



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

## **FUNDING GUIDE AND CRITERIA**

**2026**

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## 1. Common Definitions

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The following are a few common terms and definitions in 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.

**Activities:** the main tasks or functions that the program intends to do to fulfill its mission and goals, specific ways, and actions you will use to work toward your goals.

**Appropriate:** Programs and services are flexible, adaptable, individualized and available when needed.

**Allied services:** Services in the community that are complimentary to the services your organization provides, either because they provide the same service to a different demographic, or a service that can work along side the one you offer. An allied service may also be a service provided before or after the one you offer, possibly acting as a referral partner, to or from their program.

**Best practices:** refers to programs or components of program or delivery methods that have been identified as effective (i.e., produce significant reductions in poor outcomes or associated risk factors or significant increases in positive outcomes or associated protective factors) by repeated methodologically sound studies using a experimental or quasi-experimental design.

**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 ten focus areas identified guide decision making and support service delivery to address social issues in our community.

**Evidence-based programs and practices:** means that a program has been tested in a well-designed and methodologically sound or quasi-experimental study and has been shown to produce significant reductions in poor outcomes or associated risk factors or significant increases in positive outcomes or associated protective factors.

**Goal(s):** a broad, general statement about what a program is intended to do, what you're attempting to achieve.

**Measurement Tool(s):** means by which you collect information to measure your success.

**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.

**Performance Measure(s):** concrete things you can see or hear, and which provide evidence that you are achieving your outcomes.

**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 five 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 Audience:** the group or individuals that you intend to reach through your program.

**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.

**Vision:** the desired social condition to which you seek.

## 2. Introduction

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The City of St. Albert invites local registered non-profit, community-based organizations to apply for the provision of preventive social services.

Applications must meet:

- **all the Submission Requirements** (Section 6) **and**
- **all the Mandatory Requirement components referenced under the Program Requirements and Criteria** (Section 7).

## 3. Background Information

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### 3.1 The Alberta Family and Community Support Services (FCSS) Program

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The [City's FCSS Program](#) is a partnership between municipalities/Métis Settlements and the Province of Alberta in the delivery of preventive social service programs. Municipalities receive funding from the Province through the Ministry of Seniors, Community and Social Services; these funds help to deliver programs at the community level through locally determined methods. Under the [Family and Community Support Services Act](#) and Regulation, municipalities match the provincial funding using local tax dollars, on an 80/20 basis. [FCSS](#) is a voluntary partnership and was established to develop, support and fund preventive social services throughout Alberta.

#### **Each Municipality must meet the following conditions:**

- Promote, encourage and facilitate involvement of volunteers;
- Promote efficient and effective use of resources;
- Encourage and facilitate cooperation and coordination with allied services;
- Promote, encourage, and facilitate the development of stronger communities; and,
- Promote citizen participation in planning, delivery and the governance of programs and services.

The FCSS **prevention strategies** are listed below. These are how programs can enhance protective factors. Funded programs must align with one or more of these strategies to prevent or mitigate the impact of key social issues and to build stronger and more resilient communities now and for the future.

1. Promote and encourage active engagement in the community;
2. Foster a sense of belonging;
3. Promote social inclusion;
4. Develop and maintain healthy relationships;
5. Enhance access to social supports; and
6. Develop and strengthen skills that build resilience.

#### **The five Provincial Prevention Priorities are:**

- Homelessness and Housing Insecurity
- Mental Health and Addictions
- Employment

- Family and Sexual Violence
- Aging Well in the Community

#### **FCSS Ineligible costs:**

- Provide primarily for the recreation 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.
- The purchase of land or buildings.
- The construction or renovation of a building.
- The purchase of motor vehicles.
- Any costs required to sustain an organization that do not relate to direct service delivery under the program.
- Municipal property taxes and levies.
- Any payment to a member of a board or committee other than reimbursement for approved expenditures.
- Retroactive financial support for project activities that have been completed prior to grant agreement signing.
- Severance or any kind of continuation pay or benefits to employees who resign or are terminated from the organization.

### **3.2 St. Albert FCSS Program**

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#### **Guiding Principles**

Programs funded must meet the FCSS Program (Provincial) requirements and clearly align with and support at least one of the 10 focus areas cited in [The Community Social Roadmap](#).

#### **The ten focus areas are:**

- Aging in Place
- Child and Youth Development
- Civic Involvement and Volunteerism
- Community Connectedness
- Community Safety
- Family and Gender Based Violence
- Housing and Homelessness
- Inclusion, Diversity, Equity, Accessibility
- Mental Health and Addictions
- Poverty

### **3.3 Preventive Social Services**

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According to the local and provincial Family and Community Support Services 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 empowers them to meet the challenges of life.”*

St. Albert chooses to focus investments on **primary prevention**.

