<table>
<thead>
<tr>
<th>Organization</th>
<th>Application Type</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lac La Biche Canadian Native Friendship Centre</td>
<td>Funding Request for Programming: Family Support Program</td>
<td>1</td>
</tr>
<tr>
<td>Lakeland Out of the Elements Shelter Society</td>
<td>Funding Request for Operating Costs</td>
<td>14</td>
</tr>
<tr>
<td>Community Learning for Adult Students Society</td>
<td>Funding Request for Operating/Programming Costs</td>
<td>24</td>
</tr>
<tr>
<td>Hope Haven Society</td>
<td>Funding Request for Programming: Family Violence Program</td>
<td>39</td>
</tr>
</tbody>
</table>
Lac La Biche Canadian Native Friendship Centre Association

Application for:

“Family Support Program”
LAC LA BICHE COUNTY

CM-72-003 COMMUNITY DEVELOPMENT GRANT PROGRAM

PART 1 (ORGANIZATION DETAILS)

The Community Development Grant Program is available to organizations operating in Lac La Biche County to help cover expenses for programming, projects or annual operating costs. Events are not eligible.

Only activities that are of a social service/community development nature are eligible for funding. This includes activities involving family wellness, safety, illness, poverty, homelessness, education, crime prevention, literacy and other matter of human welfare. Activities that are eligible for funding under the Lac La Biche County FCSS program are not eligible for funding under this program.

Organizations that do not fit under this policy may be eligible under other funding streams or through other established agreements with the County.

Directions for completing the grant application:

- Answer all questions on the form.
- Include all required documents.
- Return completed applications to:
  Attention: Carl Kurppa
  Lac La Biche County Community Development Program
  Box 1679
  Lac La Biche, AB T0A 2C0
  or by email to carl.kurppa@laclabichecounty.com
- For information on completing this application visit our website at www.laclabichecounty.com
- For questions, contact Carl Kurppa, Grants and Policy Coordinator at 780-623-6794 or by email at carl.kurppa@laclabichecounty.com
- Complete the corresponding part 2 of the application (there is one for projects, one for programs and one for operating).
- Complete the corresponding part 3 of the application (there is one for projects and programs, and one for operating).

Applications for requests over $10,000 must be submitted by October 31, for requests for the following year. Failure to submit an application by this date may disqualify an organization from funding.

Applications for requests up to $10,000 may be submitted throughout the year.
### Organization Information

1. Incorporated Legal Name of Organization (must match your provincial incorporation name):
   **Lac La Biche Canadian Native Friendship Centre Association**

2. Act your group is registered under (e.g. Societies Act):
   Alberta Societies Act Non-profit

3. Registration Number: 50351821  
4. Registration Date: July 28, 1986

5. Location of Organization’s Facilities:  
   10105-Churchill Drive, Lac La Biche, AB T0A 2C0

6. Organization Mailing Address:  
   Box 2338, Lac La Biche, AB T0A 2C0

7. Organization Email:  
   Donna@llb-cnfc.com

### Contact Information

**Primary Contact Person**

8. Contact Person: Donna Webster

9. Contact Email: Donna@llb-cnfc.com

10. Contact Phone: 780-623-3249

11. Primary Contact Phone (cell): [Redacted]

**Secondary Contact Person**

12. Contact Person: Nicole Lavallee

13. Contact Email: Nicolel@llb-cnfc.com

14. Contact Phone: 780-623-3249

15. Primary Contact Phone (cell): [Redacted]

### Organization: General Information

16. Describe the mission and purpose of your organization. What is the primary type of social service your organization provides and to whom?

   Founded in 1986, the Lac La Biche Canadian Native Friendship Association is a non-profit charitable organization established to address program and support service gaps existing within the community. The Center is a vital connection for individuals and families to access social resources, cultural programming, information and referrals to other supporting organizations and institutions. The Board of Directors of the Lac La Biche Canadian Native Friendship Centre Association determine the overall direction and focus of the programs goals and objectives and represent the Society’s position relevant to current public issues.
The Lac La Biche Canadian Friendship Centre Association provides programs and services free of charge to all members in the communities of Lac La Biche County and surrounding areas. Where appropriate, these services are integrated with services provided by other agencies/providers, for a continuum of care and the assurance of cost effectiveness.

