



SCHEDULE A
Town of Whitecourt
Family & Community Support
Services(FCSS)
Grant Program Funding
Application & Final Reporting

Application Deadline:
November 30
Final Report Deadline:
January 31 of the
following year

Section I – Introduction

- a. Please read all of the information carefully prior to your submission.
- b. Complete this application on a computer – an electronic copy is required to be submitted, in addition to a paper copy with original signatures. Please use the space provided for each section. If required, additional space may be found at the end of the application.
- c. All **BLUE** sections are mandatory fields required to be completed prior to submission, and **GREEN** areas are reserved for the year-end final report from the organization.
- d. Use the provided budget template. Alternate budget spreadsheets will not be accepted.
- e. Applications who received funding in a previous calendar year must submit a satisfactory year-end final report prior to funding being issued.
- f. Successful applicants will be contacted once funding recommendations have been approved by Whitecourt Town Council.
- g. For questions or other inquired, please contact the FCSS Program Coordinator at fayaracand@whitecourt.ca or call 780-778-3637 ext. 417.

Section II – Information and Service Requirements

- a. Programs and services **NOT ELIGIBLE** for FCSS grant funding include those that:
 - i. Provide primarily for the recreational needs or leisure time pursuits of individuals.
 - ii. Offer direct assistance, including money, food, clothing or shelter to sustain an individual or family.
 - iii. Are primarily rehabilitative in nature.
 - iv. Duplicate services that are the responsibility of a government or government agency.
 - v. Have already received funding through the Town of Whitecourt's annual budget, unless the application is unique to funding already received.
 - vi. Do not have a financial need.
 - vii. Leverage support to a secondary agency, group or organization.
 - viii. Are for volunteer recognition.
- b. To obtain FCSS grant funding, programs/projects must fit within the **priorities** of Town of Whitecourt FCSS and the Province, and meet the **Service Requirements** of the **FCSS Act and Regulation**. These programs/projects must enhance the social well-being of **INDIVIDUALS, FAMILIES, and COMMUNITIES** and must result in one or more of the following:
 - i. Help people become self-reliant, build resiliency, and become able to function in a positive manner.
 - ii. Promote and help people develop positive social relationships.
 - iii. Help people become socially engaged and contribute to their community.
 - iv. Support people to remain active participants in their community.
 - v. Empower people to address social issues and influence change.

The personal information collected through the Family & Community Support Services Grant Program is for the purpose of processing applications, including eligibility, review, and communication of decisions. This collection is authorized per section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact the Town of Whitecourt Administration Office at administration@whitecourt.ca or 780-778-2273.

Section III – Application

1.FUNDING REQUEST <i>(Please leave blank – section will auto-calculate)</i>		GRANT AMOUNT AWARDED
Whitecourt FCSS Grant Request	\$	\$

2.APPLICANT INFORMATION	
Registered Name or Organization/Society: <i>*If application is approved, this is who the payment will be issued to.</i>	
Mailing Address: <i>(Include Postal Code.)</i>	
Project Contact Person Name:	
Email Address:	
Contact Phone Number:	
Name of Board Chair/President with Signing Authority:	
Email Address:	
Contact Phone Number:	
Have you received FCSS Grant Funding before?	
If yes, please provide: • Program/Project Year • Amount	
Please provide a brief description of program/project:	

3.DOCUMENTATION REQUIREMENTS <i>(Do not provide other attachments unless requested.)</i>	
Names of current Board Members and Board Positions held. <i>(Do not include personal information such as home addresses, emails, etc.)</i>	☐
Most recent Financial Statements (preferable audited) of your organization – Balance Sheet and Income Statement. <i>(All organizations with a budget surplus or a financial reserve are required to outline on the last page of this application what these funds will be used for.)</i>	☐
Year End Final Report <i>(Financial statements directly related to this project will be required upon completion of project.)</i>	☐
Results of Outcome Measuring Tool <i>(From Survey Questions provided.)</i>	☐

4.SUBMITTING YOUR COMPLETED APPLICATION

- i. Submit one original signed copy and required attachments via mail, or deliver to the following address:

Allan & Jean Millar Centre
Attention: FCSS Program Coordinator
58 Sunset Boulevard, PO Box 509
Whitecourt, AB T7S 1N6

AND

- ii. Send by email, an electronic copy of the application without attachments to: css@whitecourt.ca.

