

Willow Winds Support Network

REQUEST FOR APPLICATION

WWSNRFA26/29W



Willow Winds

SUPPORT NETWORK

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Section 2.0 – REQUEST FOR APPLICATIONS

The WWSN Leadership Team is requesting detailed and comprehensive applications until **4:30 pm local time December 31, 2025**, for the following project:

WWSNRFA26/29W FASD SUPPORTS AND SERVICES FOR THE WEST ZONE

Documents and general information are available on the WWSN website at www.wwsn.ca, or from the office of the Executive Director, angelak@wwsn.ca.

Submissions must be emailed, angelak@wwsn.ca.

INQUIRIES

All questions must be emailed to Executive Director, angelak@wwsn.ca.

ISSUE DATE: November 25, 2025

Section

3.0 – SUBMISSION REQUIREMENTS

The Northwest Central Alberta FASD Services Network Society (legal name)/ Willow Winds support Network (trade name) Leadership Team requests application submissions focused on addressing Fetal Alcohol Spectrum Disorder (FASD) and Brain Domain Challenges (BDC). This RFA has been prepared in response to the Provincial Government's FASD initiative, as described in the FASD Service Network Program Guidelines. Work at the provincial level is guided by the Alberta FASD Cross-Ministry-Committee (FASD-CMC). The WWSN Network is recognized by the provincial government as one of 12 regional networks that make up the service delivery arm for the provincial FASD initiative.

The Alberta FASD-CMC developed a government-wide 10-year FASD Strategic Plan, 2007-2017, to improve and enhance services for individuals affected by FASD in Alberta and continue to fund services on an annual grant basis. The provincial government's vision is to provide a comprehensive and coordinated provincial response to FASD by supporting the development and enhancement of FASD-related initiatives. Integral to this vision is that individuals affected by FASD receive a continuum of services that are respectful of the diversity seen throughout our communities, and that serve individuals across the lifespan.

Working with this vision, the WWSN Network applies solely to the FASD-CMC for grant funding on a yearly basis and is interested in developing community partnerships. The Network uses the provincial funding to improve and enhance FASD services in the Network catchment area in a way that compliments existing services and furthers the collaborative practices that have been encouraged through individual efforts and activities.

The WWSN Network will continue to support the delivery of services in the 2026- 2029 fiscal years if the local Leadership Team continues to receive fiscal support from the Alberta Provincial FASD Service Network Program.

Funding to successful applicants will be on a three year basis dependent on yearly evaluation and Provincial funding allocations.

Please include a budget for each year, 2026/29, 27/28 & 28/29.

When the successful applicants are selected and the process moves forward to development of written agreements, the contractors (successful applicants) will then be working with the WWSN Network office to develop the written agreements. The service contract will be an agreement between the successful proponent and the WWSN Network. When the written agreements are in place, the WWSN Network will be monitoring and evaluating the agreements on behalf of the Network Leadership Team and the contractors will be in direct communication with the WWSN Network Executive Director.

1. Scope of Work

The WWSN Network is seeking to fund supports for mentorship (one with 80% Supports and Services including PCAP and 20% Prevention and Awareness Services positions for the West Zone, Hinton, Edson and Jasper and all areas in between and down HWY 16 toward Edmonton up to Stony Plain. Positions will be funded to a **maximum of \$295,644** (inclusive of all service delivery costs, excluding clinic and additional training expenses). Please note, a maximum of 5% (of the budget total) may go towards Supervision, and a maximum of 10% (of budget total) to Administration costs

The Alberta FASD-CMC has outlined three service category priorities for Network funding including providing services and supports within the three service pillars of i) Prevention and Awareness, Targeted and Indicated Prevention ii) Assessment and Diagnosis (across the lifespan) and iii) Supports for Individuals and Caregivers (across the lifespan). Within this Request for Application Process, 2021-2023 the WWSN Leadership Team is seeking to fund applicants in the following two pillar areas : i) Prevention and Awareness, Targeted and Indicated Prevention and iii) Supports for Individuals and Caregivers.