18. What are the core programs and services your organization provides?

The Lac La Biche Canadian Native Friendship Centre Association’s Executive Director, Executive Assistant and all Program staff provide assistance to individuals and their families needing access to a telephone, fax machine, photocopier, computer, printer, various government, organization and institutional information and assistance in completing forms, referrals to outside agencies, tax returns, and use of the facility for meeting rooms and one on one support as required. The Centre delivers the programs of:

a) Indigenous Learner Supports aimed at assisting individuals in their goal of attaining post-secondary training while also promoting literacy with their families and children ages zero to six;

b) Family Support Program to provide emergency supports such as a food bank, school supplies, community workshops on social trends;

c) Elder’s Sacred Circle Program designed to assist seniors in becoming more active in their community by gathering and sharing their knowledge and comradery;

d) Indigenous Youth Services Program with Support Workers who facilitate after school activities to youth ages 10 to 18 years, three evenings a week and on a one on one basis and in sharing circles to groups at J.A. Williams High School in addressing barriers that may hinder their success;

e) Indigenous Spirit Creations is a for profit venture that employs Indigenous people, strengthens partnerships within the community, supports and promotes local Indigenous artisans and revitalizes traditional teachings and practices;

f) Indigenous Ways of Knowing providing access to cultural supports such as events, traditional Elders and teachings;

g) Indigenous Women's Empowerment provides evening programming two nights per week for all women to gather, learn and practice the original female ways of knowing;

h) Wellness Services an additional component added to the Centre’s programs and services in response to community needs for access to mental health supports, three Registered Social Workers, a staff person with a Business Administration Diploma and another with a management background have all been trained in responding to trauma; and

i) Youth Employment Foundations project aimed at aiding youth ages 15 to 30 to return to school or secure full time employment.

**Organization Funding**

19. Does your organization rely on annual funding from other levels of government to deliver its core services and programming? If yes, what government/department provides this funding?

Yes, the Lac La Biche Canadian Native Friendship Centre Association is funded by Indigenous and Northern Affairs Canada and Alberta's Indigenous Relations to provide the
assistance to individuals and their families in connecting them to required supports and programs.

20. Does your organization have any pending or confirmed grant funding for the coming year from the federal or provincial government, from the County (excluding event sponsorship), or any other external organization? If yes, please indicate the source and amount.

The Lac La Biche Canadian Native Friendship Centre Association has confirmed core financial supports from Indigenous and Northern Affairs Canada in the amount of 120,000.00 each year for the next two years and Alberta Indigenous Relations in the amount of 31,000.00 annually.

Organization Accountability

21. How does your organization secure goods and services in a competitive and fair manner?

The Lac La Biche Canadian Native Friendship Centre Association has and continues to secure financial resources for programming and services through the submissions of annual grant applications, soliciting of donations from corporate and individual donors and the procurement of for profit opportunities through Indigenous Spirit Creations. The Centre adheres to contractual requirements and regularly provides required reports, cashflow statements and budgets to funders.

22. Are there any existing or planned contracts for services or goods from board members or their relatives? If yes, what are the purchases or services being provided from these persons?

No there are no existing or planned contracts for services or goods from board members or their relatives.

Organization Financial Information

23. How much does your organization have currently have in reserves?

The Lac La Biche Canadian Native Friendship Centre Association currently has $50,000.00 as a contingency fund set aside in Guaranteed Investment Certificates.

24. Is your organization saving money for a particular project? If yes, what project, and what is the estimated cost of this project?

No, at the present time the Centre is not currently set aside funds towards a particular project.
Funding Request Details

25. Please indicate the nature of your funding request. Funding requests must fit into one of these three categories. Events are not eligible for funding.

