



# FCSS Funding Distribution Guideline: Program Commencement Model Town of Irricana

**Address:**

Box 100  
222-2 Street, Irricana  
AB TOM 1B0

**Email:**

[FCSS@irricana.com](mailto:FCSS@irricana.com)

**Website:**

[www.irricana.com](http://www.irricana.com)

# Purpose

The purpose of this guideline is to establish a clear and consistent approach to the distribution of approved Family and Community Support Services (FCSS) funding. This model recognizes that many preventative initiatives require access to funding at the beginning of program delivery to ensure successful implementation.

# Funding Distribution Strategy

## 100% Funding Distribution at Program Commencement

Approved FCSS funding will be distributed in full based on the approved timeline of program commencement. Upon confirmation that a funded program is ready to begin implementation, 100% of the approved funding allocation will be released to the recipient organization.

This approach supports organizations in meeting the financial requirements associated with launching and delivering approved FCSS initiatives, including staffing, facility costs, supplies, promotion, and participant engagement activities.

### Example

Program Commencement: January-March	Funds Distributed in January
Program Commencement: April-June	Funds Distributed in March
Program Commencement: July-September	Funds Distributed in June
Program Commencement: October-December	Funds Distributed in September

# Distribution Requirements

**Prior to the release of funding, the funded organization must provide:**

- Acceptance of approval letter and acknowledgement of terms and conditions
- An approved program implementation timeline identifying the anticipated commencement date of programs and services;



# Accountability and Reporting

Organizations receiving FCSS funding under this model remain accountable for the appropriate use of public funds and shall submit:

## Progress Update

A progress check-in will occur in June and September of each year, one will be conducted via an email check-in and the other will be a virtual or in-person check-in. All funded groups will need to commit to Progress Update Check-ins.

### The following will be reviewed:

- Activities undertaken;
- Progress toward intended outcomes;
- Participant information, Data Sharing
- Any significant changes affecting program delivery.
- Future State Application Discussions

## Final Report

A final report submitted by December 31<sup>st</sup> of each calendar year (extensions maybe granted if required).

- A summary of program activities;
- Outcomes achieved and alignment with FCSS prevention objectives;
- Number of participants served;
- Number of Volunteers and Volunteer Hours;
- Financial reconciliation comparing actual expenditures to the approved budget; and
- Successes, challenges, and lessons learned.
- Survey Summar and Results

# Unused or Unspent Funds

### Any funds not used for approved purposes must be:

- Returned to FCSS no later than December 1<sup>st</sup> of each Calendar year.
- Reallocated only with prior written approval from FCSS.



# Program Amendments

Funded organizations are required to notify FCSS promptly of any significant changes to:

- Program commencement dates;
- Scope of activities;
- Budget allocations; or
- Organizational capacity affecting implementation.

FCSS reserves the right to amend funding agreements or request additional information to ensure responsible stewardship of public resources.

### Guiding Principle

*FCSS recognizes that effective preventative programming often requires immediate access to resources at the start of implementation. Distributing 100% of approved funding at program commencement supports organizational readiness while maintaining accountability through ongoing reporting and financial reconciliation.*

*stronger together*

