



Family & Community Support Services

2024 Call for Proposals Applicant Guide



INTRODUCTION

The City of Calgary is currently accepting funding proposals for the Family & Community Support Services (FCSS) for a funding term of up to four years. Funding is available for established non-profit organizations who provide evidence-informed 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 that will provide support for Calgarians at the earliest opportunity.

The content in this guidebook is identical to the information provided on the [FCSS Call for Funding Proposals web page](#) and is provided here for reference.

1. Application Checklist

Applications are being accepted through the [Funding Information Management System \(FIMS\)](#) until April 10, 2024 at 11:59pm. Late applications will not be accepted unless an extension is requested, and approved, 48-hours in advance of the application deadline.

Before you apply:

- ☐ Review the [FCSS Call for Funding Proposals web page](#).
- ☐ Review the [FCSS Funding Framework](#).
- ☐ Review the [research brief](#) that is most closely aligned with program before submitting an application.
- ☐ **Optional:** Attend one of the scheduled FCSS orientation sessions or watch the subsequent recording. Registration and recording will be posted on the [FCSS Call for Funding Proposals web page](#).
- ☐ **Optional:** Download the non-fillable copy of the application form for review in advance of completing the application in FIMS.

Setting up Funding Information Management System (FIMS):

- ☐ Review the FIMS [frequently asked questions](#).
- ☐ Complete [FIMS online training modules](#).
- ☐ Organizations that do not have a [FIMS](#) account must set up a [myID](#) business account in order to register.
 - ☐ To obtain a business id number, visit [Calgary.ca/startbusiness](#) or call 403-268-5311.
 - ☐ Register your primary email address online at [Calgary.ca/businessemail](#) or call 403-268-5311.
 - ☐ Set up your myID business account by visiting [myid.calgary.ca](#) and using your existing business ID number and your registered email address.
- ☐ Create a FIMS account and set up organization profile ahead of creating a funding application. As it can take 3-5 business days to finalize this step and organizations are advised to allow ample time for creating these accounts.

Application Process:

- ☐ Upload organizational documents through FIMS by the application deadline:
 - ☐ Certificate of incorporation
 - ☐ Organization bylaws
 - ☐ List of Board of Directors
 - ☐ Organization's most recent annual return
- ☐ Consult this document when creating the budget to ensure the eligibility of costs.
- ☐ Access the application in FIMS under the 'Available Funding' section.
- ☐ Complete and submit an application for each program you are seeking funding for.
- ☐ If you have any questions during the application period, please contact us and we will respond within three business days. Email: fundingproposals@calgary.ca.

2. Background

Established in 1966, Family & Community Support Services (FCSS) is a unique joint provincial/municipal funding program between the Government of Alberta and participating municipalities or Métis Settlements to support preventive social services.

Provincially, the FCSS Program receives its mandate from the [FCSS Act](#) and [FCSS Regulation](#). The Regulation states that to receive funding “Services under a program must be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.” The province developed the [FCSS Accountability Framework](#) in 2022 which serves as a guide to both local FCSS programs and to the Ministry that administers the provincial FCSS Grant Program.

The provincial and municipal governments share the cost of the FCSS Program. The Government of Alberta contributes up to 80 per cent of the cost and municipalities cover a minimum of 20 per cent. Calgary City Council has made a commitment to contribute more than the minimum requirement and provides 25 per cent of the program cost.

In Calgary, the [FCSS Policy](#) directs the work of FCSS Calgary and its relationship with funded organizations. The [FCSS Funding Framework](#) guides FCSS funding to evidence-informed programs and initiatives that contribute to its long-term outcome of increased social inclusion of Calgarians experiencing vulnerabilities.

Over the past few years, the needs of Calgarians experiencing vulnerabilities have changed, and non-profit organizations have continuously adapted their services to respond. Through this call for funding proposals, The City of Calgary wishes to ensure preventive social services available to Calgarians are tailored to the current issues and challenges affecting them.

3. Application Period

Applications are being accepted through the [Funding Information Management System \(FIMS\)](#) until April 10, 2024, at 11:59pm. Late applications will not be accepted unless an extension is requested, and approved, 48-hours in advance of the application deadline.

Throughout the application period, questions may be sent to fundingproposals@calgary.ca. Responses will be provided within three business days. The Frequently Asked Questions (FAQ) section will be updated as needed. FAQs will not include identifying information of the organization or individual.

Information sessions on the eligibility criteria and the application process will be held in March. Registration and recording will be available on the [FCSS Call for Funding Proposals web page](#).

