Airdrie FCSS Portal Letter of Intent and Application Guide

A guide on submitting a program application for Airdrie FCSS

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Purpose

The purpose of this guide is to support non-profit agencies in their applications for Airdrie FCSS funding.

Family and Community Support Services (FCSS) is a partnership between the province, municipalities and Métis Settlements. FCSS funded programs support individuals, families and communities in achieving social well-being and prevent the development of social problems at the earliest opportunity.

Eligibility

Applicants must be eligible under the Family and Community Support Services Act and Regulation. Preference will be given to nonprofit organizations registered under the Societies Act, or that have a non-profit fiscal agent, that provide service mostly to Airdrie residents, that aim to do one or more of the following:

- Help people to develop independence, strengthen coping skills and become more resistant to crisis
- Help people to develop interpersonal and group skills which enhance constructive relationships
- Help people and communities to assume responsibility for decisions and actions which affect them
- Provide support that helps sustain people as active participants in the community

FCSS Funding Priorities

Airdrie FCSS aims to promote social well-being by focusing its prevention work in three priority areas:

- Social inclusion for vulnerable populations
- Positive child and youth development
- Capacity to meet needs

Preference will be given to programs whose goals align with one or more of these priority areas.

Grants cannot be used for:

- Recreation
- Public health transportation
- Direct assistance including money, food, clothing or shelter, to sustain an individual or family
- Rehabilitation
- Services provided by other government agencies

More Information/Contact

Questions about applying for FCSS funding? Contact Airdrie FCSS at (403) 948-8800 ext. 8451 or via email at social.planning@airdrie.ca

Getting Started

Access the Airdrie FCSS Portal

Airdrie FCSS uses an online portal for agencies to apply for funding for, keep up to date with, and report on their preventive social programs.

Before starting, ensure you can access:

https://fcss.airdrie.ca

Register your agency

Click "**Register Your Agency**" below the "Log In" button.

1. Follow the instructions – use the legal name of your organization. You will receive an email to verify your email address. Your password must include a capital letter, a special character (such as @ or ?), and a number.   *Note: You will not be able to register an agency that already exists in the system.*

2. Once registered, you may add new staff accounts to your agency profile by selecting Agency Details > Accounts. Your agency may create accounts for as many staff members as you like, but we recommend you only give access to staff members who need access to the Portal. When you add a new account, that individual will receive further instructions via email to confirm their account.

3. You may set the level of access you wish each staff member to have. There are two levels of access. By default, all staff members are given **full access** to all sections of your agency account – including all financial sections, and the ability to submit documents to Airdrie FCSS. Uncheck the "Agency Admin" button to the right of their name box to set **limited access ("Agency user/member")**. For a full list of permissions, see Appendix A at the end of this Guide.

Using a tablet, small laptop or mobile phone?

Click "menu" on the Portal to view the tabs such as Dashboard, Program, and Agency Details.

If you have difficulties accessing the Portal, please call Airdrie FCSS at (403) 948.8800 ext. 8451 or email social.planning@airdrie.ca .

Application Process - Overview

In general, programs funded through Airdrie FCSS are granted a three-year funding term. Exceptions may be made at the discretion of Airdrie FCSS (for example, Airdrie FCSS may choose to fund your program on a yearly basis). Agencies may apply for funding for more than one program in a given application period, though if you are considering this, you are requested to consider the distinct need, goals, strategies and rationale of each program. Each program must meet the basic eligibility requirements and have a prevention focus. The Airdrie FCSS Application process has two parts:

- Letter of Intent
- Application

Letter of Intent (LOI)

- Serves to check for basic FCSS eligibility
- Gives an opportunity for the Airdrie FCSS team to share any major concerns
- If the Airdrie FCSS team has major concerns about your application at this stage, they will contact you. In most cases, you will still be granted access to the full Application, and you are advised to take into consideration their concerns and/or suggestions
- The deadline for the LOI is typically in late spring or summer of the year prior to the start of the funding term.

Application

- Serves as the official document from which funding decisions will be made. Some sections of the LOI will copy over to the Application, and you may write over what you had written as you please. The Airdrie FCSS team recommends not changing your LOI in a fundamental way if it was approved without concerns or suggestions.
- Funding is typically approved in the fall of year prior to the start of the funding term.