For the 2026/29 RFA for FASD Supports and Services submissions the Network Leadership Team will be giving priority to:

- Providing FASD Supports and Services that are accessible within the geographic area known as the West Zone within the Network catchment area. This will be completed by selecting an application that provides supports and services to the major service centers of Edson, Jasper and Hinton and their surrounding areas.
- **Applicants must be located in one of the designated communities in the West Zone, Edson, Hinton or Jasper.**

Training and evaluation projects, as required by the Province, will be mandatory for successfully funded agencies to participate in (e.g. FASD-ORS training, Prevention Conversation training, PCAP training, CANFAD FASD 101).

Definition of Prevention and Awareness: services educate and inform about the dangers of drinking alcohol while pregnant, the effects of FASD, and increase overall awareness about healthy pregnancy. Prevention and Awareness services funded by the Network Leadership Team are for at risk populations, children, youth, adults, schools, support service agencies, communities, professionals and the general public. 20% of funds provided by WWSN Network will be for Prevention and Awareness services. Successful applicants will participate in online Prevention Conversation Training through CANFASD and report Prevention and Awareness services provided, through Prevention Conversation online, as required by the WWSN Network.

Definition of Targeted and Indicated Prevention: The Parent-Child Advocacy Program (PCAP) Seattle, Washington PCAP Model is an Intensive home visitation relationship-based practice model that has demonstrated successful outcomes. The PCAP program involves intensive multi-component activities, including such strategies as substance abuse treatment, planned pregnancies and parenting programs. Training is available for P-CAP Supervisors and Mentors in Alberta through the P-CAP Council. Clients range from females of childbearing age to females who have given birth to one or more children affected by FASD, and all levels of need in between.

The P-CAP Model

Trained and supervised case managers provide home visitation and intervention for 3 years. Mothers are not asked to leave the program if they relapse or experience setbacks. Case managers provide extensive practical assistance and the long-term emotional support so important to women who are making fundamental changes in their lives.

The mentor assists clients in:

- Setting goals and identifying steps to achieve them
- Obtaining alcohol/drug treatment
- Staying in recovery
- Choosing a family planning method
- Child health care/immunizations
- Connecting with community services
- Transportation to appointments
- Solving housing, domestic violence, child custody problems
- Resolving system service barriers

Supports for Individuals and Caregivers

1. *Support Programs for Youth* with FASD or BDC. Examples of types of intervention supports for youth could include coordination, advocacy, mentoring, and support groups. Integral to a youth support program must be a clear intake process followed by strategies and goals that have clear outcomes. This support program must have an evidence based evaluation plan.
2. *Support Programs for Adults* with FASD or BDC. Examples of types of intervention supports for adults could include coordination, advocacy, mentoring, and support groups. Integral to an adult support program must be a clear intake process followed by strategies and goals that have clear outcomes. This support program must have an evidence based evaluation plan.

Examples of coordination and advocacy activities include the following: community supports including respite and recreation, access to detoxification and treatment, health care, education, employment, transportation, assisting with criminal or family justice issues, pregnancy and outreach programs and/or income supports and/or housing.

Examples of mentoring (intensive support and guidance) activities includes the following: assisting individuals in making healthier choices for themselves and their families, encouraging learning to increase the individuals self- advocacy skills, setting realistic and practical expectations, focusing on trust, respect and non-judgmental relationship development, adapting to the individual's needs, using teaching strategies such as active listening and role modeling, linking individuals to resources.

Support groups are facilitated, educational and/or therapeutic groups that assist with moving beyond one-on-one support and addressing issues of social isolation.

Definition: Supports include programs and services that enhance protective factors and enable individuals and families affected by FASD to reach their potential in the community. Supports promote the development and well- being of individuals and caregivers; keep them safe and protected; and promote healthy communities.

Assessment and Diagnosis

The WWSN Network has allocated resources to assessment and diagnostic services within the West Zone. The WWSN Network leadership team is not soliciting proposals within this pillar.

Clinic referrals are to be sent to the WWSN Network Pediatric Clinic and Adult Clinic.

