports offered through local FCSS programs must focus on primary and secondary prevention.

**Prevention** is defined as: A proactive process that strengthens the protective factors of individuals, families and communities to promote well-being, reduce vulnerabilities, enhance quality of life and empowers them to meet the challenges of life.

FCSS **primary prevention** strategies:

- Address root causes of social issues with focus on the general population or a specific population
- Promote protective factors in the physical and social environment (including social relationships)
- Can include awareness programs, enhancing connections among community organizations and promoting community volunteerism

FCSS **secondary prevention** strategies:

- Address issues at an early stage for specific groups or at-risk populations
- Strengthen the capacity of individuals and communities to prevent or reduce risk factors and build resilience
- Include connecting those in need with appropriate resources and skill development

The FCSS program is an 80/20 funding partnership between the Government of Alberta and a municipality or Metis settlement that develops locally driven initiatives to **enhance the social well-being of individuals, families and community through prevention**. FCSS operates under the Family and Community Support Services Act and the Family and Community Support Services Regulation. The Accountability Framework is a guide for both local FCSS programs and the Alberta government team that manages the provincial FCSS grants. It explains how to plan and run preventive social programs that meet the needs of Albertans today and in the future.

FCSS is based on a shared understanding that, within the requirements of the FCSS framework, municipalities and Metis Settlements are in the best position to:

- set local priorities that align with identified community needs and provincial prevention priorities.
- Support individuals, families and communities across the lifespan through preventive social programs and services (primary and secondary prevention).
- leverage local community capacity in design, delivery and coordination of preventive services.



*2025 Crossfield Community Wellness Day*

## Eligibility

All applicants must be a registered non-profit that serves Crossfield residents. Individuals or for-profit groups and businesses cannot apply for funding.

Funding **cannot** be used for:

- recreation;
- public health transportation;
- direct assistance, including money, food, clothing, or shelter, to sustain an individual or family;
- rehabilitation; or
- duplication of services provided by other government agencies.

## Application Requirements

Applicants must fall within one or more of the following criteria:

- help people develop independence, strengthen coping skills and become more resistant to crisis;
- help people to develop an awareness of social needs;
- help people develop interpersonal and group skills which enhance constructive relationships among people;
- help people and communities to assume responsibility for decisions and actions which affect them; and
- provide supports that help sustain people as active participants in the community.

Applicants must fall within one or more of the following Six Key Prevention Strategies:

1. Promote and encourage active engagement in the community;
2. Foster a sense of belonging;
3. Promote social inclusion;
4. Develop and maintain healthy relationships;
5. Enhance access to social supports; and
6. Develop and strengthen skills that build resilience.

The above guidelines must be kept in mind when applying for FCSS funding from the Town of Crossfield. If you are unsure if your program qualifies, please contact the Town of Crossfield Family and Community Support Services (FCSS) department before you apply.

## Important Dates for FCSS Crossfield

**May 19, 2026, to June 6, 2026:** 2027 FCSS Funding Advertised

**June 19, 2026:** Letter of Intent for 2027 FCSS Funding is due by 4:30 p.m.

**July 10, 2026:** 2027 FCSS Crossfield Funding Application becomes available.

**September 15, 2026:** 2027 FCSS Funding Application is due by 4:30 p.m.

**December 2026:** Council allocates 2027 funding.

**December 11, 2026:** Any 2026 FCSS Surplus must be returned to the Town of Crossfield.

**January 29, 2027:** Signed 2027 MOU's are due.

**February 26, 2027:** The 2026 FCSS Final Report is due by 4:30 p.m.

**December 10, 2027:** Any 2027 FCSS Surplus must be returned to the Town of Crossfield.

**February 25, 2028:** The 2027 FCSS Final Report is due by 4:30 p.m.



## Letter of Intent

Your Letter of Intent is mandatory for 2027 FCSS funding requests. You cannot apply for 2027 FCSS Funding if you did not submit a Letter of Intent. 2027 Letters of Intent are due Friday, June 19, 2026, at 4:30pm and can be submitted in person at the Town of Crossfield Administration Office (1005 Ross Street) to the Town of Crossfield FCSS Department or can be submitted by email to [fcss@crossfieldalberta.com](mailto:fcss@crossfieldalberta.com).

