

POLICY TITLE: Family and Community Support Services Funding Policy  
POLICY #: C-002-001  
EFFECTIVE DATE: June 14, 2004  
ADOPTED BY COUNCIL ON: June 14, 2004  
RESOLUTION #: 272.06.04  
SUPERCEDES: N/A

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**PURPOSE:**

To provide a consistent method for the FCSS Board to approve funding for preventive social programs under the FCSS Act and Regulation.

**POLICY STATEMENT:**

1. Funding deadlines will be set by the Board at a regular Board meeting.
2. The Board will consider all completed applications that meet the funding deadline and fall within the FCSS Act and Regulation.
3. There will be a signed written agreement 30 days after board approval of the grant
4. Unexpended or returned program funds will be made available to other programs or projects.
5. Applicants will have the right to appeal any funding decision of the Board

## **PROTOCOL**

### **POLICY STATEMENT 1**

1.0 The deadline will be advertised in a local newspaper and posted on the website at least one month prior to the deadline when practically possible.

### **POLICY STATEMENT 2**

2.1 Grant application must be in a format agreed to by a motion of the Board.

2.2 To ensure application accuracy and completeness the FCSS program manager will review all applications.

2.3 Late applications will not be accepted unless agreed to by a motion of the Board

2.4 Applications will be assessed on the following criteria:

- a) Eligible under the FCSS Act and Regulation;
- b) Serves citizens of the Sylvan Lake and surrounding summer villages;
- c) Addresses the Community Social Needs Assessment or locally defined need;
- d) Collaboration and cooperation;
- e) Volunteer component;
- f) Goals and outcomes.

2.5 The Board will consider setting aside a contingency fund for applications for special projects that may apply for funding after the first application deadline at the start of each fiscal year.

2.6 The Board will consider multi-year funding for each successful applicant each year.

### **POLICY STATEMENT 3**

3.1 The contents of the agreement will be determined at a regular Board meeting including the payment schedule.

## **POLICY STATEMENT 4**

4.1 If notice by a funded agency is given prior to October 1 that, funding will be returned by a funded program during the fiscal year, the Board will at a regular or special meeting:

- a) re-consider groups or agencies that were not allocated the full amount requested in their grant application first;
- b) consider groups or agencies not funded in any amount, but deemed eligible from their initial grant application for the fiscal year, second;
- c) And if there is remaining money after this, set a funding deadline and consider new requests for funding.

4.2 If notice by a funded agency is given after October 1 that funding will be returned by a funded program during the fiscal year and the Board is unable to host a regular or special meeting, the Board will:

- a) consider the recommendations of the FCSS program manager and indicate to the FCSS manager in person, by fax, regular mail, e-mail, or by telephone which recommendations they agree to within 5 business days.

4.3 No funding will be disbursed until the excess funds are remitted.

## **POLICY STATEMENT 5**

1.0 Applicants must submit in writing a request to appeal a funding decision by the Board within 10 business days of receiving their grant notification.

2.0 A special meeting of the Board will be called if no regular meeting is scheduled within 30 days of receipt of the request.

3.0 The Applicants may be invited to make representation at the meeting.

4.0 The Board is not bound to set aside any grant money for appeal purposes.