2. Eligible Applicants

Eligible applicants can be:

- Not-for-Profit organizations
- Private sector companies
- Applicants who submit only one application per person or organizational entity
- Applicants who agree to the terms and conditions set out in the WWSN Network FASD Supports & Services RFA Agreement.

Ineligible applicants:

- Government Ministries that employ the Network Leadership Team Members (Children and Youth Services, Alberta Health Services, Corrections Services, Justice).
- Incorporated or private entities in which members of the Network Leadership Team have personal or business interests.
- Network Leadership Team members.
- Immediate family members and persons related to members of the Network Leadership Team.
- Applicants who do not have a geographic location within the area to be served.
- Applicants submitting proposals for the sole purpose of:
 - Research
 - Awareness campaigns
 - Capital costs related to buildings or vehicles

Any applications that do not meet the above qualifying criteria will not be given further consideration. Applications that meet all the qualifying criteria will be further assessed and ranked on the basis of the selection criteria.

3. Selection Criteria

The evaluation and selection of service providers will be based on an evaluation of an application which should include detailed program, support and service delivery strategies. The evaluation criterion is attached in Section 7.0.

For the 2026/29 RFA for FASD Supports and Services submissions the Network Leadership Team will be giving priority to:

- Providing FASD Supports and Services that are accessible within the geographic area known as the West Zone within the Network catchment area. This will be completed by selecting an application that provides supports and services to the major service centers.
- Addressing needs across the lifespan without age barriers. Programs will focus on a developmentally sensitive approach to FASD from pre-conception to death. This will be completed by selecting an application that provides services from two service pillars and provide programming for all age groups.
- Meeting identified cultural needs including indigenous and immigrant populations.
- Providing supports and services in two service pillars. One application will be selected to ensure that the WWSN Network offers services in service pillars of i) Prevention and Awareness, Targeted and Indicated Prevention and iii) Supports for Individuals and Caregivers (across the lifespan).
- Applicants that demonstrate a willingness to collaborate and align with the overall work of the WWSN Network.
- Applicants that build on existing or demonstrate the willingness to create new partnerships to address and support identified needs
- Applicants that can demonstrate organizational capacity to implement the proposed service
- Applications selected to delivery services and supports in each of the three service pillars should align with the allocated budget in the 2019 - 2020 Network Business Plan and the expected number of clients to be served with those allocated resources.
- Applicants agree to recognize the WWSN Network via dual logo business cards for frontline workers under this program and on all items created under this program, i.e. brochures, posters...

4. Mandatory Criteria

Successful applicants must meet the following criteria:

- Submission of a complete RFA package including the following components:
 - Proposed services to be delivered within the WWSN Network catchment area known as the West Zone
 - Applications are emailed before the submission date and time to angelak@wwsn.ca
 - Applicants meet the eligible applicant criteria

Submissions should include:

- All completed forms from application
- Applications are no longer than 20 pages
- Application is emailed
- The submission be marked as: RFA-19-04-01W, FASD SUPPORTS AND SERVICES FOR NWC WEST ZONE
 - Certificate of incorporation
 - Audited financial statement or letter from a financial institution providing information pertaining to the financial stability of the organization.
 - Organizational Governance structure
 - Organizational chart
 - Insurance certificate

5. Funding Duration

The funding approved through the 2026/29 application for funding process will support services delivered over a period not to exceed two years. The estimated contract duration will be beginning in April 1 of 2026 and ending March 31, 2029, depending on funding from the Province. The start date and contract duration is subject to the WWSN Network receiving a Provincial Service Network Program Grant funding payment.

Section 4.0 – PROPOSAL FORMAT

Evaluation of applications is made easier when applicants respond in a similar manner. The following format should be followed to provide consistency in proponent response. Applications should be no longer than **20 pages** and should include page numbers.

