FCSS Funding Applicant Guide

Foothills Region Grant Funding Application and Reporting Guide

Updated September 2026

Table of Contents

FCSS Overview 3
What is FCSS and where does the funding come from? 3
How does the Foothills Region FCSS partnership work? 3
What is the Application Process? 3
What are the eligibility requirements? 4
What types of programs does FCSS support with grant funding? 4
How does FCSS define prevention? 9
What's new in the 2027 Application? 9
How are applications evaluated? 10
Who can I contact with questions? 11
Application FAQ (aligned with order of appearance in the application) 11
What if our agency is not a registered non-profit or charity? 11
What information should I include in the program overview section? 11
Example: 12
Where do I find evidence on local social needs? 13
Example: 13
How do I complete the activities table? 13
Examples: 14
Why do some questions seem similar? 15
How do I count anticipated program outputs? 15
How do I complete the Outcomes & Impact section? 16
Where did the budget section go? 17
How do I complete the budget? 17
What are the Provincial Prevention Priorities? 19
What are the Provincial Prevention Strategies? 20
What are the current FCSS Program Objectives? 20
What documents do I need to attach to my application? 21
Reporting FAQs 21
What are the reporting requirements for funded programs? 21
How do I write an impact narrative? 21
Appendix A – Foothills Region FCSS grant funding timelines by Municipality 23

Document format, cover layout, selected content, and visual resources adapted from Pincher Creek & District FCSS and the Family and Community Support Services Association of Alberta (FCSSAA).

FCSS Overview

What is FCSS and where does the funding come from?

FCSS stands for the Family & Community Support Services program. The FCSS program is a funding partnership between the Provincial Government and local municipalities or Metis Settlements. Participating municipalities and Metis Settlements are responsible for allocating the joint FCSS funding within their service area to deliver eligible preventive social programs and services through direct programming or grant funding.

FCSS programs must align with the FCSS Mandate found within the FCSS Act, Regulation, and Accountability Framework.

How does the Foothills Region FCSS partnership work?

The Foothills Region FCSS offices recognize that many of our local agencies provide services in multiple communities across the region, so it makes sense to work together to create a joint application and report form, easing the burden for local agencies.

It is important to note that although we work together to develop a joint application and report form, our funding processes, timelines, and decision making differ and are independent of each other. We each have local autonomy meaning that we have local committees who make funding decisions. At the end of this document, you will find an overview of each of the FCSS partners' process and timelines (Appendix A – pp. 23-26).

The partners include Diamond Valley FCSS, Foothills County FCSS, High River FCSS and Okotoks FCSS. Each partner offers grants to local non-profit organizations that fit within their strategic priorities and the FCSS Accountability Framework.

What is the Application Process?

FCSS Annual Grant Funding opportunities have an open intake for applications once per year. The 2027 intake is from October 13 – November 13, 2026.

Applicants must submit a completed, signed application and all required attachments listed at the end of the funding application to each of the FCSS offices they are seeking funding from by the deadline of ***November 13, 2026. Late applications will not be accepted***. Contact information for each FCSS office can be found on page 11 of this guide.

Each municipality has a slightly different funding process. Each municipality has provided a one-page overview of their funding application process at the end of this guide (Pages 23-26).

What are the eligibility requirements?

The FCSS Regulation states that services provided under an FCSS funded program must be of a preventive[1] nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity and **must do one or more of the following service requirements:**

- Help people develop independence, strengthen coping skills and become more resistant to crisis
- Help people to develop an awareness of social needs (e.g. Social Needs Assessments)
- Help people to develop interpersonal and group skills which enhance constructive relationships among people
- Help people and communities to assume responsibility for decisions and actions which affect them
- Provide supports that help sustain people as active participants in the community

The proposed program **MUST** also:

- ☐ Be delivered by a non-profit, charity, government agency, or fiscally sponsored by one
- ☐ Serve individuals living in the community you're requesting funding from
- ☐ Have the primary intention to provide preventive social services (see page 8)
- ☐ Align with at least one FCSS Regulation Service Requirement (see paragraph above)
- ☐ Align with at least one FCSS Provincial Prevention Priority & Strategy (see pages 19-20)
- ☐ Not be applying for capital funds
- ☐ Not be primarily recreation, leisure, entertainment, sports or party type event
- ☐ Not offer direct assistance including money, food, clothing, or shelter
- ☐ Not be primarily rehabilitative, therapeutic or crisis management in nature
- ☐ Not be a duplication of services filled by any government

What types of programs does FCSS support with grant funding?