4. Fund Description

The City of Calgary allocates FCSS Calgary funding to established, evidence-informed programs and initiatives that contribute to its long-term outcome of increased social inclusion of Calgarians experiencing vulnerabilities. Social isolation leads to a wide range of issues, such as family instability, child maltreatment, unemployment, and crime. Social isolation is also linked to negative physical and mental health outcomes. Investing in programs and initiatives that increase social inclusion advances The City of Calgary’s vision of

making Calgary a great place to make a living, a great place to make a life and creates opportunities for all Calgarians to fully participate in, contribute to and benefit from all aspects of society.

A total of \$41.4 million is available for funding in 2025. There is no set minimum or maximum for funding requests. However, requested amounts must be consistent with the type of program or initiative being proposed and the number of anticipated participants. Applicants are invited to submit the full program costs.

Successful proposals will be recommended for a 2-year or 4-year funding term starting January 2025. Subsequent funding will depend on the programs and organizations' impact, ability to meet contractual obligations and availability of funds.

Organizations that currently receive FCSS funding may apply for funding for their current programs, different programs, or both.

5. Objectives

[The FCSS Funding Framework](#) provides evidence-informed strategic direction to guide FCSS funding, while also being flexible to incorporate new knowledge in the area of prevention to respond to emerging social issues affecting Calgarians.

The City of Calgary will direct FCSS Calgary funding to existing, evidence-informed programs and initiatives that contribute to its **long-term outcome of increased social inclusion** of Calgarians experiencing vulnerabilities to create an equitable society. Inequities among Calgarians and neighbourhoods contribute to social isolation, especially for those who experience vulnerabilities, which in turn can lead to negative economic and social outcomes. Investment in prevention enhances social inclusion and removes barriers to full participation in society.

FCSS Calgary's long-term outcome of increased social inclusion is achieved through three main approaches, each with its own mid-term outcomes:

Approach	Mid-Term Outcomes
Preventive programs and services	<ul style="list-style-type: none">• Increased positive child and youth development• Enhanced economic self-sufficiency• Growth in social capital/social participation• Improved family functioning and positive parenting• Enhanced Indigenous healing and wellbeing
Community development initiatives	<ul style="list-style-type: none">• Increased leadership capacity• Increased sense of belonging• Improved economic participation
Policy and systems change initiatives	<ul style="list-style-type: none">• An equity-based social policy agenda• Integrated service coordination• Evidence-informed policy and systems change

Although everyone can experience vulnerability at some point in their lives, FCSS funding is targeted at programs and initiatives that consider intersectionality and support Calgarians whose multiple identities such as ability, age, ethnicity, gender, immigration status, Indigeneity, race, sexual orientation, and socio-economic status may lead to multiple vulnerabilities. The City of Calgary encourages applications from established organizations that are led by and/or working alongside equity-seeking communities experiencing

vulnerabilities that deliver prevention social service programs. Funding will be directed to programs and initiatives that work with those who experience vulnerability within the following five population groups:

Priority population	Vulnerability Factors
Children/youth	Individuals who live alone or experience homelessness, live-in families experiencing chronic low-income, live-in families experiencing relationship challenges, experience or have experienced or witness or have witnessed abuse and/or trauma, lack interpersonal and social skills, have cognitive deficits and/or emotional or mental health issues, are not engaged in or succeeding at school, experience low sense of belonging in school or community
Families	Those that experience chronic low-income, teen parents, lone parent with low income, few social supports, high household mobility, homelessness, parents with low personal capacity, family challenges, experience/have experienced or witness/have witnessed abuse.
Indigenous peoples	Individuals and communities that have been affected by the multigenerational impacts of colonialism, such as the effects of residential schools. These effects may include systemic racism and discrimination, resulting in chronic low income, high mobility, loss of culture and other negative social indicators. Indigenous peoples include First Nations (status and non-status), Métis and Inuk (Inuit).
Newcomers to Canada	Those who have arrived in the last five years, are refugees, face language/cultural barriers, have low income/unable to obtain employment commensurate with credentials, are stay-at-home parents or seniors, belong to ethnocultural communities with few members in Calgary.
Seniors	Individuals who are 65+, live alone (key risk factor for social isolation, along with 75+), have low income, are single and/or bereaved, are in poor health, experience language/cultural barriers, have transportation difficulties.

FCSS Calgary has developed research briefs to guide organizations working toward increasing social inclusion in Calgary. The emphasis is on prevention, defined as the conditions or personal attributes that strengthen the healthy development, wellbeing, and safety of individuals across the lifespan and/or communities. Primary prevention programming avoids the onset of a social issue and addresses the root cause of social issues by promoting protective factors. Secondary prevention programming intervenes at an early stage of a social issue and builds resiliency by reducing the risk factors associated with the issue. Each research brief is linked to a mid-term outcome of the FCSS Funding Framework and provides an overview of the issue, as well as evidence-informed strategies to prevent it from occurring or escalating. Organizations should review the research brief that is most closely aligned with their program before applying.