Applicant Checklist	Applicant Format Requested
☐	Form A - Proposal Title Page
☐	Form B - Applicants Signature Page
☐	Form C - Organizational Information
☐	Form D - Proposed Service, Work Plan and Required Resources
☐	Form E - Schedule of Costs
☐	Form F - Client Reference Information
☐	Appendix I Certificate of incorporation
☐	Appendix II Audited financial statement or letter from a financial institution providing information pertaining to the financial stability of the organization.
☐	Appendix III Governance structure
☐	Appendix VI Organizational chart
☐	Appendix V Insurance certificate

Section 5.0 – PROPOSAL EVALUATION

5.1 Evaluation Sheet

Stage One:

Does the application meet all of the mandatory submission requirements? **Pass or Fail**

Note: If the application fails do not proceed to stage two.

☐ Applicants meet the eligible applicant criteria noted above and agree to all conditions therein	☐ Proposed services to be delivered within the West Zone of the WWSN Network catchment area
☐ Application was received digitally	

Stage Two:

The criteria below will be ranked in correspondence to the rating scale below. The Leadership Team will use this to assist scoring the proposal:

- 10** Not only acceptable, they have given a desired or a superior solution or answer.
- 7** The answer is good enough.
- 3** They have provided a portion of the answer or solution we were seeking.
- 0** They have not addressed the requirement or have missed the intention of the question.

Applications that pass Stage One will be ranked on the following criteria:

SECTION I

CRITERIA	Points	Importance Index	Maximum Points
A) Applicant Qualifications			
Mandate of the organization is compatible with the proposed FASD services and supports.	0-10	0.5	5
Relevant experience in performance of comparable engagements	0-10	1.0	10
Demonstrate organizational capacity to support implementation of the proposed initiative.	0-10	1.0	10
Identified the number of staff required to carry out the proposed service	0-10	0.5	5
Identified staff in place that possess or are willing to carry out the proposed services and/or identified staff recruitment and training strategies for new staff members.	0-10	0.5	5
Training strategy for current or new staff	0-10	0.5	5
B) Alignment with the Network Priorities			
Process for maintaining up-to-date records and keeping information confidential	0-10	1.0	10
Process for reducing cultural barriers and address the cultural needs of the community	0-10	1.5	15
Process for addressing age-related barriers and providing services across the lifespan	0-10	1.5	15
Process for providing clients transitional services across the lifespan	0-10	1.0	10
C) Quality of Application			
Application format consistent with format outline provided in Section 4.0	0-10	0.5	5
Rank the completeness of the application (provided all requested information as listed in Section 4.0)	0-10	0.5	5
Section I total (A + B + C)			/100

SECTION II

Applicant Plan Strategies 1 – 3

CRITERIA	Points	Importance Index	Maximum Points
Strategy #1: Prevention and Awareness Services			
Proposed service is compatible with the scope of work for the Prevention and Awareness service pillar as outlined in Section 5.0 of the RFA.	0-10	2.0	20
Outlined goals would accomplish the proposed service	0-10	1.0	10
Proposed service fills an existing service gap or enhances existing services	0 or 10 Yes = 10 No = 0	1.5	15
Activities align with the Network Business planning activities	0-10	1.5	15
Proposed plan described would accomplish the related activities	0-10	0.5	10
Timeline to accomplish activities is within the established timelines of the grant (April 1, 2021 to March 31, 2023)	0-10	0.5	10
Indicators described would measure the progress of achievement of outcome(s)	0-10	0.5	10
An evaluation plan is identified that would measure the success of the proposed activities	0-10	1.0	10
Strategy 1 Total Points			/100

CRITERIA	Points	Importance Index	Maximum Points
Strategy #2: Targeted and indicated prevention services to at risk women. PCAP/FNPCAP			
Proposed service is compatible with the scope of work for the Targeted and Indicated Prevention service pillar as outlined in Section 5.0 of the RFP.	0-10	2.0	20
Outlined goals would accomplish the proposed service	0-10	1.0	10
Proposed service fills an existing service gap or enhances existing services	0 or 10 Yes = 10 No = 0	1.5	15
Activities align with the Network Business planning activities	0-10	1.5	15
Proposed plan described would accomplish the related activities	0-10	0.5	5
Timeline to accomplish activities is within the established timelines of the grant (April 1, 2021 to March 31, 2023)	0-10	0.5	5