FCSS supports preventive based social programs serving local residents. For program examples, please refer to the table below. This list is not exhaustive.

Type	Preventive focus	Sub Type	Description & Examples
Mental Health Promotion	Programs that promote mental health, educate and raise awareness about mental health and addiction topics, and build coping skills among individuals and families.	Support/ Psychoeducational Groups	Facilitated support groups designed to strengthen individuals' capacity to navigate life's challenges and their unique lived experiences. Examples: • Grief/loss groups • 2SLGBTQQIA+ groups • Caregiver support groups • Psycho educational groups (group-based art/ music therapy)

[1] FCSS defines prevention 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.

	Note: Mental Health Support from a Family Liaison is included in Community Outreach.	Counselling Services	Short-term supportive counseling, typically 6-8 sessions for individuals, couples, and families, with a general focus on building resilience and developing strategies to manage challenges, including family conflict mediation. Modalities may include: • Individual or family art, music, or equine therapy • Anger management • Marriage counselling
		Awareness & Education Programs	Workshops and seminars aimed to educate individuals, families, and the community on various mental health topics. Examples of topics may include: • Addiction issues, suicide prevention, anxiety management
Home Support	Programs designed to assist individuals in remaining in their homes, thereby preventing social isolation and reducing the necessity for higher levels of care. These programs offer preventive, non-medical home support and companionship to community members in their residences, including seniors and individuals with disabilities.	At Home Supports	Programs that help individuals live independently and remain in their homes longer. Examples: • Light housekeeping • Minor home maintenance • Snow removal • Lawn maintenance • In-home or telephone companionship • Emergency/medical alert systems
		Meal/Food Delivery	Meal and food delivery programs designed to assist individuals who may need support in accessing food and essential meals. Examples: • Volunteer and coordination support for meal delivery programs • Delivery of food from food banks

Type	Preventive focus	Sub Type	Description & Examples
Child Development and Caregiver Support	Programming designed to support the wellbeing and capacity of families through programs/activities for children, youth, and their caregivers or parents.	Parenting/ Family/ Caregiver Programs	Programs that offer parents education, resources, and support to foster positive parenting practices. Activities may be designed for parents and caregivers alone or for parents and caregivers alongside their children and youth. Examples: • Healthy routines and parenting resilience • Child development sessions
		Early Childhood Development, Preschools and Play Groups	Programs designed to enhance the social and emotional development of preschool-aged children. Activities may involve children exclusively or include parents and caregivers alongside children. The primary emphasis of the program is on fostering the child's social development. Examples: • Drop-in/registered groups
School-aged Camps and Drop-in Programs	Programs intended to help children and youth develop confidence, build social or life skills, develop relationships, or social responsibility.	Camps	Camps are programs that are typically offered during specific times of the year, such as summer, spring break, and fall. The primary objective of camps is to foster confidence, social skills, life skills, and social responsibility. They usually operate for a full day or span multiple days. Examples: • Youth school break or summer camps • Cultural camps
		Drop-In Programs	Drop-In Programs offer opportunities for school-aged participants to build relationships and skills or develop confidence, typically in a group setting, without having to register ahead of time. Examples: • Before/after school drop in programs • Youth drop-in programs

Type	Preventive focus	Sub Type	Description & Examples
Skill Building Programs	Programs that help participants build life skills to develop their independence and resilience, adopt healthy lifestyles, and build protective factors.	General Life Skills	Programs that assist participants in developing essential life skills. Examples: • Babysitting programs • Home Alone programs • Digital and technology use/safety programs • Workshops offering general information, self- improvement opportunities, and skill-building initiatives that support independence and resilience
		Employability Skills	Programs that assist participants in gaining employability skills: Examples: • Entrepreneurship education • Confidence and self-advocacy programs • Soft skills development programs
		Financial Literacy	Programs designed to assist participants in developing financial literacy skills and competencies. Examples: • Financial employment programs • Budgeting skills programs • Fraud prevention programs
		Mentorship and Leadership Programs	Programs that provide participants with opportunities to develop leadership skills and access mentorship. Examples: • Youth councils, conferences • Intergenerational programs
Health Relationship Programs	Programs that educate, raise awareness, build social skills and protective factors to prevent violence and encourage constructive interpersonal relationships in the community	Family, Gender-Based or Age-Based Violence Prevention	Programs to prevent gender-based violence, elder abuse, family violence, and other relationships violence. Examples: • Seniors' Healthy relationship programs • Boundaries Programs
		School-Aged Healthy Relationship Programs	Programs aimed at promoting healthy relationships and mitigating negative interactions among school-aged children. Example: • Anti-bullying programs