DECLARATION:

I declare that all of the information in this application is accurate and complete, and that the application is made on behalf of the organization with its full knowledge and consent, and complies with the requirements and conditions set out in the **Family and Community Support Services Act and Regulation**.

I acknowledge that should this application be approved, I will be required to enter into an agreement which will outline the terms and conditions of the funding received.

Name of Board
Chair/President
with Signing
Authority

Signature

Date

5.SUBMITTING YOUR YEAR-END FINAL REPORT *(Due January 31 of the following calendar year.)*

- i. Submit one original signed copy of the year-end final report and required attachments via mail, or deliver to the following address:

Allan & Jean Millar Centre
Attention: FCSS Program Coordinator
58 Sunset Boulevard, PO Box 509
Whitecourt, AB T7S 1N6

AND

- ii. Send by email, an electronic copy of the year-end final report without attachments to: css@whitecourt.ca.

ACKNOWLEDGEMENT:

I acknowledge that the information contained within this year end final report accurately depicts the activities and results of this program/project.

Name of Board
Chair/President
with Signing
Authority

Signature

Date

6.AGENCY INFORMATION *(Please provide a BRIEF overview of your agency's mission or purpose.)***7.PROGRAM/PROJECT OVERVIEW** *(Specific to the grant funding you are applying for, briefly describe in your own words, what your program/project is about.)***8.ALIGNMENT WITH THE FCSS OUTCOME MODEL CHART OF OUTCOMES AND INDICATORS** *(Please check one indicator from the entire chart that contributes most to your program outcome statement.)*

OUTCOME TYPES	INDICATORS
Individual Outcome 1 (Individual experience/personal well-being.)	☐ Resilience ☐ Self-Esteem ☐ Optimism ☐ Autonomy ☐ Competence ☐ Personal Engagement ☐ Meaning & Purpose ☐ Capacity to Meet Needs
Individual Outcome 2 (Individuals are connected with others.)	☐ Quality of Social Relationships ☐ Social Supports Available ☐ Trust and Belonging
Family Outcome 1 (Healthy functioning within families.)	☐ Positive Family Relationships ☐ Positive Parenting ☐ Positive Family Communication
Family Outcome 2 (Families have social supports.)	☐ Extent and Quality of Social Networks ☐ Family Accesses Resources as Needed
Community Outcome 1 (The community is connected and engaged.)	☐ Social Engagement ☐ Social Support ☐ Awareness of the Community ☐ Positive Attitudes Towards Others and the Community
Community Outcome 2 (Community social issues are identified and addressed.)	☐ Awareness of Community Social Issues ☐ Agencies and/or Community Members Work in Partnership to Address Social Issues within the Community ☐ Understanding of Community Social Issues

9.PROGRAM/PROJECT LOGIC MODEL

Program/Project Title	
Statement of Need (What community issue, need or situation are you responding to?)	
Strategy (How are you going to address the issue, need or situation? What are the actions/steps/activities – i.e. workshops, counselling, events, etc.)	
Was your strategy implemented as planned above? If not, why? What changed? How did it go?	

10.OUTPUTS *(Complete all areas that specifically apply to your project/program.)****MANDATORY SECTION***

	Infants/ Toddlers 0-3 Yrs.	Pre- School 5 Yrs.	Children 5-12 Yrs.	Youth 12-18 Yrs.	Adults	Seniors 65+ Yrs.	Families	# of Volunteers Specific to the program/project <i>(Count each person once.)</i>	# of Volunteer Hours
Anticipated #									
Actual #									

11.BUDGET	Applicants must use this form only; <u>alternate budget spreadsheets will not be accepted.</u> <u>Additional rows can be added as needed.</u>
<i>Approved projects must be completed by December 31 of the grant year with a final report submitted by January 31 of the next calendar year.</i> <i>Include all sources of revenue and expenditures and identify where the Whitecourt FCSS grant funds will be used in your project by using the source column. If your group is applying for funding from Woodlands County or other grants (projected or confirmed) please include this information in your budget.</i>	

