

FCSS Agenda

October 4, 2023 at 3:30 p.m.

Town Office Council Chambers 502 -2nd Avenue



VISION

Bassano FCSS is a strong partner in a healthy community.

Mission

Bassano FCSS works to build a strong community through locally driven proactive partnerships and preventative programming.

1. Call to Order

2. Attendance and Regrets

3. Adoption of Agenda for October 4, 2023

4. Adoption of Minutes

4.1 September 5, 2023

5. Financial Summary

5.1 Period ending September 30, 2023

6. Director's Report

6.1 Period ending September 30, 2023

7. CAO Report

8. Unfinished Business

8.1 P-FCSS011 – Reoccurring Programs Policy

9. New Business

9.1 November 2023 Programs

9.2 Policy Review- PFCSS006 Financial Planning Policy

9.3 Policy Review- PFCSS007 Programming Policy

10. Correspondence

11. Adjournment

Next Meeting Date: November 6, 2023 at 3:30 p.m.

MINUTES OF THE REGULAR BASSANO FCSS ADVISORY BOARD MEETING HELD ON September 5, 2023

ADVISORY BOARD MEMBERS

- Tammie Hauck
- Christine Petkau
- Heather Basarab
- Alice Slomp
- Evelyn Jensen
- Sandra Mitchell
- Kevin Jones

ADMINISTRATION

- Amanda Davis, CAO
- Amanda Barron, FCSS Director

1. CALL TO ORDER

CHAIR HAUCK called the meeting to order at 3:34 p.m.

2. ATTENDANCE AND REGRETS

- Kevin Jones

3. ADOPTION OF AGENDA

FCSS61/2023 Moved by **MEMBER JENSEN** that the September 5, 2023 agenda is approved as presented.

CARRIED

4. MINUTES OF JUNE 19, 2023

FCSS62/2023 Moved by **MEMBER MITCHELL** to approve the minutes of the June 19, 2023, FCSS Advisory Board meeting as presented.

CARRIED

5. FINANCIAL SUMMARY

FCSS63/2023 Moved by **MEMBER PETKAU** to approve the financial summary of August 31, 2023 as presented.

CARRIED

6. **DIRECTOR'S REPORT**

6.1 Director's Report – August 31, 2023

FCSS64/2023 Moved by **MEMBER SLOMP** that the FCSS Directors report for the period ending August 31, 2023 is approved as presented and discussed.

CARRIED

7. **CAO REPORT**

None

8. **UNFINISHED BUSINESS**

8.1 FCSS Advisory Board - Meals on Wheels Policy P-FCSS012 – Proposed

FCSS65/2023 Moved by **MEMBER MITCHELL** that the Family and Community Services Advisory Board approves the Meals on Wheels Policy P-FCSS012 as amended.

CARRIED

8.2 Mental Health First Aid

FCSS66/2023 Moved by **MEMBER PETKAU** that the Family and Community Services Advisory Board offers Mental Health First Aid Courses, Standard and First Responder Leadership in 2024. FCSS will fund 50 percent of the MHFA Standard course to a maximum of \$1,800.

CARRIED

9. **NEW BUSINESS**

9.1 October 2023 Programming

FCSS67/2023 Moved by **CHAIR HAUCK** that the FCSS Advisory Board proceeds with the Trunk or Treat Program on October 31st with an invitation to local businesses and the not-for-profit sectors to set up a Halloween display in the Homecoming Campground.

CARRIED

FCSS68/2023 Moved by **MEMBER MITCHELL** that the Trunk or Treat Program is added to P-FCSS011 Reoccurring Program Policy.

CARRIED

FCSS69/2023 Moved by **CHAIR HAUCK** that the FCSS Advisory Board proceeds with A Sweet Thank You Program. Member Basarab will provide baked goods with supplies funded by FCSS with board delivery on October 16th, 2023.

CARRIED

9.2 Safe 4 Life – Community Self Defense -Program Opportunity

FCSS70/2023 Moved by **MEMBER PETKAU** that the FCSS Advisory Board offers the Safe 4 Life Community Self Defense Program in 2023. Safe Kids and Safe Tweens will be offered for \$10 per person and Safe Teens/Adults will be offered for \$40 per person. A program subsidy will be available to individuals on a case-by-case basis at the discretion of the Director. FCSS will subsidize the remaining costs for the program delivery. All participants must register with payment in advance.