Type	Preventive focus	Sub Type	Description & Examples
Community Outreach Programming	Proactive support and assistance offered to individuals or families. This may involve aiding individuals or families in developing their social networks, enhancing their resilience, accessing and navigating available support and resources, or building social and life skills.	Community Workers	Provide a variety of preventative support services, particularly in small communities. They serve a broad audience rather than a specific population and may deliver programs and services at multiple locations throughout the community. Examples of the supports provided may include: • Social well-being assistance • Home support programs • Resource navigation services • Community program support
		Outreach Workers	Engage with specific groups or at-risk populations. These programs often involve multiple interactions with the same individual and may foster an ongoing supportive relationship with clients. Examples of titles for this type of program may include: • Community Support Worker • Community Resource Navigator, Cultural Navigator • Senior Coordinator • Case Manager • Liaison Worker
		System Navigation and Other Support Services	Assist individuals in accessing various services or supports. These engagements usually involve either one-time interactions or a brief series of contacts. Examples of such assistance include: • Navigation support for accessing benefits and services • Assistance with completing forms • Volunteer income tax programs • Support for individuals who may require more in-depth assistance than what a standard "referral" offers, but are not supported by an "outreach worker"
		Family School Liaison Workers	Facilitate the relationship between the home, school environment and community organizations supporting student achievement and capacity building. Example: Family Wellness Program

		Outreach Centres and Programs	Initiatives that operate from designated locations, providing support to at-risk individuals to enhance their stability and capacity.
Group-Based Social Connection/ Social Well Being Programming	Build relationships and support networks, foster a sense of belonging, and prevent social isolation.	N/A	These initiatives are typically group-based programs that foster social connections and promote overall wellbeing. Examples: • Social connection programs • Newcomers' programs • Peer groups • Community garden programs • Community kitchen programs • Movement classes for social connection • Elder gatherings

How does FCSS define prevention?

FCSS defines prevention as a proactive process that strengthens the protective factors[2] of individuals, families, and communities to promote well-being, reduce vulnerabilities, enhance quality of life, and empowers them to meet the challenges of life.

Services and supports funded by FCSS must focus on primary and secondary prevention:

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.

What's new in the 2027 Application?

The 2027 application has been redesigned based on feedback from the 2026 funding process to make it easier for applicants to provide the information needed for funding decisions.

[2] Factors that prevent or mitigate the effects of exposure to risk factors and stressful life events. (Family and Community Support Services Accountability Frameworks, 2022)

What you can expect:

- Many questions have been moved into summary tables to make it easier for applicants to understand what information being requested and to support decision making.
- The application is designed to help you clearly demonstrate how your program components connect:
    - Inputs - resources used to deliver the program
    - Activities - what the program does
    - Outputs - what the program delivers or the number of people reached
    - Outcomes - the changes participants are expected to experience
- Several questions have been revised to strengthen the distinction between outputs and outcomes and to better demonstrate how the FCSS strategies contribute to participant outcomes.
- The budget section has been removed from being within the application to a separate document that must be submitted with the application.

When completing the application, be clear and concise. Use bullet points where appropriate and stay within the maximum word counts provided.

How are applications evaluated?

All funding decisions are made by the respective FCSS Committee. Applications are evaluated holistically. In addition to the information provided in the application, committees may consider factors such as available funding, community priorities, duplication of services, organizational capacity, previous program performance (where applicable), and the anticipated benefit to local residents. As each FCSS and municipality has its own priorities, funding availability, and decision-making process, decision making may vary between communities.

Factors considered during the review process include:

Preventive focus and FCSS alignment: The program demonstrates a clear preventive social services purpose and aligns with the FCSS mandate, service requirements, provincial prevention priorities and prevention strategies.

Community need and supporting evidence: The program clearly addresses an identified community need that is supported by relevant local data. Each of the communities have local social needs assessments that outline identified priorities.

Program design, activities and measurable outputs: The program has a clear, feasible design that explains what activities will be delivered, how and where they will be delivered, who will participate, and the anticipated measurable outputs.

Participant and community outcomes: The program identifies clear, measurable participant and community outcomes (expected changes) and demonstrates how they are linked to the identified need and program activities.

Organizational capacity and community resources: The agency has identified and described how resources will be used to deliver the program including how community partnerships and collaboration play a role to effectively deliver the program and reduce unnecessary duplication.