Starting a New Program Application

To begin a new Application, log in to the Airdrie FCSS Portal (see "Getting Started," above).
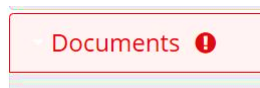
Agency Details

Please complete your <u>Agency Details</u> first. Click on "Agency Details" on the top left (if you are on a smaller device, first click on "Menu"). There are four sections: Agency Information, Board Members, Documents and Accounts. Please save each section before you continue to the next – *the Portal does not save automatically*.

Staff registering an agency account on the Portal will be prompted to complete the Agency information sections, including the agency's mission and vision statements, agency phone number, and so on. **Agencies are asked to keep their agency information and documents current for the duration of their funding contract.**

Agency details and documents can be changed and updated at any time by re-visiting this tab. Don't forget to save your information before exiting.

- Agency Name - use the legal name of your organization.
- Board Members - enter the current list of board members. This list must be kept current.
- Documents - upload the following:
  - Annual agency Financial Statement
  - Insurance Certificate, including the current expiration date (use save button)
  - Certificate of Incorporation under the Societies Act
  - Constitution and Bylaws
  - Organizational chart

    *Upload these documents before beginning a program application. To upload a document, simply click "Upload" next to the appropriate document. Specific documents are required; these fields will be highlighted in red, and a red symbol on the Documents tab will indicate if you are missing any documents.

    Documents ❗

- Accounts

  You may add new accounts for your agency at any time by selecting "Agency Details" and "Accounts." Your agency may create staff accounts for as many staff members at your agency that need access to the Portal. When you add a new

account, that individual will receive further instructions via email to confirm their account.

You may set the **level of access** you wish each staff member to have. There are two levels of access. By default, all staff members are given **full access** to all sections of your agency account – including all financial sections, and the ability to submit documents to Airdrie FCSS. Uncheck the "Agency Admin" button to the right of their name box to set **limited access ("Agency user/member")**. For a full list of permissions, see Appendix A at the end of this Guide.

Resetting Staff Account Access

In cases of forgotten passwords, "Agency admins" are able to reset passwords for other account users by clicking on the orange "Reset Password" button. A system email will be sent to the account user with instructions on resetting their password.

In the event that an agency is unable to access their Portal account due to a lack of account users (e.g., staff changes), please contact Airdrie FCSS for assistance.

Programs

Once complete, click "Programs" on the top left, then "**Start New Program Application.**" This will bring you to the "Program Details" section. Complete the required information: Program Name, Statement, Program Manager Name and contact information (note: this refers to the person that directly manages the program and not the agency leader, e.g., Executive Director, CEO or Chair), Program Address/es.

Once you have saved your entries, you may begin your Letter of Intent (LOI).

Letter of Intent

Complete the required information on the Letter of Intent (LOI) page, which has the following sections. A full description of each section is described in more detail further below and on the Portal.

- Audience
- Theory of Change
- Program Alignment
- Documents – this includes your Program Logic Model (upload required)
- Program Budget Summary
- Review and Submit

Writing

The Airdrie FCSS team recommends you type your applications and reports in an offline document such as Microsoft Word, so you have a separate copy should anything happen with your Portal entries. **The Portal *does not* automatically save your work - you must manually click "Save"** at the bottom of each section before exiting. You can resume editing later as long as you have saved your entries and not submitted your application. A green checkmark is displayed on each tab you have saved.

In each section (unless stated otherwise), you are given a maximum limit of 1,500 characters. A character is an item of text – it includes letters, special characters and spaces. Be mindful of this limit when you are developing your application. 1,500 characters is equal to approximately 230 to 250 words, depending on word length.

> You may copy and paste your text from Word or another document type. Not all special characters may paste correctly into the Portal. For footnotes, you may like to use (1) or (2) in place of superscripts.

Target Audience

Describe the target population for this program, estimated number of people to be served and reason for choosing this population.

Theory of Change

The Theory of Change is the cornerstone of the Airdrie FCSS funding application. A Theory of Change is more than an evaluative tool for funding allocation decisions: it is also meant to support you in recognizing the strengths and weakness of your program, and help you improve your program over time. For more information on Theories of Change, see the document "Theory of Change Resources" by visiting the "Agency Resources" link on the Airdrie FCSS Portal, or by logging in and selecting "Help & Resources."

A Theory of Change is a concise and comprehensive description of what change your program aims to achieve. 'Concise' and 'comprehensive' – this is what makes creating a

Theory of Change so challenging! They are works in progress, and should be reworked regularly.

The Airdrie FCSS team recognizes the complexity of preventive social programming – do not hesitate to make use of the team as a resource to help you improve your Theory of Change.

