



Policy #8012

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM 0W0
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
www.mountainviewcounty.com

Policy Title: Family and Community Support Services (FCSS)

Policy No.: 8012

Approval: County Council

Effective Date: November 26, 2003

Amended Date: January 9, 2019

Supersedes Policy No.: Section D Services (10)

Policy Statement: Mountain View County supports the Provincial and local initiatives under the Family and Community Support Services Program and will access FCSS Provincial funds for eligible local agencies, contribute County funds to these agencies and administer the FCSS Program in accordance with Provincial regulations.

Purpose: The provision of FCSS services enhances the quality of life for rural residents by providing efficient and economical services.

Principles: Programs of preventive nature which will:

1. Enhance, strengthen, and stabilize family and community life,
2. Improve the ability of persons to identify and act on their own social needs,
3. Help avert family or community breakdown,
4. Help prevent the development of a crisis that may require major intervention rehabilitative measures.




Mountain View
C O U N T Y

Procedure #8012-01

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM OWO
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
www.mountainviewcounty.com

Procedure Title: Family and Community Support Services (FCSS)
Procedure No.: 8012-01
Approval: CAO
Effective Date: November 26, 2003
Reviewed Date: December 11, 2018
Amended Date: January 9, 2019
Supersedes Procedure No.: Section D, Services (10)



1. Definitions

- 1.1 "Applicant" means the person or group applying for funding on behalf of a registered organization.
- 1.2 "Chief Administrative Officer" means the individual appointed by Council to that position or their designate.
- 1.3 "Committee" means the Grant Review Committee as established by Council to review and approve grant funding applications received through this Policy and Procedure.
- 1.4 "Council" means the Council of Mountain View County.
- 1.5 "County" means Mountain View County.
- 1.6 "FCSS Director" means designated staff of Mountain View County.
- 1.7 "Non-Profit Organization" means an organization which exists for charitable reasons and from which its shareholders, trustees or board members do not benefit financially, and are registered or incorporated under the Province of Alberta Societies Act.
- 1.8 "Project/Program" means the specifics of the application for which any approved funding will be allocated.
- 1.9 "Year-End Project Report" means the report an applicant must submit on the required form by January 31 of the following year.

2. General

- 2.1 Council shall annually establish a budget amount to be distributed under this policy in each fiscal year. FCSS is a unique 80/20 funding partnership between the Alberta Government and participating municipalities.
- 2.2 Projects eligible for County funding must provide services to rural residents.
- 2.3 Non-profit organizations requesting funding must be registered or incorporated under the Province of Alberta Societies Act.
- 2.4 The Committee shall be responsible for allocating funds within the Council approved budget. The results will be circulated to Council as an information item.
- 2.5 Contracted Administration:
 - a) Administration of the FCSS program may be contracted to an outside agency/municipality.
 - b) The duties of the outside agency/municipality will be formalized through a sub-agreement.
 - c) The outside agency will be responsible to the Mountain View County FCSS Director.
- 2.6 Unallocated funding may be carried over at year-end, pending the approval of Council and the Executive Director of the Alberta Government, Alberta Community and Social Services.
- 2.7 Funding approved in one fiscal year does not guarantee approved funding in subsequent years.

3. Procedures

- 3.1 Funding requests must be submitted on the approved annual FCSS application form. Additional information may be requested by the Committee to aid in the funding process.
- 3.2 Applications will be reviewed by the FCSS Director and recommendations brought forward to the Grant Review Committee for approvals, then forwarded to Council as an information item.
- 3.3 The Committee will meet once annually to review FCSS applications. A second round of funding may be advertised provided the FCSS budget has not been fully allocated. In the event that applications are received for the second round of funding, the Committee will meet a second time to review and consider these applications for approval in the same manner as outlined in Section 3.2.
- 3.4 Approved funding will be made in quarterly payments (March 31, May 31, August 31 & November 30).
- 3.5 Mountain View County will notify approved recipients of the Committee's decision. A FCSS Funding Agreement must be signed and returned to the County prior to the release of the second quarter FCSS funding.
- 3.6 Project/Program change requests, received subsequent to the annual grant process, may be approved by the Chief Administrative Officer or designate, contingent upon complying with policy and procedure.
- 3.7 The Agency must notify the County prior to October 1st of any surplus of funds for their approved project/program.
- 3.8 Funded organizations are required to repay any surplus program/project funds prior to December 31 in any given year.

- 3.9 A Year-End Project Report Form must be submitted prior to January 31st in the following year.
- 3.10 Audited financial statements must be submitted no later than May 1st in the following year.
- 3.11 Second quarter funding for the following year, if approved, will not be released until such time that a year-end project report and audited financials are received for the previous year funding approvals.

4. Eligible/Non-Eligible Projects

- 4.1 As regulated by the Family and Community Support Services Act and Regulation.