Budget, value and funding rationale: The program presents a clear, complete and reasonable budget with eligible expenses and a well supported funding request that demonstrates value in relation to the activities, number of participants served and expected outcomes.

Who can I contact with questions?

If you require further clarification or support in completing your application, please contact your local FCSS office:

- Diamond Valley: SuzanN@diamondvalley.town 403-933-3059
- Foothills County: fcss@foothillscountyab.ca 403.603.6229
- High River: fcss@highriver.ca 403.603.3425
- Okotoks: fcss@okotoks.ca 403.995.2773

Application FAQ (aligned with order of appearance in the application)

What if our agency is not a registered non-profit or charity?

If your group is not a registered non-profit or charity, you may still apply through a fiscal sponsorship arrangement. In this case, the sponsoring organization must:

- Be a registered non-profit, charity, or government agency
- Provide their name, contact information, and registration number in the application
- Provide a letter of support
- Be legally and financially responsible for the administration of the grant funds

What information should I include in the program overview section?

Use this section to give reviewers a quick picture of what the program does, the positive difference it is meant to make, results so far and any planned changes. Answer each question directly.

Provide a brief description of the program *(2–3 bullets):* Give a high-level summary of the program. Consider:

- The high-level activities or supports it offers
- How it helps people, such as building connections, belonging, confidence, coping skills or support networks

What is the program's preventive goal? *(one short sentence):* State the positive change the program aims to create for participants. Consider how the program helps people build skills, connections or supports before problems become more serious.

Suggested format: "Neighbours Connect helps residents build social connections and support networks, so they feel more connected and involved in their community."

For ongoing programs, briefly describe the impact the program has had to date *(2–3 bullets):* Share the most important results so far. Include numbers showing who the program reached and information showing how participants benefited. For example:

- How many people participated in the program, including the time period
- Changes participants experienced, such as stronger connections, greater confidence, better coping skills or more involvement in the community
- What surveys, participant comments or staff observations show about the program's results (remove any personal identifiable information)

For ongoing programs, what improvements or adjustments, if any, are planned based on evaluation findings, participant feedback, or emerging community needs? Briefly explain any planned changes or additional services the program plans to offer based on last year's evaluation, key learnings, gaps or emerging needs you have identified. If no changes are planned, say so and briefly explain why.

Example: **Neighbours Connect Program:**

Provide a brief description of the program *(2–3 bullets)*	• Offers planned and facilitated activities and neighbourhood activities that bring neighbours together to build relationships, strengthens community connections, and learn about community resources • Participants increase their sense of belonging, expand social support networks, and develop stronger community connection.
What is the program's preventive goal? (*one short sentence* - used to decide FCSS eligibility)	Neighbours Connect helps residents build social connections and support networks so they feel more connected and involved in their community.

For ongoing programs, briefly describe the impact the program has had to date *(2–3 bullets):*	• Delivered 24 gatherings and reached 68 residents last year, including 42 repeat participants. • Most survey respondents reported making at least one new social connection through the program. • Feedback showed increased awareness of neighbourhood supports and greater involvement in local activities.
For ongoing programs, what improvements or adjustments, if any, are planned based on evaluation findings, participant feedback, or emerging community needs? *(2-3 bullets)*	• Add one evening gathering each month because participants identified daytime scheduling as a barrier. • Introduce a volunteer welcome role to help new participants connect more quickly and support continued growth.

Where do I find evidence on local social needs?

You will be asked to provide evidence that the need your program is addressing exists locally. Use local data, reports, or other relevant evidence whenever possible (e.g. Social Needs Assessments, surveys, research or demographic data). Local agency data, participant surveys, waiting lists, referral trends, focus groups, community consultations, and participant feedback may also be used to demonstrate community need.

Current available Social Needs Assessments can be found here:

- Foothills County (full report). Summary report
- High River
- Okotoks

Example: "Survey findings from the Anytown Social Needs Assessment identified social connectedness and a sense of belonging as important factors for community well-being. Feedback from Anytown Neighbourhood Association surveys and community engagement activities indicated that some residents, particularly newcomers, were seeking opportunities to connect with neighbours, build relationships, learn about community programs and services, and become more involved in community life.

How do I complete the activities table?

This section helps us understand what your program does, how often activities occur and what change or benefit participants are expected to experience as a result of program activities. Activities should connect directly to the intended outcomes of your program.

