FAQ Guidebook

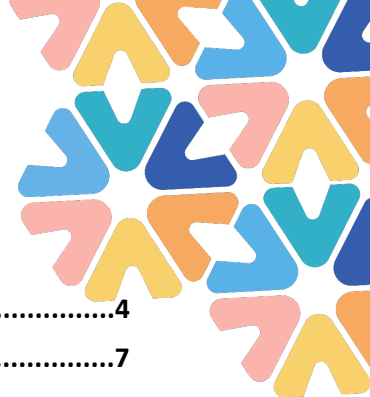**Grasslands Regional FCSS**

Grant Funding Applications and Reporting Guidebook

Update June 12, 2025

Table of Contents

Definitions

The definitions in this section are derived from the FCSS Act, Regulation, the Accountability Framework, and insights gathered through participatory engagement with FCSS stakeholders.

Civil Society

Civil society includes non-profit and voluntary organizations, registered charities, informal groups or movements pursuing shared interests or values, and private-sector organizations and individuals pursuing social good.
(Family and Community Support Services Accountability Framework, 2022)

Community Partnership

Collaborative working relationships, either formal (i.e., written) or informal. These partnerships may focus on a shared vision, aligning efforts, sharing resources, and enhancing community capacity. They go beyond information sharing and funding to include joint programming, co-hosted events, and shared service delivery.
(Engagement Process, 2024)

Key Performance Measures

In the context of FCSS, Key Performance Measures (KPMs) serve as indicators that reflect progress towards the intended outcomes as established in the FCSS Accountability Framework.

(Engagement Process, 2024)

Objectives

In the FCSS context, there are five (5) overarching objectives for the FCSS program, as outlined in the FCSS Accountability Framework. These program objectives align with, and create a link between, the definition of prevention, provincial prevention priorities and strategies.

(FCSS Accountability Framework; Engagement Process, 2024)

Outcomes

Outcomes are changes that can be expected to take place as a result of a program's activities. Outcomes may be at individual, family, or community levels. In the FCSS context, immediate, intermediate, and long-term outcomes link to Objectives. The Outcomes describe the expected changes in development of protective factors, increased connection, meeting community needs, accessibility, appropriateness, and partnership development. FCSS Outcomes are measured through utilizing survey questions from the FCSS Questions Catalogue.
(Engagement Process, 2024)

Participant

A participant is an individual who engages in an FCSS program or community event. In a program context, this includes anyone who formally or informally benefits from an FCSS activity, service, or program, such as service recipients, registrants, and drop-in users. In a community event context, a participant is any individual who attends or engages with the event, commonly referred to as attendees.
(Engagement Process, 2024)

Positive Change

Refers to a measurable improvement in participant responses on pre/post survey questions in the desired improvement of a self-reported reflection of improvement in a single survey question assessing change since participation.

(Engagement Process, 2024)

Prevention

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.

(Family and Community Support Services Accountability Framework, 2022)

Prevention Strategies

Approaches that local FCSS programs can implement to strengthen protective factors for individuals, families, and communities. These strategies can be customized to meet the specific needs of each community. When effectively utilized, the Prevention Strategies contribute to addressing the Provincial Prevention Priorities.

(Engagement Process, 2024)

Primary Prevention

Primary prevention focuses on the general population or on subsets of the population who may be at higher risk, with the intent of promoting protective factors in the physical or social environment.

(Family and Community Support Services Accountability Framework, 2022)

Program

"Program" means any FCSS funded activity.

Protective Factors

Factors that prevent or mitigate the effects of exposure to risk factors and stressful life events.

(Family and Community Support Services Accountability Framework, 2022)

Provincial Prevention Priorities

Within the context of FCSS, "Prevention Priorities" identify five significant social issues impacting Albertans. These priorities provide essential guidance for local FCSS programs as they develop community initiatives with a focus on prevention.

(Engagement Process, 2024)

Secondary Prevention

Secondary prevention focuses on specific groups or at-risk populations to address issues at an early stage.

(Family and Community Support Services Accountability Framework, 2022)

Service Area

The Grasslands Regional FCSS Service area consists of the City of Brooks, County of Newell, Village of Rosemary and Village of Duchess. For inquiries outside of the Service Area refer to the FCSS Program operating within that area. A list of FCSS Programs can be found here.