Program Alignment

This section asks you to describe your program's alignment with **a prevention focus, as well as one of the Airdrie FCSS Priority Areas and the Priority Strategies in the FCSS Funding Model that your program** <u>**most strongly**</u> **aligns with**. **Click on the blue Help button** for more information on Priority Areas and Strategies.

How does your program serve one of the Airdrie FCSS Priority Areas? What specific Priority Strategies does your program align with?

Documents
- Program Logic Model – upload required
- Miscellaneous (a document to support your application) - optional

Program Logic Model

A Program Logic Model is required at the LOI stage. Below is an example of a Program Logic Model template. You are not required to use this format – this is only guide, but you may use it if you choose. To download a copy, log in to the Airdrie FCSS Portal, click on "Help & Resources" on the top right, and click "Program Logic Model Template."

PROGRAM LOGIC MODEL

Program Name: (insert)

Inputs	Outputs		Outcomes -- Impact		
	Activities	Participation	Short	Medium	Long

Assumptions
-

External Factors
-

Letter of Intent - Program Budget Summary

At the LOI stage, a full budget is not required, only an estimate of the amount you will request from Airdrie FCSS, and the amount you expect to receive/have received from other revenue sources. In the full Application, you will be asked to give a detailed account of your request and an opportunity to give an explanation of your request/revenues from other sources and your expenditures.

Letter of Intent - Review and Submit

The Review and Submit section gives you the opportunity to review your Letter of Intent. Ensure you and your team are satisfied with it before you submit.

> **If you need to make any edits**, do NOT select the blue "Submit and send" button at the end of the page. Return to the specific section/s, make your edits, and make sure to save each updated section.

> You can exit your LOI to edit further and resume submission at a later date, by selecting the "Save for Agency Review" button at the bottom of the page. The page will display a confirmation notice.

This Letter Of Intent has been saved for Agency review. You can still make changes prior to submitting it to the City of Airdrie.

At the bottom of Review and Submit, you will find an "Agreements" section. Please read and check the authority and public information declaration boxes to confirm that you agree before submission.

Note that no changes can be made to your submitted LOI until it has been reviewed by the Airdrie FCSS team.

To submit your **final Letter of Intent**, click on "Submit and send to City of Airdrie." Upon successful submission, the page will display a confirmation notice and instructions:

This Letter Of Intent has been submitted to the City of Airdrie. No changes can be made until it has been reviewed. You will be notified via e-mail of any updates to the status of this program. If you would like to review what was submitted you can download a printable version

You will be notified via e-mail of any updates to the status of this program. If you would like to review what was submitted, you can download a printable version.

Please note: Airdrie FCSS will not accept Letters of Intent after the deadline.

Letter of Intent - Printable Version

Once you submit your LOI, you may log back into the Portal at any time to view what you had submitted. Click on the "Programs" tab and you will find a list of your programs. Once an LOI is submitted, click on the program's "Letter of Intent" button, and click "Printable version." You may save this document to your computer for your records.

Once your LOI has been reviewed, the program status will change from "LOI – Submitted" to "LOI – Approved" or "LOI – Not Successful." The FCSS team will normally contact you to inform you. If your LOI is approved, you will have access to the Application. (If you cannot access it, the Airdrie FCSS team may not have yet opened Applications – you may contact the FCSS team.)

Application

The Application is an extension of the Letter of Intent (LOI). In the Portal, the following sections copy over from the LOI, and are exactly the same as in the LOI:

- Audience
- Theory of Change
- Program Alignment

The Application has the following new or extended sections:

- Outcomes Plan
- Documents
- Program Budget Summary

If you wish to edit and write over what you had written in the LOI, you may do so. However, you may not want to change the content in a fundamental way if your LOI was approved without concerns and/or suggestions.

For more detail on writing the LOI, please see the Letter of Intent section above.

Outcomes Plan

The full Application requests a description of your Outcomes Plan – your short, medium, and long-term goals. This section gives you the opportunity to describe what your program aims to achieve in more detail. It follows from your Program Logic Model; in fact, you may copy and paste directly from your Program Logic Model if you wish.

Documents

If you wish, you may upload the following optional documents:

- Revised Program Logic Model (if it has changed since you uploaded it at the Letter of Intent stage)
- One or two other documents that may support your Application

Program Budget Summary

The Application requires you to describe your budget in detail.

Revenues:

In the Revenues section, you are asked to inform Airdrie FCSS on all known and expected sources of Revenue for your program. In the "City of Airdrie FCSS" row, please write your previous year's Program Budget if your program was funded by Airdrie FCSS that year. If not, enter "0".