FCSS services	Primary Prevention	<ul style="list-style-type: none"><li>• Address root causes of social issues with focus on the general population or a specific population.</li><li>• Promote protective factors in the physical and social environment (including social relationships).</li><li>• Can include awareness programs, enhancing connections among community organizations and promoting community volunteerism.</li></ul>
	Secondary Prevention	<ul style="list-style-type: none"><li>• Address issues at an early stage for specific groups or at-risk populations.</li><li>• Strengthen the capacity of individuals and communities to prevent or reduce risk factors and build resilience.</li><li>• Can include connecting those in need with appropriate resources and skill development.</li></ul>

## 4. Funding

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Meeting application requirements **does not** guarantee funding.

Applicants may apply to receive funding for one, two, or three year funding terms. Applicants will indicate number of years they are seeking funding. In addition to program requirements and funding requirements listed below, the following criteria will apply to each funding term.

If any of the following apply, the organization qualifies to apply for a **one-year funding term**:

- The organization has not received St. Albert FCSS Program Funding for any project or program in the past 3 years.
- The project/program is new or has not received prior St. Albert FCSS Program Funding, even if the organization has, for another project/program.
- The organization has received prior St. Albert FCSS Program Funding for the current project/program, however the project/program will see substantial changes in 2024.
- The project/program is not expected to last more than 1 year, or the organization is testing a new/emerging project/program and are not certain funding beyond 1 year is required.
- The organization has received funding for the same project/program in the past 3 years, however last year's reporting was incomplete. For example, complete output data was not able to be provided, or complete outcomes data for surveyed clients/participants was not able to be collected.
- The organization had unspent/deferred funds from the previous year.
- The organization receives 50% or more of its total annual budget from City of St. Albert funding sources (all sources combined).
- The organization would prefer to apply for 1 year funding for some other reason not listed.

If any of the following apply, the organization qualifies to apply for a **two-year funding term**:

- The organization received St. Albert FCSS Program Funding for the same project/program last year.
- Reporting for St. Albert FCSS Program Funding last year was complete. This includes reliable outcomes data from surveyed clients/participants collected, and output data.
- The organization's project/program is expected to last at least 2 years or more in its current form.
- The organization did not have unspent/deferred funding the previous year.
- All other grant criteria for the previous year were met.
- The project is only expected to last 2 years.
- The organization receives less than 50% of its total annual budget from City of St. Albert funding sources (all sources combined).
- The organization would prefer to apply for 2-year funding for some other reason not listed.

If any of the following apply, the organization qualifies to apply for a **three-year funding term**:

- The organization has received St. Albert FCSS Program Funding for the same project/program for a minimum of the last two consecutive years.
- Reporting for St. Albert FCSS Program Funding for the most recent funding cycle was complete. This includes reliable outcomes data from surveyed clients/participants collected, and output data.
- The project/program is expected to last three years or more in its current form.
- The organization did not have unspent/deferred funding in the most recent funding cycle.
- All other grant criteria for the past funding cycle were met.
- The organization receives less than 30% of its total annual budget from City of St. Albert funding sources (all sources combined).
- Accompanying your application, the organization provides evidence of sound governance, stable financial outlook, and use of evidence-based practices, in the form of a strategic or business plan.

## **4.1 Process**

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[The Community Services Advisory Committee](#) (CSAC) is responsible for reviewing applications and making funding recommendations to City Council in late November. Final funding decisions are at the discretion of City Council and subject to available funding resources as approved in the annual budget process. City Council makes funding decisions in December, just before the holiday closure. Your organization will receive notification of the program funding decision before the holiday closure.

**Council approves grant funding on a year-to-year basis.** While an organization may be *recommended* for multi year funding, multi year funding is **not guaranteed**. Once funding is approved by Council, contracts will be executed. Organizations selected for multi year funding will not re-apply in successive years of the same funding term (year 2 or 3), rather will submit a letter of intent confirming the project/program will go ahead as planned. Funding for FCSS funded programs, even those recommended for multi year funding, is pending receipt of complete and satisfactory yearly reporting, yearly provincial FCSS funding, yearly Council FCSS program funding, yearly council approval of CSAC FCSS funding recommendations, and other factors.



FCSS Program Funding **will not** support more than 80% of the total expenditures of an existing program; other organizational or program revenue will support at least 20% of the program costs. FCSS may fund 100% in the first year of a new program, however additional sources of funding must be identified in subsequent years reaching at least 20% of the total project.