Survey Question

Are structured inquiries used to gather participant insights and assess program impact. In the context of FCSS, they play a key role in tracking three Key Performance Measures (KPMs) by measuring changes in knowledges, behaviours or experiences.
(Engagement Process, 2024)

Tertiary Prevention

Tertiary prevention focuses on addressing immediate needs with the intent to prevent long-term impacts. This includes services that can be viewed as responding to an occurring crisis to prevent long term impact, rather than providing prevention services before any type of crisis occurs. These types of programs fall outside of the FCSS mandate.
(Family and Community Support Services Accountability Framework, 2022)

Volunteer

A "Volunteer" is someone who contributes to the program without receiving ongoing monetary compensation for their time. Students who are receiving a school credit or community service hours for their time are included as volunteers. Community organization employees who dedicate time above and beyond their paid roles, including 'corporate volunteers' (e.g., municipality staff who volunteer to support a program) count as volunteers.
(Engagement Process, 2024)

Grasslands Regional FCSS Overview

What is FCSS and where does the funding come from?

FCSS stands for Family and Community Support Services (FCSS) program. The FCSS Program is a funding partnership between the Provincial Government and local municipalities or Metis Settlements. Participating municipalities and Metis Settlements are responsible for allocating the joint FCSS funding within their service area. Funding may be used to deliver eligible preventative social programs and services through direct programming or grant funding.

FCSS programs must align with the FCSS Mandate found within the FCSS Act and Regulation.

Grasslands Regional FCSS is comprised of the following municipalities:
- County of Newell
- City of Brooks
- Village of Duchess
- Village of Rosemary.

How are members of the FCSS Board selected?

Members of the Grasslands Regional FCSS Board represent the service areas City of Brooks, County of Newell, Village of Duchess and Village of Rosemary. Each of the service areas has 2 representatives on the FCSS Board of Directors, comprised of 1 Municipal Councilor and 1 Member at Large.

What types of programs does FCSS support with Grant Funding?

FCSS supports prevention based social programs offered by Civil Societies providing programming within the local Service Area. For program examples, please refer to the FCSS Program Handbook – Program Advise Inventory, the reference material begins on page 46 of the document. This list is not exhaustive.

Who can I contact with questions?

All information related to the EOI and application process can be directed to Victoria at 403-362-4549 or victoria@grasslandsregionalfcss.com

What type of funding is available to apply for?

Grasslands Regional FCSS offered two different streams of funding: Core Grant Funding and Micro-Grant Funding.

Core Grant Funding opportunities have an open intake for applications once per year. The 2026 intake for Core Grant Funding will be from June 15th – August 15th, 2025. Grant Funding supports programs or programs requiring over $5,000 in funding. Programs can be up to 1 year in length. Core Grant funding is only available to agencies operating on a not-for-profit basis. Multi-year funding agreements are not available.

Micro-Grant Funding opportunities are open for application at any time throughout the year. Micro-Grants support programs or programs requiring less than $5,000 in funding. Agencies can receive a maximum of $5,000 in funding during the year, this can be allocated to one program or split between several small programs. Core funding recipient agencies can apply for a maximum of $2,500 in micro-grant funding each year.

Micro-Grant Funding applications will prioritize applications from not-for-profit entities but will be accepted from for-profit groups that provide a program or service that aligns with the FCSS mandate. Micro-Grant Funding will not be available to municipalities.

Micro-Grant requests for collaborative programs with three or fewer partnering agencies shall be equally deducted from each agency's allowable annual funding. For collaborative programs with four or more partnering agencies, funding allocations will be determined on a program-by-program basis and will not impact each agency's annual funding.

What types of programs are ineligible for funding?

Programs and services not eligible for funding through Grasslands Regional FCSS Include:
- Capital expenditures including: vehicles, construction, purchase or upgrades to any buildings/structures
- programs that are recreation or leisure based
- rehabilitative programs
- services already being provided through a government agency
- direct assistance, such as money, food, clothing or shelter to sustain individuals or families
- programs offered by a for-profit group
- retro-active applications for funds
- servicels based around supporting individuals from a specific religious groups, race or political background

What if our organization and programs don't align with the FCSS mandates?

If your organization and program does not align with the FCSS mandate and priorities, please do not submit an Expression of Interest (EOI). FCSS does not expect organizations to adapt and change their mission, vision, mandate or programs to align with current priorities.

Application FAQs

What is the process to apply for Core Grant funding?

Applying for Core Grant Funding is a 3-step process.

Step 1

To apply for Core Grant Funding you will first be required to submit an Expression of Interest (EOI) for your program. The EOI for Core Grant Funding opportunities in 2026 opens on June 15th and close on August 15th.