- [Research Brief 1 - Positive child and youth development \(2020\)](#)
- [Research Brief 2 - Positive parenting and family functioning \(2020\)](#)
- [Research Brief 3 - Individual and family economic self-sufficiency \(2020\)](#)
- [Research Brief 4 - Positive social ties for vulnerable populations \(2020\)](#)
- [Research Brief 5 - Community Development \(2020\)](#)

- [Research Brief 6 - Indigenous brief \(2014\)](#)
(Currently being updated and subject to change)
- [Research Brief 7 - Policy and Systems Change \(2021\)](#)
- [Context and overview for research briefs \(2022\)](#)

6. Eligibility

Organizational Eligibility

Funding is available to established non-profit organizations registered under the Alberta Companies Act, the Alberta Societies Act, the Canada Not-for-Profit Corporations Act, the Canada Business Corporations Act, or a Private Act of the Legislature. Eligible organizations must have experience in providing prevention social service programs.

Program and Expense Eligibility

Funding is available for established Calgary-based programs with a track record of positive impact. Pilot programs are not eligible. Eligible programs need to be preventive in nature, respond to a clear social need in the community, utilize an evidence-informed approach and have identified positive social outcomes. As stated in the *FCSS Regulation*, FCSS-funded programs must do one or more of the following:

- Help people to develop independence, strengthen coping skills and become more resistant to crisis;
- Help people to develop an awareness of social needs;
- Help people to develop interpersonal and group skills which enhance constructive relationships among people;
- Help people and communities to assume responsibility for decisions and actions which affect them;
- Provide supports that help sustain people as active participants in the community.

FCSS funding cannot be used for the following:

- **Capital expenditures:** Expenses related to the purchase, construction, renovation, or depreciation of significant capital assets such as:
 - Land or buildings
 - Construction or renovation of a building
 - Motor vehicles
- **Municipal property taxes and levies.**
- **Any payments to a member of a board or a committee.**
- **Fundraising events or campaigns.**
- **Entertainment and hospitality:** Expenses related to organizational entertainment and hospitality, such as meals, alcohol, events, or gifts.
- **Fines, penalties, or legal fees.**
- **Pre-agreement expenses:** Expenses that were incurred prior to the beginning of the agreement term.
- **Organizational sustainment:** Any expenses required to sustain an organization that do not relate to direct service delivery under the program.
- **Programs and services that**
 - Provide primarily for the recreational needs or leisure time pursuits of individuals;

- Offer direct assistance, including money, food, clothing, or shelter, to sustain an individual or family;
- Be primarily rehabilitative in nature;
- Duplicate services that are ordinarily provided by a government or government agency.

For more information on expense eligibility, see Eligible Expense Guide on the [FCSS Call for Funding Proposals web page](#).

7. Application Assessment Process

All applications submitted will undergo a fair and consistent review process. City of Calgary Administration will review all funding proposals. Other subject matter experts, including other community funders, will be consulted, as needed. Organizations, programs, and initiatives will be assessed for efficiency and effectiveness with reference to the following:

- Alignment to the FCSS Act, Regulation, as well as the FCSS Calgary Policy;
- The organization's strategic directions, and how the proposed program aligns with the FCSS priority of increasing social inclusion;
- The proposed program's outcomes' alignment to FCSS Funding Framework and mid-term outcomes;
- The proposed program's strategy is supporting Calgarians experiencing vulnerabilities in one of the five priority population groups;
- The alignment between the vision, mission, and operations within the organization;
- The organization demonstrates a collaborative approach with other organizations and stakeholders;
- The organization has the ability to implement the program and achieve measurable change in increasing social inclusion;
- The organization involves participants in program design, delivery and evaluation, when appropriate;
- There is a clear fit between the program or initiative activities and the proposed budget;
- The program is not a duplication of existing programs or initiatives;

As per the FCSS Calgary Policy, funding recommendations will be presented to the Community Development Committee of Council. The Committee reviews the funding recommendations and forwards its decisions to City Council for approval.

8. Steps to Apply

Prior to applying, organizations are encouraged to review this document in its entirety, as well as the [FCSS Funding Framework](#) and the [FCSS Research Briefs](#).

All eligible organizations must apply through the [Funding Information Management System \(FIMS\)](#).

Organizations that don't have a FIMS account must register before accessing an application. Organizations access FIMS with a [myID business account](#), which is a single sign-on approach used by businesses and organizations to access City services online. To register for a myID business account organizations should obtain a [business id number here](#), and then [register their primary email address here](#). Finally, set up a myID business account by visiting [myid.calgary.ca](#) and using the business ID number and registered email address. Learn about how to obtain a myID business account and register for FIMS, and review the [FIMS training modules](#).

