

FCSS Application Reference Guide

1. Organization Information

Provide details about the organization that is applying for FCSS funding. This includes if a needs assessment has been completed with any identified needs and listing the partnerships the organization has.

2. Program Information

Activity Name – what is the name of your activity

Activity Type - 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. Programs can further be categorized by Type and Sub-category. Your activity might fit a few types or sub-types, just choose the best fit. For a more detailed explanation please see Appendix "A"
 - Mental Health and Promotion
 - Support/psychoeducational groups
 - Short-term counselling
 - Awareness & education programs
 - Home Support
 - At-home supports
 - Meal/food delivery
 - Child Development & Caregiver support
 - Parent/family/caregiver programs
 - Early childhood development, preschools and play groups
 - School-aged camps and Drop-in programs
 - Camps
 - Drop-In programs
 - Skill Building Programs
 - General life skills
 - Employability skills
 - Financial literacy
 - Mentorship & leadership programs
 - Health Relationship Programs
 - School-aged healthy relationship programs
 - Family, gender-based, age-based violence prevention
 - Community Outreach
 - Community workers
 - Outreach workers

- System navigation & other support services
- Family school liaison workers
- Outreach centres/programs
 - 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.
 - 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.
 - Volunteerism
 - Staff & Board Development
 - Partnership & Agency Capacity Building
 - Assessment, Consultation & Evaluation

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

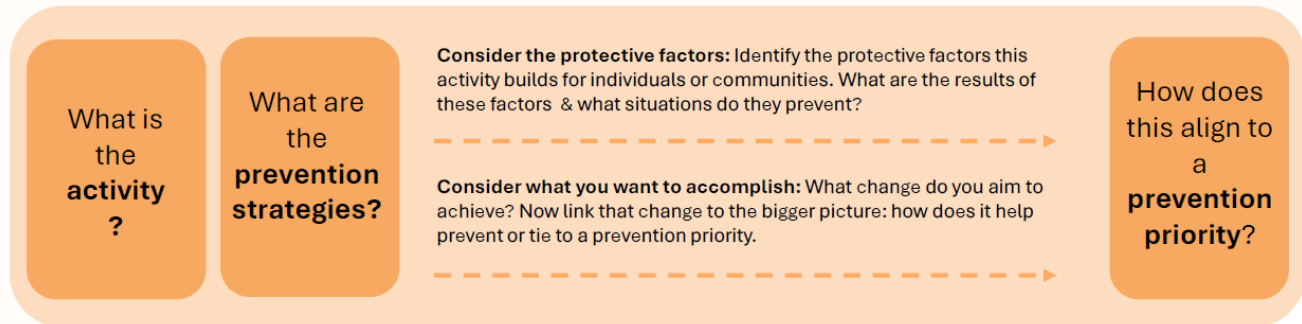
Choose **one prevention priority** that is relevant to the program or activity is being applied for.

Prevention priorities may not match activities specifically but should be relevant and aligned with the overall purpose and vision.

Prevention Strategies - Choose **one or more prevention strategy or strategies that match your program goals, aims, or objectives**. 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 image below provides a pathway to assist you in choosing a prevention strategies and linking to a prevention priority



Target Age Group – Choose the age category of the **intended** or **primary** audience and check off only one.

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

Level of Prevention - Prevention in the context of FCSS focuses on enhancing protective factors to improve well being and prevent problems before they occur or at an early stage before they require crisis supports, which typically are part of tertiary prevention services. Thinking of prevention along a continuum, this means services and supports offered through local FCSS programs must focus on primary and secondary prevention. Describe which level of prevention that your program addresses.

- Primary Prevention
 - Addresses root causes of social issues with a focus on the general population or specific population
 - Promote protective factors in the physical and social environment
 - Can include awareness programs, enhancing connections among community organizations and promoting community volunteerism
- Secondary Prevention
 - Address issues at an early stage for specific groups or at-risk populations
 - Strengthen the capacity of individuals and communities to prevent or reduce risk factors and build resilience
 - Can include connecting those in need with appropriate resources and skill development
- Tertiary Prevention (not eligible for funding)
 - Address immediate needs with intent to prevent-long term impact
 - Support individuals or groups already affected by social issues by providing direct services
 - Direct assistance such as food, clothing, shelter

Activity Description – Tell us about the activity/program that FCSS funding is being requested. Include details about how it will be delivered, the specific activities, any resources needed to deliver the program, the frequency, etc.

Program Impact - Describe the purpose of the activity/program and the need that it addresses. What are the skills that participants learn? What protective factors are built? What risks are being prevented? How are the participants stronger after participating? What are the goals?

3. Financial Overview

Please include the proposed budget for the activity/program that is being applied for. This is not necessarily the organization's operating budget, but can be just the activity/program budget that is being applied for.

The actual budget information will be completed when the year-end summary information is submitted.

4. Surveying & Year End Reporting

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.**

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

Survey questions may be adapted to be understood by the audience being surveyed. For example, if the program is for 5-8 year olds and the survey question is "I can resolve conflict peacefully" it can be re-stated 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 or reference the survey question number.

When are you Surveying - Select if you will be surveying both pre and post program or post program only.

Survey Questions – Indicate the question number and write the question being asked. Appendix B, Section 3 will assist in identifying a question that is aligned to a prevention strategy. Start by choosing the program intent that best aligns to your program and then choose a survey question that you will use.

Please note: Up to three questions, but only one is needed.

NOTE: If reporting on Community Events or Community Development & Capacity Building survey questions from section 4: *Optional Survey Questions* from Appendix B can be used instead of the section 3 questions.

Year End Reporting

Two questions are mandatory to collect information on:

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

For each question report the number of participants that completed the survey question and the number that reported a positive response.

Report on the Survey Questions identified in the application, by indicating the question number as it is listed in appendix B, section 3 and the number of participants that completed the survey question and the number that had a positive response.

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 the volunteers

Program Review

The questions here are intended to help reflect on the activity or program and provide consideration for next year's funding.