Depending on your Funding Category, please complete and submit the additional corresponding application packages (Part 2 and Part 3). These are available on the County website under Community Grants or upon request.

http://www.laclabichecounty.com/our-services/community-grants

<table>
<thead>
<tr>
<th>Mark with X</th>
<th>Funding Request Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Programming: This is an ongoing activity administered, delivered and paid for by your organization, that provides a social service program to a set of clients, whether through education, training, provision of resources, or facilitation of activities. Costs must be directly tied to the delivery of the program. Examples are educational classes and services.</td>
</tr>
<tr>
<td></td>
<td>Projects: A project is a set of activities with a defined start and end point meant to accomplish a specific goal to create a something lasting or permanent, whether this is a set of effects or a physical thing. Costs must be directly tied to the delivery of the project. Examples are capital projects and initiatives like awareness campaigns.</td>
</tr>
<tr>
<td></td>
<td>Operating Costs: These are expenses incurred by an organization in the delivery of their core programming (which must be social service in nature). Costs do not have to be specific to any one activity, but must only be for operating costs that are incurred through social service activities. Examples include office supplies, utility costs, advertising and promotion, security, telephone/internet</td>
</tr>
</tbody>
</table>

ATTACHED DOCUMENT CHECKLIST

| 1. Proof of Non-Profit Society Status (for new organizations only) |
| 2. Completed Part 2 and 3 of the Community Development Grant Application (Mandatory) |
| 3. Organization’s most recent financial statements (if this has been provided as part of previous accountability reporting, please indicate this, and identify the year-end |
Organization: Lac La Biche Canadian Native Friendship Centre Association

Program Name: Family Support Program

1. Provide a summary of your program.

The Lac La Biche Canadian Native Friendship Centre Association will provide the Family Support Program to families and individuals in need of food provisions; education on budgeting; low cost meal preparation; information on agencies and supports; and access to potential opportunities of housing and employment; all to aide in bettering their lifestyle. The Lac La Biche Canadian Native Friendship Center Association requests financial support from Lac La Biche County to cover the costs for delivery of the Family Support Program.

The total proposed budget for the Family Support Program for January 01, 2020 to December 31, 2020 is $126,414.00. The Lac La Biche Canadian Native Friendship Centre Association is requesting from the Lac La Biche County the amount of $58,184.00. The amount requested from Lac La Biche County will provide for the Family Support Program to meet the demands of families and individuals struggling out of poverty or adjusting to unexpected changes in their livelihoods.

2. Why is this program needed in the community and what is the area of social services/community development this program is intended to address?

The Lac La Biche Canadian Native Friendship Centre Association serves a population of more than 10,000 in an area roughly 7000 square kilometers. The Centre also serves the Indigenous communities of Heart Lake and Beaver Lake First Nations; Kikino and Buffalo Lake Métis Settlements; and the members of the Métis Nation of Alberta Region One Office, including residents of the settled community of Conklin.

Lac La Biche County and surrounding areas are identified as low socio-economic communities, with the average monthly gross earnings of $1,856.50. Add to the costs of covering basic needs, a temporary shortage of work due to illness or injury; the requirement to have assistance in looking after small children, household chores and cooking of meals privately would be overwhelming. Families get frustrated, feel helpless and worthless, creating a negative atmosphere for the growth of unhealthy coping mechanisms resulting in additional social problems ranging from substance abuse, family violence to increased physical and mental problems.

Families are also experiencing a shortage of affordable housing, one bedroom apartments are $850.00 per month and two bedroom top floor suites are between $1200.00 and $1400.00 per month. People are having difficulty in acquiring the low cost housing units...
and the rental subsidy program has exhausted all available funds. Lower income families are being forced to live with extended family; sometimes two to three families residing in one unit.

Seniors and disabled persons with limited financial resources and mobility, remain isolated, not able to participate or feel valued through contributing to life within their home community.

3. When is the program start date and end date (you will only be eligible for expenses within this timeframe)? Expenses prior to application approval are normally ineligible.


4. If this program existed previously, how has its effectiveness been monitored? How has the program been successful? Are you able to provide any indicators of the programs past performance?

The purpose of the Family Support Program is to meet the emergent needs of families and individuals in the community of Lac La Biche County. To date the program has 3015 active files which are part of a provincially administered Link2Feed data base secured through the Centre's partnership with the Alberta Food Banks Association. The Centre tracks a variety of demographics including reasons for requiring assistance, number of children per household as well as accommodation and financial supports. Participant numbers have increased over the past year affirming individuals are knowledgeable about the service.