Questions about accessing FIMS may be directed to fundingproposals@calgary.ca. Alternate options to submit an application will be provided to organizations that encounter difficulties in accessing FIMS prior to the application deadline. Successful applicants will need to set up a FIMS account for payment and reporting purposes.

In addition to submitting your application through FIMS, the following documents should be uploaded in FIMS by the application deadline:

- Certificate of incorporation
- Organizational bylaws
- List of Board of Directors
- Organization's most recent annual return

9. After the Application is Submitted

All applicants will be notified on the outcome of their application by the end of December 2024. Applicants may be asked to submit additional documents or answer questions to support the review and decision process.

Successful organizations will be asked to comply with of the following contractual requirements, as per the FCSS Funding Agreement. These include, but are not limited to:

- Provide audited and/or unaudited financial statements annually (see reporting section);
- Carry adequate (\$2,000,000) commercial general liability insurance, with The City of Calgary as an additional insured;
- Deliver programs with professional oversight, and report on program outcomes (see reporting section);
- Conduct business in accordance with provincial and federal statutes (e.g., Labour codes, Privacy legislation, Human rights legislation, Occupational Health and Safety Act);
- Publicly acknowledge FCSS funding in communication with the general public, clients, and staff;
- Adhere to Organization Governance, Accountability and Service Delivery Requirements, including police clearance requirements for staff working with children and other vulnerable populations;
- Report change cumulatively in excess of 10% of the funds;
- Report on and provide notice of material (significant) changes of program outcomes.

Unsuccessful applicants may request feedback on why the application wasn't successful and what could be done differently in the future. Requests for feedback should be sent to fundingproposals@calgary.ca.

10. Reporting

Successful organizations will be required to report on their FCSS-funded programs in the following ways:

Year-End Reporting: FCSS-funded organizations must submit annual year-end reports. Report types depend on the approach of the funded program or initiative (e.g., Programs and Services, Community Development, or Policy and Systems Change). Year-end reports are used to collect information on outputs, outcomes, clients/participants, contacts, volunteers, and success stories. View the [FCSS Calgary Evaluation Reporting Session](#) for detailed overview of the different reporting components.

FCSS Social Inclusion Indicators (FSII) Reporting for Social Inclusion programs: Organizations that receive FCSS funding for programs and services must use FCSS Social Inclusion Indicators (FSII) surveys for pre- and post-testing of program participants and report on them regularly. **This does not apply to community development or policy and systems change initiatives.** The indicator surveys selected for a program are based on the strategies and rationale identified to achieve the program goal, as described in the approved program.

A list of all the possible indicators to measure social inclusion outcomes used by FCSS is contained in the draft [FSII All Surveys list](#).

Financial Reporting: All organizations that receive FCSS funding are required to submit:

- an annual unaudited program financial statement, due March 1st, showing revenues and expenses of program funds in the previous calendar year (January 1 to December 31) signed by two officers of the organization with signing authority; and
- an annual audited organizational financial statement for all operations of the organization, due three months after its fiscal year-end.

Programs that receive over \$250 000 per program annually, will also be required to submit:

- an audited program financial statement showing revenues and expenses of program funds in the previous calendar year (January 1 to December 31), due three months after its fiscal year-end.

Failure to meet the financial reporting requirements may result in termination of the funding agreement and impact future funding eligibility.

11. Glossary

Terminology	Definition
Annual return	Registered nonprofit organizations must file an annual return to either the provincial or federal government, depending on how they have been incorporated. This is not the return that is submitted to the Canada Revenue Agency. Returns verify your organization's information and maintain its active status as an incorporated body. We use this information to verify organizational details and status.
Certificate of Incorporation	An organization can be incorporated under federal, provincial, or territorial statutes. Certified means that the documents have an effective date and are stamped or signed by the appropriate incorporating authority.
Community Development	The practice of building connections and capacity with people so they can work together on common issues and opportunities.
Equity	The City will strive to provide equitable services. This includes removing barriers to access and inclusion. Equity means conditions are adjusted to meet people's diverse needs, strengths, and social realities.
Evidence-informed	Practices that are person-centered, meaning the preferences and experiences of individual clients are considered alongside best practices, as defined by quantitative evidence.
FCSS Research Briefs	FCSS Calgary research briefs are designed to guide organizations and funders who are working toward increasing social inclusion in Calgary. Each research brief provides an overview of the issue identified in the FCSS Calgary funding framework, as well as evidence-informed strategies to prevent it from occurring or escalating.

