



Family and Community Support Services Funding Application Form



ALL INFORMATION PROVIDED IS PUBLIC

The City of Calgary is currently accepting funding proposals for the Family & Community Support Services for the 2023-2024 cycle. Funding is available for established non-profit organizations to provide evidence-based preventive social service programs and initiatives that promote and enhance well-being among individuals, families, and communities. The focus of this call for funding proposals is on prevention to provide support to Calgarians at the earliest opportunity. For more information, visit <http://www.calgary.ca/fcssfunding>

This non-fillable application is for planning purposes only.
Applications must submitted in the [Funding Information Management system \(FIMS\)](#)
by 11:59pm on June 2, 2022

Organization Information

Organization Name:	
Act Registered Under:	
Registration Number:	
Year of Registration:	
Website:	
Mailing Address:	
Street Address (if different from mailing address):	
Primary Contact:	
Phone Number:	
Email address:	
Program Lead:	
Phone Number:	
Email Address:	

Organization Effectiveness

1. Does your organization have the following in place? If the items in the list below have not been previously submitted to The City, these documents will be required for this application process . These items can be uploaded in FIMS in the 'Documents' section. Applications submitted without the first six documents will be considered incomplete and will not be processed for funding consideration.	Yes	No
*Certificate of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
*Organization Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
*List of Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>
*Strategic Plan, including vision and mission	<input type="checkbox"/>	<input type="checkbox"/>
*Organization's most recent audited financial statement	<input type="checkbox"/>	<input type="checkbox"/>
*Organizational Chart	<input type="checkbox"/>	<input type="checkbox"/>
Board Governance Policies	<input type="checkbox"/>	<input type="checkbox"/>
Business Plan for the program	<input type="checkbox"/>	<input type="checkbox"/>
Commercial General Liability insurance (No less than 2 million dollars)	<input type="checkbox"/>	<input type="checkbox"/>
Operational Policies and Practices (e.g. <i>Financial Policies, Human Resources Policies, Business Continuity Plan, Diversity and Inclusion policies, Information and Technology Plan etc.</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Comments (<i>Explain if your organization does not have all items listed above</i>)		
<i>Text, Optional, 1000 characters max</i>		
2. Briefly describe your organization.		
<i>Text, Required, 3000 characters max</i>		
3. Is your Board of Directors representative of the community it serves?		
<i>Yes or No, Required</i>		
4. How do your strategic and business plans align with FCSS Calgary's long-term outcome of increasing social inclusion?		
<i>Text, Required, 3000 characters max</i>		
5. Are there any challenges or emerging issues within the organization? If so, how are they being addressed?		
<i>Text, Required, 3000 characters max</i>		

Program Information

Program Name:	
Contractual Start Date:	
Contractual End Date:	

6. Does your organization currently offer this program?
<i>Yes or No, Required</i>

7. If this program is currently FCSS-funded, include the name here. Otherwise, write "Not Applicable"
<i>Text, Required, 100 characters max</i>

8. How many participants will your program serve annually?
<i>Numerical, required</i>

9. Program Delivery Location(s) Provide the postal code for each location the program will be delivered or indicate if the program will be delivered exclusively online.
<i>Text, Required, 500 characters max</i>

10. Select all the population groups that will be served by your program <i>(Select all that apply)</i>	<input type="checkbox"/>	Children/Youth
	<input type="checkbox"/>	Families
	<input type="checkbox"/>	Indigenous Peoples
	<input type="checkbox"/>	Newcomers to Canada
	<input type="checkbox"/>	Seniors

11. Does your program align to the following FCSS guiding principles? <i>(Select all that apply)</i>	<input type="checkbox"/>	Equity – The City will strive to provide equitable services. This includes removing barriers to access and inclusion.
	<input type="checkbox"/>	Truth and reconciliation – The City will advance the activated and shared process of truth and
	<input type="checkbox"/>	Prevention – The City will aim to stop problems before they start, using a prevention approach.