5. What information will your organization track and obtain with respect to this program in order to demonstrate its effectiveness (number and frequency of classes/ number of students, etc.)?

The Family Support Program collects personal information including name and address, employment status, education level, accommodation, marital status, reasons for requiring assistance, household monthly income and source, number of dependents, age of members in household, referring source and number of times accessed during the year.

For the Meals On Wheels component the Family Support Program also collects any dietary restrictions as well as the physical address.

6. If the program is new, what need in the community is it addressing? How has this need been identified?

N/A

7. Is this program supported by volunteers? If yes, in what way?
Yes. Volunteers are regularly accessed to pick up and haul non-perishable items from sources, clean and organize donations, stock and face shelves and package hampers for the food bank.

For Meals On Wheels, volunteers deliver the meals as well as the cooking of the soup and desserts.

8. Please explain why funding is needed for this program. If your organization had been provided funding previously for the program by the County and is requesting additional funding this year, please explain why additional funding is needed.

The Family Support Program will preserve and create wholesome family living during times of stress and when independence is limited. The Family Support Program will:

- Provide emergent provisions to families/individuals in need.
- Facilitate learning opportunities for families/individuals to learn more about available supports to low income households.
- Network with community landlords, services and government agencies for information and supports to aide families/individuals in accessing training and employment opportunities.
- Recruit, train and organize volunteers

The Family Support Program Coordinator will provide assistance in temporary crisis situations and offer alternatives for many individuals for reducing stressful circumstances in the future. Duties will vary according to individual and family circumstances and flexibility will be required by the Family Support Program Coordinator in meeting client needs. Duties may include:

Food Hamper Distribution - Duties may include preparation of hampers, shopping for food if required, canvassing for donation of non-perishable items to be distributed, sorting and stocking of supplies.

Community Connections - The provision of information and initial connections to outside services and agencies as required, in order to aid them in enhancing and sustaining a high quality of life now and in the future.

Meals On Wheels - Preparation of meals will be the responsibility of a contract food provider and delivery the responsibility of coordinated volunteers recruited from local business, agencies and government services.

In all instances, emphasis will be placed on the building of existing strengths of the individual/family, encouraging individual and family resiliency and maintenance of the individual within their own family, culture and/or community.
9. Is your program still viable if it does not receive the full amount of funding requested? Please explain.

Should full funding of the Family Support program not be available, other programs at the Centre would step in on a very limited, temporary basis until other funding is secured. The Family Support Program focus would be reduced to only the provision of non-perishable food items and would eliminate the more long term support of assistance to individuals and families as well as all other aspects of the service including the collecting from food sources, educating the community on alleviating poverty, help in accessing subsidized programs, low cost housing and reducing systemic barriers.
**CM-72-003 Community Development Grant**

**Part 3 (Program Budget)**

### Program Funding Details
Please identify all sources of funding for the program

<table>
<thead>
<tr>
<th>Source of Funding</th>
<th>Confirmed Amount</th>
<th>Pending Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization's Cash Contribution to the program</td>
<td>$7,230</td>
<td>$7,230</td>
</tr>
<tr>
<td>Other Municipal Funding</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Provincial Funding</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Federal Funding</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other Funding Sources: Financial, perishable and non-perishable donations from corporate, business, schools, organizations and community members</td>
<td>$61,000</td>
<td>$61,000</td>
</tr>
</tbody>
</table>

**Total Program Funding (this amount must equal the Total Program Cost)**

$126,414

---

### Anticipated Program Expenses - Detailed list of all the expenses for the program - cash costs only

**Expenses must fall between the program start date and end date. Expenses cannot be incurred outside of the program dates and are ineligible for funding.**