Outcomes match the following business planning targets for targeted and indicated prevention services to at risk women: • Reduce incidence of FASD by reduction in pregnancies in high-risk people or reduction of substance abuse in people who are pregnant and using/may use alcohol by utilizing a PCAP based programming model. • Mentors & supervisors will complete the mandatory and suggested P-CAP training. • Mentorship model will include outreach services • The mentor will connect clients and their families to a variety of supports in their community.	0-10	1.5	15
Indicators described would measure the progress of achievement of outcome(s)	0-10	0.5	5
An evaluation plan is identified that would measure the success of the proposed activities	0-10	1.0	10
Strategy 1a Total Points			/100

CRITERIA	Points	Importance Index	Maximum Points
Strategy #3: Supports for individuals affected by FASD/BDC and their caregivers.			
Proposed service is compatible with the scope of work for the Supports and Service pillar as outlined in Section 5.0 of the RFP.	0-10	2.0	20
Outlined goals would accomplish the proposed service	0-10	1.0	10
Proposed service fills an existing service gap or enhances existing services	0 or 10 Yes = 10 No = 0	1.5	15
Activities align with the Network Business planning activities	0-10	1.5	15
Proposed plan described would accomplish the related activities	0-10	0.5	5
Timeline to accomplish activities is within the established timelines of the grant (April 1, 2026 to March 31, 2029).	0-10	0.5	5
Outcomes match the following business planning targets for supports for individuals and caregivers: - Reduction of secondary disabilities by increasing employability of individuals and assist individuals in achieving a paid employment placement. - Support workers will create strategies, goals and make supported referrals that address recommendations in the FASD Diagnostic report and individuals identified needs. - Support strategies that increase client engagement and retention in programs. - Support workers will provide supported referrals to increase access to services. - Reduce caregiver burnout by assisting families in accessing respite - Support workers will achieve FASD specific training including Families Moving Forward training. - Provide support, education, reduce social isolation and assist in development of informal networks for families/ caregivers by facilitating the development and maintenance of FASD Parent/ Caregiver support groups.	0-10	1.5	15
Indicators described would measure the progress of achievement of outcome(s)	0-10	0.5	5
An evaluation plan is identified that would measure the success of the proposed activities	0-10	0.5	10
Strategy 2 Total Points			/100

5.2 Evaluation Scoring Summary Table

Proposals will have scores for each strategy. The proposals will then be ranked according to each strategy and according to each similar geographic area.

The reason for this type of evaluation is to ensure that proposals selected is a strength-based decision (strength of the organization to provide the services) and so that the proposals selected align with the 2019-2021 Network Business Plan targets.

Applicant Qualifications	/100
Strategy 1 Score	/100
Strategy 2 Score	/100
Strategy 2 Score	/100
Total	/400
Percent Score	%

FORM A – Application Title Page

Organization Name: _____

Address: _____

Primary Contact for Communication Purposes:

Name: _____

Phone: _____

Email: _____

Name of proposed service: _____

Geographic Region to be served: _____

Funding requested through WWSN Network (total) \$_____

FORM B – Applicants Signature Page

By submitting this application I/We agree to comply with the requirements stated in this

RFA. My/Our Business License Number is: _____

DECLARATION

The Applicant further declares that he/she has complied in every respect with all the instructions to Applicants, that he/she has read all addenda, if any, issued prior to opening of applications, and that he/she has satisfied him/her self fully relative to all matters and conditions with respect to the general conditions of the agreement and all relevant information to which this application pertains.

ANTI-COLLUSION STATEMENT

The undersigned, as Applicant, declares, under oath that no other person has any interest in this application or in any resulting agreement to which this application pertains, that this application is not made with connection or arrangement with any other persons and without collusion or fraud.