CARRIED

10. CORRESPONDENCE

10.1 A report prepared for Rural Municipalities of Alberta named Understanding and Responding to the Challenges Faced by FCSS Programs in Rural Alberta was reviewed.

10.2 A Community Drug Alert Information Package was reviewed.

FCSS71/2023 Moved by **CHAIR HAUCK** to accept the correspondence and file items as information.

CARRIED

11. MEETING ADJOURNED

FCSS72/2023 Moved by **CHAIR HAUCK** to for adjournment of the regular meeting at 4:43 p.m.

CARRIED

Chair Signature

Director Signature

FCSS Director's Report

Period Ending: September 30, 2023

Prepared By: Amanda Barron, Director

Supporting Community Members



SUPPORTS

Seniors Benefits

Throughout September we provided service to 6 individuals.

Referrals/ Supports

We provided two clients with referrals to various supports for required assistance.

PROGRAMS

Rural Pop Up

After taking a summer break in August we hosted Rural Pop Up on September 19th. We had 13 children attend and enjoy the games, toys and activities provided. A Car Seat Clinic is scheduled to attend the Rural Pop Up on October 17th, this service will help parents ensure car seat safety.

Canadian Volunteer Income Tax Program

No new remittances to report.

September Tennis

In continuing our Open Sport Days from August, we hosted 3 additional sessions of tennis through September. Our participation was low however each session was attended by 1-3 people. This program provides an opportunity for those without a friend or partner to participate in sports that require another player.

INITIATIVES

Welcome Wagon

Through September Bassano FCSS distributed 4 packages to new residents.

| | |
|-------------|-----------|
| 506 4th Ave | 9/7/2023 |
| 417 6th Ave | 9/20/2023 |
| 317 4th Ave | 9/20/2023 |
| 737-2nd Ave | 9/27/2023 |

GENERAL UPDATES

Grant Funding

In support of our Mental Health First Aid Training coming in early 2024 Bassano FCSS applied for a TC Energy Grant. We were awarded \$3,500 to be allocated to providing The Working Mind – First Responders Leadership Mental Health Training. This will allow us to provide training to 25 County Fire Chiefs and Deputy Chiefs at no cost as reported at the last board meeting.

FCSS Director's Report

Period Ending: September 30, 2023

Prepared By: Amanda Barron, Director



Supporting Community Members

I applied to Fortis Alberta to help support the delivery of Safe 4 Life Personal Self Defense Training for \$1,625, we were successful in receiving the full amount. This has enabled us to offer the program at lower cost and provide a small swag bag to participants. Pricing details will follow as we get closer to the program date.

Grasslands Regional FCSS Funding

Our 2024 grant funding transfer in the amount of \$12,760 has been approved. Moving forward funding applications will require applicants applying for more than \$5,000 to make a presentation to the board. Presentations will occur in September of 2024.

FCSSAA Conference – November 22-24

In support of our attendance at the FCSAA Conference in Edmonton Alberta I have applied for subsidy in the amount of \$870, I have also reserved accommodations for the duration of the conference. The subsidy application was based upon having two members in attendance.

DIRECTOR TRAINING

I recently received my certificate for Incident Command Systems (ICS) 200 and will be continuing to ICS 300 in early November. Having good working knowledge of the ICS structure and functions will aid Bassano FCSS if we ever have an event requiring Emergency Social Services.

UPCOMING PROGRAMS

- Sing Out on Fire Safety – Fire Prevention Week
- Trunk or Treat
- Fall Clean Up
- Safe 4 Life Self Defense