<table>
<thead>
<tr>
<th>Detailed item description</th>
<th>Start Date</th>
<th>Quote Source</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Support Program Coordinator</td>
<td>01-Jan</td>
<td>Lac La Biche County</td>
<td>$45,046.00</td>
</tr>
<tr>
<td>Family Support Program Assistant</td>
<td>01-Jan</td>
<td>Lac La Biche County</td>
<td>$12,138.00</td>
</tr>
<tr>
<td>Staff Training</td>
<td>01-Jan</td>
<td>Lac La Biche County</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Volunteer Training (Certificates such as Food Safety, First Aid, WHIMIS) 8 Volunteers @ 300.00 each</td>
<td>01-Jan</td>
<td>Lac La Biche Canadian Native Friendship Centre</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Travel expenses for staff to obtain training</td>
<td>01-Jan</td>
<td>Lac La Biche Canadian Native</td>
<td>$780.00</td>
</tr>
<tr>
<td>Office supplies</td>
<td>01-Jan</td>
<td>Lac La Biche Canadian Native</td>
<td>$500.00</td>
</tr>
<tr>
<td>Advertising/Public awareness</td>
<td>01-Jan</td>
<td>Lac La Biche Canadian Native</td>
<td>$500.00</td>
</tr>
<tr>
<td>Bookkeeping, photocopying, telephone, insurance @ $250.00 per month X 12 months per year (In kind donations of food for the hampers collected through local community drives, individual donors and Alberta Food Bank shipments.)</td>
<td>01-Jan</td>
<td>Lac La Biche Canadian Native</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Hampers for food bank valued at $50.00 per hamper X 100 hampers per month</td>
<td>01-Jun</td>
<td>Donors</td>
<td>$60,000</td>
</tr>
<tr>
<td>Materials/supplies for Meals On Wheels Carrying Containers @ $50.00 each X minimum 10 participants plus Styrofoam Cups, Plates, Soup Bowls and Cutlery</td>
<td>01-Jun</td>
<td>Donors</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**Total Program Cost (should equal Total Program Funding)**

$126,414

### USE OF GRANT FUNDS

<table>
<thead>
<tr>
<th>Detailed item Description (from Anticipated Project Expenses)</th>
<th>Expense Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Support Program Coordinator</td>
<td>$45,046.00</td>
</tr>
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<td>Materials/supplies for Meals On Wheels Carrying Containers @ $50.00 each X minimum 10 participants plus Styrofoam Cups, Plates, Soup Bowls and Cutlery</td>
<td>$1,000</td>
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**Must equal grant funding requested identified in revenues**

$58,184

### In-kind/Volunteer Contributions

Please provide a description on the in-kind contribution (unskilled volunteer labour, skills volunteer labour, donated equipment, donated services etc.)

<table>
<thead>
<tr>
<th>Detailed Item Description</th>
<th>Estimated hours (if multiple individuals, include)</th>
<th>Rate/Hr (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection of non-perishable items</td>
<td>800</td>
<td>$15</td>
</tr>
<tr>
<td>Compilation of Christmas food hamper</td>
<td>40</td>
<td>$15</td>
</tr>
<tr>
<td>Meals On Wheels</td>
<td>208</td>
<td>$15</td>
</tr>
</tbody>
</table>

Last Updated: September 11, 2018
## BOARD OF DIRECTORS LIST 2018/2019

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>President</strong></td>
<td>Nicolas Bartlett</td>
<td>3 years on the Board</td>
</tr>
<tr>
<td><strong>Vice-President</strong></td>
<td>Brandon Cloutier</td>
<td>11 years on the Board</td>
</tr>
<tr>
<td><strong>Secretary / Treasurer</strong></td>
<td>Phyllis Chalifoux</td>
<td>12 years on the Board</td>
</tr>
<tr>
<td><strong>Member At Large</strong></td>
<td>Kristen Anderson</td>
<td>6 months on the Board</td>
</tr>
<tr>
<td><strong>Member At Large</strong></td>
<td>Merle Patenaude</td>
<td>6 months on the Board</td>
</tr>
<tr>
<td><strong>Member At Large</strong></td>
<td>Luella Pruden</td>
<td>5 years on the Board</td>
</tr>
<tr>
<td><strong>Member At Large / Elder</strong></td>
<td>Wally Sinclair</td>
<td>13 years on the Board</td>
</tr>
<tr>
<td><strong>Member At Large / Youth</strong></td>
<td>Payton Shukaliak</td>
<td>1 year on the Board</td>
</tr>
</tbody>
</table>
Member At Large
Keyano Whiskeyjack
(3) months on the Board
mail.com
Lakeland Out of the Elements
Shelter Society