Any Letter of Intent received after 4:30 p.m. on Friday, June 19, 2026, 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
- Key Performance Measures
  - Alignment with the FCSS 6 Key Prevention Strategies
  - Alignment with FCSS Program Intent
  - Survey Question Number
- Grant amount requested

\*\*Please address your Letter of Intent to the attention of: Town of Crossfield FCSS Department.

### Purpose of the Letter of Intent

The purpose of your Letter of Intent is to help guide you to use the appropriate key performance 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 do not 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
  - *Your Agency Name and your Program/Project name need to be different.*
- Grant Amount Requested
- Agency Information
- Type of Organization (including your Alberta Societies Act Registration Number/Charitable Number)
- Agency Information
  - *a very brief overview of your agency, including mission, mandate, and short history.*
- Alignment with the FCSS 6 Key Prevention Strategies – select which Strategy your program/project will address
  - *Before selecting your Prevention Strategy, you will want to read through the Question Catalogue.*
- Program/Project Description
  - *This is a brief description of the program you are applying for funding for. **Reminder: If you are applying for more than one program, they each need a separate application form.***
- Statement of Need
  - *What community issue, need or situation are you responding to? What evidence do you have to support this is an issue (local data, trends, reports)?*
- Rationale
  - *This is where you identify the “why this particular strategy / program / project.” Show that this program will be effective. “If we do this, then this will happen, leading to.....”*
- Program/Project Design
  - *Briefly describe your program/project. How are you going to address the issue, need or situation? What are the actions/steps/activities? How often will these activities take place and for how long?*
- Community Connections
  - *What existing or new connections will you use to support your program/project? How will Crossfield residents know about your program/project?*
- Collaborative Partnerships
  - *What existing or new partnerships will you leverage to advance your program/project?*

- Volunteerism
  - *How will Crossfield residents engage in volunteer activities in your program/project?*
- Outcomes
  - *What change or impact do you want to achieve? Must align with FCSS Key Performance Measures.*
- Target Group
  - *Who will be served by your program/project?*
- Anticipated number of participants for this program/project.
  - *Participants need to be accounted for in every engagement. Example: If 12 kids will take place in a program that meets 6 times, and they all attend each time, you will report your number of participants as **72** (12 kids \* 6 sessions = 72 total engagements).*
- Key Performance Measures
  - *Alignment with the FCSS 6 Key Prevention Strategies; Alignment with FCSS Program Intent; Survey Question (FCSS Accountability Framework Question Catalogue) you will be asking (only 1 question per program/project).*
- 2027 Proposed Budget – separate form.
- 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).
- Bylaws (if not previously sent or have been changed since last submission).
- Application signed by authorized board member.

**2027 FCSS Funding Applications will become available on July 10, 2026, and will be DUE on September 15, 2026, by 4:30 p.m. Late applications will not be accepted.**

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

## FCSS Key Performance Measures

There are two types of Key Performance Measures (KPMs) you would be expected to track if approved for FCSS funding from the Town of Crossfield. These are **Count Based KPMs** and **Survey Based KPMs**.

### Count Based KPMs:

Key Performance Measures	How it is Measured
Number of time <b>Albertans participated</b> in local FCSS programming	Count of participants or attendees
Number of <b>referral services</b> provided by local FCSS programs	Count of referral interactions
Number of <b>community partnerships</b> local FCSS programs have with other agencies and/or programs	Count of partnerships
Number of <b>volunteers</b> who supported FCSS programs	Count of volunteers
Number of <b>volunteer hours</b> reported by local FCSS programs	Count of volunteer hours


### Survey Based KPMs:

Key Performance Measures	How it is Measured
Percentage of participants who reported <b>positive change</b> on measures associated with prevention strategies after participating in local FCSS programs	Positive change, from survey data
Percentage of FCSS participants who expressed <b>satisfaction</b> with FCSS programs/services	Survey question about satisfaction
Percentage of FCSS participants who report that FCSS programs/services were <b>easy to access</b>	Survey question about ease of access