Complete one row for each key program activity. List the key program activities only. Focus on the main activities that will be delivered rather than listing every session, event, topic or task completed by staff.

Activity: Describe the key activities being delivered. Specifically, what participants will do during the activity. This helps demonstrate how the activity is expected to create the intended outcome. Examples include:

- Parent education workshops
- Peer support groups
- Volunteer training sessions
- Community connection event
- Outreach and resource navigation

Frequency/duration: Describe how often the activity occurs and for how long. Examples include:

- Weekly for 10 weeks
- Monthly, year round
- Quarterly workshops
- Twice per month for two hours
- Daily drop in services

Expected outcome: Describe the change or benefit participants are expected to experience as a result of the activity. Focus on the change for participants, not the number of people attending (that is asked under the outputs section later in the application). Examples include:

- Increased knowledge of parenting skills
- Greater awareness of community resources
- Increased social connections
- Improved confidence and coping skills
- Stronger relationships with peers and family
- Increased sense of belonging

Examples:

Activity	Frequency/Duration	Expected Outcome
Facilitated neighbourhood connection activities that bring residents together to meet, build relationships, and engage in community life.	Weekly, 1.5-2 hours per session throughout the year.	Participants increase social connections and develop new relationships.
Providing residents with information, referrals, and connections to community programs and services.	Ongoing throughout the year	Participants increase their awareness of and ability to access existing community resources and supports.

Opportunities for residents to volunteer, contribute to community initiatives, and participate in neighbourhood activities.	Ongoing throughout the year	Participants develop stronger connections to their neighbourhood and increase their involvement in community life.

***Tip:** expected outcomes are the changes participants experience because of the activities (i.e. increased social connection, improved coping skills, greater awareness of supports).

Why do some questions seem similar?

Some questions may appear similar, particularly Questions 7, 8, and 13. While these questions are connected, each serves a distinct purpose and builds on the information provided in the application.

Together, they help demonstrate:

- What your program does - the activities you will deliver
- What you expect to achieve - the outcomes for participants and the community
- How your program aligns with FCSS - how your activities and intended outcomes support the FCSS prevention priorities and strategies you selected

Each question is reviewed and used differently as part of the funding assessment and decision-making process. You do not need to repeat the same information in each response. Instead, focus on providing the specific information requested and build on information already provided where appropriate.

How do I count anticipated program outputs?

For the FCSS application, you are entering anticipated outputs. You will report actual outputs during year end reporting.

For clarity, outputs measure what was delivered or how many people participated. Outcomes (appears later in the application) measure the changes participants experience as a result of what was delivered.

The FCSS application includes space to report anticipated outputs for each FCSS community in the Foothills Region. If your program serves participants from more than one community, enter the anticipated outputs for each community separately and apply for funding from the FCSS offices whose residents will participate in the program. This information helps each FCSS office understand the anticipated impact of the program on its residents and supports local funding decisions.

The table below summarizes how to count the different outputs.

Category	Key Performance Measure(s)	Details
Volunteers	Number of **volunteers** who supported FCSS programs Number of **volunteer hours** reported by local FCSS programs	Volunteer contributions should be recorded by tracking the total sum of volunteers who have supported FCSS activities, as well as the total sum of volunteer hours contributed. The following types of volunteer contributions should be tracked: • Someone who contributes to the program without receiving ongoing monetary compensation for their time. • Students who are receiving a school credit or community service hours for their time. • Community organization employees who dedicate time above and beyond their paid roles, including 'corporate volunteers' (e.g., municipality staff who volunteer to support a program).
Participant Interactions	Number of times **Albertans participated** in local FCSS programming	• A program participant is anyone who engages in a FCSS **program.** This includes registered individuals, and those using drop-in services, or single-session programs. • Participants are accounted for in every engagement. For example, if two participants register for a program consisting of five sessions, each participant will be counted for each session attended, resulting in a total of ten participations (2 participants x 5 sessions = 10 total participations). • If there is no formal registration, an estimated participant number may be submitted.
Attendees	Number of times **Albertans participated** in local FCSS programming	• An attendee in a community event is anyone who attends or takes part in any way in a **community event**. • If there is no formal registration, an estimated participant number may be submitted.

How do I complete the Outcomes & Impact section?

In Questions 10 and 11, applicants are asked to describe how the participant outcomes selected in Question 9 may contribute to broader community impact and how they will determine whether the intended outcomes were achieved.

The examples below are provided for guidance only. Applicants should identify impacts and evaluation methods that are appropriate for their project.