Attachments

1. Action Items

| | | |
|--|--|------------------------|
| March 13, 2023 Regular Board Meeting | | |
| Barron, A | Send invitations to Bassano School and Gem school to attend performance | Completed Sept. 12/23 |
| April 3, 2023 Regular Board Meeting | | |
| Barron, A | Add YOB Open Discussion to Agenda April 2024 | |
| June 19, 2023 Regular Board Meeting | | |
| Barron, A | Collaborate with Bassano School to seek Rilee Manybears as speaker for National Truth and Reconciliation Day, to be open to the public. | Unable to acquire |
| September 5, 2023 Regular Board Meeting | | |
| Barron, A | Resolution Index | Completed Sept 20/23 |
| Barron, A | Rotate Minutes on website | Completed Sept.8/23 |
| Barron, A | Create fillable PDF form of Appendix A P-FCSS012 | Completed Sept.8/23 |
| Bas | Amend P-FCSS012 to remove AMEX | Completed Sept.8/23 |
| Barron, A | Add approved policy P-FCSS012 to approved policies file and update policy tracker | Completed Sept.8/23 |
| Barron, A | Add P-FCSS012 to website. | Completed Sept.8/23 |
| Barron, A | Print P-FCSS12 for director files. | Completed Sept 18/23 |
| Barron, A | Register all existing persons for P-FCSS012 | Completed Sept 19/2023 |
| Barron, A | Train admin staff re: P-FCSS012 | |
| Barron, A | Provide Playfair Lodge and NHF with copy of the approved policy | Completed Sept 18/23 |
| Barron, A | Schedule Mental Health First Aid Standard and First Responder sessions to be hosted in January/February 2024 | In progress Sept 28/23 |
| Barron, A | Prepare registration forms for MHFA | |
| Barron, A | Prepare and facilitate Trunk or Treat including hotdaogs, smores, hotchocolate and candy bags for October 31 in Homecoming campground - arrange BBQ for hotdogs | |
| Barron, A | Prepare letter/inivation to businesses and NFP to set up at trunk or treat. | Completed Sept 21/23 |
| Barron, A | Add trunk or Treat to reoccurring program policy P-FCSS011 for next review on November 1, 2023 | Completed Sept 19/23 |
| Barron, A | Work with collaborators to facilitate a Sweet thank you to include cinnamon rolls with supplies to be funded by FCSS and prepared by Heather Basarab for delivery on October 16th. | |
| Barron, A | Prepare registration form for Safe 4 Life self Defense | Completed Sept 12/23 |
| Barron, A | Contract Safe 4 Life facilitators to host Safe 4 Life self Defense on October 28, 2023 | Completed Sept 18/23 |
| Barron, A | Secure Community Hall for Safe 4 Life self Defense on October 28, 2023 | Completed Sept 18/23 |
| Barron, A | Develop "emergency plan" for Safe 4 Life subsidy if needed. | |
| Barron, A | Train admin staff re: Safe 4 Life registration - prepare tracker. | Completed Sept 18/23 |

Policy Review - P-FCSS007 Programming Policy

BACKGROUND

The FCSS Advisory Board is required to review its operating policies on a regular basis. Reoccurring Programs Policy P-FCSS011 is to be reviewed annually by November 1.

The Reoccurring Programs Policy was developed to ensure Bassano FCSS continues to provide preventative based social programs that the Director will implement requiring limited involvement from the FCSS Advisory Board. The policy will allow the Director to properly plan and deliver reoccurring programs efficiently.

Does the board have any comments on programs to be added or deleted? If you would like to see this expanded or changed, it should occur as part of the policy review process. If the board is satisfied with the existing policy, no other changes are recommended beyond the addition of Trunk or Treat as directed at the September 5, 2023 meeting.

OPTIONS:

#1 – That the Family and Community Services Advisory Board confirms a review of the Reoccurring Programs Policy P-FCSS011 as amended.

#2 – That the Family and Community Services Advisory Board amends Reoccurring Programs Policy P-FCSS011 (define amendments).

DIRECTOR COMMENTS

Trunk or Treat has been added to the current reoccurring programs listing.

ALIGNMENT WITH OPERATIONAL POLICIES

1. P-FCSS006 Financial Planning Policy
2. P-FCSS007 Programming Policy

PROPOSED RESOLUTION:

#1 – That the Family and Community Services Advisory Board confirms a review of the Reoccurring Programs Policy P-FCSS011 as amended.

Reviewed by: Amanda Davis, CAO

Attachments:

1. Reoccurring Programs Policy – P-FCSS011- Amended

| | |
|----------------------------------|--|
| Policy Title | Family and Community Services Advisory Board – Reoccurring Programs Policy |
| Authority | Director |
| Approved (Dates/Motion #) | May 1, 2023 (M# FCSS46/2023) |
| Policy Number | P-FCSS011 |
| Review | To be reviewed annually by November 1 |
| Reviewed by | Advisory Board on May 1, 2023 |

Policy Statement

The FCSS Advisory Board is responsible to develop, maintain, and provide preventative based social programs and support services in Bassano pursuant to the Family and Community Support Services Act, the Family and Community Support Services Regulation, and the Town's strategic plan.