## 5. Purpose of FCSS Program Funding

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FCSS does **not fund organizations**; FCSS funds specific programs that are provided to residents and community by host organizations. FCSS Program Funds are for approved programming expenses, and not general operations expenses.

FCSS funding to external organizations is accountable to the same criteria and stringent expectations of the (Alberta) FCSS Program; subsequently, organizations need to demonstrate strong governance and fiscal stewardship in administering the program funding. Additionally, 100% of program funding requested must be used to serve St. Albert residents and the community of St. Albert to qualify. If any portion of a program serves those from other communities, clear evidence as to appropriate sources of funding from those communities to cover the cost of their residents should be identified.

## 6. Application Submission Requirements

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### Step 1: Ensure Eligibility

1. If you are a new applicant, please contact the grant administrator, Amy at [amackinnon@stalbert.ca](mailto:amackinnon@stalbert.ca) or 587-708-7285 to discuss eligibility.
2. **If you have received funding in the past**, have thoroughly read Schedule A – 2026 FCSS Program Funding Guide and Criteria, and are certain your program/project meets the FCSS eligibility criteria listed, please complete the online application.
3. **If you have applied or received funding in the past, but want to confirm eligibility**, please contact the grant administrator Amy at [amackinnon@stalbert.ca](mailto:amackinnon@stalbert.ca) or 587-708-7285 to discuss.

### Step 2: Complete application and accompanying documentation

All applications must meet the following submission requirements for consideration of funding:

1. Application deadline is **October 16<sup>th</sup>, 2025**, no late submissions will be accepted.
2. Online application.
  - a. For applications requesting **more than \$10,000** please complete the full grant application, accessible here: Application can be printed or saved once complete for your records.
  - b. For applications requesting **\$10,000 or less**, please contact the grant administrator via email at [amackinnon@stalbert.ca](mailto:amackinnon@stalbert.ca) to schedule an application discussion. Small grant applicants will not apply online, rather, the discussion will constitute the application. Section B documents (below) will still be required.
3. Section B – Financial, Governance and Program Staff Worksheets – This includes details about the program budget, staff and volunteers, and Board of Directors. Please submit via email to the grant administrator no later than October 16, 2025, to [amackinnon@stalbert.ca](mailto:amackinnon@stalbert.ca). No hard copy submissions will be accepted.
  - a. If your organization has another document with all the Board member information asked for, please feel free to send that in lieu of filling out the Board member

worksheet, however, please ensure what you send DOES NOT include information we do not ask for (such as home address, date of birth, etc.). Also ensure Section B is still submitted with the Budget and Program Positions worksheets completed.

4. The organization's most recent financial statements – please email a copy of the board approved financial statements to the grant administrator [amackinnon@stalbert.ca](mailto:amackinnon@stalbert.ca).
5. Other Accompanying Documents - Accompanying documents must be emailed to the grant administrator [amackinnon@stalbert.ca](mailto:amackinnon@stalbert.ca). No hard copy submissions will be accepted.
  - a. Documents required for **new** applicants (have not applied in the last 3 years)
    - i. Copy of organization's bylaws
    - ii. Copy of organization's policies
  - b. Documents requested for **repeat applicants** (have applied in the last 3 years)
    - i. If changes have been made to the organization's bylaws, please send an updated copy. Only send an updated copy if applicable.
    - ii. If changes have been made to the organization's policies, please send either an updated copy of the policy manual, or a copy of each updated policy. send updated copies if applicable.

## 6.1 Application submission tips

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### Application

- Consider the review committee (CSAC) may not be familiar with your organization or program. Complete the application so it can be understood by someone not familiar with your organization, programming, or sector. Avoid use of industry jargon or acronyms and ensure the 'why' behind information is explained.
  - Example: An organization is applying for funding to run an after-school youth hub. Ensure your answer is clear WHY a youth hub would be valuable to the community. It may be common knowledge in your sector that youth hubs contribute to reducing youth violence, drug, and alcohol use, provide a safe space for youth when home may not be a safe place, and encourage friendship and positive, respectful relationships with adults, however not all reviewers will have this information if you don't tell them.
- Applicants cannot start an application and save it for later. Applications must be started and completed in the same session. It is advisable to use the 'Application Information' word document provided to record your text answers (vs multiple choice) in advance and copy and paste your text answers into the online application once ready to submit.
- Complete your application before the deadline. If you experience challenges with the application, or submission, support will be provided only before the deadline.
- Incomplete submissions, including an incomplete application, Section B and/or accompanying documentation will disqualify your submission from moving forward with processing. If you accidentally submit an incomplete application, and it is before the deadline, please contact the grant administrator [amackinnon@stalbert.ca](mailto:amackinnon@stalbert.ca) to correct your submission or re-submit.
- If you would like feedback on your draft submission, please submit the draft on the 'Application Questions and Information' word document to the grant administrator [amackinnon@stalbert.ca](mailto:amackinnon@stalbert.ca) by September 15<sup>th</sup>.