FCSS Social Inclusion Indicators (FSII)	Social inclusion indicators are used to measure the impact of FCSS funded programs. Most of these surveys have been drawn from standardized surveys that have been successfully used in other contexts and jurisdictions.
Funding Information Management System (FIMS)	A secure, online platform for non-profit organizations to manage their organization's profiles, manage their reporting requirements, and apply for funding for social programs and services;
Indicator	A specific, observable, and measurable characteristic or change that shows the progress a program is making toward achieving a specified outcome.
Intersectionality	A framework for conceptualizing a person, group of people, or social problem as affected by several discriminations and disadvantages. An intersectional approach considers the historical, social, and political context and recognizes the unique experience of the individual based on the intersection of all relevant grounds. It considers people's overlapping identities and experiences to understand the complexity of prejudices they face.
myID	An online service that provides citizens and business owners access to multiple City of Calgary services using a single account. A myID business account is required to access the Funding Information Management System (FIMS)
Outcome	The results of program operations or activities; the effects triggered by the program.
Output	The direct products of program activities; immediate measures of what the program did.
Policy and Systems Change	The development of new policies or changes to existing ones based on the research, feedback and planned activities of individuals or groups. Systems change is a process that involves addressing the root cause of social problems, which are often complex. It aims to bring about lasting change by altering the underlying structures that make the system operate in a certain way.
Prevention	The conditions or personal attributes that strengthen the healthy development, wellbeing, and safety of individuals across the lifespan and/or communities. Primary prevention avoids the onset of a social issue and addresses the root cause of social issues by promoting protective factors. Secondary prevention intervenes at an early stage of a social issue and builds resiliency by reducing the risk factors associated with the issue
Program	A program is an ongoing activity or service offered by an organization, usually involving clients that benefit from their participation in the service.
Program Evaluation	The systematic collection of information about the activities, characteristics, and outcomes of programs to make judgments about the program, improve program effectiveness, and/or inform decisions about future program development.
Private Act of the Legislature	Some non-profit organizations are incorporated under a private Act which has been tailor made for an organization which needs special provincial legislation.
Social inclusion	The ability to fully participate in, contribute to and benefit from all aspects of society.

12. Contact Information

If you have any questions during or after this application period, please contact us and we will respond within three business days. This web page will be updated regularly to address questions that are submitted but will not include identifying information of the organization or individual.

If you have identified barriers with this Call for Funding Proposals or would like to suggest ideas on how to make the application process more accessible and equitable, please contact us. We commit to integrating the feedback when possible and providing rationale if we are currently unable to make the changes.

Email: fundingproposals@calgary.ca

13. Sample Application

**This non-fillable application is for planning purposes only.
Applications must be submitted in FIMS by 11:59pm on April 10, 2024**

Organization Information

Organization Name:	<i>Text, 100 characters maximum, Required</i>
Act Registered Under:	<i>Drop-down list, Required</i> <ul style="list-style-type: none"> • The Alberta Societies Act • The Alberta Companies Act • The Canada Not-for-Profit Corporations Act • The Canada Business Corporations Act • Private Act of the Legislature • Other
If you select "Other", identify what Act that your organization is registered under:	<i>Text, 100 characters maximum, Optional</i>
Registration Number:	<i>Numerical, Required</i>
Year of Registration:	<i>Numerical, Required</i>
Website:	<i>Text, 100 characters maximum, Optional</i>
Mailing Address:	<i>Text, 100 characters maximum, Required</i>
Street Address (if different from mailing address):	<i>Text, 100 characters maximum, Optional</i>
Primary Contact:	<i>Text, 100 characters maximum, Required</i>
Phone Number:	<i>Text, 100 characters maximum, Optional</i>
Email address:	<i>Text, 100 characters maximum, Optional</i>
Program Lead:	<i>Text, 100 characters maximum, Required</i>
Phone Number:	<i>Text, 100 characters maximum, Optional</i>
Email Address:	<i>Text, 100 characters maximum, Optional</i>

Organization Effectiveness

1. Does your organization have the following in place? <i>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 four documents will be considered incomplete and will not be processed for funding consideration unless an acceptable explanation has been provided.</i>	Yes	No
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*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"/>
*Organization's most recent annual return	<input type="checkbox"/>	<input type="checkbox"/>
Board Governance Policies <i>These policies set out the principles, rules, governing style, roles, responsibilities, and functions of the membership, board, board members, and board committees.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Policies <i>Policies on nepotism, confidentiality, conflict of interest, human resources, financial, and volunteer management that adhere to standards for not-for-profit organizations. While not required at the application stage, successful applicants will need to have these policies in place, as per the FCSS funding agreement.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Explain if your organization does not have all of the items listed above.		
Text, 1000 characters maximum, Optional		

2. Briefly describe your organization, including its mission and vision.
Text, 3000 characters maximum, Required

3. How do your organization's goals and operations align with FCSS Calgary's long-term outcome of increasing social inclusion?
Text, 3000 characters maximum, Required