Purpose Statement

The purpose of this policy is to clearly establish reoccurring preventative based social programs offered in Bassano that the Director will implement requiring limited involvement from the FCSS Advisory Board. The policy will allow the Director to properly plan and deliver reoccurring programs efficiently.

Definitions

Chief Administrative Officer (CAO) – means the administrative head of the municipality.

Council – means the elected body of the Town.

Director – means the FCSS Director, an employee of the Town, that is dedicated to the FCSS Advisory Board managing social programs and services.

FCSS Advisory Board – a volunteer advisory board of directors appointed by Council with the responsibility of leading social program and services in the Town.

Town – means the incorporated municipality of Bassano.

Responsibility

It is the responsibility of the Director to ensure this policy is implemented.

Reoccurring Programs

The programs listed are reoccurring and supported by the FCSS Advisory Board. The Director shall schedule and plan the events each year with updates provided to the board via the monthly Director's report. The board and the director shall complete a debrief of each program at the next regularly scheduled board meeting to identify successes, lessons learned, and improvements.

The Director shall integrate program learnings from the collaborative debrief to ensure maximum program value.

1. Bike Rodeo – June
2. Meals on Wheels - Yearly
3. Rural Pop Up - Yearly
4. Spring and Fall Annual Cleanup
5. Car Seat Clinic – As available
6. Kick it to the Curb – August/September
7. Parade of Garage Sales – August
8. Trunk or Treat - October
9. Angel Tree/ Christmas Hampers - December

Process

1. Programming will align with the [FCSS program Handbook](#) and must follow FCSS reporting guidelines based on the [FCSS Measures Bank](#).
2. Programming will align with P-FCSS006 Financial Planning Policy and P-FCSS007 Programming Policy.
3. The Director is responsible to ensure programs are offered, maintained, and facilitated annually with a clearly defined program outline, objective, and measurement matrix.
4. The policy shall be reviewed annually by the FCSS Advisory Board to ensure its purpose and validity.

Policy Reference

1. P-FCSS006 Financial Planning Policy
2. P-FCSS007 Programming Policy

END OF POLICY

NOVEMBER 2023 PROGRAMS

BACKGROUND

FCSS is active in November with Christmas Magic, hamper planning, and other Christmas focused events. Alongside this, we have the capacity to offer programs in recognition of Veterans Week and Canada's History Week. Operationally, we can manage a maximum of two programs in November beyond what is currently provided. Two program ideas are outlined below.

PROGRAM OPTIONS

Remembrance Day Poppies

November is host to Remembrance Day and Veterans Week. It is a time of reflection, remembrance, and gratitude for those who volunteered, served, and died for our freedom.

In the past we have collaborated with Art and Soul on craft opportunities by way of sponsorship. We have heard fantastic reviews from participants on previous sessions and with that knowledge I propose another sponsorship opportunity.

Community members would be able to attend a craft session to create a Crochet Poppy Craft. Bassano FCSS would provide sponsorship and administrative support as necessary with Art and Soul providing materials and facilitation of the event. Upon speaking with Art and Soul they would like the opportunity to provide this program.



A budget of \$200.00 for this program.

Winter Coat and Boots Swap

Winter is coming and many families struggle to purchase new winter clothing. To help alleviate some of the stress Bassano FCSS could invite the community to bring their washed and undamaged winter jackets and boots to have a clothing swap.



FCSS would invite the community at large to donate their unwanted winter clothing to allow the community to acquire items as needed. FCSS would take in donations and sort items for the event. The clothing swap would be a single evening event, held at the Community Hall. All items that were not taken by the end of the event would be donated. This will allow people the opportunity to recycle, and reuse while being able to save a few dollars on replacing outgrown clothing. To provide this event volunteer hours would be required from 2-3 board members.

CLARIFICATIONS/CONSIDERATIONS

This open discussion is intended to provide guidance and direction. The outcome of the discussion will result in program development.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Policy Review - P-FCSS006- Financial Planning Policy

BACKGROUND

The FCSS Advisory Board is required to review its operating policies on a regular basis. Financial Planning Policy P-FCSS006 is to be reviewed annually by September 30.

