



FAMILY & COMMUNITY SUPPORT SERVICES (FCSS) Program Funding Schedule A

2027 FUNDING GUIDE & CRITERIA

Application Deadline: October 16, 2026
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➤ INTRODUCTION

The city of St. Albert invites local registered non-profit, [community-based](#) organizations to apply for FCSS Program Funding to deliver preventive social services.

This guide outlines funding criteria, eligibility requirements, application instructions and assessment.

To be considered for funding, applications must meet:

- ✓ All submission requirements outlined in the [Application Requirements](#) section AND
- ✓ All the mandatory requirement components referenced under the [Program Requirements and Criteria](#) section
- ✓ October 16, 2026 Deadline

➤ WHAT IS FCSS?

The [City of St. Albert's FCSS Program](#) is a partnership between municipalities, Métis Settlements, and the Province of Alberta that funds preventive social service programs. Provincial funding is provided through the Ministry of Arts, Culture and Status of Women and is matched by municipalities at an 80/20 ratio. Under the [Family and Community Support Services Act](#) and Regulation, FCSS supports locally driven programs that strengthen individuals, families, and communities.

Purpose of FCSS Program Funding

FCSS does not fund organizations. FCSS funds specific programs that benefit St. Albert residents and the community. Funding is intended for approved program expenses only and cannot be used for general operating costs.

Municipal FCSS programs must:

- ✓ Promote volunteerism
- ✓ Use resources effectively
- ✓ Collaborate with community partners
- ✓ Strengthen communities
- ✓ Encourage citizen participation

Organizations receiving FCSS funding must demonstrate strong governance, financial stewardship, and compliance with Alberta FCSS accountability requirements. All requested FCSS funding must support St. Albert residents. If a program serves participants from outside St. Albert, applicants must identify alternative funding sources to cover those costs.

Community Social Roadmap Alignment

The [Community Social Roadmap](#) identifies local social priorities and emerging community needs in St. Albert. As part of its role in assessing and responding to community needs, FCSS uses the Roadmap to help guide funding decisions and support preventive social service initiatives. Programs funded through FCSS must align with at least one of the 10 Community Social Roadmap focus areas cited below.

Community Social Roadmap **10 Focus Areas:**

- | | |
|---------------------------------------|---|
| 1. Aging in Place | 6. Family and Gender-Based Violence |
| 2. Child and Youth Development | 7. Housing and Homelessness |
| 3. Civic Involvement and Volunteerism | 8. Inclusion, Diversity, Equity and Accessibility |
| 4. Community Connectedness | 9. Mental Health and Addictions |
| 5. Community Safety | 10. Poverty |

➤ PREVENTION FRAMEWORK

What is Prevention?

Within the FCSS Program, [prevention](#) is defined as:

"A proactive process that strengthens the protective factors of individuals, families, and communities to promote well-being, reduce vulnerabilities, enhance quality of life, and empower people to meet the challenges of life."

St. Albert's Approach

St. Albert FCSS focuses its investments on prevention.

FCSS services	Primary Prevention	• Address root causes of social issues with focus on the general population or a specific population. • Promote protective factors in the physical and social environment (including social relationships). • Can include awareness programs, enhancing connections among community organizations and promoting community volunteerism.
	Secondary Prevention	• Address issues at an early stage for specific groups or at-risk populations. • Strengthen the capacity of individuals and communities to prevent or reduce risk factors and build resilience. • Can include connecting those in need with appropriate resources and skill development.

Provincial Prevention Priorities

FCSS-funded programs must address at least one [Provincial Prevention Priority](#).

Through this work, programs contribute to one or more [FCSS Prevention Strategies](#) that strengthen [protective factors](#), reduce the impact of social issues, and support resilient communities.

Five Provincial Prevention Priorities

1. Homelessness and Housing Insecurity
2. Mental Health and Addictions
3. Employment
4. Family and Sexual Violence
5. Aging Well in the community

Selecting the Right Prevention Priority

Programs are **not required to address all areas** listed within a Provincial Prevention Priority.

