



City of St. Albert  
**CITY COUNCIL POLICY**

FCSS Operating Grant Program

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C408-2015	09 08			

## Purpose

To provide a framework for the delivery of funding to eligible community non-profit organizations for the provision of preventive social programs that align with and support the five core values identified in St. Albert's Social Master Plan.

## Policy

The City offers an annual operating grant program, administered by the FCSS Department, to eligible community non-profit organizations for the delivery of preventive social services, in accordance with the funding formula and regulations identified in the FCSS Act.

## Definitions

In this policy,

"City" means the municipal corporation of the City of St. Albert.

"Community Services Advisory Board" (CSAB) means an advisory committee to Council comprised of St. Albert residents.

"Declaration Agreement" means a signed agreement that identifies the grant recipient organizations responsibilities associated with indemnity, insurance, termination, confidentiality, reporting and program delivery expectations.

"Eligible Community Non-profit Organization" means an Organization that:

- Operates as a registered non-profit or charitable organization that is based in St. Albert and primarily serves St. Albert residents;
- Provides preventive social services based on community needs;
- Has trained program and administrative staff with the ability to operate the FCSS-funded program or programs effectively.

"Family and Community Support Services Act" means the *Family and Community Support Services Act, R.S.A. 2000. c.F-3*, (FCSS Act) as amended or any successor enactment and any regulations thereunder.



“FCSS Program” means a partnership amongst the Province, municipalities and Métis Settlements that develops locally driven preventive social initiatives to enhance the well-being of individuals, families, and communities.

“FCSS Department” means the department of the City responsible for the provision of preventive social services to the residents of St. Albert through direct service to the community as well as a range of service offered through FCSS funded community organizations.

“Five Core Values” means the values identified in the Social Master Plan, namely:

- a. Sense of Community and Connectedness
- b. Diversity and Inclusion
- c. Social Responsibility and Engagement
- d. Healthy Lifestyle and Well-Being
- e. Capacity Building

“Memorandum of Understanding” means a signed agreement that identifies the program being funded, the amount of funding for the program and the expected outcomes to be achieved.

“Preventive Social Services” means services that enhance the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.

“Social Master Plan” means the document entitled “Cultivating a Community for All: St. Albert’s Social Master Plan”, as amended from time to time.

## **Responsibilities**

1. City Council is responsible for:

- a. Allocating funding under the FCSS Operating Grant Program while ensuring any allocations comply with FCSS legislation and approved City budgets;
- b. Funding the Family & Community Support Services Department the minimum matching 20% based on the 80/20 criteria of the FCSS Program; and
- c. Appointing residents to the Community Services Advisory Board.

2. The City Manager or designate is responsible for:

- a. Preparing, communicating and distributing an annual application process that clearly articulates proposal requirements, investment criteria and definitions and all appropriate timelines and application logistics;
- b. Accepting and reviewing applications for the FCSS Operating Grant Program on an annual basis, determining the completeness of the applications and forwarding the



applications to the Community Services Advisory Board for its review, deliberation and advisory recommendations;

- c. Ensuring the recommended programs and services align with at least one of the core values of the Social Master Plan; and
  - d. Ensuring the terms and conditions of the Declaration Agreement and Memorandum of Understanding are met.
3. Community Services Advisory Board is responsible for reviewing the grant applications in accordance with this policy and making funding advisory recommendations to City Council.
4. Successful recipients are responsible for:
- a. Conducting security/prior involvement checks on all program staff and volunteers at the initial point of employment;
  - b. Maintaining valid insurance coverage;
  - c. Providing the City with 90 days notice in advance of any proposal to alter its services, function or mandate;
  - d. Providing to the City monthly program statistics, demographics or other relevant information as requested; and
  - e. Ensuring the terms and conditions of the Declaration Agreement and Memorandum of Understanding are met.
5. Successful recipients must meet the following mandatory requirements:
- a. The organization is an eligible entity (non-profit, local);
  - b. The program meets the FCSS Act and legislation;
  - c. The funding is for operational expenses and not capital;
  - d. The organization provides at least 20% of funding towards the program;
  - e. The program is of early stage prevention and enhances the social well-being of individuals, families or community;
  - f. The program does not provide primarily for the recreational or leisure time of individuals;
  - g. The program does not provide direct financial assistance to sustain an individual or family;
  - h. The program is not restorative, rehabilitative or treatment in nature;
  - i. The program does not duplicate services that are ordinarily (or should be) provided by a government or government agency (or the responsibility of another provincial ministry);
  - j. The program identifies and is clearly aimed at addressing at least one FCSS outcome;