4. Is your Board of Directors representative of the community it serves?
Text, 1000 characters maximum, Required

Program Information

Program Name:	
Contractual Start Date:	
Contractual End Date:	

5. If this program is currently FCSS-funded, include the name here. Otherwise, write "Not Applicable".
Text, 100 characters maximum, Required

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

7. Program Description <i>Provide a brief description of the program and its intended impact. This description is used when sharing approved programs with Council and when a brief description is needed internally.</i>
Text, 500 characters maximum, Required

Target Population & Need

8. Priority Population Groups: <i>Select the population groups that your program will PRIMARILY serve.</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
If you have additional information you would like to provide about the populations this program will serve, you may do so here (optional).		
<i>Text, 500 characters maximum, Optional</i>		

9. How many unique clients or participants will your program serve annually? <i>This number should reflect clients or participants who would have open files for your program.</i>
<i>Numerical, Required</i>

10. Share with us your commitment and connection to the communities you are serving through this program. <i>Points to consider: Is this program designed by and for members of the community being served? If working with a specific community or population group, how will members of the community served be engaged throughout the program's planning & delivery?</i>
<i>Text, 3000 characters maximum, Required</i>

11. Need for the program: <i>Describe the need, issue, or service gap of the population you are serving. Include any relevant statistical or contextual information about this need.</i>
<i>Text, 3000 characters maximum, Required</i>

Program Delivery

12. Level of prevention that your program will 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.

13. Approaches to achieving increased social inclusion: <i>Select the approach your program will use to achieve increased social inclusion.</i> <i>For more information, see FCSS funding framework</i> <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
	<input type="checkbox"/>	

14. What are the key resources needed to implement the program? <i>Consider the inputs of this program such as number of staff, location, technology, materials, supplies, etc.</i>
<i>Text, 3000 characters maximum, Required</i>

15. What are the specific activities that will be implemented in this program, and how will they be delivered?
Consider program content on how the program will be delivered including information on frequency, duration, and program cycle.

Text, 3000 characters maximum, Required

Program Impact

16. Goal of the program:

A short sentence that clearly states the ultimate goal of the program (not the organization) is expecting to achieve.

Text, 250 characters maximum, Required

17. Describe the program or service as it currently operates and its impact to date (current state).

Consider the results being demonstrated before receiving the proposed funding; the program's history of increasing social inclusion.

Text, 3000 characters maximum, Required

18. What impact will the program have on the population served during the funding timeframe (future state)?

Identify the intended outcomes of this project with the proposed funding.

Text, 3000 characters maximum, Required

19. FCSS Outcomes that the program will address:

Select 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 13, select one to three outcomes that your program will address.
(Select up to three)

- ☐ Increased positive child and youth development
- ☐ Enhanced economic self-sufficiency
- ☐ Growth in social capital/social participation
- ☐ Improved family functioning and positive parenting
- ☐ Enhanced Indigenous healing and wellbeing

If you chose **Community Development Initiatives** in question 13, select at least one outcome that your program will address.
(Select all that apply)

- ☐ Increased leadership capacity
- ☐ Increased sense of belonging
- ☐ Improved economic participation

If you chose **Policy and Systems Change Initiatives** in question 13, select at least one outcome that your program will address.
(Select all that apply)

- ☐ An equity-based social policy agenda
- ☐ Integrated service coordination
- ☐ Evidence-informed policy and systems change

20. How will you measure the impact and success of this program?

Describe how the program tracks and measures program outputs and outcomes. If there is a program evaluation plan in place, describe it here.

Text, 3000 characters maximum, Required

21. Rationale and References:

Describe how you identified the need for this program, and why you designed your program as proposed. Highlight how you are using an evidenced-informed best or promising practice by citing the relevant research, experiences, or organizational knowledge. Key research findings are provided in the [FCSS Research Briefs](#).

Text, 4000 characters maximum, Required

22. FCSS Social Inclusion Indicators

If you chose Preventive Programs and Services for Individuals and Families approach in question 13, indicate the FCSS-specific outcome indicator(s) that will be used to measure alignment to the FCSS Funding Framework. The selection(s) should be related to mid-term outcome area in question 13. Select **up to three** FCSS Social Inclusion Indicators (FSII) surveys, listed by number and name. One survey is recommended. See [FSII All Surveys list](#) for reference.

Text, 500 characters maximum, Optional

Additional Considerations

23. Alignment to FCSS Calgary Guiding Principles:

Select all the FCSS Calgary guiding principles that your program aligns with.

- ☐ **Equity** – The City will strive to provide equitable services. This includes removing barriers to access and inclusion.
- ☐ **Truth and reconciliation** – The City will advance the activated and shared process of truth and reconciliation in collaboration with the community.
- ☐ **Culture** – The City will seek opportunities to grow culture.
- ☐ **Prevention** – The City will aim to stop problems before they start, using a prevention approach.