Examples of broader community impacts (Question 10)

- Reduced social isolation
- Stronger families
- Increased resilience
- Enhanced community connectedness
- Greater volunteer capacity
- Improved inclusion

Examples of evaluation methods (Question 11)

- Surveys
- Participant numbers and attendance tracking
- Focus groups
- Volunteer tracking
- Client interviews
- Feedback forms

Where did the budget section go?

We removed the budget that was previously built into the funding application due to ongoing completion issues.

A separate detailed program budget must be submitted with your application using the template provided in the application package found here.

How do I complete the budget?

Using the template provided, complete the projected budget for your program only (not your entire organization) including both FCSS funds requested and other funds allocated to support the program you are applying for (e.g. organization contribution, other grants, user fees). **FCSS prioritizes funding for direct program delivery and does not provide funding to sustain organizations.**

Indirect/administrative expenses can be included but should not exceed 15% of the total funding request.

When applying for funding, it is important to understand which expenses are FCSS eligible.

Eligible Direct Program Delivery Expenses:
These are costs that are directly attributable to the program for which funding is intended. Program Expenses may include:

- Salaries/wages for staff directly delivering the program (list MERCs/benefits separately)
- Staff travel to deliver the program
- Program materials/supplies (e.g. workbooks, software)
- Volunteer recognition activities that are integrated into a broader volunteer engagement program focused on recruitment, retention, connection, mentorship and preventive social outcome for the volunteer.
- Volunteer training or development
- Program specific training
- Programming space
- Program advertising/promotion

Eligible Indirect/Administrative Expenses

These are necessary for program success but not tied to directly to program delivery. They may be included but cannot exceed 15% of the funding request. Examples include:

- Insurance
- Audit and accounting
- Memberships or dues
- Management/administrative salaries
- Office space and supplies
- Staff recruitment

Ineligible Expenses

FCSS Funding **cannot** be used for:

- Capital Costs (e.g. construction, renovation, purchase of land, buildings, or the purchase/modification of motor vehicles)
- Municipal taxes or levies
- Board/committee payments
- Any costs to sustain the organization that aren't directly related to program delivery.
- Fines, penalties or legal fees
- Any expense incurred prior to the start of the agreement term
- Any program, event, or service that:
    - provide primarily for the recreation needs or leisure time pursuits of individuals (e.g. fitness classes, youth skating, bowling, pool, or events such as holiday parties where social prevention is not the primary intent or purpose),
    - offer direct assistance with money, food, clothing or shelter necessary to sustaining an individual or family,
    - are primarily rehabilitative in nature,
    - duplicate services that are ordinarily provided by a government or government agency
- Social programs that are not preventative in nature. For example, activities primarily activities primarily focused on crime prevention, injury prevention, health or safety (e.g. bicycle safety, swim programs, first safety, neighbourhood watch).

Important Budget Notes

- Eligible expenses must fall within the time frame of the funding agreement
- Expenses should be reasonable/necessary to carry out the program for which the funding is granted
- It is the responsibility of the funded organization to comply with all laws and regulations applicable while using funding (includes federal, provincial and municipals laws as well as regulations specific to the program)
- Expenses must be documented, auditable, and supported by appropriate records (i.e. receipts, invoices, timesheets).

What are the Provincial Prevention Priorities and how do current priorities apply to funded programs?

The Provincial Prevention Priorities are set by the Government of Alberta and reflect the most pressing issues currently affecting Albertans. These priorities may change over time as community needs evolve. All FCSS-funded programs must support one of these priorities by strengthening protective factors and using a primary or secondary prevention approach.

The five current priorities with examples of how FCSS Programs could aid in enhancing protective factors for each can be found below:

Homelessness and Housing Insecurity

- *Primary:* Provide financial literacy programs, tenant education, and life skills training to help individuals maintain stable housing.
- *Secondary:* Offer navigation support for those at risk of eviction or housing insecurity, connecting them to local resources and emergency supports early.

Mental Health and Addictions

- *Primary:* Promote emotional wellness through school-based programs, community connection initiatives, and stress management workshops.
- *Secondary:* Provide early intervention supports such as group counseling, peer support networks, and referrals for individuals showing signs of mental distress.

Employment

- *Primary:* Deliver job readiness programs, budgeting workshops, and youth career exploration sessions to build skills before unemployment becomes an issue.
- *Secondary:* Support recently unemployed individuals through employment navigation services, skill-building courses, and short-term crisis supports.