## Final Reporting

Final reporting for the 2027 FCSS Funding will be due on February 25, 2028. The final reporting is all the grey areas on the original 2027 FCSS Application and 2027 FCSS Budget Template you had filled out. The information you will need for the final reporting is:

- The grant amount awarded
- Whether your program/project was implemented as planned (if not, then why).\*\*You **MUST** get approval from the Town of Crossfield FCSS Department prior to changing your program/project\*\*.
- Your actual number of participants.
- Your actual number of volunteers and volunteer hours (if applicable).
- The number of participants that were surveyed, the number completing each question and the number experiencing a positive change.
- You must attach receipts from ALL purchases that are listed in your final 2027 Budget and include detailed personnel costs (if there are no receipts).
- Additional Outcomes Data and Additional Information about the program/project.
- Impact Stories – share a success story of your program/project that describes 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 2027 FCSS Budget Template.
- Signature from the authorized board member



# **FCSS Accountability Framework**

**Question  
Catalogue**

# Likert Scales

Each survey question can be answered using a five (5) point Likert agreement scale.

## Standard Likert

Strongly Disagree

Somewhat Disagree

Neither Agree nor Disagree

Somewhat Agree

Strongly Agree

## Using Emojis or Images



## Simplify the Language

I don't agree at all

I don't agree

I'm not sure

I agree a little bit

I agree completely

Not at all

Not really

Kind of

A little bit

Definitely

## Section 1

**Key Performance Measure:** Percentage of FCSS participants who expressed **satisfaction** with FCSS programs/services.



**Objective 4:** FCSS Programming is accessible, and designed to serve Albertans across the lifespan.

Programs that use Pre-Post surveys would only include this survey question on Post surveys.

Survey Questions	Question #	Post-Only
	1	Overall, I am satisfied with this program/service.

## Section 2

**Key Performance Measure:** Percentage of FCSS participants who report that FCSS programs/services were **easy to access**.



**Objective 4:** FCSS Programming is accessible, appropriate, and designed to serve Albertans across the lifespan.

Programs that use Pre-Post surveys would only include this survey question on Post surveys.

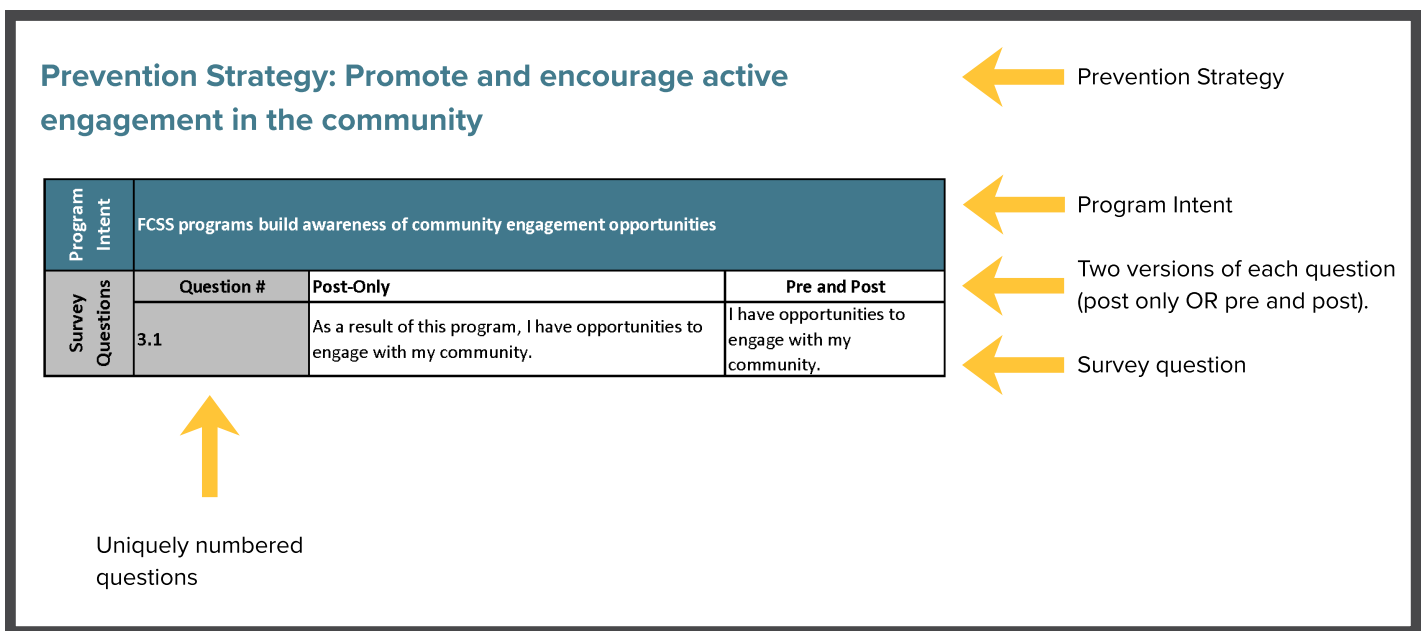
Survey Questions	Question #	Post-Only
	2	Overall, I found this program/service easy to access.