The EOI provides:
- Opportunity to give a brief overview of your organization and demonstrate how your proposed program aligns with the overall goals and objectives of FCSS; and
- Grasslands Regional FCSS with information to determine whether your organization and program meet the eligibility requirements.

The EOI review process takes up to 7 days, if your EOI is deemed eligible you will be invited to move to Step 2 of the application process.

Step 2

Following the assessment of the EOI, organizations meeting requirements will be invited to submit a detailed application for Core Grant Funding. Core Grant Funding applications are accepted until September 8th. Being invited to complete the application does not guarantee funding.

The application requires all groups to outline the following:
- A Program summary.
- A detailed budget that includes all revenue sources, the amount of FCSS funding requested, and anticipated expenses. You must provide both an overall program budget (showing all revenue and expenses) and a breakdown of how the requested FCSS funds will be specifically allocated within that budget.
- What FCSS Prevention Strategy, Prevention Priority, Activity Category, and FCSS Outcomes Questions the program aligns with.

Should you require assistance completing the application please contact the FCSS Director for guidance. Incomplete or late submissions will not be considered.

Please note there is no maximum amount of funding that can be requested by one group. When you are applying for funding, you should request the amount of program funding you would like FCSS to support. If you have other funding sources you should take that into consideration as well, funding applications may be partially funded.

Step 3

All applicants are required to complete a presentation of their application to the FCSS Board of Directors. Presentations will be completed on September 20th. If applicants are not able to attend the presentation their application for Core Funding will not be considered. The option to attend virtually will be made available to groups if required. Presentation timeslots are allocated on a first come first serve basis, you can book your time slot as soon as your EOI has been approved.

The presentations are 30- minutes in length, allowing 20-minutes for applicants to showcase their program and 10 minutes for the FCSS Board of Directors to ask questions of the applicant. All applications are approved or denied at the discretion of the FCSS Board of Directors.

What is the Process to apply for Micro-Grant funding?

Applying for Micro-Grant Funding is a 2-step process.

The applications for Micro-Grant funds are accepted at any time during the year while funding remains available. Once the budgeted funds for the year have been allocated no new applications will be accepted until the 2027 funding intake. The process of applying for a Micro-Grant can take up to 60 days. It is imperative that you begin your application with ample time to meet the time restrictions as programs cannot be retroactively funded.

Step 1

To apply for Micro-Grant Funding you will first be required to submit an Expression of Interest (EOI) for your program. The EOI review process takes up to 15 days, if your EOI is deemed eligible you will be invited to move to Step 2 of the application process.

Step 2

Following the assessment of the EOI, organizations meeting requirements will be invited to submit a detailed application for Micro-Grant Funding. Being invited to complete the application does not guarantee funding.

The application requires all groups to outline the following:
- A program summary
- A detailed budget, including all revenue sources, amounts of FCSS requested funds and expected expenses

Should you require assistance completing the application please contact the FCSS Director for guidance. Approved applications will be required to meet with the FCSS Director to determine what Outcomes Survey Questions will be utilized for the program before any funding can be distributed.

Can an organization who has not previously received funding submit and EOI?

Yes, this is an open process. All organizations and programs that meet the eligibility criteria and demonstrate alignment to the FCSS Program priorities will be considered through this process.

Can a program applying for FCSS funding be run as an inter-agency or multi organization effort?

Yes, programs run as part of an interagency effort are welcome to submit an EOI. The EOI must indicate what agency would act as the banker for the fund distribution.

Micro-Grant Funding requests for collaborative programs with three or fewer partnering agencies shall be equally deducted from each agency's allowable annual funding. For collaborative programs with four or more partnering agencies, funding allocations will be determined on a program-by-program basis and will not impact each agency's annual funding.

Can a program have more than one source of funding?

Yes, FCSS recognizes that programs can be made up of different parts that are more appropriately funded by different funders, or may require multiple funders for financial sustainability.

Do current funded programs need to submit an EOI to receive funding for the next term?

Yes, an EOI needs to be submitted for all currently funded programs should they wish to apply for funding again.

Can I submit an EOI for more than one program?

Yes, you may submit an EOI for any of the programs that you offer that align with the priorities and mandate of FCSS. If applying for micro-grant funding there will be a maximum yearly funding cap of $5,000 per agency, unless the agency receives core funding for any programs then the yearly maximum will be $2,500.

How are applications evaluated?