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IN-KIND CONTRIBUTIONS (if applicable) <i>Calculate a dollar value for contributions related directly to your program / project.</i>	AMOUNT <i>Enter only numbers. (No \$. ,)</i>	SOURCE	CONFIRMED Yes or No	FINAL REPORT - ACTUAL IN-KIND CONTRIBUTIONS
Volunteer Hours – \$15/hour				
Skilled Labour / Services – \$30/hour				
Donated Materials/Equipment				
Other (list)				
TOTAL IN-KIND REVENUE				

A. REVENUE - List Items Below	AMOUNT <i>Enter only numbers.</i>	SOURCE <i>Grant, donation, etc.</i>	CONFIRMED Yes or No	FINAL REPORT - ACTUAL REVENUE
TOTAL REVENUE				

B. EXPENSES - List Items Below	AMOUNT <i>Enter only numbers</i>	SOURCE	CONFIRMED Yes or No	FINAL REPORT - ACTUAL EXPENSES
TOTAL EXPENSES				

WHITECOURT FCSS GRANT REQUEST		FINAL REPORT – SURPLUS/DEFICIT
A. Total Revenue – B. Total Expenses=		

12.FUNDING RECOGNITION *(Should your organization receive funding from the Family & Community Support Services Grant Program, how will the Town of Whitecourt's contribution be recognized? i.e. verbally, in promotional materials, etc.? Should the organization choose to recognize the Town of Whitecourt in printed materials, the Town will provide an electronic file which includes the Whitecourt logo for use in promotions.)*

Describe how the Town of Whitecourt's contribution was recognized during your project/program.

This additional section is provided, only if extra space is needed for any of the previous sections. Please indicate which section(s) the entered information applies to.

13.FINAL REPORT - ADDITIONAL INFORMATION
Continuous Quality Improvement (Please answer the questions below)
1. Should this program/project continue? (Please check one.)
☐ Yes ☐ No
2. If you selected 'Yes' in question 1, how do you propose to sustain the project?
3. Was the program successful? If yes, in your own words, what led to the success of the program? If no, please explain why.
4. What improvements can be made to the program/project?
5. Share an anecdotal story that describes the significant impact for the participants/volunteers.
6. Please send any electronic photos from your program to css@whitecourt.ca . Label the photo or subject line in the email: [Year] FCSS Grant Final Report – [Name of Organization/Society] If submitting a photo, check 'Yes' below and complete the Photography Release Form on Page 9. (Please check one.)
☐ Yes, I am submitting a photo.



TOWN OF WHITECOURT

5004 52 Avenue; P.O. Box 509
Whitecourt AB T7S 1N7
Telephone: 780-778-2273
Fax: 780-778-4166

Help promote our community

PHOTOGRAPHY RELEASE FORM

I, _____ hereby authorize the TOWN OF WHITECOURT the absolute right and permission to use my image, photograph, or other artwork ("Materials") in one or more of its promotions and advertising. I give the TOWN OF WHITECOURT permission to use, copy or modify such Materials for one or more of its promotions and advertising. I acknowledge that I have received consent and permission from any and all individuals that may be depicted in the Materials for this purpose.

I release the TOWN OF WHITECOURT from any claims or actions of liability that may arise from the use or adaptation of the Materials for The Town of Whitecourt promotions and advertising.

I, hereby waive any right that I may have to inspect and/or approve the photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photographs.

I am 18 years of age and have had sufficient time to review and seek explanation of the provisions contained above, have carefully read and understand them, and agree to be bound by them. I voluntarily and irrevocably give my consent and agree to this Release and Waiver.

Executed this day of _____, 20__.

SIGNATURE: _____

ADDRESS: _____

PHONE: _____

The personal information collected through the Photography Release Form is for the purpose of authorizing the Town of Whitecourt full permission to use images taken of individuals for promotional or advertising purposes. This collection is authorized per section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact the Town of Whitecourt Administration Office at administration@whitecourt.ca or 780-778-2273.