The Financial Planning Policy was created to ensure Bassano FCSS has a developed and maintainable budget that ensures our financial and reporting requirements are met with provincial and municipal governments as per our funding agreements.

This policy governs all FCSS programs.

OPTIONS:

#1 – That the Family and Community Services Advisory Board confirms a review of Financial Planning Policy P-FCSS006, no changes are required at this time.

#2 – That the Family and Community Services Advisory Board amend Financial Planning Policy P-FCSS006 (define amendments).

DIRECTOR COMMENTS

I have no concerns with the existing policy or recommended updates. It meets the objectives and supports our operational mandate.

ALIGNMENT WITH OPERATIONAL POLICIES

n/a

PROPOSED RESOLUTION:

#1 – That the Family and Community Services Advisory Board confirms a review of Financial Planning Policy P-FCSS006, no changes are required at this time.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. Financial Planning Policy – P-FCSS006

| | |
|----------------------------------|---|
| Policy Title | Family and Community Services Advisory Board – FCSS Financial Planning Policy |
| Authority | FCSS Advisory Board |
| Approved (Dates/Motion #) | March 1, 2021 (M# FCSS19/2021) |
| Policy Number | P-FCSS006 |
| Review | To be reviewed annually by September 30 |
| Reviewed by | Advisory Board – March 1, 2021 |

Policy Statement

The FCSS Advisory Board is responsible to develop and maintain an operating budget to ensure Financial and Reporting obligations are met as per funding agreements with the provincial and municipal government.

Definitions

Chief Administrative Officer (CAO) – means the administrative head of the municipality.

Director – means the FCSS Director, an employee of the Town, that is dedicated to the FCSS Advisory Board managing social programming.

FCSS Advisory Board – a volunteer advisory board of directors appointed by Council with the responsibility of leading and managing social programming in the Town.

Members – volunteers appointed to the FCSS Advisory Board.

Town – means the incorporated municipality of Bassano.

Responsibility

It is the responsibility of the FCSS Advisory Board and the Director to ensure this policy is implemented.

Process

1. Based on input from the FCSS Advisory Board the FCSS Director, with the support of the CAO, will prepare an annual operating budget outlining FCSS programs and expenses for the upcoming year by November 1 of each year.
2. The annual operating budget and programming presented will be aligned with the [FCSS program Handbook](#) and will follow FCSS reporting guidelines based on the [FCSS Measures Bank](#) which will allow for ease of reporting each year. FCSS annual reporting will be the responsibility of the FCSS Director and is to be completed by June 30th annually.
3. The proposed budget will be presented to the FCSS Advisory Board each year at the October FCSS Advisory Board Meeting for approval. The board approved budget must be provided as a recommendation to Town Council for final ratification.

4. A two-year projection budget shall accompany the proposed annual operating budget in accordance with the *Municipal Government Act*.
5. The FCSS Advisory Board shall not budget for a deficit.
6. The FCSS Advisory Board shall offer programs and services within the approved budget to meet the needs of the community in accordance with its mandate and funding obligations.
7. The Director is responsible to inform the FCSS Advisory Board of any program or funding limitations.
8. The Director is responsible to provide a financial update at each FCSS Advisory Board meeting.
9. The Director is responsible to support the FCSS Advisory Board in applying for grants to ensure the continuation of programs and services in Bassano.

Policy Reference

1. P-FCSS007 Programming Policy
2. P-FCSS008 Funding Application Policy

END OF POLICY

Policy Review - P-FCSS007 Programming Policy

BACKGROUND

The FCSS Advisory Board is required to review its operating policies on a regular basis. Programming Planning Policy P-FCSS007 is to be reviewed annually by September 30.

The Programming Policy was developed to ensure Bassano FCSS provides programs and services that have been tailored to the unique needs of the Bassano community, to advocate volunteerism and promote local participation. It also ensures program viability through providing a guideline for facilitation and marketing of programs.

The policy governs all FCSS programs.

OPTIONS:

#1 – That the Family and Community Services Advisory Board confirms a review of Programming Planning Policy P-FCSS007, no changes are required at this time.

#2 – That the Family and Community Services Advisory Board amends Programming Planning Policy P-FCSS007 (define amendments).