12. Select the approach your program will use to achieve increased social inclusion <i>(Select only one)</i>	<input type="checkbox"/>	Preventive programs and services for individuals and families.
	<input type="checkbox"/>	Community development initiatives.
	<input type="checkbox"/>	Policy and systems change initiatives.

13. Please choose the FCSS mid-term outcome areas that are most aligned to the outcomes your program seeks to achieve.		
If you chose Preventive Programs and Services for Individuals and Families approach in question 2, select one to three outcomes that your program will address. <i>(Select up to three)</i>	<input type="checkbox"/>	Increased positive child and youth development
	<input type="checkbox"/>	Enhanced economic self-sufficiency
	<input type="checkbox"/>	Growth in social capital/social participation
	<input type="checkbox"/>	Improved family functioning and positive parenting
	<input type="checkbox"/>	Enhanced Indigenous healing and wellbeing
If you chose Community Development Initiatives in question 2, select at least one outcome that your program will address. <i>(Select all that apply)</i>	<input type="checkbox"/>	Increased leadership capacity
	<input type="checkbox"/>	Increased sense of belonging
	<input type="checkbox"/>	Improved economic participation
If you chose Policy and Systems Change Initiatives in question 2, select at least one outcome that your program will address. <i>(Select all that apply)</i>	<input type="checkbox"/>	An equity-based social policy agenda
	<input type="checkbox"/>	Integrated service coordination
	<input type="checkbox"/>	Evidence-informed policy and systems change
14. Level of prevention that your program address. <i>(Select all that apply)</i>	<input type="checkbox"/>	Primary Prevention: Primary prevention avoids the onset of a social issue and addresses the root cause of social issues by promoting protective factors.
	<input type="checkbox"/>	Secondary Prevention: Secondary prevention intervenes at an early stage of a social issue and builds resiliency by reducing the risk factors associated with the issue.

Program Theory of Change

<p>15. Need for the program: A short paragraph about the need of the population to be served, including any relevant statistical or contextual information.</p> <p><i>Text, Required, 3000 characters max</i></p>
<p>16. Goal: A short sentence that clearly states the ultimate goal the program (not the organization) is expecting to achieve.</p> <p><i>Text, Required, 250 characters max</i></p>
<p>17. Strategy: The specific strategies that will be used by the program to achieve the goal, including WHO the program is aimed at (target audience), WHAT will be done (program content), WHERE and HOW it will be delivered, and WHEN. This should include information on frequency, duration, and program cycle (e.g., runs two hours per day three days per week in quarterly cycles).</p> <p><i>Text, Required, 3000 characters max</i></p>

18. Describe how the organization involves participants in program design, delivery and evaluation, when appropriate. If this does not apply to your program, write “Not Applicable”

Text, Optional, 3000 characters max

19. Rationale & References:

A summary of key research findings that support why the strategy that is being used is a best or promising practice for achieving the program goal including references for the research that identifies the need and provides the rationale to support the program strategy. Key research findings are provided in the [FCSS Research Briefs](#).

Text, Optional, 3000 characters max

Other

20. How did your organization hear of this funding opportunity? Choose from below:

- Website
- Social Media
- Word of mouth
- FIMS notification
- City of Calgary website
- City of Calgary email or newsletter
- Other (please specify below)

Text, Optional, 1000 characters max

21. What are the implications to this program and organization if you do not receive the full amount requested?

Text, Required, 1000 characters max

22. In the spirit of continuous improvement, what feedback can you offer The City of Calgary regarding this application process?