- If after reading the Guide and Criteria and Application Questions and Information document, you need additional clarification, please connect with the grant administrator Amy, at [amackinnon@stalbert.ca](mailto:amackinnon@stalbert.ca).

## **7. Program Requirements and Criteria** (used to screen applicant submissions)

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There are several mandatory requirements that must be met. These serve as initial screening criteria for each application. Failure to meet the mandatory requirements will result in a recommendation that FCSS Program Funding not be provided.

### **Mandatory Requirements**

1. ☐ The application and accompanying documentation is complete, and was submitted on time. Incomplete or late applications will not be considered.
2. ☐ The organization is an eligible organization, meaning an organization that:
  - a. Is registered under Alberta's Societies Act, with a St. Albert chapter or branch and serves St. Albert residents;
  - b. Is registered under Canada's Not-for Profit Corporations Act, with a St. Albert chapter or branch, and serves St. Albert residents;
  - c. Provides a preventive social service as per the *FCSS Act and Regulation*;
  - d. Provides a preventive social service in alignment with current social needs;
3. ☐ The program encourages and facilitates cooperation and coordination with Allied services.
4. ☐ The program meets the [\*FCSS Act and Regulation\*](#).
5. ☐ The funding is for program expenses, not general operational nor capital expenses.
6. ☐ The organization provides a minimum of 20% of funding towards the program, unless a program is in its first year, in which case 100% of program expenses may be requested
7. The budget does not include more than 10% for general administration expenses. Note: If the organization is also applying for Outside Agency Operating funding, you may not apply for any of the same budget line items.
8. ☐ The program operates in St. Albert, is accessible by St. Albert residents, and funding supports only St. Albert residents.
9. ☐ The program is for primary prevention and enhances the social well-being of individuals, families, or community.
10. ☐ The program is not primarily for the recreational needs or leisure time of individuals.
11. ☐ The program does not provide direct financial assistance to sustain an individual or family.
12. ☐ The program is not restorative, rehabilitative or treatment in nature.
13. ☐ The program does not duplicate services that are ordinarily (or should be) provided by a government or government agency (or responsibility of another provincial ministry).
14. ☐ The program identifies and is clearly aimed at addressing at least one FCSS Outcome.
15. ☐ The program supports at least one focus areas identified in The Community Social Roadmap.
16. ☐ The program is hosted by an organization that has the proven capacity to deliver programs, a positive track record and community reputation and the expertise required to deliver the program.

- 17. ☐ The program goals, objectives and strategies/activities are clearly identified.
- 18. ☐ 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.
- 19. ☐ Bylaws define clear and **limited terms of office** for Board and Executive roles.
- 20. ☐ The Board regularly reviews the financial activities, statements, and performance of the organization, and performance of the individual(s) assigned financial responsibilities.
- 21. ☐ The board performs annual performance reviews of staff, board members and committees.
- 22. ☐ The board has appropriate risk management practices in place.
- 23. ☐ The board has adopted policies addressing confidentiality, conflict of interest, code of conduct, and nepotism for board and staff.

### Secondary Requirements

- 24. ☐ The program promotes, encourages, and facilitates involvement of volunteers.
- 25. ☐ The program promotes efficient and effective use of resources.
- 26. ☐ The program promotes, encourages, and facilitates the development of stronger communities.
- 27. ☐ The program offers a variety of learning approaches.
- 28. ☐ The program is based on sound theoretical underpinnings and research.
- 29. ☐ The program is appropriately timed to have the maximum impact.
- 30. ☐ The program is socially and culturally relevant.
- 31. ☐ The program is facilitated and delivered by well-trained, qualified staff.
- 32. ☐ The program measurement tools, and evaluation process are clearly linked to the program goals, objectives, and activities.
- 33. ☐ The program clearly addresses an identified social need in the community.
- 34. ☐ The program budget is sound and clearly detailed, both sources of revenue and expenditures.
- 35. ☐ The program has a reasonable cost/benefit ratio.
- 36. ☐ The program is accessible and embraces inclusivity.

By applying, the applicant acknowledges and agrees that it waives any right to any legal proceedings with respect to the advisory recommendations of the Community Services Advisory Committee and that this process will be conducted in private and not released to the Public.

The Social Investment Coordinator must be notified of any changes during the term of the funding agreement.

### 8. Additional Information

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**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](https://open.alberta.ca/publications/1994_218)