DIRECTOR COMMENTS

None

ALIGNMENT WITH OPERATIONAL POLICIES

n/a

PROPOSED RESOLUTION:

#1 – That the Family and Community Services Advisory Board confirms a review of Programming Planning Policy P-FCSS007, no changes are required at this time.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. Programming Policy – P-FCSS007

| | |
|----------------------------------|--|
| Policy Title | Family and Community Services Advisory Board – FCSS Programming Policy |
| Authority | FCSS Advisory Board |
| Approved (Dates/Motion #) | March 1, 2021 (M# FCSS20/2021) |
| Policy Number | P-FCSS007 |
| Review | To be reviewed annually by September 30 |
| Reviewed by | Advisory Board – March 1, 2021 |

Policy Statement

Locally, FCSS is funded to provide programs and services that are tailored for the unique needs of the community of Bassano. The FCSS Advisory Board plays a key role in identifying community-based needs and implementing programming to support such needs within the community.

Definitions

Director – means the FCSS Director, an employee of the Town, that is dedicated to the FCSS Advisory Board managing social programming.

FCSS Advisory Board – a volunteer advisory board of directors appointed by Council with the responsibility of leading and managing social programming in the Town.

Members – volunteers appointed to the FCSS Advisory Board.

Town – means the incorporated municipality of Bassano.

Responsibility

It is the responsibility of the FCSS Advisory Board and the Director to ensure this policy is implemented.

Process

1. The FCSS Advisory Board will ensure they follow all applicable Federal, Provincial, and Town legislation, acts, regulation, bylaws, policies, and procedures when creating programming for the community.
2. The FCSS Advisory Board will identify local needs within the community that fall within the mandate of FCSS, and the Regulation to promote the advancement of Bassano and its people. Needs identified by board members should be presented formally to the FCSS Advisory Board. If there is a majority vote to investigate the need, a motion shall be passed by the board members for the Director to prepare a proposal for further consideration by the FCSS Advisory Board while ensuring other projects and time commitments can be managed.
3. The FCSS Advisory Board shall stay within budget, decide what programs and activities will take place or be funded. The FCSS Director will be responsible for ensuring the FCSS Advisory Board is informed of funds available to the board when programming options are presented.

4. The FCSS Advisory Board has the power to develop, evaluate, maintain, or cancel programs that are no longer suited for the community. The FCSS Advisory Board may provide public relations for FCSS programming within the community. The FCSS Advisory Board will promote, encourage, and facilitate volunteerism in the community, and to encourage citizen participation in program development. The Director will facilitate co-operation and joint planning with related community groups, agencies, committees, or surrounding communities to better co-ordinate support service programs and facility planning.
5. When evaluating the continuation, termination or renewal of programs, the FCSS Advisory Board shall follow the Program Logic Model (Appendix A).

Communications and Marketing

All FCSS programs will be advertised to the community through various mediums to ensure we are able to reach a broad audience.

1. Advertising timelines will be set on a program-by-program basis as established by the FCSS Advisory Board.
2. All program posters will be distributed to the FCSS Advisory Board via email prior to their distribution as notification.
3. The Director will release communications for all programs in the following ways
 - Posters will be placed at businesses within the community including:
 - AG Foods
 - Creaky Floor
 - Credit Union
 - Bassano Pharmacy
 - Post Office
 - Subway
 - Empty Bottle
 - Harry's Place
 - Library
 - Town Office
 - Thrive
 - Community Hall
 - Western Financial
 - Esso
 - Liquor Store
 - Facebook
 - Town Website
 - Town Newsletter, when timing is applicable.

4. FCSS Board members will be responsible for ensuring they share information about FCSS programs within the community and promote participation in the programs and events. The Director will provide programming information to Town administration to assist with communication between all departments.

Policy Reference

1. P-FCSS006 Financial Planning Policy
2. P-FCSS008 Funding Application Policy

END OF POLICY

Approved

Appendix 'A'

Program Logic Model

| | |
|--|--|
| Program/Project Title: | |
| Statement of Need: <i>What</i> community issue, need or situation are you responding to? | |
| Overall Goal: <i>What</i> change or impact do you want to achieve? | |
| Broad Strategy: <i>How</i> will you address the issue, need or situation? | |
| Who is served? Target Group | |
| FCSS Overarching Goal: How does it contribute? | |
| Inputs : resources invested to achieve your goal, e.g., staff, volunteers, money, materials, equipment, technology, partners, information including legislation | |
| Outputs: - <i>Activities and processes used, e.g., advertising, workshops</i> | |