- k. The program supports at least one value cited in the Cultivate a Community for All, Social Master Plan; and
- l. The program supports or develops at least one protective factor.

## **Standards**

1. The City partners with the Province of Alberta in the delivery of preventive social service programs. Under the FCSS Act, municipalities match provincial funding, using local tax dollars, on an 80/20 basis, as a minimum.
2. The amount of funding available is based on current year funding allocations, excluding one-time project grants, and will serve as the base funding for the next year's allocations, unless the available funds are reduced owing to a reduction in the provincial and/or municipal contribution.
3. The City Manager or designate shall:
  - a. Manage and communicate an annual application process for the FCSS Operating Grant Program that clearly articulates proposal requirements, appropriate timelines and application logistics;
  - b. Accept, review and determine completeness of applications, and ensure the recommended program aligns with at least one of the Five Core Values of the Social Master Plan; and
  - c. Ensure that grant recipients adhere to the terms and conditions of the Declaration Agreement and Memorandum of Understanding.
4. An Eligible Community Non-Profit Organization approved for grant funding shall be required to sign and abide by the terms and conditions of a Declaration Agreement and a Memorandum of Understanding, which include but are not limited to the following:
  - a. the Organization shall expend funds as specified in the application;
  - b. pursuant to its ongoing activities, in both its own name and in the name of the City as an additional insured, the Organization shall place and maintain a policy of insurance respecting commercial liability and errors and omissions;
  - c. the Organization shall acknowledge receipt of the FCSS Operating Program Grant from the City in event promotion and advertising, including reinforcing the City branding where appropriate; and
  - b. if the program's financial information discloses an annual surplus in the fiscal year respecting which the City has rendered a grant, within 90 days of the City's demand, the Organization shall repay part or all of the Grant funds for that fiscal year as the City reasonably requires.



5. There is no limit to the amount of grant funding awarded to any Organization, provided the total awarded does not exceed the funds available.
6. The program/service applied for must not duplicate an existing community program/service.
7. The Grant shall cover no more than 80% of a program expenses.
8. The Grant shall pertain only to the calendar year for which it was approved, unless otherwise specified by Council.
9. The application process will occur in the fall and final budget decisions and allocations subject to Council approval of the budget.
10. The Organization shall, prior to making changes in revenue or expenditures of amounts in approved budgets, obtain the consent of the City Manager or FCSS Director.
11. The Organization shall demonstrate strong fiscal stewardship in administering the funded program; furthermore, the Organization must adhere to the criteria and stringent expectations of the provincial FCSS Program.
12. To qualify for funding, at least 80% of program participants must be residents of St. Albert.
13. Consistent with provincial practice, the City, acting on behalf of the FCSS Program, reserves the right in its sole discretion to:
  - a. Suspend the process at any stage;
  - b. Reject or accept any proposal, including the right to reject all proposals;
  - c. Clarify with any or all applicants after the closing date; and
  - d. Negotiate with any or all applicants after the closing date.
14. Unallocated funds shall remain with the city.
15. "Multi-year funding" means organization may be recommended for up to three years funding contingent on provincial budget, municipal match and proven outcome measures.
16. "Programs are funded not organizations" means that FCSS Funding is allocated to programs and services not organizations as an entity. Funding can support the administration associated with a specific program but should not be allocated to an organization's administration.

