FCSS Application Reference Guide

1. **Organization Information**

Provide information about the organization that is applying for FCSS funding.

2. **Program Information**

2.1 Indicate if you have completed needs assessment and any identified needs.

2.2 Partnerships: List any collaborative working relationships, between FCSS funding programs and other organizations. For example, local non-profits, schools, health services.

2.3 FCSS Framework identifies 4 category types. 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. 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.

2.4 Tell us about the difference or change you are hoping your activity makes in your community.

3. **Financial Overview**
   Please include your proposed budget for the activity/activities that you are applying for. This is not your organization's operating budget.
   The actual budget information will be completed when you submit your year-end summary information.

4. Activity Information

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.

4.1 Activity Name – what is the name of your activity

4.2 Activity Description - a brief description of the activity that you are applying for.

4.3 Activity Category – Refer back to what you checked off in section 2.3

4.4, 4.5 Type & Sub-Category – of the 4 activity types, some types are further categorized by types and sub types. Please review each category, type and sub-type carefully to choose which one best suits your application. For a more detailed explanation please see Appendix "A"

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.

a. Mental Health and Promotion
   i. Support/psychoeducational groups
   ii. Short-term counselling
   iii. Awareness & education programs
b. Home Support
   i. At-home supports
   ii. Meal/food delivery
c. Child Development & Caregiver support
   i. Parent/family/caregiver programs
   ii. Early childhood development, preschools and play groups
d. School-aged camps and Drop-in programs
   i. Camps
   ii. Drop-In programs
e. Skill Building Programs
   i. General life skills
   ii. Employability skills
   iii. Financial literacy
   iv. Mentorship & leadership programs
f. Health Relationship Programs
   i. School-aged healthy relationship programs
   ii. Family, gender-based, age-based violence prevention
g. Community Outreach
   i. Community workers
   ii. Outreach workers
   iii. System navigation & other support services
   iv. Family school liaison workers
   v. Outreach centres/programs

h. Group-Based Social Connection/Social Well Being Programming

Information & Referrals: Information & Referrals are activities or services that involve staff or volunteers informing community members about available services or making referrals.

    a. 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.

    b. 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:

    a. Volunteerism
    b. Staff & Board Development
    c. Partnership & Agency Capacity Building
    d. Assessment, Consultation & Evaluation

4.6 Age Categories: Choose the age category of the **intended** or **primary** audience and check off only one.

4.7 Community Group: Choose the community group of the **intended** or **primary** audience, if applicable, and check off only one.

4.8 Choose and write in **one or more prevention strategy or strategies that match your program goals, aims, or objectives**. Organizations 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:

- Promote and encourage active engagement in community
- Foster a sense of belonging
- Promote social inclusion
- Develop and maintain healthy relationships
- Enhance access to social supports
- Develop and strengthen skills that build resilience

4.9 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. Organizations 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 Addictions
- Employment
- Family and Sexual Violence
- Aging Well in Community

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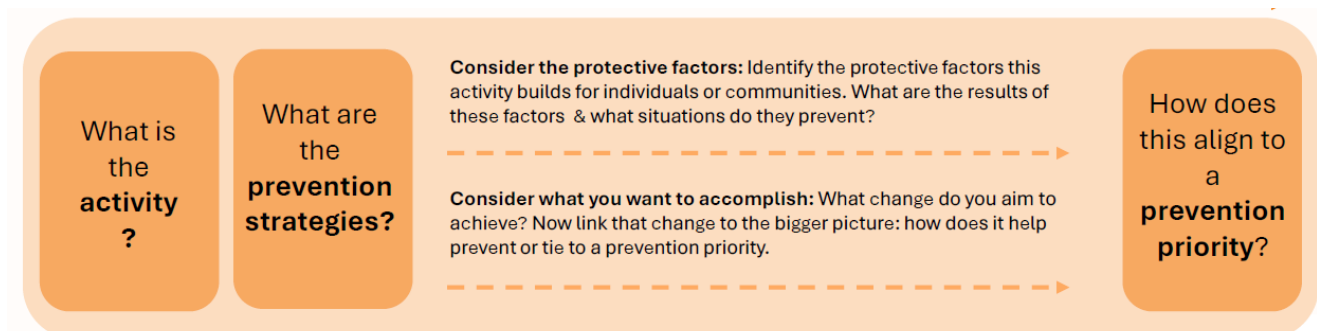
5. Surveying

Our FCSS annual reporting requires us to report on key performance measures. Organizations will collect this information on our behalf through surveying. Providing survey data is required for programs, community events and community development & capacity building. This helps the province achieve a more thorough analysis of the impact of FCSS funded programs.   **Information and Referral interactions do not need to be surveyed.**

There are 3 survey-based measurements FCSS funded programs are required to report on. You may include additional survey questions in your program/activity survey, but you only need to report the required FCSS questions on your application and year-end report.

5.1 Select if you will be surveying both pre and post program or post program only.

5.2 Two of the questions are required to be asked regardless of the type of activity and should be asked as stated (replace *(program/service)* with the name of your activity):

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

Survey results are recorded in the shaded area. For each question, fill in how many people completed the survey, how many people had a positive response to the question and what percentage (# of people with positive response/# people who completed the survey) of the answers that were positive.

5.3 Organizations need to report the number who report positive changes after participating in local FCSS programs.

Please write in the question number and write the question you will be asking.

Example

Survey Question(s)	
5.3 Choose one or more survey questions to report on (see appendix B)	
Question #	Question
6.4	**I have confidence in my parenting skills**

The question needs to be in relation to the Preventions Strategy you chose in section 4.8. Appendix B, Section 3 will assist you to identify a question to survey on. Using the identified prevention strategy, there are one or more program intents. Choose the program intent that best aligns to your program and then choose a survey question that you will use.

Please note: You can choose to ask up to three questions to measure the number who report positive changes, but only one is needed.

Alternatively, if reporting on Community Events or Community Development & Capacity Building you can use one of the survey questions from section 4: Optional Survey Questions from Appendix B instead of the section 3 questions.

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

You may adapt survey questions to be understood by the audience you are surveying. For example, your program is for 5-8 year olds. You may take the survey question "I can resolve conflict peacefully" and re-state is as "I can find ways to solve problems without hitting or yelling". When reporting, write in the survey question asked, but also include the originally worded question.

5.4 Survey Reporting – Survey results are reported in the shaded area. Please write the question number that corresponds to the survey results. For each question, fill in how many people completed the survey, how many people had a positive response to the question and what percentage (# of people with positive response/# people who completed the survey) of the answers that were positive.

6. Year End Reporting Information

This information will not be required to be reported until January 2027, however you need to be aware of what information is needed to collect over the year. Write the required information in the shaded area. The numbers reported in this section are only for the activity you are applying, not for participant numbers unrelated to FCSS funding.

Note: These reported numbers do not have to be reported separately if you have filled out more than one activity and survey data pages. These total numbers can be added together.

6.1 **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).

6.2 **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)

6.3 **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

6.4 **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

6.5 **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

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

6.7 ***NEW*** SHARING IMPACT NARRATIVES - OPTIONAL

This is an opportunity to share outcomes and effects of a program or initiative, showcasing its achievement and contributions at various levels. You can 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 this as an addition to the year-end report.

6.8 Continuous Quality Improvement for Year End Report

Provide information to support if the program you applied for should continue or if any improvements can be made.

If you have any unexpended FCSS funds please write in why they funds were not used and include a plan and timeline for the unexpended funds.