Respectfully submitted,

Signature of Authorized Employee or Board Member

Printed Name

Firm/Agency/Organization

Date

FORM C – ORGANIZATIONAL INFORMATION

Describe the Geographic area to be served:	
Provide the mandate of your organization:	
Describe recent experience providing FASD related services and supports:	
Describe and demonstrate organizational capacity for the proposed initiative. Note: Include the experience and responsibilities of staff who will be <u>leading</u> the delivery of the proposed service.	

Staffing

Provide information on each proposed position, the FTE and the position titles for each position:				
FTE	Position Title	Could a current staff member fulfill this position (Yes or No)?	Does the current staff member possess the required skills for the position (Yes or No)?	Is a new staff member required (Yes or No)?

Outline what your recruitment strategy is for your agency when new staff are required:	
If your agency required a new staff member during the contract term please outline how you would train the new staff member. Include examples for one staff in each strategy that your agency is applying for funding.	

Aligning with the WWSN Network Priorities

Does your organization have a process for maintaining up-to-date records and keeping information confidential?	☐ Yes ☐ No If yes, describe this process: Or If no, outline a proposed process on how your agency would provide this service:
Does your agency have a process for reducing cultural barriers and address the cultural needs of the community?	☐ Yes ☐ No If yes, describe this process: Or If no, outline a proposed process on how your agency would provide this service:
Does your agency have a process for providing clients transitional services across the lifespan?	☐ Yes ☐ No If yes, describe this process: Or If no, outline a proposed process on how your agency would provide this service:

List the organizations that will be important partners in delivering the proposed service:		
Name of Partner	Purpose of Partnership	Role of the Partner

FORM D - PROPOSED SERVICE AND WORK PLAN

☐ Strategy #1 – Prevention and Awareness		
Describe the Proposed Service		
List Service Goals:		
Does this proposed service fill an existing service gap?	☐ Yes ☐ No If yes please identify the service gap and describe how you have identified this gap:	
Does this proposed service enhance existing services?	☐ Yes ☐ No If yes, describe why enhancement is required:	
Objectives/ Key Activities to Accomplish the Proposed Service (check all that apply to your proposal)	Describe how your agency would accomplish the activities and identify the key resources that would be required.	Identify a general timeline for implementation and/or completion.
☐ Prevention Conversation and Let's Get Real Programming to at risk populations, children, youth, adults, schools, support service agencies, communities, professionals and the general public.		
☐ Coordinate activities to ensure Prevention and Awareness services are available to rural communities within the catchment area.		
Describe other objectives/key activities of the proposed service that are not listed above.	Describe how your agency would accomplish the activities and identify the key resources that would be required.	Identify a general timeline for implementation and/or completion.
Number of Prevention Conversation and Let's Get Real services provided (50 annually):		
Outline the main outcomes that are expected over a 12 month period and the indicators that will be used to measure and report on progress.		
Outcomes	Indicators	

Evaluation Plan	
Describe the means of measuring the success of the proposed activities:	
Strategy #2 – Deliver targeted and indicated prevention services to at risk women.	
Describe the Proposed Service	
List Service Goals:	
Does this proposed service fill an existing service gap?	Yes No If yes please identify the service gap and describe how you have identified this gap:
Does this proposed service enhance existing services?	Yes No If yes, describe why enhancement is required:
Objectives/ Key Activities to Accomplish the Proposed Service (check all that apply to your proposal)	Describe how your agency would accomplish the activities and identify the key resources that would be required. Identify a general timeline for implementation and/or completion.
☐ Indicated Prevention - Provide one-on-one mentorship based support services to people who can become pregnant of childbearing age who use/may use substances.	
☐ Targeted Prevention - Provide one-on-one mentorship based support services to people who have given birth to one or more children affected by FASD and people who are known to be pregnant and consuming or may consume harmful substances.	