Mental Health and Addictions

Programs that address mental health only, addictions only or both may select this priority.

Family and Sexual Violence

Programs that address family support only, family violence only, sexual violence only or any combination of these areas may select this priority.

FCSS Prevention Strategies

Programs addressing the priorities above will contribute to one or more of the following FCSS Prevention Strategies:

- Promote active engagement in the community
- Foster a sense of belonging
- Promote [social inclusion](#)
- Develop and maintain healthy relationships
- Enhance access to social supports
- Develop and strengthen skills that build resilience

➤ FUNDING

FCSS does NOT fund:

- X** Programs that are primarily recreation or leisure-focused
- X** Direct assistance, including money, food, clothing or shelter to an individual or family
- X** Programs that are primarily rehabilitative
- X** Duplicate services ordinarily provided by government or government agencies (ex. core educational services, clinical mental health or addiction services etc.)
- X** Purchase of land, buildings or motor vehicles
- X** Construction or renovation of buildings
- X** Costs that do not directly support program service delivery
- X** Municipal property taxes and levies
- X** Payments to board or committee members (except approved expense reimbursements)
- X** Retroactive funding for activities completed before a grant agreement is signed
- X** Severance, continuation pay or termination benefits

Funding Options

Applicants may request **one-, two- or three-year funding** and must indicate their preferred funding term in the application based on the following criteria.

One-Year Funding	Two-Year Funding	Three-Year Funding
New applicant that has not received FCSS funding for any program in the past three years	Program received FCSS funding in the previous year	Program has received FCSS funding for, at least, the previous two consecutive years
New program, even if the organization has received FCSS funding for a different program	Previous year's reporting was complete, including collected outcomes and output data	Most recent funding cycle reporting was complete, including collected outcomes and output data
Existing FCSS-funded program undergoing significant changes in 2027	Program is expected to continue without significant changes for two+ years	Program is expected to continue without significant changes for three+ years
Program is expected to operate for one year or less	No unspent or deferred funding from the previous year	No unspent or deferred funding from the most recent funding cycle
Pilot or emerging program where future funding needs are uncertain	All grant criteria were met in the previous year	All grant criteria were met during the most recent funding cycle
Previous reporting for program was incomplete (ex. incomplete output data provided)	Program is only expected to operate for two years	Organization receives less than 30% of its annual budget from City of St. Albert funding sources
Organization has unspent or deferred funding from the previous year	Organization receives less than 50% of its annual budget from City of St. Albert funding sources (all sources combined)	Application includes evidence of sound governance, financial stability, and evidence-based practice (ex. strategic or business plan)
Organization receives 50% or more of its annual budget from City of St. Albert funding sources (all sources combined)	Organization prefers a two-year funding term for other reasons	
Organization prefers a one-year funding term		

Funding Process

Application Review

Applications are reviewed by the [Community Services Advisory Committee](#) (CSAC), which makes funding recommendations to City Council in late November. City Council makes the final funding decisions based on available funding approved through the annual budget process. Funding decisions are typically made in December, and organizations are notified before the City's holiday closure.

Multi-Year Funding

All FCSS funding is approved by City Council on a year-to-year basis. While organizations may be recommended for a multi-year funding term, **multi-year funding is not guaranteed**. Organizations approved for multi-year funding do not reapply in Years Two or Three of the funding term. Instead, they submit a letter of intent confirming the program will continue as planned.

Continued funding is subject to:

- Complete and satisfactory annual reporting
- Annual provincial FCSS funding allocations
- Annual City of St. Albert FCSS funding allocations
- Annual Council approval of CSAC recommendations

Funding Contributions

For existing programs, FCSS may fund **up to 80%** of total program costs. Organizations must contribute a minimum of 20% through other funding sources or program revenue.

For new programs, FCSS may fund **up to 100%** of program costs in the first year. Beginning in subsequent years, organizations must identify additional funding sources to reach a minimum 20% contribution toward total project costs.

