

## **INFORMATION:**

Red Deer & District Family and Community Support Services (FCSS) have developed the *Agency Capacity Building Grant* to support non-profit societies, municipalities and schools that provide preventive social services within this FCSS region.

**The FCSS Region:** This region includes the municipalities of:

- Village of Delburne
- Village of Elnora
- Town of Bowden
- Town of Penhold
- Red Deer County
- City of Red Deer

**The Budget:** Each year, dollars for this program are provided by re-investing FCSS funds that were leftover in the previous year's budget allocation. Available funds can range from \$0 to \$30,000 annually.

Applications will be considered, on a first come, first served basis, until the budgeted funds are exhausted for the year.

Grants are one-time in nature.

**The Purpose:** The Agency Capacity Building grant is intended to provide support to strengthen and "build capacity" within applicant organizations. To accomplish this, this funding may be used for professional development of staff or board members, strategic planning, or research.

One-time projects that build sustainable capacity in your organization will be considered.

**Eligibility:** Applicant organizations must provide services that align with the FCSS mandate of enhancing social well-being for individuals, families, and community. Please refer to the FCSS Handbook when deciding if your project is eligible for funding.

<http://humanservices.alberta.ca/documents/FCSS-Program-Handbook.pdf>

Previous approved projects can be viewed on the Red Deer & District FCSS website.

<http://www.reddeer.ca/about-red-deer/social-well-being-and-community-initiatives/family-and-community-support-services/>

**Ineligibility:** Agency Capacity Building funds are NOT intended to fund projects that directly serve clients.

As per the *Family and Community Support Services Regulations, Chapter 5: Allocation of Funds*: Projects will NOT be funded where duplicate services are ordinarily provided by a government or government agency.

Projects will NOT be funded "after-the-fact". In other words, applications will not be accepted for projects that have already been completed or are underway.

Because the grant is designed to be "one-time" in nature, projects requiring ongoing funding will not be considered.

**The Process:** Each application is reviewed on a case-by-case basis.

There is no application deadline. However, applicants need to apply at least four weeks in advance of requiring funds.

Please note: if you are applying to attend a professional development event with a timeline that is shorter than four weeks, the Social Planning Department or Red Deer & District FCSS can not be held responsible if the grant application is not considered by the event date.

To apply, simply complete this form and return it by:

- 1) E-mail: [fcss@reddeer.ca](mailto:fcss@reddeer.ca) (**preferred method**); or
- 2) Fax: Social Planning Department - fax (403) 342-8222

**Reimbursement and Reporting:** The Agency Capacity Building Grant is funded on a reimbursement basis within the calendar year. Your agency will be reimbursed up to the specified grant amount, and any costs exceeding this amount will be the responsibility of your agency. Reimbursement is subject to the submission of copies of your receipts, and a written summary of the project including the following questions answered:

- How will this project benefit your agency?
- How will this impact service delivery within Central Alberta?
- Please provide any other noteworthy outcomes.



# Red Deer & District FCSS AGENCY CAPACITY BUILDING GRANT

## Information and Application Form

### APPLICATION FORM:

1. Applicant/Organization Name (as formally registered with Societies Act, or as a municipality, or school board):

2. Project Name

3. Contact Name (one name only):

Position Title:

Telephone:

Email Address:

4. Banker's Contact information: (if successful in funding, address where cheque should be sent):

Name:

Mailing Address:

Town or City:

Postal Code:

5. Please describe, in some detail, the mandate and nature of your organization and how it aligns with the FCSS Mandate:

6. How will this project/activity build capacity in your organization?

7. In which partner municipality will the project operate?

8. Please provide a budget for the project/activity.

<b>Project Budget:</b>		
<b>Revenue:</b>		
Agency Capacity Building Grant (amount being requested)		
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
<b>Total Revenue</b>	\$	<input type="text"/>
<b>Expenses:</b>		
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
<b>Total Expenses</b>	\$	<input type="text"/>
<b>Revenue minus Expenses*</b>		\$ <input type="text"/>

*\* Project Revenue and Expenses should net to zero.*

9. Which FCSS Outcome will this project help achieve? Check all that apply.

- Individuals experience personal well-being
- Individuals are connected with others
- Children and youth develop positively
- Healthily functioning within families
- Families have social supports
- The community is connected and engaged
- Community social issues are identified and addressed



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10. What outcome does your agency have for this project?

11. If this project is set to run at a certain time, when is it scheduled to occur?

12. Are there any other sensitive timelines associated with this project (i.e. discounts, other funding, etc.)?

13. Signature of Executive Director, Board Chairman, or Signing Authority for Organization:

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date of Submission: \_\_\_\_\_



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**AGENCY CAPACITY BUILDING GRANT**

**Information and Application Form**

<b>Office Use Only:</b>	
Agency:	
Project:	
Approved amount of funding:	
Date applicant contacted:	
By whom:	
<b>Signing Authority:</b>	
Name:	
Title:	