

FCSS Vermilion Application Reference Guide

*Brief statements are preferred to complete the application questions, if more information is required you will be contacted by FCSS Coordinator

1. Organization Information

- Provide organization information that is applying for FCSS funding

2. Programming Information

- Indicate if you have completed needs assessment and list only the key issues or identified needs
- Include what needs your activity or program will address, this can be identified as a community need or a demographic need.
- Partnerships: List any collaborative working relationships with other organizations; for example, local non-profits, schools, health services
- The FCSS Framework identifies 4 category types based on the types of activities that fit. The category types sort FCSS work into a few major categories based on their focus and format. An explanation of each type is included below. Choose the type(s) that you are applying for.
 - **Program:** A program is a service offering intended support to community members as participants. Participation is typically recurrent or ongoing, where participants attend more than once.
 - **Information & Referrals:** Information & Referrals are activities or services that involve staff or volunteers informing community members about available services or making referrals.
 - **Community Events:** A community event is an organized occurrence that has a focus on prevention by promoting engagement and belonging for community members. This is typically a one-time activity. They often mark a specific time of year or specific day (like a holiday or a day of remembrance). It may be associated with seasonal activities or a theme that is meaningful to the community. They have "attendees" rather than "participants".
 - **Community Development & Capacity Building:** Community Development and Capacity Building includes activities that promote, encourage, and facilitate the development of stronger communities through the strengthening of FCSS programs. These activities typically involve volunteers and/or staff.
- Tell us what change you want to accomplish by the activity.

3. Financial Overview – This is the proposed budget for the **activity/activities** that you are applying for. This is not your organization's budget. Check that your totals are correct. You will fill in the actual financial information later for the year-end report on this same form.

4. Activity Information - Share the details of the activity or activities you are applying for funding. If your application is for more than one activity, you will need to fill out an activity information page for each activity category you are applying for.

- Activity Name – what is the name of your activity
- Activity Description- a brief description of the activity that you are applying for.
- Activity Category – Refer back to what you checked off on page 2 under Activity type
- **Program:** A program is a service offering intended support to community members as participants. Programs can be further categorized into 8 program types and several subtypes. There are no right or wrong answers – select the best fit. For a more detailed explanation please see Appendix “A”.
 - Sub-category – Of the 4 service types, some activity types are further categorized by types and sub types. Please review each category, types and sub-types as per Appendix A and carefully choose which one best suits your application.
 - a. Mental Health and Promotion (Activity Program Category type)
 - i. Support/psychoeducational groups (Sub-type)
 - ii. Short-term counselling (Sub-type)
 - iii. Awareness & education programs (Sub-type)
 - b. Home Support (Activity Program Category type)
 - i. At-home supports (Sub-type)
 - ii. Meal/food delivery (sub-type)
 - c. Child Development & Caregiver support (Activity Program Category type)
 - i. Parent/family/caregiver programs (sub-type)
 - ii. Early childhood development, preschools and play groups (sub-type)
 - d. School-aged camps and Drop-in programs (Activity Program Category)
 - i. Camps (sub-type)
 - ii. Drop-In programs (sub-type)
 - e. Skill Building Programs (Activity Program Category)
 - i. General life skills (sub-type)
 - ii. Employability skills (sub-type)
 - iii. Financial literacy (sub-type)
 - iv. Mentorship & leadership programs (sub-type)
 - f. Health Relationship Programs (Activity Program Category)
 - i. School-aged healthy relationship programs (sub-type)
 - ii. Family, gender-based, age-based violence prevention (sub-type)
 - g. Community Outreach (Activity Program Category)
 - i. Community workers (sub-type)
 - ii. Outreach workers (sub-type)
 - iii. System navigation & other support services (sub-type)
 - iv. Family school liaison workers (sub-type)
 - v. Outreach centres/programs (sub-type)
 - h. Group-Based Social Connection/Social Well Being Programming (Activity Program Category)

- **Information & Referrals:** Information & Referrals are activities or services that involve staff or volunteers informing community members about available services or making referrals.
 - Information Services - When staff or volunteers **provide community members with information** about local programs and services. These are usually one-time interactions that do not typically involve active support.
 - Referral Services - When staff or volunteers connect individuals or families with other services. Referrals involve actively bridging to another service by providing targeted resources, supporting an individual in booking an appointment or doing a "warm handoff". They are generally one-time interactions but may have follow-ups.
- **Community Events:** A Community Event is an organized occurrence that has a focus on prevention by promoting engagement and belonging for community members. This is typically a one-time activity. Often marks a specific time of year or specific day (like a holiday or a day of remembrance). It may be associated with seasonal activities or a theme that is meaningful to the community. Has "attendees" rather than "participants".
- **Community Development & Capacity Building:** Community Development and Capacity Building includes activities that promote, encourage, and facilitate the development of stronger communities through the strengthening of FCSS programs. These activities typically involve volunteers and/or staff. There are 4 types of Community Development & Capacity Building:
 - Volunteerism
 - Staff & Board Development
 - Partnership & Agency Capacity Building
 - Assessment, Consultation & Evaluation
- **Age Categories:** Choose the age category of the **intended** or **primary** audience and write in your application.
 - All ages (no specific target)
 - Children (<12)
 - Youth (12-17)
 - Adults (18+)
 - Seniors, as defined by your program
 - Child or Youth & Caregiver
 - Child or Youth & Senior
- **Community Group:** Choose the community group of the **intended** or **primary** audience, if applicable, and write in your application.
 - No specific community group
 - Indigenous peoples
 - 2SLGBTQQIA+ people
 - Newcomers
 - People with disabilities

