

Family & Community Support Services Special Project Grant Application Guidelines

OVERVIEW

Town of Edson FCSS support the provision of local preventative social services by community groups and agencies through a variety of activities including: consultation and facilitation, planning and evaluation assistance, information and referrals, special project collaboration and the provision of financial assistance (through the FCSS grant program). These activities are carried out under the authority of a joint municipal/provincial program regulated by the Family and Community Support Services (FCSS) Act of Alberta. The Town of Edson allocates this funding based on the needs of the community and evaluation criteria.

ELIGIBLE PROJECTS AND SERVICES

To be eligible, each proposed project must be managed by or under the authority of a community group or agency which is incorporated (or in the process of becoming incorporated) as a non-profit society in Alberta; or operating under the administrative jurisdiction of a school division or municipality. To determine whether your project meets the FCSS funding eligibility criteria, the following must be answered with "yes":

Is the project or service preventative? Does it enhance the social well-being of families and individuals? Does it have preventative social outcomes?

The project, program or service must also achieve at least one of the following:

- help people develop independence, strengthen coping skills
- help people develop an awareness of social needs
- help people to develop interpersonal and group skills
- help people and communities to assume responsibility OR
- provide supports that help sustain people as active members of the community

INELIGIBLE PROJECTS AND SERVICES

- Primarily a recreation, leisure, entertainment or sporting activity or event
- Offering direct assistance, including money, food, gift cards, clothing or shelter, to sustain an individual or family
- Primarily rehabilitative, therapeutic or crisis management
- A duplication of services provided by any level of government
- A capital expenditure such as the purchase, construction or renovation of a building or facility

SPECIAL PROJECT GRANT DETAILS

Special Project Grant Applications-for projects that are short-term and not part of the operational costs of the organization. Project requests in this category tend to be for special events or single endeavours, rather than ongoing services. They should be less than 12 months in duration and not require permanent staff. Maximum amount available is \$1000.00 per project. Please note that applicants may not receive funding to the level requested. Applications for Special Project Grants can be considered at any time during the year. Organizations are strongly encouraged to raise funds from as many alternate sources as possible, and will be expected to contribute to the total project/program costs described in the proposal.

SPECIAL PROJECT GRANT APPLICATION PROCESS

The application and funding process is as follows:

1. Special Project Grant Applications can be submitted anytime throughout the calendar year until the annual budget allocated to grants has been depleted.
2. Submit a signed hard or electronic copy.
3. Administrative Review of Applications by Community Development Team.
4. Community Development Coordinator informs applicant whether Special Project Grant is approved or not within 30 days of the grant application.
5. Special Project Grant funds issued.

SPECIAL PROJECT GRANT APPLICATION EVALUATION CRITERIA

Special Project Grant Applications are evaluated using the following criteria:

- Delivers a clear comprehensive program design (how will it achieve its goals).
- Demonstrates that this program is meeting a community need.
- Program is preventative in nature.
- Identifies partners and their role within the project.
- Demonstrates appropriate use of volunteers.
- Clear identification of proposed project outcome.
- In alignment with one or more of the FCSS Strategic Directives.
- Application provides sufficient budget details.
- Appropriate rationale for funding request (takes into consideration the service elements, number of clients served and the types of services offered).

Special Project Grants are evaluated using a grading scale from 1-4, 1 being poor and 4 being exceptional, with a total score of 36. An application does not need to be strong in all categories to be considered likely to have major impact.

ADDITIONAL FUNDING REQUIREMENTS

Once funding is approved FCSS may require the collection of outcomes wherever appropriate, stories of success or participant testimonials to demonstrate the impact of your project/programs, photographs and/or FCSS staff participation on event day.