



TOWN POLICY

POLICY NUMBER: 5102

REFERENCE:

Resolution No. 431.11.18

ADOPTED BY:

Council - November 21, 2018

PREPARED BY:

Community & Protective Services – FCSS

DATE: November 21, 2018

TITLE: Family & Community Support Services Grant Program

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POLICY STATEMENT

This policy provides guiding principles to Town of Strathmore Council in providing funding to organizations that promote the FCSS mandate, align with the Town of Strathmore Council Strategic Priorities, and that meet the requirements of reporting within the Provincial Outcomes Measurement Model. Town of Strathmore Council will ensure FCSS funds are granted to local organizations and groups to deliver preventive social services within the parameters of the FCSS legislation.

1.0 PURPOSE OF THIS POLICY

- 1.1 Provide guiding principles to the Town of Strathmore Council, Administration and Family and Community Support Services in providing funding to organizations that promote the FCSS mandate and priorities.
- 1.2 Ensure that the Grant Program is delivered in a fair and concise system to the community.
- 1.3 Provide reporting structure for accountability.

2.0 DEFINITIONS

- 2.1 “**Agencies**” means a community organization, non-profit, committee or charity providing a social service within the Town of Strathmore.
- 2.2 “**Chief Administrative Officer**” means the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or the person appointed to act as their designate.

- 2.3 “**Director**” means the administrator accountable for their department who may or may not directly supervise employees.
- 2.4 “**Employee**” means a person who is employed by the Town of Strathmore. This includes a permanent, part-time, or casual employee.
- 2.5 “**FCSS Act**” means the *Family and Community Support Services Act*, Revised Statutes of Alberta 2000, Chapter F-3, as amended from time to time.
- 2.6 “**Review Committee**” means any employee(s) assigned by the Director to supervise the adjudication of the Grant Program.

3.0 APPLICABILITY

This policy applies to all grant funding delivered out of the FCSS department at the Town of Strathmore. It does not have any barring of Council grants into the community or the Community Investment Fund Policy No. 1208.

4.0 RESPONSIBILITIES

- 4.1 Town of Strathmore Council is responsible to:
- a) approve by resolution this Policy and any amendments; and
 - b) approve by resolution grant distributions as recommended.
- 4.2 The Chief Administrative Officer is responsible to:
- a) approve all supporting procedures and any amendments; and
 - b) administer the Policy and procedures.
- 4.3 The Director is responsible to:
- a) ensure that all department employees are familiar with the Policy;
 - b) administer the policy within the department;
 - c) establish the Review Committee within the department; and
 - d) recommend changes in policy and procedures.
- 4.4 All Employees are responsible to:
- a) ensure that they comply with all approved policies and procedures.

5.0 POLICY GUIDELINES

5.1 Guiding Principles

- 5.1.1 The focus of this Policy is to build capacity in community social services by enhancing the social well being of individuals, families, and communities through prevention or intervention strategies at the earliest opportunity.
- 5.1.2 The Policy must support the mandate of the FCSS Act by doing one or more of the following:
- a) help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - b) help people to develop an awareness of social needs;
 - c) help people to develop interpersonal and group skills;

- d) help people and communities to assume responsibility for decision and actions which affect them; and/or
- e) provide supports that help sustain people as active participants in the community.

5.1.3 The Town of Strathmore has the authority to eliminate funding to any Agency if they are in violation of the FCSS Act and Regulations, has committed fraud, and/or are found to be in violation of unethical workplace practices.

5.1.4 The Town of Strathmore has the authority to eliminate funding to any Agency if there are significant changes in programming focus, scope and/or outcomes from what was originally stated in the application must be approved by the Review Committee for continued funding under the agreement.

5.2 Program Streams

5.2.1 **Annual Funding** is FCSS funding provide annually and requires reapplication every calendar year. Annual Funding applications must meet the following criteria:

- a) agencies that are first time applicants; and/or
- b) agencies that do not have more than a three (3) year plan for projects and outcomes.

5.2.2 **Multi-Year Funding** is FCSS funding provide for up to three (3) consecutive years for a single Program. Multi-year Funding applications must meet the following criteria:

- a) agencies must have received funding from the Town of Strathmore FCSS Grant program for a minimum of three (3) previous consecutive years; and
- b) agencies must be in full compliance with previous years reporting for all FCSS Grant Program allocations.

5.3 Ineligibility

5.3.1 The following programs and services are not eligible for FCSS Grant Program funding:

- a) primarily for the recreational needs or leisure time pursuits;
- b) intended to sustain an individual or family (i.e. food, clothing or shelter);
- c) for profit in nature;
- d) primarily rehabilitative in nature; or
- e) duplicated services that are ordinarily provided by a government or government agency.

5.4 Program Evaluation

5.4.1 Both the Multi-Year and Annual Funding streams will be reviewed every two (2) years to ensure that outcomes and expectations are being met and funding is allocated in the most sustainable and impactful way.

6.0 POLICY EXCEPTIONS

6.1 Emerging Social Issues

6.1.1 Funds may be diverted from the Grant Program to address sudden emerging critical social issues that require immediate attention.

6.1.2 The diversion of Funds will be approved by resolution of Council as needed.

6.2 Government of Alberta Funding

6.2.1 Funds may be diverted from the Grant Program in the event of a reduction or change in the FCSS Conditional Funding from the Government of Alberta.

6.2.2 In the event of a reduction or change in Government of Alberta Funding, multi-year grant contracts may be interrupted or adjusted.

6.2.3 The diversion of funds will be approved by resolution of Council as needed.

7.0 END OF POLICY