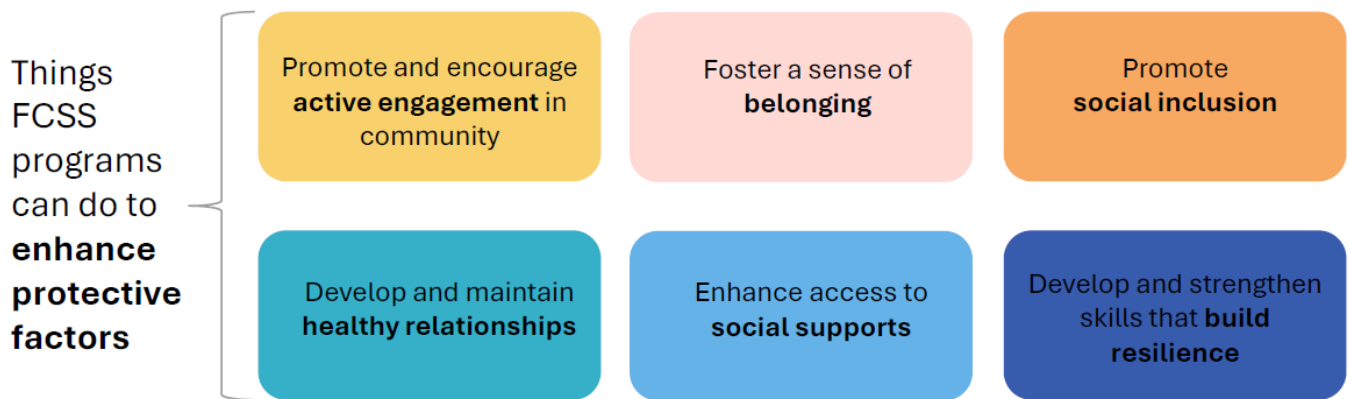
- Racialized people
- Women/girls
- Men/boys
- Language minority groups

- **Prevention Strategies**

FCSS programs need to choose one or more prevention strategy (or strategies) that match your program goals, aims, or objectives. FCSS programs will connect **prevention strategies** to **programs, community events and community development and capacity building activities**

The Province of Alberta has identified 6 Prevention Strategies that organizations can choose from. These are things that FCSS funded programs can do to **enhance protective factors** (protective factors are factors that prevent or mitigate the effects of exposure to risk factors and stressful life events. These 6 strategies meet the service requirements of the FCSS Regulation.

The 6 Prevention Strategies are:



Choose and write in **one** prevention priority that is relevant to your program or activity that you are applying for.

The Province of Alberta has identified 5 Provincial Prevention Priorities. FCSS programs will connect prevention priorities to programs, community events, AND community development and capacity building activities.

Prevention priorities may not match activities specifically but should be relevant and aligned with the overall purpose and vision. FCSS programs will choose **one** prevention priority for each activity that is the **best fit**.



Homelessness and Housing Insecurity



Mental Health and Addictions



Employment

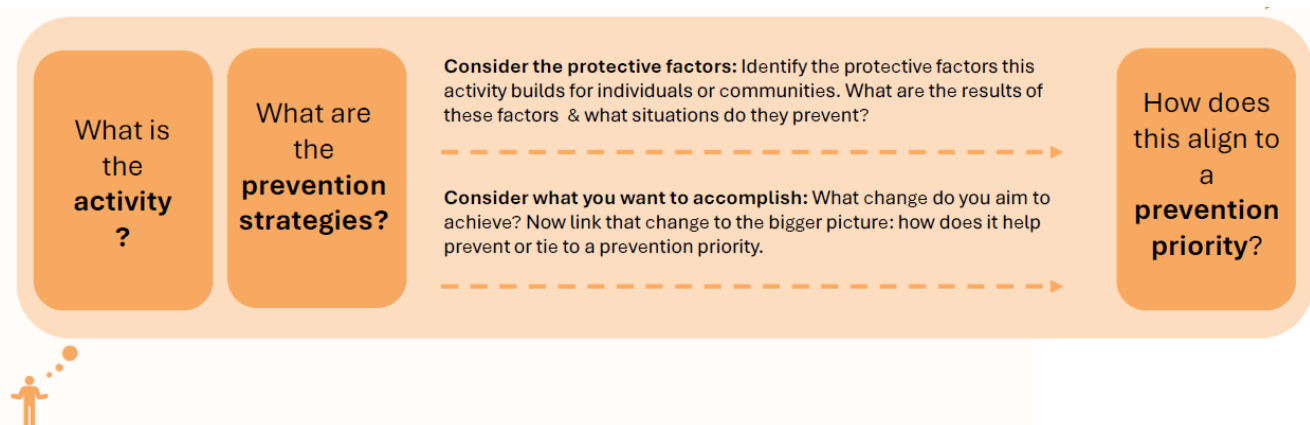


Family and Sexual Violence



Aging Well in Community

The image below provides a pathway to assist you in choosing a prevention priority