## Section 3

**Key Performance Measure:** Percentage of participants who reported **positive change** on measures associated with **prevention strategies** after participating in local FCSS programming

**Objective 1:** “FCSS programming enhances the protective factors of individuals, families and communities related to provincial prevention priorities.”

The image below illustrates the various components of the survey questions designed to assess prevention strategies.



## Prevention Strategy: Promote and encourage active engagement in the community

<b>Program Intent</b>	FCSS programs build awareness of community engagement opportunities		
<b>Survey Questions</b>	<b>Question #</b>	<b>Post-Only</b>	<b>Pre and Post</b>
	3.1	As a result of this program, I have opportunities to engage with my community.	I have opportunities to engage with my community.
<b>Program Intent</b>	Community members know the value of engaging with their community.		
<b>Survey Questions</b>	<b>Question #</b>	<b>Post-Only</b>	<b>Pre and Post</b>
	3.2	This program showed me the importance of being active in my community.	I understand the importance of being active in my community.
	3.3	This program showed me that it is important to be a part of this community.	It is very important to me to be part of this community.
<b>Program Intent</b>	Community members participate in the community for their own enjoyment, their own benefit or for the benefit of the community.		
<b>Survey Questions</b>	<b>Question #</b>	<b>Post-Only</b>	<b>Pre and Post</b>
	3.4	As a result of this program, I contribute more to my community	I contribute to my community.
	3.5	As a result of this program, I have become more active in my community.	I actively participate in my community.

## Prevention Strategy: Foster a sense of belonging

Program Intent	Individuals feel a sense of belonging in their community.		
Survey Questions	Question #	Post-Only	Pre and Post
	4.1	As a result of this program, I feel a stronger sense of belonging to my community.	I feel a sense of belonging to my community.
	4.2	This program helped me feel more connected to my community.	I feel connected to my community.
	4.3	As a result of this program, I feel important to my community.	I feel important to my community.

## Prevention Strategy: Promote social inclusion

Program Intent	Programs know and respond to community needs.		
Survey Questions	Question #	Post-Only	Pre and Post
	5.1	This program met my needs.	My [program topic] needs are met.
	5.2	As a result of this program, I have better access to culturally appropriate resources.	I can access culturally appropriate resources.
Program Intent	Community members feel valued and included.		
Survey Questions	Question #	Post-Only	Pre and Post
	5.3	This program was welcoming.	This program is welcoming.
	5.4	I felt valued in this program.	I feel valued in this program.