In the "(Current Year) Revenue Amount" box for Airdrie FCSS, enter your funding request for Airdrie FCSS.

The Portal will give a total of your Airdrie FCSS request and other sources of revenue for the year you are applying. You may add additional sources of revenue by clicking "add another" at the bottom left of the table. To delete a source of revenue, click the "–" sign to the left of each row.

Below the table of revenues, a "Revenues Explanation" box gives you the opportunity to explain your Airdrie FCSS funding request and other sources of revenue. (1,500-character limit)

Expenditures:

In the Expenditures section, you are asked to describe in detail the expected (and past year's) costs for your program. If your program did not exist in the previous year, enter "0" in the column titled "(Previous year) Estimated Actuals."

Select your expense from the drop-down menu in each row on the left (e.g., "Volunteer Recognition"). To add more expenses, select "add another" at the bottom left of the table. To delete an expense, click the "–" sign to the left of each row.

Beside each expense, enter its estimated actual in the previous year under "(Previous Year) Estimated Actuals." If you were not funded in the previous year for this expense (or if your program did not exist), enter "0". Enter the amounts you expect to have funded by other sources and by Airdrie in their respective columns. The Portal gives your total budget for each expense on the right-hand column.

Staffing:

If applicable to your Program, select "Staffing" from the drop-down menu in the Expenditures table and a Staffing table will be displayed for you to enter detailed costs for staffing for this program.

Job Descriptions:

If you entered staffing costs for your Program, a Job Description field will be displayed. Add a detailed job description(s) for all FCSS funded positions for this program. You may copy-poste from Word or another document type to enter this information in this section.

Expenditures Explanation:

This box gives you the opportunity to explain your expenses. (1,500-character limit)

Target Audience:

Please type in an estimate of the percentage of funds that will go toward each of the following five target groups:

- Children/youth
- Family
- Adult
- Seniors
- Volunteers

The five target groups must total 100%.

Application Review and Submit

The Review and Submit section of the Application gives you the opportunity to review your full Application. Ensure you and your team are satisfied with the Application before submission.

At the bottom of the Review and Submit section, you will find an "Agreements" section. Please read and check the boxes to confirm that you agree before submission.

Please note: Airdrie FCSS will <u>not accept</u> applications after the deadline.

Once you submit your Application, you may log back into the Portal at any time to view what you had submitted. Click on the "Programs" tab and you will find a list of your programs. Once an Application is submitted, click on the program's "Application" button, and click "Printable version." You may save this document to your computer for your records.

If you have any further questions about applying for Airdrie FCSS funding, please contact the Airdrie FCSS team at 403.948.8800 ext. 8451 or social.planning@airdrie.ca

Appendix A: Staff Member Permissions

You may set the level of access you wish each staff member to have on the Airdrie FCSS Portal. There are two levels of access: Agency Admin, and Agency User/Member.

To give a staff member full access to all sections of your agency portal, log in to the Airdrie FCSS Portal, click on "Agency Details" on the top right, scroll down to the "Accounts" tab, and check "Agency Admin" to the right of their name. Uncheck the box to limit their access. The following table describes the two levels of permission.

Permissions	Agency Admin	Agency User/Member
Edit Agency Details: • Agency Information • Board Members • Documents (Upload/Delete)	Full access and ability to add/remove agency members and grant admin access to agency users.	Read-only.
Creation/Edit of a Program: • Program Details	Full access. Read-only once form is submitted.	Full access. Read-only once form is submitted.
Creation/Edit of a LOI: • Editing • Submission	Full access. Read-only once form is submitted.	Editing only (no permissions to submit) No access to budget (can't edit or view) Read-only once form is submitted.
Creation/Edit of an Application: • Editing • Submission	Full access. Read-only once form is submitted.	Editing only (no permission to submit). No access to budget (can't edit or view). Read-only once submitted.
Edit Budget Information: • Editing • Review • Submission	Full access. Read-only once form is submitted with the exception of updating budget information if allocation of funds is different than request.	No access (can't edit or view).
Creation/Edit of a Mid-Year-Report: • Editing • Submission	Full access. Read-only once form is submitted.	Editing only, except budget portion (can't edit or view). No permission to submit.
Creation/Edit of a Year-End-Report: • Editing • Submission	Full access Read only once form is submitted.	Editing only, except budget portion (can't edit or view). No permission to submit.
Outcome Measures	Full access.	Full access.