Application for:

“Operating Expenses”
LAC LA BICHE COUNTY
CM-72-003 COMMUNITY DEVELOPMENT GRANT PROGRAM

PART 1 (ORGANIZATION DETAILS)

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Directions for completing the grant application:

- Answer all questions on the form.
- Include all required documents.
- Return completed applications to:
  Attention: Carl Kurppa
  Lac La Biche County Community Development Program
  Box 1679
  Lac La Biche, AB T0A 2C0
  or by email to carl.kurppa@laclabichecounty.com
- For information on completing this application visit our website at www.laclabichecounty.com
- For questions, contact Carl Kurppa, Grants and Policy Coordinator at 780-623-6794 or by email at carl.kurppa@laclabichecounty.com
- Complete the corresponding part 2 of the application (there is one for projects, one for programs and one for operating).
- Complete the corresponding part 3 of the application (there is one for projects and programs, and one for operating).

Applications for requests over $10,000 must be submitted by October 31, for requests for the following year. Failure to submit an application by this date may disqualify an organization from funding.

Applications for requests up to $10,000 may be submitted throughout the year.
### Organization Information

1. Incorporated Legal Name of Organization (must match your provincial incorporation name): Lakeland out of the Elements Shelter Society

2. Act your group is registered under (e.g. Societies Act): Societies Act, Income Tax

3. Registration Number:
   Corporate Access # 501 699 8808

4. Registration Date:
   August, 27, 2012

5. Location of Organization’s Facilities:
   10150 104 Street, Lac La Biche AB

6. Organization Mailing Address:
   PO Box 1502, Lac La Biche, AB T0A 2C0

7. Organization Email:

### Contact Information

**Primary Contact Person**

8. Contact Person: Grace Miller – Board Chair

9. Contact Email: ********

10. Contact Phone: ******** (Cell)

11. Primary Contact Phone (cell):

**Secondary Contact Person:**

12. Contact Person: Skylar Harpe – Vice Chair

13. Contact Email: ********

14. Contact Phone: ******** (Cell)

15. Primary Contact Phone (cell):

### Organization: General Information

16. Describe the mission and purpose of your organization. What is the primary type of social service your organization provides and to whom?

   Mission – To provide a shelter, a warm and safe environment, and the basic necessities of life for the homeless population of Lac La Biche.
17. What are the core programs and services your organization provides?

Lakeland out of The Elements Shelter Society is a Registered Charity that currently operates a mat program for the homeless of Lac la Biche and area. We provide the basic necessities of life that include a mat with blankets and pillows to sleep on, food, laundry services, shower/hygiene services, and clothing. We aim to be open 24/7 year round but sometimes due to lack of funding we have to close shelter doors for 5 hours during the day to help save on funds. We aim to close during these 5 hours during summer season so clients don’t have to be outside in cold weather. But, as of October 24, 2019, our doors are still closed because of our funds running low. We help with referrals to mental health, addictions, job corp, etc. We also help with clients getting to doctor appointments if needed, and getting medication. Home care visits our facility if clients need help with bandage care or other health care issues. We also help clients with obtaining government ID’s and birth certificates if needed.

Organization Funding

18. Does your organization rely on annual funding from other levels of government to deliver its core services and programming? If yes, what government/department provides this funding?

Alberta Culture and Tourism Community Initiatives Program (CIP) grant every 3 years.
We are also in talks with Alberta Community and Social Services for emergency operational funding.
Our shelter is not government funded so it is run as a charitable organization.

19. Does your organization have any pending or confirmed grant funding for the coming year from the federal or provincial government, from the County (excluding event sponsorship), or any other external organization? If yes, please indicate the source and amount.

We are hoping to hold a casino in March 2020 if we are able to find volunteers to do so. This would help with around $40,000 in our following year.
We have applied for grants from Cenovus and ConocoPhillips who supported us last year and will be contacting other resources.

