2015 FCSS CONTRACT REVIEW & 2016 FUNDING APPLICATION

ALL INFORMATION PROVIDED IS PUBLIC

DUE: October 9, 2015

Agency Name	

Program(s) to be considered as part of this application	Program:
	Program:
	Program:

Section A: Agency Effectiveness and Contract Compliance Review

General Organizational Effectiveness
1. Does your organization have the following in place?
○ Governance model or bylaws ○ Agency Strategic Plan ○ Business Plan ○ Organization structure, mission and vision ○ Operational policies and practices including financial operations ○ Business Continuity Plan ○ Emergency Preparedness Plan ○ Policies and practices aligned with the Canadian Code of Volunteer Involvement ○ Outcome measurement and reporting systems
Comments:

2. Compliance with Contractual Requirements		
Is your organization in compliance with the following FCSS legislated and contractual requirements?	Y (✔)	N (✔)
Audited financials (6.01, 6.02, 6.04)		
Changes to budget (4.03, 6.07)		
Adequate liability insurance (7.02)		
Reporting and notice of material (significant) changes including reporting on FSII or other indicators (8.01)		
Professional program delivery (10.01)		
In accordance with provincial and federal statutes (e.g., FOIP, Human Rights, Anti-Spam legislation) (10.02)		
Recognition of FCSS funding to the general public, clients and staff (10.09)		
Schedule B – Financial and Administration Policies for Family and Community Support Services (FCSS)		
Schedule C – Agency Governance, Accountability and Service Delivery Requirements		
Comments:		

Bracketed numbers refer to clauses in the FCSS Funding Agreement.

3. Financial Review *
a) Please be prepared to discuss: • Agency consolidated budget and FCSS program budget allocations • Audited Financial Statements

3.	**Financial Review ***
b)	If your organization is facility-based, what is your building lifecycle plan?

4.	**Human Resources Review ***
a)	What is your Human Resource (HR) Plan? (including compensation policy, job descriptions, staff training and performance evaluation). How do you use your HR Plan?

b)	What is your agency's succession plan for leadership and staff?

5.	**Diversity and Inclusion ***
	What are your policies and practices to incorporate diversity and inclusion principles among your board members, staff members and volunteers? Include elements of inclusiveness on the basis of gender, race, culture, religion, disability or sexual orientation.

6.	**Technological capacity**
	What is your Information Technology plan to keep up with the technology required to support your business and programs? If you are requesting funding for technology, does it align with your IT Plan?

Section B: Planning for the Future

1.	**How does your strategic plan address alignment to the FCSS Social Sustainability Framework?**

2.	**How does your strategic plan address changes in demographic and other emerging issues?**

3.	**What are the top two areas of concern within your organization, as identified by the board, management and front-line staff? How is your organization responding to these issues?**	
Areas of concerns		Organizational response
Board		
Management		
Front-Line Staff		

Section C: Reflections

1.	**In light of what you have reported on this form, what have you learned since you last renewed your contract with FCSS?**

2.	How will your organization communicate the positive impact of FCSS funding in our community?

3.	In the spirit of continuous improvement, what feedback can you offer the FCSS review process?

4.	What are the implications to your program and agency if you do not receive the full amount of your request?

Section D: Budget

Salary Information

Existing positions funded by FCSS through this program application. Please specify the following:

Position Title/Program associated with each position	Number of Hours/Week	*Required Qualifications (education and experience)	Brief Position Description	Annual Salary or Hourly	Benefits Provided (percentage of salary)
					10%

*or equivalent combination of education & experience

Complete only when requesting new positions:

Salary Information

New positions to be funded by FCSS through this program application. Please specify the following:

Position Title/Program associated with each position	Number of Hours/Week	*Required Qualifications (education and experience)	Brief Position Description	Annual Salary or Hourly	Benefits Provided (percentage of salary)

This information is for planning purposes for FCSS. It is not known if funds will be available for new positions.

Budget – Using the attached budget in Excel format, please complete one budget per program.

Note that the attached spreadsheet file shows each budget and its associated position structure on six separate worksheets.

Section E: Program Review

Program Alignment (complete this section for each FCSS funded program)

1. Please attach a Theory of Change for each FCSS funded program, using the attached template.

2. Attach a Program Logic Model for each FCSS funded program, including outcomes tracked.

3. Describe <u>each</u> program to be considered for FCSS funding in 500 words or less.
If you offer a Calgary After School (CAS) program for children/youth ages 6-16 between the hours of 3:00-6:00 pm, please identify specific program sites and outline program activities at each site.
Program 3 .

Section F: Service Standards Checklist for Community-Based Calgary After School Programs

Calgary AfterSchool Program Provider Quality Assurance
Self-Assessment Checklist

Calgary AfterSchool Promising and Best Practices:	Y (✔)	N (✔)
•		

one of which is wheelchair accessible