



Medicine Hat



APPLICATION GUIDELINES

Family and Community Support Services



JANUARY 2025



Medicine Hat

FAMILY AND COMMUNITY SUPPORT SERVICES APPLICATION GUIDELINES

OPPORTUNITY

Family and Community Support Services (FCSS) is a partnership between the Government of Alberta and participating municipalities and Metis Settlements to design and deliver local preventive social services to improve the well-being of individuals, families and communities.

The City of Medicine Hat has a total of \$407,000 (each year) for 2026/27 programs that fit within the City of Medicine Hat strategic priorities and the FCSS Outcomes Model.

Please refer to the following documents while preparing the grant application. These are available on the City of Medicine Hat Grants webpage, under the title 'Important Links':

- [Family and Community Support Services Outcomes Model: How we are making a difference \(March 2012\)](#)
- [Family and Community Support Services Accountability Framework](#)
- [Family and Community Support Services Act and Regulations](#)
- [Family and Community Support Services Handbook \(alberta.ca\)](#)
- [Family and Community Support Services Companion Document for Measures Bank](#)
- [City of Medicine Hat Council Strategic Priorities](#)

APPLICATION DEADLINE

The application deadline is **Thursday, April 3, 2025, at 3 p.m.** – the online grant portal will close after this date and time.

FUNDING DATES

Project dates for this grant are January 1, 2026 to December 31, 2026, and January 1, 2027 to December 31, 2027. All money MUST be spent by December 31 of the grant year.

ELIGIBLE GROUPS

- Non-profit groups registered under the Society's Act, registered charity, or sponsored by a registered or government agency
- Local chapter of a provincial or federal non-profit group

ELIGIBLE PROJECTS

1. Enhance the social well-being of individuals, families and community through prevention and contribute to at least one of the following outcomes:
 - Individuals
 - Outcome 1 – individuals experience social well-being
 - Outcome 2 – individuals are connected with others
 - Outcome 3 – children and youth develop positively
 - Families
 - Outcome 1 – healthy functioning within families
 - Outcome 2 – families have social supports
 - Community
 - Outcome 1 – the community is connected and engaged
 - Outcome 2 – Community social issues are identified and addressed
2. Must be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.
3. Must do one or more of the following:
 - help people to develop independence, strengthen coping skills and become more resistant to crisis
 - help people (the public) to develop an awareness of social needs
 - 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
4. Must address at least one of the following:
 - Promote and encourage active engagement in community
 - Foster a sense of belonging
 - Promote social inclusion
 - Develop and maintain healthy relationships
 - Enhance access to local supports
 - Develop and strengthen skills that build resilience

APPLICATION PROCESS

1. Organization or sponsoring group complete the online application – which can be found on the City’s grant website (www.medicinehat.ca/grants) or directly at <https://submit.link/1Sa>.
 - You will first need to REGISTER as a user on this site.
 - You should receive a confirmation email once you have done the final submission of your application.
 - You can edit and save your application on this site at any time, before you officially submit it.
2. If you want to make changes AFTER you have submitted your application, please email Shona at shodic@medicinehat.ca to request this.
3. Applications are reviewed by members of the Community Vibrancy Committee and City staff (Review Committee).
4. Applicants may be requested to make a presentation about their project/program.
5. Applications are reviewed and evaluated based on the FCSS funding criteria and input from the Review Committee on community needs and priorities.
6. Application may be evaluated for alignment with Council’s strategic priorities.
7. Recommendations on evaluated proposals are forwarded to City Council for final funding approval.

CONDITIONS OF FUNDING

1. Funding received from the City of Medicine Hat - Family and Community Support Services program must provide preventative (primary and secondary) social programs that directly benefit its residents.
2. All funds must be spent by December 31st of the funding year.
3. Outcomes must be measured, and data included in a Year End Final Report by February 28 following each year of funding.
4. Outcome Measures must be selected from the Family and Community Support Services Measures Bank – that report can be found here: [FCSS Measures Bank, 2019 and FCSS Companion Document for Measures Bank](#)

PROVINCIAL PREVENTION PRIORITIES

Priority may be given to projects that address one or more of the provincial prevention priorities:

- **Homelessness and housing insecurity** - Increased rates of homelessness have been associated with unaffordability of quality housing and high levels of substance abuse and family violence.

- **Mental health and addictions** – Mental health issues affect many Canadians. A recent survey found one in three Canadians were struggling with their mental health and one in five Canadians will experience a mental health problem or addiction in any given year.
- **Employment** – Alberta’s unemployment rate remains somewhat higher compared to other provinces.
- **Family and sexual violence across the lifespan** – In a nation-wide web panel survey, 10% of women said they were very or extremely concerned about experiencing domestic violence.
- **Ageing well in community** – Alignment of health, housing, and community-based services can create safe and supportive environments for Albertans to age well in the community.

SERVICES MUST NOT

- provide primarily for the recreation needs or leisure time pursuits of individuals; (if a project has a recreational component to it, but the main outcome of the project are preventative social outcomes, then it can be considered).
- offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family;
- be primarily rehabilitative in nature (e.g. recovery) or duplicate services that are ordinarily provided by a government or government agency (e.g. health, education, justice, safety).
- In relation to the above, if a service is found to be a duplication (not fundable because another ministry funds that area already), they COULD still apply for funding for public awareness/education; and or volunteer development – e.g. FASD assessment or support to individuals diagnosed with FASD is INELIGIBLE, however if the agency was asking for funds for education and awareness of FASD, they would be ELIGIBLE. Same applies to Family Violence, shelters, suicide prevention, etc. In addition, we have funded agencies for some of the duplicate areas (e.g. mental health) if we feel the funding received from these ministries is not sufficient for our community’s needs – but we do need to be cautious about this and the level (\$ amount) allocated.

PROHIBITED COSTS:

- Purchase of land or buildings
- Construction or renovation of a building
- Purchase of motor vehicles

- Any costs required to sustain an organization that do not relate to direct service delivery under the program
- Municipal property taxes and levies
- Payments to a member of a board or committee

Note: staff costs and/or supplies/equipment needed to run a program are applicable.

EXAMPLES OF ELIGIBLE COMMUNITY DEVELOPMENT ACTIVITIES

This is not a complete list:

- Information and referral services
- Developing directories designed to inform the public of available resources
- Interagency coordination
- Increasing public awareness about community issues
- Developing strategies for community advocacy
- Developing comprehensive social community plans and initiatives
- Environmental scans
- Service reviews
- Needs assessments
- Strategic planning
- Program planning
- An event to enhance knowledge or develop skills
- Short term support group
- Public education
- Volunteer development

The above guidelines must be kept in mind when completing your application. If you are unsure if your program qualifies, please contact the grant administrator before you apply. Or check the FCSS Handbook for more details: [FCSS Program Handbook \(alberta.ca\)](#).

If you require further clarification, please email or call the grant administrator:

- shodic@medicinehat.ca
- 403.502.8718

*Note: Only applications submitted through the grant portal will be accepted. If you require special accommodations to complete the report, please contact the above.