Family and Sexual Violence

- *Primary:* Offer relationship skills programs, parenting support, and public education campaigns to prevent violence and promote healthy connections.
- *Secondary:* Provide safe spaces, early intervention counseling, and referrals for individuals experiencing or at risk of family or sexual violence.

Aging Well in Community

- *Primary:* Organize wellness checks and social engagement programs to prevent isolation and decline among seniors.
- *Secondary:* Support early access to in-home supports, caregiver education, and system navigation to reduce premature reliance on long-term care.

What are the Provincial Prevention Strategies?

Provincial Prevention Strategies are the things FCSS programs can do to enhance protective factors. All FCSS funded programs must align with a minimum of one Prevention Strategy.

FCSS programs are encouraged to select a maximum of two prevention strategies in the application. This range helps ensure that programs remain focused and strategic and highlights for the reviewers how you are designing programs with prevention as a core focus. The six Provincial Prevention Strategies are:

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

What are the current FCSS Program Objectives?

Program objectives help create a link between how we define prevention, the provincial strategies and priorities. These objectives help define the immediate, intermediate and long-term outcomes and FCSS Program is intended to have. The 5 objectives are:

Objective 1: Programming enhances the protective factors of individuals, families and communities in relation to the provincial prevention priorities

Objective 2: Programming strategically connects Albertans to address provincial prevention priorities

Objective 3: Programming reflects community demographics and needs

Objective 4: Programming is accessible, appropriate, and designed to serve Albertans across their lifespan

Objective 5: Programming fosters connectivity in participating communities

What documents do I need to attach to my application?

All applicants must attach the following documents:

- List of current Board of Directors (names & roles only)
- Your organization's most recent audited financial statements. If audited statements are not available, please provide the most recent review engagement or compilation engagement (formerly Notice to Reader) financial statements are acceptable
- Program budget - using the template provided in the application package

Reporting FAQs

What are the reporting requirements for funded programs?

Successful applicants will work with each FCSS office they receive funding from to confirm FCSS outcome measurement, required survey questions, and other reporting requirements.

Annual reports are due by January 31st of the year following the funding term. A reporting template will be provided to funded agencies which detail the following information:

- Required FCSS Outcomes Measures and survey question results
- A budget report (actuals) for the program which shows how FCSS funds were used
- Demographics and number of residents served
- Details around the utilization of volunteers
- Impact Narratives in STAR format

How do I write an impact narrative?

Impact Narratives document outcomes and effects of a program or initiative, showcasing its achievement and contributions at various levels.

SITUATION	
Describe the situation or the problem that was addressed by the program.	*E.g., our municipality receives a lot of snow in the winter that causes problems for seniors*

TASK	
Describe the goal that the program set out to achieve.	*E.g., our snow removal program aimed to help seniors remove snow without hurting themselves*

ACTION	
Describe the specific actions that were taken to achieve the intended goal of the program.	*E.g., we had volunteers clear the driveways of seniors who lived alone*

RESULT	
Explain the positive change that resulted from the action.	*E.g., seniors were able to safely leave their home in the winter and engage in community activities, building new relationships*

DO

- Be specific and use clear examples.
- Share a real anonymous story of an individual or family who has benefitted from FCSS programming.
- Focus on outcomes of the program instead of activities completed.
- Align the narrative to the program goals.
- Align the narrative to a prevention priority that best aligns.

DO NOT

- Be vague and use buzzwords when describing the impact.
- Reshare the same program data that were already reported elsewhere without giving additional context.
- List the activities completed without talking about outcomes and impact.
- Focus on program details (e.g., number of sessions, location, date) unless it will help you talk about the impact.

Appendix A – Foothills Region FCSS grant funding timelines by Municipality

Diamond Valley FCSS 2027 Grant Funding Timeline

October 13, 2026 – **Applications OPEN**
Applications are available on our website: https://www.diamondvalley.town/709/FCSS-Funding-Organizational-Supports

October 22, 2026 – Funding Workshop
Held at Viking Rentals Centre (Arena), 204 Community Way, Okotoks (Olympic Room)

November 13, 2026 – Applications CLOSE
If you are applying to multiple FCSS partners in our region, ensure that your application is sent to each office separately.

November 18, 2026 - Regional FCSS Partners meet
All regionally submitted applications are discussed and any questions are submitted to the applicants for clarification.

November 23 – December 2026: funding application review by DV FCSS Board.
Following review of all applications, DV FCSS Board members submit questions and/or presentation requests to the FCSS Coordinator who, in turn, submits them to the applicants and schedules presentations for early January.