## Prevention Strategy: Develop and maintain healthy relationships

<b>Program Intent</b>	Individuals have positive, trusting relationships with family and/or friends.		
<b>Survey Questions</b>	<b>Question #</b>	<b>Post-Only</b>	<b>Pre and Post</b>
	6.1	As a result of this program, I can identify people in my life who really care about me.	I can identify people in my life who really care about me.
	6.2	As a result of this program, I recognize close relationships that provide me with a sense of emotional security and well-being.	I recognize close relationships that provide me with a sense of emotional security and well-being.
	6.3	As a result of this program, I can name family and/or friends who help me feel safe, secure and happy.	I can name family and/or friends who help me feel safe, secure and happy.
<b>Program Intent</b>	Parents gain skills and knowledge in parenting.		
<b>Survey Questions</b>	<b>Question #</b>	<b>Post-Only</b>	<b>Pre and Post</b>
	6.4	As a result of this program, I have increased confidence in my parenting skills.	I have confidence in my parenting skills.
	6.5	I have gained new parenting skills.	I have the parenting skills I need.
<b>Program Intent</b>	Individuals have healthy and effective communication strategies within relationships.		
<b>Survey Questions</b>	<b>Question #</b>	<b>Post-Only</b>	<b>Pre and Post</b>
	6.6	As a result of this program, I can communicate effectively with my [child/children/partner/ people in my life].	I can communicate effectively with my [child/children/spouse/partner/people in my life].
	6.7	As a result of this program, I have a better understanding of how to resolve conflict peacefully.	I can resolve conflict peacefully.
<b>Program Intent</b>	Individuals have opportunities to develop new healthy relationships.		
<b>Survey Questions</b>	<b>Question #</b>	<b>Post-Only</b>	<b>Pre and Post</b>
	6.8	As a result of this program, I am ready to build new relationships with people from my community.	I can build new relationships with people from my community.

## Prevention Strategy: Enhance access to social supports

<b>Program Intent</b>	Community members are aware of social supports		
<b>Survey Questions</b>	<b>Question #</b>	<b>Post-Only</b>	<b>Pre and Post</b>
	7.1	As a result of this program, I know more about what resources are available to [me/to my family].	I know what resources are available to [me/to my family].
	7.2	As a result of this program, I know more places in my community I can turn to when I need help.	I know places in the community I can turn to when I need help.
<b>Program Intent</b>	Social supports are accessible.		
<b>Survey Questions</b>	<b>Question #</b>	<b>Post-Only</b>	<b>Pre and Post</b>
	7.3	As a result of this program, I have better access to community resources that I need.	I can access the community resources I need.
<b>Program Intent</b>	Community members have a support network.		
<b>Survey Questions</b>	<b>Question #</b>	<b>Post-Only</b>	<b>Pre and Post</b>
	7.4	As a result of this program, I can identify more people I can rely on for support.	I can identify people I can rely on for support.

## Prevention Strategy: Develop and strengthen skills that build resilience

<b>Program Intent</b>	Community members have good self-esteem.		
<b>Survey Questions</b>	<b>Question #</b>	<b>Post-Only</b>	<b>Pre and Post</b>
	8.1	As a result of this program, I feel better about myself.	I feel good about myself.
<b>Program Intent</b>	Community members feel hopeful.		
<b>Survey Questions</b>	<b>Question #</b>	<b>Post-Only</b>	<b>Pre and Post</b>
	8.2	As a result of this program, I have the ability to improve my life.	I have the ability to improve my life.
	8.3	As a result of this program, I feel better about my future.	I feel good about my future.
	8.4	This program helped me make plans for my future.	I have plans for my future.
<b>Program Intent</b>	Community members have opportunities to learn and grow.		
<b>Survey Questions</b>	<b>Question #</b>	<b>Post-Only</b>	<b>Pre and Post</b>
	8.5	As a result of this program, I know more about [fill in with knowledge from the program].	I know about [fill in with knowledge from the program].
	8.6	I feel better about my ability to [fill in with skill from the program].	I feel good about my ability to [fill in with skill from the program].
	8.7	As a result of this program, I have learned new things.	I have opportunities to learn new things.
<b>Program Intent</b>	Community members are able to overcome challenges or life's difficulties.		
<b>Survey Questions</b>	<b>Question #</b>	<b>Post-Only</b>	<b>Pre and Post</b>
	8.8	As a result of this program, I am better at handling whatever comes my way.	I am good at handling whatever comes my way.
	8.9	This program taught me healthy strategies to manage stress.	I know some healthy strategies to manage stress.
	8.10	This program taught me problem solving skills.	I am good at solving problems.



**If you have any  
questions, please  
reach out to our  
FCSS Department**



**[fcss@crossfieldalberta.com](mailto:fcss@crossfieldalberta.com)**

