

**Applications due June 10, 2022**

**2022 FUNDING APPLICATION / ANNUAL REPORT FORM**

*In an effort to best serve our community and to ensure accurate reporting to the province, please be aware that information in this application report may be shared with other Municipalities.*

**FUNDING PERIOD: January 1 - December 31, 2022**

**Section I - Introduction**

Please read carefully all of the information in this form prior to your submission.

- Complete shaded gray areas for the final report.
- **Section 7:** Program Budget is specific to the program that the application is for.
- **Section 8:** Actual Program Budget is to report actual's after the program.
- **Section 14:** Authorized Signature finalizes your form. Save completed form before signing. No edits can be made after a signature has been added. To create a new electronic signature, follow these steps:
  1. Click on Authorized Signature box, when new window opens, select:
    - A new digital ID I want to create now
  2. Click Next
  3. Select:
    - New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.
  4. Click Next
  5. Complete the fields:
    - Name:
    - Organizational Unit:
    - Organizational Name:
    - Email Address:
  6. Click Next
  7. Complete the fields:
    - File Name: (select where to save file)
    - Password:
    - Confirm Password:
  8. Click Finish
  9. Complete Password field
  10. Click Sign
  11. Save document
- Applicants may be required to provide a presentation on their application.
- Recommendations on funding will be reviewed as quickly as possible. Agencies will be contacted once funding decisions are made.
- Successful applicants will be required to sign a Funding Agreement with the respective municipality.
- This agreement will include details of payment, financial and program reporting and other funding conditions.

## **Section II - Application Submission**

**Application questions** may be directed to the appropriate FCSS contact listed below.

**A completed application with all municipal information should be cc'ed to the relevant FCSS departments listed below by November 29, 2020:**

**CDSP**

CDSP@Drumheller.ca

## **Section III: Eligibility Information**

Family and Community Support Services (FCSS) is a partnership between the Province and a Municipality or Metis Settlement that develops locally driven preventative social initiatives to enhance the well-being of individuals, families and communities.

To obtain FCSS conditional funding, programs must fit within each municipality's FCSS priorities. Programs/project must also meet the criteria stated in the Provincial Family & Community Support Services Act and Regulation:

- a. 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;
- b. Do one or more of the following:
  - i. help people to develop independence, strengthen coping skills and become more resistant to crisis;
  - ii. help people to develop an awareness of social needs;
  - iii. help people to develop interpersonal and group skills;
  - iv. help people and communities to assume responsibility for decisions and actions which affect them;
  - v. provide supports that help sustain people as active participants in the community.

Programs and Services **not eligible** under the program include those that:

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

The above guidelines must be kept in mind when completing your application. **If you are unsure, whether your program qualifies, please call prior to applying.**

## **Section IV - Conditions of Funding**

- To obtain FCSS conditional funding, programs must meet the Provincial FCSS Family Act and Regulation.
- Outcomes must be measured and included in a final report by January 31 of the following year.
- See the Provincial Priorities Measure Bank for reporting details.