

Family and Community Safety Program Grant Criteria

Overview

Building stronger families and communities is a key priority for the Government of Alberta. The Family and Community Safety Program (FCSP) is part of the government's commitment to prevention of family violence, sexual violence and promoting healthy relationships. The aim of the program is to ensure Albertans are safe, healthy and included.

Prevention is essential to minimizing the impact of social issues that affect the safety and well-being of Albertans. The Government of Alberta is committed to supporting the full continuum of prevention to include prevention before issues occur for the first time (primary prevention) detecting situations where issues are already occurring and preventing further situations from occurring (secondary prevention) and supporting and treating those already affected by the issue and intervening to reduce impact (tertiary prevention).

The FCSP will continue to expand the Government of Alberta's prevention agenda by supporting initiatives that increase protective factors and reduce risk factors among vulnerable Albertans, along with building the capacity of communities.

FCSP will support stronger families and communities by investing in grassroots community prevention

initiatives that address the root causes of many social issues that affect the safety and well-being of Albertans. These include family violence, sexual violence and healthy relationships supports for Albertans. The program will support community-based and non-profit service providers to implement innovative, proven or promising initiatives to enhance the resilience and capacity of children, youth and families.

Eligible Organizations

- Registered charities, registered not-for-profit organizations, schools or universities, First Nations or Metis Settlements, and Municipal Governments.
- Community-based coalitions and networks (an incorporated fiscal agent must be identified on the application).

Organizations applying must:

- Have a proven record of successful project management, including sound fiscal practices and achievement of outcomes.
- Employ qualified staff to perform project work.
- Include Letter(s) of Partnership from all partners, indicating their **specific contributions** (both in-kind and monetary).

Eligible Projects

Grant funding is available for the implementation or expansion of innovative, proven or promising practices that address family violence, sexual violence and promote healthy relationships. Eligible projects must meet the following criteria:

1. Projects must have a primary area of focus in:

- family violence;
- sexual violence;
- promoting healthy relationships and preventing bullying; or
- supporting vulnerable communities.

2. Projects must align with one or more of the following funding priorities:

- address family violence, sexual violence, or promote healthy relationships and gender equality;
- engage men and boys in violence prevention;
- increase awareness and education of sexual violence, family violence and bullying;
- expand supports for diverse populations (i.e., persons with disabilities, ethno-cultural, Indigenous and LGBTQ);
- promote positive parenting and early childhood development;
- support trauma-informed training for front-line responders and professionals;
- mentoring for at-risk children and youth;
- support vulnerable communities;
- build community capacity to address family violence, sexual violence or promote healthy relationships; and
- grassroots initiatives and projects that serve rural and remote communities.

3. Projects must align with one or more of the following FCSP outcomes:

- Individuals have increased knowledge and awareness of:
 - family violence;

- sexual violence; and
- healthy relationships (including positive parenting and mentoring for children and youth.)
- Individuals develop the skills and behaviour necessary to:
 - prevent or address family violence;
 - prevent or address sexual violence;
 - develop and maintain healthy relationships (including positive parenting and mentoring for children and youth); and
 - build strong and healthy communities.
- Individuals have improved access to services and supports related to:
 - family violence;
 - sexual violence;
 - healthy relationships (including positive parenting and mentoring for children and youth).
- Individuals feel safe and secure in talking about and addressing:
 - family violence;
 - sexual violence; and
 - healthy relationships (including positive parenting and mentoring for children and youth).
- Children and youth increase their network of social support.
- Communities use a collaborative approach to plan and deliver services and supports related to family violence, sexual violence and healthy relationships.
- Community capacity is strengthened to address issues and create opportunities for engagement.

Projects NOT eligible for funding include:

- Projects that plan to send grant monies to another organization for third party use (i.e., flow through funding).
- Activities related to political parties or lobby groups.
- Retroactive financial support for project activities that have been completed prior to grant agreement signing.
- Those that duplicate and/or replace programs or services already provided by the Government of Alberta.
- Funding to cover capital projects and capital expenditures in excess of \$5,000.
- Providing capital (loans or investment capital) to business enterprises.
- Administration expenses greater than 10% of total budget.

Funding

Eligible projects can apply for **up to \$250,000 per project**.

Maximum funding (per project per year)	Maximum time to complete grant activities	Evaluation documents due
\$250,000	12 months <i>with the possibility of a term extension for an additional six months</i>	<ul style="list-style-type: none"> • Evaluation work plan and project logic model due one (1) month after grant start date. • Interim report due six (6) months after grant start date. • Final report due ninety (90) days after grant end date.

Successful applicants must have an Electronic Funds Transfer account with the Government of Alberta.

Budget Information

In the application, agencies must provide detailed budget information outlining the expense types and estimated costs. Agencies will also be required to indicate the amount contributed by FCSP and the amount from other sources. All expenses related to the project must be identified in the categories provided, with any expenses outside of the specified categories to be detailed in the "Other" line(s).