☐ Coordinate activities to ensure mentorship and outreach services are available to rural communities within the catchment areas.		
☐ Ensure mentorship support services are modeled after the Seattle-based Parent-Child Assistance Program (P-CAP).		
Strategy #3– Provide support services for individuals with FASD/BDC of all ages and their families/ caregivers.		
Describe the Proposed Service		
List Service Goals:		
Objectives/ Key Activities to Accomplish the Proposed Service (check all that apply to your proposal)	Describe how your agency would accomplish the activities and identify the key resources that would be required.	Identify a general timeline for implementation and/or completion.
☐ Provide supports for individuals with FASD/BDC and their families/ caregivers (may be Child, Youth, or Adult focused).		
☐ Provide pre and post diagnostic support to individuals who have gone through clinic.		
☐ Coordinate activities to ensure needs across the lifespan and are respectful of a wide range of perspectives (including cultural diversity).		
☐ Provide creative day-to-day programming for children, youth, adults, and families affected by FASD.		
☐ Collaborate with community agencies and provide supported referrals, to address such concerns as homelessness and addictions faced by individuals affected by FASD.		
☐ Implement best-practice into the supports and services offered		
Describe other objectives/key activities of the proposed service that are not listed above.	Describe how your agency would accomplish the activities and identify the key resources that would be required.	Identify a general timeline for implementation and/or completion.

Target Population:		
Clients to be Served – maximum of 10 Level 1, no cap on Level 2 & 3		
Outline the main outcomes that are expected over a 12 month period and the indicators that will be used to measure and report on progress.		
Outcomes	Indicators	
Evaluation Plan		
Describe the means of measuring the success of the proposed activities		

FORM E – SCHEDULED COSTS

Outline the 12 month budget for all strategies in the following table. A budget for the 27/28 and 28/29 will be submitted before March 31.

	Strategy # 1	Strategy #2/3	Total Budget
Staffing	Salary & Benefits (20%)	Salary & Benefits (80%)	
____ FTE ____ Position Title	Salary: Benefits:	Salary: Benefits:	
____ FTE ____ Position Title	Salary: Benefits:		

Direct Client Costs – expenses Related to direct care of Clients or for staff who provide direct services to clients.

	Strategy # 1	Strategy # 2/3	Total Budget
Materials and Supplies			
Travel and Subsistence			
Education, Conferences and Workshops			
Other – Specify			
Total Direct Client Costs			

Facility Costs – expenses Related to direct care of Clients or for staff who provide direct services to clients.

	Strategy # 1	Strategy # 2/3	Total Budget
Mortgage or Loan Payments			
Rental of Space			
Other – Specify			
Total Facility Costs			

Administration costs (Administration costs must not exceed 10% of the total budget)

ADMIN/OFFICE COSTS	Strategy # 1	Strategy # 2/3	Total Budget
Office Supplies and Postage			
Telephone and Communications			
Lease / Rental of Office Equipment			
Staff Recruitment			
Program Advertising			
Accounting / Audit Fees			
Staff Supervision			
Other – Specify			
Total Administration/Office			

A. Total Budget Requested	Strategy # 1	Strategy # 2/3	Total Budget

FORM F- CLIENT REFERENCE INFORMATION

Reference 1 - Company Name	
Address	
City/Province	
Postal Code	
Contact Person/Title	
Phone Number	
Description of work performed	
Reference 2 - Company Name	
Address	
City/Province	
Postal Code	
Contact Person/Title	
Phone Number	
Description of work performed	
Reference 3 - Company Name	
Address	
City/Province	
Postal Code	
Contact Person/Title	
Phone Number	
Description of work performed	

Leveled Support Guideline

Level of Support	Support Activities & Time	Number of Clients
Level 1 (high, active)	Weekly face to face contact, regular phone calls with client/supports, some transportation, attending appointments/meetings, crisis management	Maximum 10
Level 2 (medium, maintenance)	phone calls, monthly face to face meetings, occasional transportation, occasional attendance at appointments and meetings	No maximum
Level 3 (low, maintenance, inactive)	occasional phone calls, filling out of forms (clinic referral, AISH, PDD)	No maximum
Children and Youth Supports	Pre and post clinic support, connection to community resources, assistance with FSCD and Ministry of Children's Services, assistance with transition to an appropriate adult program and services such as AISH/PDD. Caregiver training and support, assistance with Trustee and Guardianship	No maximum
Outreach	Connection to community supports for clients in need that do not meet program mandate	No maximum