All programs are approved at the discretion of the FCSS Board of Directors. Factors considered during the review process include:

- Delivers a clear comprehensive project design (how will it achieve its goals).
- Demonstrates that this project is meeting a community need.
- Project 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 Prevention Strategies and Priorities.
- The expected outcome or the program is clearly outlined
- The 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).

When will my group be advised of the outcomes of my EOI or application?

Grasslands Regional FCSS is committed to reviewing the EOI with 15 days of submission and letting organizations know the status of their request immediately after this time frame.

For organizations that are invited to submit a Core Funding application, FCSS is committed to informing the applicants of the outcome of their application by October of each year.

For organizations that are invited to submit a Micro-Grant application, FCSS is committed to informing the applicants of their application within 45 days from the date of their application being received

If my program is approved for funding when will funding begin?

For approved Core Funding Grants funds will be distributed on a quarterly basis beginning January 1st of each year, unless otherwise specified in the funding agreement.

Programs and projects approved for Micro-Grant funding will receive a one-time payment within 14 days of their Funding Agreement being signed.

What happens after my program is approved to receive FCSS Grant Funds?

All programs and projects approved for funding will be required to sign a Funding Agreement. The Agreement must be signed, and all conditions must be met before any funding can be distributed to the organization. All approved applicants must recognize FCSS as a sponsor for their program.

What are the Provincial Prevention Strategies?

Provincial Prevention Strategies are the things FCSS programs can do to **enhance protective factors.** All FCSS funded programs must align with a minimum of 1 Prevention Strategy**.**

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

What are the current FCSS Program Objectives?

Program objectives help create a link between how we define prevention, the provincial strategies and priorities. These objectives help define the immediate, intermediate and long-term outcomes and FCSS Program is intended to have. The 5 objectives are:

Objective 1: Programming enhances the protective factors of individuals, families and communities in relation to the provincial prevention priorities

Objective 2: Programming strategically connects Albertans to address provincial prevention priorities

Objective 3: Programming reflects community demographics and needs

Objective 4: Programming is accessible, appropriate, and designed to serve Albertans across their lifespan

Objective 5: Programming fosters connectivity in participating communities

Please keep these objectives in mind when applying for funding.
You are not required to select a specific objective, as all funded programs should reflect elements from each of the five. A guide outlining the Immediate, Intermediate, and Long-Term Outcomes is provided on the following page.

Program Objectives	Immediate Outcomes	Intermediate Outcomes	Long-term Outcomes
FCSS programming enhances the protective factors of individuals, families and communities related to provincial prevention priorities	Albertans are aware of FCSS programming in their communities → Albertans participate in FCSS programming in their communities	Albertans develop skills to build resilience → Albertans apply skills to build their resilience	Albertans have protective factors in place that enhance their resilience

FCSS programming contributes to improvement in community-level social indicators |
| **FCSS programming strategically connects Albertans to address provincial prevention priorities** | Local FCSS programs are aware of services and supports in their communities | Local FCSS programs strategically connect Albertans to services and supports that meet their needs | |
| **FCSS programming reflects community demographics and needs** | Local FCSS programs are aware of their demographics and needs | Local FCSS programs design, deliver and/or fund programs that align with their demographics and needs | Local demographics and needs are addressed by the FCSS program |
| **FCSS programming is accessible, appropriate and designed to serve Albertans across their lifespan** | Local FCSS programs understand evidence-informed promising practices to support Albertans' access | Local FCSS programs design, deliver and/or fund programs that align with evidence-informed promising practices | FCSS programming is accessible to the populations being served

FCSS programming is appropriate for the populations being served |
| **FCSS programming fosters connectivity in participating communities** | Local FCSS programs are aware of existing and potential connections to community groups, organizations, volunteers and other communities | Local FCSS programs leverage formal and informal relationships with and between community groups, organizations, volunteers and other communities

Local FCSS programs create formal and informal relationships with and between community groups, organizations, volunteers and other communities | Albertans are supported by social networks within their communities |

What are the Provincial Prevention Priorities and how do current priorities apply to funded programs?

The Provincial Prevention Priorities are set by the Government of Alberta and reflect the most pressing issues currently affecting Albertans. These priorities may change over time as community needs evolve.

All FCSS-funded programs must support one of these priorities by strengthening protective factors and using a primary or secondary prevention approach.

The five current priorities with examples of how FCSS Programs could aid in enhancing protective factors for each can be found below:

Homelessness and Housing Insecurity

- *Primary:* Provide financial literacy programs, tenant education, and life skills training to help individuals maintain stable housing.
- *Secondary:* Offer navigation support for those at risk of eviction or housing insecurity, connecting them to local resources and emergency supports early.