Text, Optional, 1000 characters max

Salary Information

Provide information on each position that you are requesting funding for, which includes the following:

- New or existing position
- Position title
- Position description
- Required qualifications
- Hours per week
- Hourly or salaried pay
- Pay rate
- Benefits provided (% of salary)

Budget

This portion of the application includes multiple columns:

- | | |
|--|--|
| <u>Column</u>
Current Approved Budget | <ul style="list-style-type: none">• Enter the most recent budget, approved by the board of directors for the entire organization's fiscal period.• In the Revenue section, include all sources of revenue, with the exception of FCSS funding, i.e. federal and provincial government grants, donations, fundraising, client/membership fees, United Way and other funders' contributions, etc. |
| <u>Column</u>
2022 FCSS Allocation | <ul style="list-style-type: none">• Enter the 2022 budget for the FCSS funded program as presented in the most recent FCSS Contract.• If you did not receive funding in 2022, leave this column blank |
| <u>Column</u>
2023 Budget for Program,
All Funding Sources | <ul style="list-style-type: none">• Enter the 2023 budget for the entire program towards which the FCSS funding is being allocated.• List all sources of revenue other than FCSS.• Once other revenues are entered, the percentage of FCSS Funding will be automatically calculated. |
| <u>Column</u>
2023 FCSS Allocation | <ul style="list-style-type: none">• Enter the appropriate allocations of the FCSS dollars in 2023, showing only expenditures covered by the FCSS funding.• Only include FCSS funding in the revenue section of this column. Other sources of revenue cannot be entered (fields will be greyed out) |
| <u>Column</u>
2024 FCSS Allocation | <ul style="list-style-type: none">• Enter the appropriate allocations of the FCSS dollars in 2024, showing only expenditures covered by the FCSS funding.• Only include FCSS funding in the revenue section of this column. Other sources of revenue cannot be entered (fields will be greyed out) |

These sample budgets provide examples of possible expenses. Please note that these examples are not exhaustive and not every line item applies to all organizations or programs.

Sample A: FIMS Budget Application format for an FCSS-funded program provided by an organization that did not receive FCSS funding in 2022.

Item Name	Current Approved Budget (Global Budget)	2022 Allocation	2023 Budget for Program Including All funding Sources	2023 FCSS Funding	2024 FCSS Funding
Expenditures					
Personnel					
Position 1 Salary	\$ 120,000	\$ -	\$ 50,000	\$ 25,000	\$ 25,000
Position 2 Salary	\$ 120,000	\$ -	\$ 39,000	\$ 35,000	\$ 35,000
Total Benefits	\$ 50,000	\$ -	\$ 19,000	\$ 7,000	\$ 7,000
Total Personnel	\$ 290,000	\$ -	\$ 108,000	\$ 67,000	\$ 67,000
Travel & Parking					
Mileage	\$ 10,000	\$ -	\$ 5,000	\$ 2,000	\$ 2,000
Parking	\$ 1,000	\$ -	\$ -	\$ -	\$ -
Total Travel and Parking	\$ 11,000	\$ -	\$ 5,000	\$ 2,000	\$ 2,000
Materials and Supplies					
Program materials	\$ 8,000	\$ -	\$ 5,000	\$ 2,000	\$ 2,000
Program advertising	\$ 6,000	\$ -	\$ 800	\$ 300	\$ 300
Advertising	\$ 2,000	\$ -	\$ 500	\$ 200	\$ 200
IT costs	\$ 100,000	\$ -	\$ 40,000	\$ 15,000	\$ 15,000
Communication costs	\$ 10,000	\$ -	\$ 2,000	\$ 1,000	\$ 1,000
Total Materials and Supplies	\$ 126,000	\$ -	\$ 48,300	\$ 18,500	\$ 18,500
Other: (Please specify)					
Occupancy (program space)	\$ 50,000	\$ -	\$ 4,000	\$ 1,500	\$ 1,500
Staff Development and Training	\$ 6,000	\$ -	\$ 1,100	\$ 400	\$ 400
Volunteer Recognition	\$ 2,500	\$ -	\$ 200	\$ 200	\$ 200
General liability insurance	\$ 2,500	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Audit fee	\$ 5,000	\$ -	\$ 2,500	\$ 1,000	\$ 1,000
Total Other	\$ 66,000	\$ -	\$ 8,800	\$ 4,100	\$ 4,100
Total Expenses	\$ 493,000	\$ -	\$ 170,100	\$ 91,600	\$ 91,600
Revenue					
United Way Grants	\$ 100,000		\$ 72,000		
Federal Grants	\$ 100,000				
Provincial Grants	\$ 25,000				
Donations/Fundraising	\$ 100,000		\$ 6,500		
Other (Please specify)	\$ 100,000				
Total Revenue	\$ 425,000	\$ -	\$ 78,500	\$ -	\$ -
FCSS Funding			\$ 91,600	\$ 91,600	\$ 91,600
% of FCSS funding	0%		54%		