Budget Estimate	FCSP Portion	Total from Other Sources	Total
Administration (not to exceed 10% of total budget)			
Staff (includes salary and benefits)			
Staff Training			
Travel			
Equipment (includes telephone, cell, and web; not to exceed \$5,000)			
Supplies (includes project and office)			
Promotion (includes advertising and marketing)			

Visit alberta.ca/FCSP for more information

Budget Estimate	FCSP Portion	Total from Other Sources	Total
Rent/utilities			
Evaluation (suggest 10% of budget)			
Other (specify category and value)			

Eligible Use of Funds

A Grant Recipient may only use Funding as set out in the grant agreement for expenses that are directly related to the project activities. If a Grant Recipient is uncertain if a proposed expenditure is eligible or ineligible, they should contact FCSP prior to making the expenditure. Examples of **eligible** expenses include:

- Salaries and wages for individuals whose duties are directly and primarily related to activities undertaken as part of the project as set out in the grant agreement.
- Employees benefits (company/organization's benefits) for individuals whose duties are directly and primarily related to activities undertaken as part of the project as set out in the grant agreement.
- Rent/utilities directly related to the project as set out in the grant agreement.
- Travel costs – in accordance with standard Government of Alberta rates for fieldwork, research, and other related activities directly related to and necessary to carry out the activities under the project as set out in the grant agreement.
- Office equipment limited to \$5,000 and directly related to the project.
- Evaluation fees.
- Office supplies.
- Staff training costs.

Examples of **ineligible** expenses include:

- Discretionary severance packages.
- Staff awards and recognition.
- Post-secondary Certificate or Degree course costs.
- Insurance costs (general business or for equipment).

- Liquor and alcohol costs.
- Clothing costs.
- Monthly parking fees (unless required for project field work).
- Lease hold improvement.
- Capital-related purchases (e.g. printers, office equipment etc.) higher than \$5,000.
- Information technology hardware not directly related to the project as set out in the grant agreement.
- Software development and patenting expenses.
- Connectivity infrastructure (e.g. fiber optics, transfer stations and satellite dishes).

Application Deadline

Applications open on October 18, 2018. All applications must be received by government no later than 4:30 p.m. on November 30, 2018.

Applications will only be considered if the application is complete and has been received by FCSP via email at: css.FCSPgrants@gov.ab.ca

Application Process

Step 1: Interested organizations and/or communities should review funding criteria. Organizations can contact FCSP staff if they require additional information.

Step 2: Develop and submit the application form as well as a Letter(s) of Partnership from a strategic partner(s).

In order to be accepted for consideration, all areas of the application must be complete.

All applications must include the following information:

- A registration number for registered Canada Revenue Agency charities OR a business number for registered not-for-profit organizations OR either of the above from an eligible alternate fiscal agent.
- Application signed by organization's authorized representative (e-signature permitted). The primary applicant represents and warrants that the person signing is duly authorized to make the application and is legally sufficient to bind the primary applicant to the agreement.
- Application must be signed by the board treasurer or other authorized representative of the board.
- Letter(s) of Partnership from all partners, indicating their **specific contributions** (both in-kind and monetary).

Once the application is submitted, the applicant will receive an acknowledgment of receipt within 48 hours.

Step 3: Applications are evaluated.

Step 4: All grant applications are subject to approval by the approving Minister(s).

Step 5: Approved organizations and/or communities are required to sign a Conditional Grant Agreement before funds can be issued. Additional documentation detailing the project may also be requested at this time.

Step 6: Project implementation, evaluation and reporting must be completed as per the grant agreement.

Conditional Grant Agreements

The funding will be distributed in the form of a Conditional Grant. Conditional grants provide financial support to organizations for a defined project. The recipient (fiscal agent) is responsible for ensuring that the funds are applied to the project/community plan as outlined in their proposal.

A written Conditional Grant Agreement is used to define the conditions of funding, scope of the project/community plan, expected outcomes and reporting requirements.

Reporting Requirements

Grant recipients must submit a workplan that includes an evaluation framework and project logic model one month after the grant start date. A template will be provided for the evaluation plan and logic model.

Grant recipients must submit a midterm report six months after the grant start date. As well, all grant recipients are required to submit a final report package within three months of the grant end date to demonstrate that grant funds were spent on the activities described in the agreement, and the proposed activities were completed.

Jointly Funded Projects

The FCSP supports strategic partnerships through co-funding of projects and will endeavor to work with applicants/funders to coordinate the reporting requirements with other funders.

Guidelines Disclaimer

The Government of Alberta, FCSP and all associated forms, guidelines and processes are subject to review and may change to respond to emerging requirements. Updates will be posted on the FCSP website if required.

Contact Information

If you have any questions, please contact the FCSP team.

Phone: 780-422-5916

Email: css.FCSPgrants@gov.ab.ca