Our FCSS annual reporting requires us to survey program participants. This helps the province achieve a more thorough analysis of the impact of FCSS funded programs. We are required to report for programs, community events and community development & capacity building. **Information and Referral interactions do not need to be surveyed.**

There are 3 Survey based measurements FCSS **programs** are required to report on:

1. Ease of Access to FCSS program
2. Expressed Satisfaction with FCSS programs
3. The number who report positive changes after participating in local FCSS programs

You may include additional survey questions in your program/activity survey, however you only need to report the required FCSS questions on your application and yearend report.

Two of the questions are pre-determined and should be asked as stated:

1. Overall, I am satisfied with this program/service.
2. Overall, I found this program/service easy to access.

The other questions about the number who report positive changes after participating in local FCSS programs need to be in relation to the Preventions Strategy you chose.

Please note: More than one question can be chosen to reflect the number who report positive changes, but only one is needed.

You must identify when you are surveying, if it is a pre and post survey or post survey only i.e. only after the activity. Write the prevention strategy your survey question relates to and write in the survey question(s) you will be reporting on.

Appendix B, Section 3 will assist you to identify a question to survey on. You should first identify your prevention strategy, once that is identified you will see there are one or more programming intents. Choose the program intent that best aligns to your program and finally choose a survey question that you will use. For children's programming, you would adapt the wording and survey format to reflect the same intent of the sample questions provided. If reporting on Community Events or Community Development & Capacity Building, please use one of the survey questions from Section 4: Optional Survey Questions from Appendix B.

These survey questions are important to identify at the beginning of your program, so you have adequate time to collect data to report on for the year end reporting information.

Survey questions can be answered using a 5-point Likert agreement scale. Use the style that best fits your audience.

Each survey question can be answered using a 5-point Likert agreement scale.

Standard Likert				
Strongly Disagree	Somewhat Disagree	Neither Agree nor Disagree	Somewhat Agree	Strongly Agree
Using Emojis or Images				
 Strongly Disagree	 Somewhat Disagree	 Neither Agree nor Disagree	 Somewhat Agree	 Strongly Agree
 Strongly Disagree	 Somewhat Disagree	 Neither Agree nor Disagree	 Somewhat Agree	 Strongly Agree
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

Year End Reporting

This information will not be required to report on until January 31, 2027, however you need to be aware of what information to collect over the year.

Participant Count: Participants – accounted for in every engagement. This is anyone who uses or takes part in an FCSS funded activity, service or program; anyone who registers and participates in specific programming; individuals who use drop-in services or attend single session programs

Ex. Two participants register for a program consisting of 5 sessions. Each participant will be counted for each session attended, resulting in a total of ten participants (2 participants x 5 sessions = 10 total participation).

Partnership Count: Community Partnerships are the total count of collaborative working relationships, between FCSS funding programs and other organizations (local non-profits, schools, health services)

Volunteer Count: A volunteer is someone who contributes to the program without receiving ongoing monetary compensation for their time, can include “corporate volunteers” (staff who volunteer to support a program), students who receive school credit or community service hours. Volunteers are reported as a total

Referral Count (if applicable): Referrals are reported as the number of referral interactions, not the number of people or the number of activities taking place within a referral interaction

Please note that: Information Services are not reported – this includes things such as information booths, welcome kits, mail-outs or community directories

Attendee Count (if applicable): Attendees are anyone who attends or takes part in any way in a community event – if no formal registration an estimated number may be submitted

Number of Volunteer Hours : The total number of hours contributed to the program by all of the volunteers

Survey Reporting (See Appendix B for Support with creating and identifying survey questions.)

Note: If you are reporting on Information & Referrals, you do not require survey questions.

If you recall from section 4 you are only required to have a minimum of 3 questions that you need to report on. Two questions are given to you:

1. Overall, I am satisfied with this program/service.
2. Overall, I found this program/service easy to access.

The third question, or questions, if you have more than one that you have identified in the funding application. When reporting please include the corresponding question number from Appendix B.

For each question, fill in how many people completed the survey, how many people had a positive response to the question and what percentage (number of people with positive response/number of people who completed the survey) of the answers that were positive.

NEW: SHARING IMPACT NARRATIVES - OPTIONAL

Impact Narrative: documented outcomes and effects of a program or initiative, showcasing its achievement and contributions at various levels

Please report on the impact of programs, information and referral, community events, community development and capacity building.

If you need more space to share your story, please feel free to submit as an addition to the yearend report.

Continuous Quality Improvement for Year End Report

Provide any information that may be needed if the funds are not fully spent.