Mental Health and Addictions

- *Primary:* Promote emotional wellness through school-based programs, community connection initiatives, and stress management workshops.
- *Secondary:* Provide early intervention supports such as group counseling, peer support networks, and referrals for individuals showing signs of mental distress.

Employment

- *Primary:* Deliver job readiness programs, budgeting workshops, and youth career exploration sessions to build skills before unemployment becomes an issue.
- *Secondary:* Support recently unemployed individuals through employment navigation services, skill-building courses, and short-term crisis supports.

Family and Sexual Violence

- *Primary:* Offer relationship skills programs, parenting support, and public education campaigns to prevent violence and promote healthy connections.
- *Secondary:* Provide safe spaces, early intervention counseling, and referrals for individuals experiencing or at risk of family or sexual violence.

Aging Well in Community

- *Primary:* Organize wellness checks and social engagement programs to prevent isolation and decline among seniors.
- *Secondary:* Support early access to in-home supports, caregiver education, and system navigation to reduce premature reliance on long-term care.

What are the FCSS Outcome Measures and Survey Questions?

Outcomes Measures are the formal tool used by FCSS programs across the province to ensure that all FCSS funded and delivered programs align with provincial FCSS mandates. All outcomes align with one or more of the 6 Prevention Strategies.

All programs and projects funded through Grasslands Regional FCSS are required to report on Outcomes Measures. Micro-Grant recipients must report on a minimum of 1 Outcome Measure Survey Question along with the 2 KPI Measures questions outlining program satisfaction and ease of access. Core Grant Funding recipients must report on a minimum of 2 Outcome Measures Survey Questions along with the 2 KPI Measures questions outlining program satisfaction and ease of access.

Micro-Grant recipients will work with the FCSS Director to develop the Outcome Measure appropriate for their program before any funding can be released.

Core Grant Funding recipients will be required to outline which Outcome Measures will be utilized in their application. Should applicants require assistance with determining the appropriate Outcome Measures to utilize they will need to contact the FCSS Director to discuss this prior to submitting their application.

To receive 2026 Core Funding all approved programs will be required to attend an in-person training session with the FCSS Director to ensure understanding of the new reporting requirements.

What are the Activity Categories?

Activity Categories are used to define what type of service you are providing. They are broken into 4 categories, each category has different reporting guidelines, and some categories have sub-categories to help describe the service being provided better. Below is a flowchart outlining the categories and more detailed descriptions can be found on the following pages.
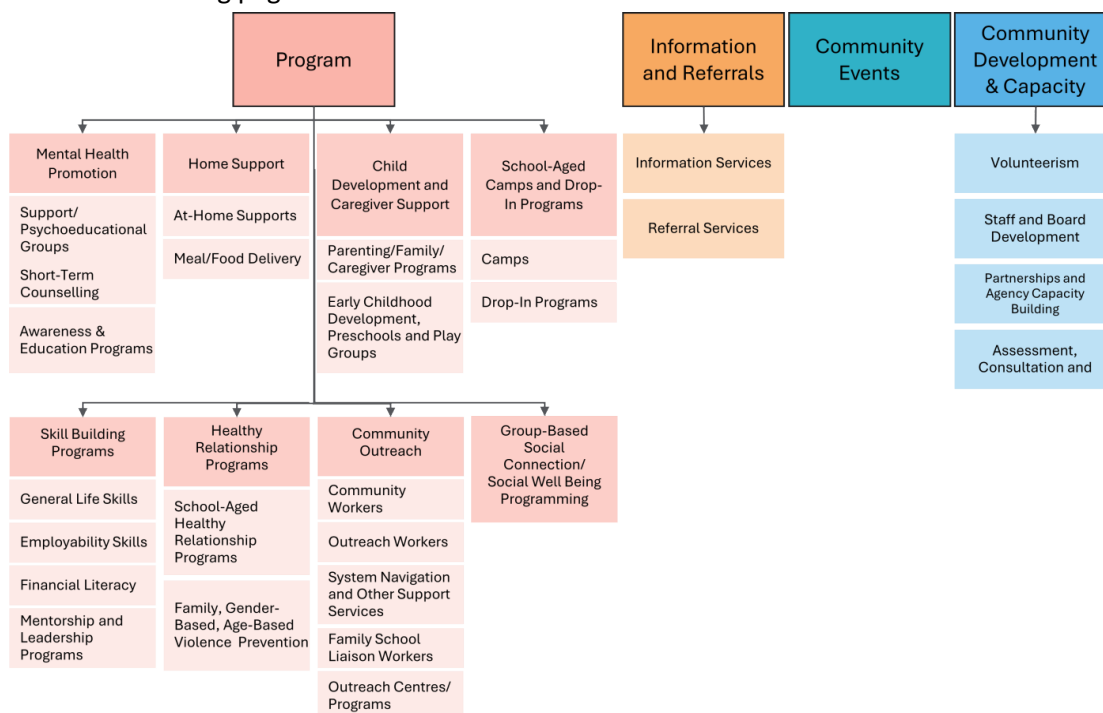
Programs