January 31, 2027: 2026 FCSS Agency Funding Reports due
All applicants who received funding in 2026 are required to submit their funding reports.

February 1, 2027: Funding reports are submitted to the DV FCSS board for review.
Current applicants who received funding in 2026 but did not submit a report will not be considered for 2027 funding.

February 8, 2027 FCSS Meeting: Funding decisions are made by the DV FCSS Board.
Funding agreements are processed and issued to organizations within a week. Payment requests are sent to the finance department as soon as signed agreements have been received.

March/April 2027 – **Outcome and Reporting meetings**
Funded agencies meet with the Diamond Valley FCSS Coordinator to discuss reporting and FCSS outcome requirements. A progress meeting is scheduled for September 2027.

April 2027 - **Provincial report due**
2026 data from organizations funding reports is included in our annual report to the province

Foothills County FCSS 2027 Grant Funding Timeline

October 13, 2026 – Applications OPEN
Applications are available on our website: https://www.foothillscountyab.ca/community/family-community-support

October 22, 2026 – Funding Workshop

Held at Viking Rentals Centre (Arena), 204 Community Way, Okotoks (Olympic Room)

November 13, 2026 – Applications Closed
Ensure if you are applying to multiple FCSS partners in our region that they are each sent your application

November 18, 2026 - Regional FCSS Partners meet
All applications that are submitted regionally are discussed and organizations are followed up with any further details.

January 31, 2027 - 2026 FCSS Agency Funding Reports due

All applicants who received funding in 2026 are required to submit their final funding reports.

February 1-11 2027 - Foothills County FCSS Committee Meeting(s)
Committee meets and makes funding decisions. Groups that are new applicants, or ask for an increase of $5,000 of funding are asked to present.

April 2027 - Provincial report due
2026 data from organizations funding reports is included in our report to the province

Check-in(s) will be scheduled throughout the year to discuss topics including program progress, and outcomes.

High River FCSS 2027 Grant Funding Timeline

October 13, 2026 – Applications OPEN

Applications are available on our website: https://highriver.ca/community/community-support-services/funding-and-grant-opportunities

October 22, 2026 – Funding Workshop

Held at Viking Rentals Centre (Arena), 204 Community Way, Okotoks (Olympic Room)

November 13, 2026 – Applications Closed

Ensure if you are applying to multiple FCSS partners in our region that they are each sent your application

November 18, 2026 - Regional FCSS Partners meet

All applications that are submitted regionally are discussed and organizations are followed up with any further details.

January 31, 2027 – 2026 FCSS Agency Funding Reports due

All applicants who received funding in 2026 are required to submit their final funding reports.

February 1-11, 2027 – High River FCSS Task Force Meeting

Task Force meets and makes funding decisions. Groups that are new applicants, or ask for an increase of $5,000 of funding may be asked to present.

March 2027 - Funding decisions processed and issued to organizations

Organizations are contacted and accounting processes awarded funds

April 2027 - Provincial report due

2026 Data from organizations funding reports is included in our annual report to the province

Okotoks FCSS 2027 Grant Funding Timeline

October 13, 2026 – Applications OPEN
Applications are available on our website: https://www.okotoks.ca/your-community/community-support/family-community-support-services/funding-opportunities

October 22, 2026 – Funding Workshop
Held at Viking Rentals Centre (Arena), 204 Community Way, Okotoks (Olympic Room)

November 13, 2026 – Applications CLOSE
If you are applying to multiple FCSS partners in our region, ensure that your application is sent to each office separately.

November 18, 2026 - Regional FCSS Partners meet
All applications that are submitted regionally are discussed and organizations are followed up with any further details.

January 12- 13, 2027 - Okotoks FCSS Funding Presentations & Decisions
Applicants requesting over $2,000 will present to the Okotoks FCSS Committee. FCSS funding decisions are made by the Committee on January 13th. Successful applicants are notified within a week.

January 31, 2027 - 2026 FCSS Agency Funding Reports due
All applicants who received funding in 2026 are required to submit their final funding reports.

February/March 2027 – Funding agreements are processed and issued to organizations
Organizations are contacted and accounting processes awarded funds

March/April 2027 – Outcome and Reporting meetings
Funded agencies meet with an Okotoks FCSS representative to discuss reporting and FCSS outcome requirements. A progress meeting is scheduled for September 2027.

April 2027 - Provincial report due
2026 data from organizations funding reports is included in our annual report to the province.