

Family and Community Support Services (FCSS)

Letter of Intent



Edmonton FCSS is pleased to invite organizations to submit a letter of intent for new programs or enhancements to existing funded programs. The purpose of the letter of intent is to ensure that funding requests meet the eligibility criteria and address the FCSS Guiding Principles and Priorities.

The deadline for the Letter of Intent is Monday February 29, 2016. Organizations applying for program funding will receive a response within 4 - 6 weeks regarding the assessment of their program's fit to the eligibility criteria for 2016 FCSS funding.

For those programs invited to submit applications, the deadline for submission of the 2016 FCSS Funding Application will be approximately one month from notification. The Community Services Advisory Board (CSAB) reviews applications and recommends FCSS funding for preventive social service programs based on a number of considerations including the funding resources available for allocation. Meeting the eligibility criteria does not guarantee program funding.

Applicants can apply for up to a maximum of \$200,000 in program funding.

ELIGIBILITY CRITERIA

Organizations applying for funding must:

- be an Edmonton based not-for-profit, incorporated for a minimum of one year;
- request support for a specific program;
- demonstrate the ability to successfully implement the program and provide measurable outcomes that align to FCSS priorities;
- demonstrate the ability to quickly begin programming after receipt of funds;
- demonstrate sound financial management and governance;
- be in good standing with the City of Edmonton; and
- ensure the program and related expenditures meet the requirements of the Family and Community Support Services (FCSS) Act and Regulation (<http://humanservices.alberta.ca/documents/FCSS-Program-Handbook.pdf>).

FCSS PROGRAM CRITERIA

To be considered for funding, program proposals 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, and do one or more of the following:

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

The intent of a program helps to determine whether the program meets the criteria of preventive social services. For example:

- Parent child development activities, youth development services and parenting education and development programs would be eligible for funding.
- A short term counselling and referral service is eligible but a crisis, treatment or long term counselling program is not.
- Community development activities are eligible and can include information and referral services, interagency coordination, developing strategies for community advocacy, developing comprehensive social community plans etc.

Services provided under a program must not:

- be provided primarily for the recreation needs or leisure time pursuits of individuals;

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

EDMONTON FCSS GUIDING PRINCIPLES

Organizations applying for funding should ensure that their programs demonstrate the following program principles:

- **Evidence Based Program Delivery.** Programs are delivered using current research and known effective practices to ensure that the complex and changing needs of the individuals, families and communities are met.
- **Individual and/or Family is at the Centre of Providing Services and Supports.** Programming should be designed to reduce barriers and ensure the needs of the individual or family are provided using wrap-around supports.
- **Inclusive Practices that Create Welcoming and Safe Places for Everyone.** Programming should be intentionally inclusive and guided by creating a sense of belonging and acceptance amongst families, children and youth, seniors, Aboriginal and Newcomers.
- **Accessible Services.** Enhanced programs / services that are available where people live and where existing service gaps have been identified.
- **Partnership and Coordinated Services.** Effective partnerships share resources and expertise to enrich service delivery.

PRIORITY GAPS FOR SERVICE DELIVERY

One of the goals of Edmonton FCSS is to ensure preventive programs and services are accessible and are located in areas where there is a lack of available resources and the needs of citizens/community are evident. The following areas have been identified as priority areas.

Early Years & Family Support, Children, Youth & Adult

North West Edmonton

- Neighbourhoods north or west of the Anthony Henday
- Jasper Place Neighbourhood Revitalization Zone (http://www.edmonton.ca/city_government/projects_redevelopment/jasper-place-revitalization.aspx)
- Neighbourhoods surrounding West Edmonton Mall
- Neighbourhoods with Capital Region Housing (<http://crhc.ca/applicants/affordable-housing-map.aspx>) (for example: Callingwood-Lymburn)

North East Edmonton

- Neighbourhoods north of 137 Avenue and east of 97 Street
- Neighbourhoods north or east of the Anthony Henday
- Neighbourhoods with Capital Region Housing (<http://crhc.ca/applicants/affordable-housing-map.aspx>)

South West Edmonton

- Neighbourhoods with Capital Region Housing (<http://crhc.ca/applicants/affordable-housing-map.aspx>)
- Communities south or west of the Anthony Henday

South East / Millwoods Edmonton

- East of 50 Street and South of 34 Avenue
- Communities south or east of the Anthony Henday
- Neighbourhoods with Capital Region Housing (<http://crhc.ca/applicants/affordable-housing-map.aspx>)

Seniors Outreach

- North East Edmonton
- South West Edmonton

HOW TO APPLY

1. Complete the Organization Summary.
2. Attach a brief (1 - 2 page) Letter of Intent which addresses the following:
 - Brief description of your organization's mandate, vision, and mission
 - Program Description, including:
 - who you will serve,
 - what need or gap you are trying to address through this program,
 - how your program is preventive,
 - your expected outcomes,
 - how long the program has been operating (if an existing program) and
 - how often the program is delivered.
 - Why your organization is in the best position to offer this program.
 - Partnerships / collaborations to support program delivery and achievement of measured outcomes.
 - How you plan to use volunteers within the program, if applicable.
3. Submit a proposed program budget using the attached budget template.

Scan and send your completed Letter of Intent to the email address below:

| | | |
|--|--|---|
| Email: grants@edmonton.ca | Mail to: Edmonton FCSS PO Box 2359 Edmonton, AB T5J 2R7 | Drop off: Edmonton FCSS 11 th Floor, CN Tower 10004 – 104 Avenue Edmonton, AB T5J 0K1 |
|--|--|---|

Deadline for Letters of Intent - Monday February 29, 2016

For questions, please contact the Grants office at 780-496-4933

ORGANIZATION SUMMARY:

| | | | |
|--|--|--------------------|--|
| Name of Organization: | | | |
| Mailing Address: | | | |
| Phone #: | | | |
| Executive Director: | | | |
| Email Address: | | | |
| Website Address: | | | |
| Incorporation Date: | | | |
| This application is for: | <input type="checkbox"/> New FCSS program funding <input type="checkbox"/> Enhanced FCSS program funding | | |
| Name of Program: | | Funding Requested: | |
| Targeted Geographic Priority Area: <input type="checkbox"/> North West Edmonton <input type="checkbox"/> North East Edmonton <input type="checkbox"/> South West Edmonton <input type="checkbox"/> South East / Millwoods Edmonton | Targeted Program Area: <input type="checkbox"/> Families <input type="checkbox"/> Children and Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Aboriginal and Newcomer | | |
| Brief justification for targeted geographic and/or program area. Maximum (½ page) | | | |

DECLARATION OF BOARD MEMBERS (with signing authority)

In making this application, we, the undersigned Board Members of the Applicant, hereby represent to the City of Edmonton's FCSS Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.

Signature (with signing authority)

Signature (with signing authority)

Month/Day/Year

Month/Day/Year

Print Name / Role

Print Name / Role

Phone

Phone

Email

Email

PROPOSED PROGRAM BUDGET REVENUES

| | |
|-----------------------|--|
| FCSS | |
| Other Revenue | |
| TOTAL REVENUE: | |

EXPENSES

| | |
|---|--|
| Program Costs (e.g., personnel, space, programs and supplies) | |
| Other Expenses | |
| TOTAL EXPENSES: | |

Expenditures of the Program should not include:

- the purchase of land or buildings;
- the construction or renovation of a building;
- the purchase of motor vehicles;
- operation costs of the organization that do not relate to the funded program
- municipal property taxes and levies; or
- payments to a member of a board or committee other than reimbursement of incidental expenses necessarily incurred in providing volunteer services to the program.