Overview: A "Program" is a service offering intended to support community members as participants. Programs can further be categorized by Program Types and Subtypes. Participation is typically recurrent or ongoing, where participants attend more than once.

Type	Preventive focus	Sub Type	Description & Examples
Mental Health Promotion	Programs that promote mental health, educate and raise awareness about mental health and addiction topics, and build coping skills among individuals and families. *Note: Mental Health Support from a Family Liaison is included in Community Outreach.*	Support/ Psychoeducational Groups	Facilitated support groups designed to strengthen individuals' capacity to navigate life's challenges and their unique lived experiences. Examples: • Grief/loss groups • 2SLGBTQQIA+ groups • Caregiver support groups • Psycho educational groups (group-based art therapy, equine therapy, music therapy)
		Counselling Services	Short-term supportive counseling, typically 6-8 sessions for individuals, couples, and families, with a general focus on building resilience and developing strategies to manage challenges, including family conflict mediation. Modalities may include: • Individual or family art, music, or equine therapy • Anger management • Marriage counselling
		Awareness & Education Programs	Workshops and seminars aimed to educate individuals, families, and the community on various mental health topics, targeting either the general public or specific groups. Examples of topics may include: • Addiction issues • Suicide prevention • Drug and alcohol use • Anxiety management
Home Support	Programs designed to assist individuals in remaining in their homes, thereby preventing social isolation and reducing the necessity for higher levels of care. These programs offer preventive, non-medical home support and companionship to community members in their residences, including seniors and individuals with disabilities.	At Home Supports	Programs that help individuals live independently and remain in their homes longer. Examples: • Light housekeeping • Minor home maintenance • Snow removal • Lawn maintenance • In-home or telephone companionship • Emergency/medical alert systems
		Meal/Food Delivery	Meal and food delivery programs designed to assist individuals who may need support in accessing food and essential meals. Examples: • Volunteer and coordination support for meal delivery programs • Delivery of food from food banks

Programs Continued

Type	Preventive focus	Sub Type	Description & Examples
Child Development and Caregiver Support	Programming designed to support the wellbeing and capacity of families through programs/activities for children, youth, and their caregivers or parents.	Parenting/ Family/ Caregiver Programs	Programs that offer parents education, resources, and support to foster positive parenting practices. Activities may be designed for parents and caregivers alone or for parents and caregivers alongside their children and youth. Examples: • Healthy routines and parenting resilience program • Child development education sessions
		Early Childhood Development, Preschools and Play Groups	Programs designed to enhance the social and emotional development of preschool-aged children. Activities may involve children exclusively or include parents and caregivers alongside children. The primary emphasis of the program is on fostering the child's social development. Examples : • Drop-in children's groups • Registered children's group
School-aged Camps and Drop-in Programs	Programs intended to help children and youth develop confidence, build social or life skills, develop relationships, or social responsibility.	Camps	Camps are programs that are typically offered during specific times of the year, such as summer, spring break, and fall. The primary objective of camps is to foster confidence, social skills, life skills, and social responsibility. They usually operate for a full day or span multiple days. Examples: • Youth summer camps • Spring break camps • Cultural camps
		Drop-In Programs	Drop-In Programs offer opportunities for school-aged participants to build relationships and skills or develop confidence, typically in a group setting, without having to register ahead of time. Examples • Before/after school drop in programs • Youth drop-in programs