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

Indicate to what extent your program is scalable in the event you receive less than the amount requested.

Text, 1000 characters maximum, Required

25. If your application is successful, will you obtain Commercial General Liability insurance of no less than 2 million dollars with The City of Calgary as an additional insured?

Funding will only be awarded to successful applicants upon meeting this requirement in a timely manner. The costs associated with obtaining insurance are an eligible expense and should be included in your budget.

Yes/No, Required

26. If your application is successful, will you provide a global audited financial statement for all operations of the organization, including an audited statement of revenue and expenses for the program funds over \$250,000 in the previous calendar year (January 1 to December 31) within three months after your organization's fiscal year-end? The reasonable costs associated with obtaining an audited financial statement are an eligible expense and should be included in your budget.

Yes/No, Required

27. Have you uploaded a copy of your organization's most recent annual return into the Organization Documents tab in FIMS?

Yes/No, Required

If you answered 'No' to any of the previous questions (25-27), please explain why.

Text, 1000 characters maximum, Optional

Data Collection (OPTIONAL)

The questions in this section are being asked to gather data in support of The City's commitment to continuous improvement, diversity, equity, inclusion, and anti-racism. All questions in this section are optional and therefore do not need to be completed to submit your application. Answers will not have an impact on the success of your application.

28. FCSS Provincial Prevention Priorities. The (FCSS) Accountability Framework identifies key provincial prevention priorities. Select all that your program aligns with.	<input type="checkbox"/>	Homelessness and housing insecurity
	<input type="checkbox"/>	Mental health and addictions
	<input type="checkbox"/>	Employment
	<input type="checkbox"/>	Family and sexual violence across the lifespan
	<input type="checkbox"/>	Aging well in community
	<input type="checkbox"/>	No alignment to the above

29. Is your organization led by a majority (51% or more) of individual(s) from the following groups? Indigenous, Black or diverse Racialized Peoples community <i>Yes, No, N/A, Optional</i> Gender diverse community <i>Yes or No, N/A, Optional</i> LGBTIQ2S+ sexually diverse community <i>Yes or No, N/A, Optional</i>
30. Does your organization have a majority (51% or more) of programming specifically for any of the following groups: Indigenous, Black or diverse Racialized Peoples community <i>Yes, No, N/A, Optional</i> Gender diverse community <i>Yes or No, N/A, Optional</i> LGBTIQ2S+ sexually diverse community <i>Yes or No, N/A, Optional</i>
If you wish, you may provide any important information to elaborate on the response(s) selected above (29, 30). <i>Text, 500 characters maximum, Optional</i>

31. In the spirit of continuous improvement, what feedback can you offer us regarding this application process? <i>Please share any barriers that you faced in applying.</i> <i>Text, 1000 characters maximum, Optional</i>
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Salary Information

Provide information on each position that you are requesting FCSS 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)

The City of Calgary aims to support organizations in paying employees a wage that enables them to meet their basic needs, and meets or exceeds a Living Wage. In 2023, Vibrant Communities Calgary calculated the Living Wage in Calgary to be \$23.70/hour. More information on the methodology behind this figure is available online <https://enoughforall.ca/resources/living-wage>

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> 2024 FCSS Allocation	<ul style="list-style-type: none"> Enter the 2024 budget for the FCSS funded program as presented in the most recent FCSS Contract. If you did not receive funding in 2024, leave this column blank
<u>Column</u> 2025 Budget for Program, All Funding Sources	<ul style="list-style-type: none"> Enter the 2025 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> 2025 FCSS Funding Allocation	<ul style="list-style-type: none"> Enter the appropriate allocations of the FCSS dollars in 2025, 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> 2026 FCSS Funding Allocation	<ul style="list-style-type: none"> Enter the appropriate allocations of the FCSS dollars in 2026, 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> 2027 FCSS Funding Allocation	<ul style="list-style-type: none"> Enter the appropriate allocations of the FCSS dollars in 2027, 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> 2028 FCSS Funding Allocation	<ul style="list-style-type: none"> Enter the appropriate allocations of the FCSS dollars in 2028, 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 2024.