➤ APPLICATION REQUIREMENTS

Unless otherwise noted, all supporting documents must be submitted in a single email to: csmigielski@stalbert.ca no later than October 16, 2026.

Please use the following subject line: **[Organization Name] – FCSS Grant Application**

If file size limitations require you to send multiple emails, please use the same subject line and clearly identify your organization name in each email.

Step 1: Confirm Eligibility

Before applying, review this guide and criteria to ensure your organization and program meet FCSS eligibility requirements.

If you are:

- A new applicant; or
- Unsure whether your program is eligible

Please contact the Grant Administrator to confirm eligibility:

Connie Smigielski

 csmigielski@stalbert.ca

 780-914-3513

Step 2: Complete the Application

The online application may be printed or saved for your records once completed.

Step 3: Gather Supporting Documents

Required for All Applicants

- ✓ Schedule B: Budget Worksheet
- ✓ Most recent board-approved financial statements (if the city has not yet received your audited financials)

New Applicants *(have not applied within the last 3 years)*

- ✓ Organization bylaws
- ✓ Organization policies

Returning Applicants *(have applied within the last 3 years)*

- ✓ Updated bylaws (if applicable)
- ✓ Updated policies (if applicable)

If no changes were made to the organization's bylaws and policies, do not submit.

Step 4: Complete Schedule B

Schedule B includes information related to:

- Program budget

- Program staff
- Volunteers
- Board of Directors

For more information on completing the template, see the *Schedule B Budget Instructions*.

Step 5: Review and Submit

Late or incomplete submissions will not be considered.

Before submitting your application to csmigielski@stalbert.ca:

- ☐ Ensure all required documents are included
- ☐ Confirm Schedule B has been completed
- ☐ Review all responses for accuracy and completeness
- ☐ Verify any supporting documents are attached
- ☐ Confirm your submission is being sent before the deadline

Use of Artificial Intelligence (AI)

The use of AI is permitted when preparing an application.

Organizations are responsible for reviewing all AI-generated content and ensuring the information submitted is accurate, complete, and reflects their organization and program.

➤ APPLICATION TIPS

Know Your Audience

The [Community Services Advisory Committee](#) (CSAC), a Council Committee, reviews all FCSS Program Funding applications and makes funding recommendations to Council. The members of this committee may not be familiar with your organization, program or sector. Write your application so it can be understood by someone with no prior knowledge of your work.

- Avoid acronyms and industry jargon
- Explain the purpose and value of your program
- Clearly describe **why** the program is needed and how it benefits the community

Example: If applying for an after-school youth hub, explain why the program would be valuable to the community. While the benefits may be common knowledge within your sector, reviewers may not know how the program contributes to outcomes such as youth safety, positive relationships, community connection, or reduced risk behaviours.

Prepare Your Responses in Advance

Applications cannot be saved and completed later. The online application must be completed in a **single session**. Applicants are encouraged to use the provided

Edited or refined with AI support; reviewed and verified by a City employee

Application Questions and Information document to draft text responses in advance and copy and paste them into the online application when ready to submit.

Submit Before the Deadline

Complete your application well before the deadline. Support can only be provided before the application deadline.

Review Your Submission

Incomplete submissions will not move forward for consideration.

This includes:

- Incomplete application forms
- Missing Schedule B worksheets
- Missing supporting documentation

If an incomplete submission is made before the deadline, contact **csmigielski@stalbert.ca** to correct or resubmit your application.

Request Draft Feedback

Applicants seeking feedback on a draft submission may submit the **Application Questions and Information** document to **csmigielski@stalbert.ca** by **September 16, 2026**.

Need Help?

If you require clarification after reviewing the Guide and Criteria and the Application Questions and Information document, please contact:

Connie Smigielski

 csmigielski@stalbert.ca

 780-914-3513

➤ PROGRAM REQUIREMENTS AND CRITERIA

Applications must meet all mandatory requirements to move forward for consideration. These requirements are used as the initial screening criteria. If an application does not meet the mandatory requirements, the application will not advance to the review committee.