Programs Continued

Type	Preventive focus	Sub Type	Description & Examples
Skill Building Programs	Programs that help participants build life skills to develop their independence and resilience, adopt healthy lifestyles, and build protective factors.	General Life Skills	Programs that assist participants in developing essential life skills. Examples: • Babysitting programs • Home Alone programs • Digital and technology use/safety programs • Workshops offering general information, self-improvement opportunities, and skill-building initiatives that support independence and resilience
		Employability Skills	Programs that assist participants in gaining employability skills: Examples: • Entrepreneurship education • Confidence and self-advocacy programs • Soft skills development programs
		Financial Literacy	Programs designed to assist participants in developing financial literacy skills and competencies. Examples: • Financial employment programs • Budgeting skills programs • Fraud prevention programs
		Mentorship and Leadership Programs	Programs that provide participants with opportunities to develop leadership skills and access mentorship. Examples: • Youth councils • Intergenerational programs • Youth leadership conferences
Health Relationship Programs	Programs that educate, raise awareness, build social skills and protective factors to prevent violence and encourage constructive interpersonal relationships in the community *Note: marriage counselling and anger management is under Mental Health Promotion*	Family, Gender-Based or Age-Based Violence Prevention	Programs to prevent gender-based violence, elder abuse, family violence, and other relationships violence. Examples: • Seniors' Healthy relationship programs • Boundaries Programs
		School-Aged Healthy Relationship Programs	Programs aimed at promoting healthy relationships and mitigating negative interactions among school-aged children. Example: • Anti-bullying programs

Type	Preventive focus	Sub Type	Description & Examples
Community Outreach Programming	Proactive support and assistance offered to individuals or families. This may involve aiding individuals or families in developing their social networks, enhancing their resilience, accessing and navigating available support and resources, or building social and life skills.	Community Workers	Provide a variety of preventative support services, particularly in small communities. They serve a broad audience rather than a specific population and may deliver programs and services at multiple locations throughout the community. Examples of the supports provided may include: • Social well-being assistance • Home support programs • Resource navigation services • Community program support
		Outreach Workers	Engage with specific groups or at-risk populations. These programs often involve multiple interactions with the same individual and may foster an ongoing supportive relationship with clients. Examples of titles for this type of program may include: • Outreach Worker • Community Support Worker • Community Resource Navigator • Senior Coordinator • Case Manager • Liaison Worker • Cultural Navigator
		System Navigation and Other Support Services	Assist individuals in accessing various services or supports. These engagements usually involve either one-time interactions or a brief series of contacts. Examples of such assistance include: • Navigation support for accessing benefits and services • Assistance with completing forms • Volunteer income tax programs • Support for individuals who may require more in-depth assistance than what a standard "referral" offers, but are not supported by an "outreach worker"
		Family School Liaison Workers	Facilitate the relationship between the home, school environment and community organizations supporting student achievement and capacity building. Example: • Family School Wellness Program
		Outreach Centres and Programs	Initiatives that operate from designated locations, providing support to at-risk individuals to enhance their stability and capacity.
Group-Based Social Connection/ Social Well Being Programming	Build relationships and support networks, foster a sense of belonging, and prevent social isolation.	**N/A**	These initiatives are typically group-based programs that foster social connections and promote overall wellbeing. Examples: • Social connection programs • Newcomers' programs • Peer groups • Community garden programs • Community kitchen programs • Movement classes for social connection • Elder gatherings

Information and Referrals

Overview: "Information & Referrals" are activities or services that involve staff or volunteers informing community members about available services or making referrals. Interactions for information and referrals are generally transactional, one-time interactions.

NOTES:
- The purpose of this section is to capture the interactions that local FCSS programs have with Albertans that are not participating in a Program, including walk-ins and telephone calls.
- Referrals that are provided as part of a program do not need to be reported in this section.

Type	Description
Information Services	Information Services refers to the provision of information by staff or volunteers to community members regarding local programs and services. This may involve costs associated with printing, maintaining online materials, or supplying items such as welcome kits. These interactions are generally one-time occurrences or mail-outs that do not involve ongoing support. Examples of Information Services include: • Operating a booth or venue at non-FCSS events to distribute brochures and inform the community about local programs and services • Conducting community mail-outs that provide information on FCSS programs and services • Maintaining community directories • Distributing welcome kits to new residents • Providing pamphlets • Conducting mail-outs with information about local programs and services *Please note that in reporting, you will not be required to specify the number of times information was provided.*
Referral Services	Referral services are interactions where 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. Examples include: • In-person referrals • Referrals over the phone • Indirect referral services through 211 funding *Please note, when reporting you will be required to report how many referral interactions were provided.*

Community Events

A **Community Event** is an organized occurrence that promotes 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"

Some examples include:
- Community Connection Cinema (Movie in the park)
- Stronger Together: Celebrating and Connecting Seniors (Seniors' Week events)
- Neighbours Connected (Neighbourhood block party)

Community Development and 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.