Item Name	Current Approved Budget (Global Budget)	2024 FCSS Allocation	2025 Budget for Program Including All Funding Sources	2025 FCSS Funding Allocation	2026 FCSS Funding Allocation	2027 FCSS Funding Allocation	2028 FCSS Funding Allocation
EXPENDITURES							
Personnel							
Position 1 Salary	120,000	0	50,000	25,000	25,000	25,000	25,000
Position 2 Salary	120,000	0	39,000	35,000	35,000	35,000	35,000
Total Benefits	50,000	0	19,000	7,000	7,000	7,000	7,000
Total Personnel	\$290,000	\$0	\$108,000	\$67,000	\$67,000	\$67,000	\$67,000
Travel & Parking							
Mileage	10,000	0	5,000	2,000	2,000	2,000	2,000
Parking	1,000	0	0	0	0	0	0
Total Travel & Parking	\$11,000	\$0	\$5,000	\$2,000	\$2,000	\$2,000	\$2,000
Materials & Supplies							
Program materials	8,000	0	5,000	2,000	2,000	2,000	2,000
Program advertising	6,000	0	800	300	300	300	300
Advertising	2,000	0	500	200	200	200	200
IT costs	100,000	0	40,000	15,000	15,000	15,000	15,000
Communication costs	10,000	0	2,000	1,000	1,000	1,000	1,000
Total Materials & Supplies	\$126,000	\$0	\$48,300	\$18,500	\$18,500	\$18,500	\$18,500
Other							
Occupancy (program space)	50,000	0	4,000	1,500	1,500	1,500	1,500
Staff development and training	6,000	0	1,100	400	400	400	400
Volunteer recognition	2,500	0	200	200	200	200	200
General liability insurance	2,500	0	1,000	1,000	1,000	1,000	1,000
Audit fee	5,000	0	2,500	1,000	1,000	1,000	1,000
Total Other	\$66,000	\$0	\$8,800	\$4,100	\$4,100	\$4,100	\$4,100
TOTAL EXPENSES	\$493,000	\$0	\$170,100	\$91,600	\$91,600	\$91,600	\$91,600
REVENUE							
United Way Grants	100,000	0	72,000				
Federal Grants	100,000	0	0				
Provincial Grants	25,000	0	0				
Donations/Fundraising	100,000	0	6,500				
Other (please specify)	100,000	0	0				
TOTAL REVENUE	\$425,000	\$0	\$78,500				

Sample B: FIMS Budget Application format for an FCSS-funded program provided by an organization that received FCSS funding in 2024.

Item Name	Current Approved Budget (Global Budget)	2024 FCSS Allocation	2025 Budget for Program Including All Funding Sources	2025 FCSS Funding Allocation	2026 FCSS Funding Allocation	2027 FCSS Funding Allocation	2028 FCSS Funding Allocation
EXPENDITURES							
Personnel							
Position 1 Salary	100,000	50,000	60,000	50,000	50,000	50,000	50,000
Position 2 Salary	100,000	39,000	49,000	39,000	39,000	39,000	39,000
Total Benefits	40,000	19,000	29,000	19,000	19,000	19,000	19,000
Total Personnel	\$240,000	\$108,000	\$138,000	\$108,000	\$108,000	\$108,000	\$108,000
Travel & Parking							
Mileage	6,000	5,000	6,000	5,000	5,000	5,000	5,000
Parking	100	0	0	0	0	0	0
Total Travel & Parking	\$6,100	\$5,000	\$6,000	\$5,000	\$5,000	\$5,000	\$5,000
Materials & Supplies							
Program materials	6,000	5,000	6,000	5,000	5,000	5,000	5,000
Program advertising	5,000	2,000	3,000	2,000	2,000	2,000	2,000
Advertising	20,000	3,000	5,000	3,000	3,000	3,000	3,000
IT costs	40,000	4,000	10,000	4,000	4,000	4,000	4,000
Communication costs	10,000	2,000	3,000	2,000	2,000	2,000	2,000
Total Materials & Supplies	\$81,000	\$16,000	\$27,000	\$16,000	\$16,000	\$16,000	\$16,000
Other							
Occupancy (program space)	10,000	4,000	6,000	4,000	4,000	4,000	4,000
Staff development and training	2,100	1,100	1,800	1,100	1,100	1,100	1,100
Volunteer recognition	3,000	2,000	2,500	2,000	2,000	2,000	2,000
General liability insurance	1,000	800	900	800	800	800	800
Audit fee	1,500	800	900	800	800	800	800
Total Other	\$17,600	\$8,700	\$12,100	\$8,700	\$8,700	\$8,700	\$8,700
TOTAL EXPENSES	\$344,700	\$137,700	\$183,100	\$137,700	\$137,700	\$137,700	\$137,700
REVENUE							
United Way Grants	0	0	0				
Federal Grants	0	0	0				
Provincial Grants	100,000	0	41,000				
Donations/Fundraising	4,950	0	4,400				
Other (please specify)	0	0	0				
TOTAL REVENUE	\$104,950	\$0	\$45,400				
FCSS Funding		\$137,700	\$137,700	\$137,700	\$137,700	\$137,700	\$137,700
% of FCSS funding		100%	75%				