Sample B: FIMS Budget Application format for an FCSS-funded program provided by an organization that received FCSS funding in 2022.

Item Name	Current Approved Budget (Global Budget)	2022 Allocation	2023 Budget for Program Including All funding Sources	2023 FCSS Funding	2024 FCSS Funding
Expenditures					
Personnel					
Position 1 Salary	\$ 100,000	\$ 50,000	\$ 60,000	\$ 50,000	\$ 50,000
Position 2 Salary	\$ 100,000	\$ 39,000	\$ 49,000	\$ 39,000	\$ 39,000
Total Benefits	\$ 40,000	\$ 19,000	\$ 29,000	\$ 19,000	\$ 19,000
Total Personnel	\$ 240,000	\$ 108,000	\$ 138,000	\$ 108,000	\$ 108,000
Travel & Parking					
Mileage	\$ 6,000	\$ 5,000	\$ 6,000	\$ 5,000	\$ 5,000
Parking	\$ 100	\$ -	\$ -	\$ -	\$ -
Total Travel and Parking	\$ 6,100	\$ 5,000	\$ 6,000	\$ 5,000	\$ 5,000
Materials and Supplies					
Program materials	\$ 6,000	\$ 5,000	\$ 6,000	\$ 5,000	\$ 5,000
Program advertising	\$ 5,000	\$ 2,000	\$ 3,000	\$ 2,000	\$ 2,000
Advertising	\$ 20,000	\$ 3,000	\$ 5,000	\$ 3,000	\$ 3,000
IT costs	\$ 40,000	\$ 4,000	\$ 10,000	\$ 4,000	\$ 4,000
Communication costs	\$ 10,000	\$ 2,000	\$ 3,000	\$ 2,000	\$ 2,000
Total Materials and Supplies	\$ 81,000	\$ 16,000	\$ 27,000	\$ 16,000	\$ 16,000
Other: (Please specify)					
Occupancy (program space occupancy)	\$ 10,000	\$ 4,000	\$ 6,000	\$ 4,000	\$ 4,000
Staff Development and Training	\$ 2,100	\$ 1,100	\$ 1,800	\$ 1,100	\$ 1,100
Volunteer Recognition	\$ 3,000	\$ 2,000	\$ 2,500	\$ 2,000	\$ 2,000
General liability insurance	\$ 1,000	\$ 800	\$ 900	\$ 800	\$ 800
Audit fee	\$ 1,500	\$ 800	\$ 900	\$ 800	\$ 800
Total Other	\$ 17,600	\$ 8,700	\$ 12,100	\$ 8,700	\$ 8,700
Total Expenses	\$ 344,700	\$ 137,700	\$ 183,100	\$ 137,700	\$ 137,700
Revenue					
United Way Grants					
Federal Grants					
Provincial Grants	\$ 100,000		\$ 41,000		
Donations/Fundraising	\$ 4,950		\$ 4,400		
Other (Please specify)					
Total Revenue	\$ 104,950	\$ -	\$ 45,400	\$ -	\$ -
FCSS Funding	\$ 137,700	\$ 137,700	\$ 137,700	\$ 137,700	\$ 137,700
% of FCSS funding	40%	100%	75%		