Mandatory Requirements

- ☐ The application and all required documentation are complete and submitted by the deadline.
- ☐ The organization is an eligible organization, meaning an organization that:
 - ✓ Is registered under Alberta's Societies Act, with a St. Albert chapter or branch and serves St. Albert residents
 - ✓ Is registered under Canada's Not-for Profit Corporations Act, with a St. Albert chapter or branch
 - ✓ The organization holds a valid [City of St. Albert Business Licence](#), where required.
- ☐ The program aligns with at least one of the [Community Social Roadmap Focus Areas](#) identified by FCSS.
- ☐ The program addresses and demonstrates alignment with at least one [Provincial Prevention Priority](#).
- ☐ The funding request is for eligible program expenses and not general operating or capital expenses.
- ☐ The program is a prevention initiative that enhances the social well-being of individuals, families or communities.
- ☐ The Board has adequate skills, experience and training to assess the risks and opportunities of the organization and conducts or participates in annual board development.
- ☐ Bylaws define clear and limited terms of office for Board and Executive roles.
- ☐ The Board has appropriate risk management practices in place.
- ☐ The Board has adopted policies addressing confidentiality, conflict of interest, code of conduct and nepotism for board and staff.

By applying, the applicant acknowledges and agrees that they **waive any right to legal proceedings related to the advisory recommendations of the Community Services Advisory Committee**. The review process will be conducted in private and will not be released to the public.

The Grant Administrator **must be notified of any changes** during the term of the funding agreement.

➤ ADDITIONAL INFORMATION

To learn more about the Alberta FCSS Program, Act or Regulation, please visit:

FCSS: <https://www.alberta.ca/family-and-community-support-services-fcss-program.aspx>

FCSS Act: <https://open.alberta.ca/publications/f03>

FCSS Regulation: https://open.alberta.ca/publications/1994_218

➤ APPENDIX A

The following definitions clarify common terms used throughout these guidelines and the application.

Accessible: Programs and services are available to St. Albert residents through a variety of mediums and are simple to navigate.

Community-based organization: Non-profit or charitable organizations located in St. Albert that represents and addresses this community's needs.

Community Services Advisory Committee (CSAC): A [Committee of Council](#) with the primary function of reviewing grant applications and making recommendations to Council regarding: the Family and Community Support Services (FCSS) Program Funding, St. Albert Community Recognition Program, the Community Events Grant Program, the Community Capital Recognition Program and the Outside Agency Operating Grant. The Committee may also be requested by Council to advise on issues and policies related to recreation and social services.

Community Social Roadmap: The St. Albert Community Social Roadmap outlines the current social needs prioritized by residents and stakeholders. The 10 focus areas identified guide decision making and support service delivery to address social issues in our community.

Mission: Your unique role in working towards the desired social condition.

Outcome: Statements, which describe the difference your activities will make in the short term, intermediate and long term.

Output(s): The direct products of program activities; usually accounted for in numbers or measured in terms of volume of work accomplished.

Prevention: A proactive process that strengthens the protective factors of individuals, families and communities to promote well-being, reduce vulnerabilities, enhance quality of life, and empowers them to meet the challenges of life.

Provincial Prevention Priorities: Within the context of FCSS, ["Prevention Priorities"](#) identify 5 significant social issues impacting Albertans. These priorities provide essential

guidance for local FCSS programs as they develop community initiatives with a focus on prevention.

Primary Prevention: Primary prevention focuses on the general population or on subsets of the population who may be at higher risk, with the intent of promoting protective factors in the physical or social environment.

Protective factors: Factors that prevent or mitigate the effects of exposure to risk factors and stressful life events.

Risk factor: Any attribute, characteristic or exposure of an individual that increases the likelihood of negative outcomes.

Social Inclusion: Refers to the ability to fully participate in, contribute to, and benefit from all aspects of society. The act of making all groups of people within a society feel valued and included.