Type	Description
Volunteerism	Actions and initiatives that enhance the capacity for volunteerism and acknowledge the contributions of volunteers to local FCSS programs. Examples: • Volunteer training • Volunteer recognition • Volunteer development
Staff and Board Development	Activities and actions that build the skills and capacities of FCSS staff members and boards. Examples: • Leadership programs • Training • Conferences
Partnership and Agency Capacity Building	Any inter-agency work aimed at fostering the development of stronger communities. This encompasses initiatives such as capacity building in other organizations, partnership development, and providing funding for capacity building efforts. This also includes participation on boards and committees. Examples: • Interagency tables or networks
Assessment, Consultation and Evaluation	These efforts aim to gain a deeper understanding of community/organizational needs and to plan appropriate interventions and evaluate progress. Includes internal FCSS activities & related community consultations. Examples: • Community consultations • Strategic planning • Social planning • Community needs assessments • Program evaluations

Reporting FAQs

What are the reporting requirements for Funded Programs?

Applicants approved for Core Grant funding are required to submit a Mid-Year Report by July 31 of each year and an Annual Report by January 31 of the year following their funding term.

Applicants approved for Micro-Grant funding are required to submit Report within 30 days of the completion of their project.

All reports must be submitted electronically, handwritten reports will not be accepted.

The reports will detail the following:
- Outcomes Measures Survey Question Results
- A total budget for the program including all revenue, expenses and a detailed breakdown of how FCSS were utilized
- Demographics or clientele
- Number of clients served as well as service interactions where applicable
- Details around the utilization of volunteers
- The number of referrals made by your program
- The total community partnerships required to operate your program
- Success Stories or Testimonials
- Photos of your program, these must be submitted as individual files in JPG or PNG format. If confidentiality is a concern, please submit photos of staff or the program space.

Selecting a program age category.

You will select one of more of the following age category descriptions
- All ages (no specific target)
- *Children (<12)*
- Youth (12-17)
- Children and Youth (<18)
- Adults (18+)
- Seniors, as defined by your program
- Child or Youth and Caregiver
- Child or Youth and Senior

Selecting a Community Group.

For the activity categories of "Community Events" and "Programs," FCSS-funded initiatives must select a primary community group that best represents the intended audience. While many programs may serve multiple groups, please select "No specific community group" unless your program is specifically designed for a particular demographic.

- No specific community group
- Indigenous peoples
- 2SLGBTQQIA+ people
- Newcomers
- People with disabilities
- Racialized people
- Language minority groups
- Women/girls
- Men/boys

Counting volunteers

All funded programs must track the number of volunteers involved and the total hours contributed by each individual. A list of all volunteers, including their first and last names and the corresponding hours for each person, must be submitted.

The following types of volunteer contributions should be tracked
- Someone who contributes to the program without receiving ongoing monetary compensation for their time.
- Students who are receiving school credit or community service hours for their time.
- Community organization employees who dedicate time above and beyond their paid roles, including 'corporate volunteers' (e.g., municipality staff who volunteer to support a program).

Counting participants for programs

All funded services falling within the programs category will be required to submit a total number of unique clients served for the year in addition to the total number of client participation you had throughout the year.

Unique clients are only counted one time no matter how many times they access and FCSS program.

The total number of client participation required you to track every engagement a unique client has. For example, if two participants register for a program consisting of five sessions, each participant will be counted for each session attended, resulting in a total of ten participations (2 participants x 5 sessions = 10 total participation).

If there is no formal registration for the program (ie. A drop in service) an estimated number of participants may be submitted.

Counting attendees for Community Events

All funded services falling within the Community Event activity category will be required to report the number of attendees that take part in their event in any way.

If there is no formal registration for the event an estimated number of attendees may be submitted.

Counting referrals

Referral services are to be reported as number of interactions (e.g., in-person referrals, phone referrals, indirect referral service through 211 funding).

The reporting for referrals will indicate the total number of referral interactions, rather than the total number of individuals served. For example, if 2 friends come in and both receive a referral to the food bank this would count as 2 referrals. If a family of 4 came in to receive a referral to the food bank this would count as 1 referral. If the same family received a referral to the food bank and parenting courses this would count as 2 referrals.

Counting community partnerships

The definition of "Community Partnerships" can be found in the Definitions Funded Programs will be required to report on the total count of community partnerships.