Organization Accountability

20. How does your organization secure goods and services in a competitive and fair manner?
We purchase goods from our local stores (IGA and Independent, Home Hardware) as well as out of town sources. Our coordinator purchases items locally as they are needed and board members and volunteers purchase items from out of town sources if they are in bulk or unavailable locally.

21. Are there any existing or planned contracts for services or goods from board members or their relatives? If yes, what are the purchases or services being provided from these persons?

No.

**Organization Financial Information**

22. How much does your organization have currently have in reserves?

- Casino Account $18,367.60
- General Account $3,513.48

23. Is your organization saving money for a particular project? If yes, what project, and what is the estimated cost of this project?

Not currently. We would like to save money but are unable to due to insufficient funds for current operating expenses.

24. 

**Funding Request Details**

25. Please indicate the nature of your funding request. Funding requests must fit into one of these three categories. Events are not eligible for funding.

*Depending on your Funding Category, please complete and submit the additional corresponding application packages (Part 2 and Part 3). These are available on the County website under Community Grants or upon request.*

http://www.laclabichecounty.com/our-services/community-grants
**Mark with X**  | **Funding Request Category**
---|---
| **Programming:** This is an ongoing activity administered, delivered and paid for by your organization, that provides a social service program to a set of clients, whether through education, training, provision of resources, or facilitation of activities. **Costs must be directly tied to the delivery of the program.** Examples are educational classes and services.

| **Projects:** A project is a set of activities with a defined start and end point meant to accomplish a specific goal to create a something lasting or permanent, whether this is a set of effects or a physical thing. **Costs must be directly tied to the delivery of the project.** Examples are capital projects and initiatives like awareness campaigns.

| **X**  | **Operating Costs:** These are expenses incurred by an organization in the delivery of their core programming (which must be social service in nature). **Costs do not have to be specific to any one activity, but must only be for operating costs that are incurred through social service activities.** Examples include office supplies, utility costs, advertising and promotion, security, telephone/internet

**ATTACHED DOCUMENT CHECKLIST**

| 1. Proof of Non-Profit Society Status (for new organizations only)  |
| 2. Completed Part 2 and 3 of the Community Development Grant Application *(Mandatory)* |
| 3. Organization’s most recent financial statements (if this has been provided as part of previous accountability reporting, please indicate this, and identify the year-end Provided Previously:_______________ Year End:___ *(Mandatory, if not previously provided)* |
| 4. List of the organization’s officers and directors, and their contact information *(Mandatory)* |
| 5. Board approved motion supporting the application *(Mandatory)* |
**CM-72-003 Community Development Grant**  
**Part 3 (Operating Budget)**

In column A, only list expenses that you are requesting funds to help support. In column B, provide the total projected yearly dollar value of the expense. In column C, indicate the amount of funding you are requesting to support that expense.

Add additional rows as needed, please ensure the formulas remain correct.

<table>
<thead>
<tr>
<th>Description of Item (list projected expenses)</th>
<th>Projected Yearly Expense ($)</th>
<th>Funds Requested by Community Development Grant for that Expense ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff wages</td>
<td>170,000</td>
<td>70,000</td>
</tr>
<tr>
<td></td>
<td>$ 170,000</td>
<td>$ 70,000</td>
</tr>
<tr>
<td></td>
<td>$ 70,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 170,000</td>
<td></td>
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<td></td>
<td>$ 70,000</td>
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</tr>
<tr>
<td></td>
<td>$ 170,000</td>
<td></td>
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<tr>
<td></td>
<td>$ 70,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 170,000</td>
<td></td>
</tr>
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<td></td>
<td>$ 70,000</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>170000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70000</td>
<td></td>
</tr>
</tbody>
</table>

Please provide the following information:

Total Projected Operating Expenses:  
200,000

Total Projected Revenues (excluding request):  
130,000
SHELTER COORDINATOR JOB DESCRIPTION

Shelter Coordinator – Wendy Morrisseau

Cell: 

Email: 

1. Assist the board of directors and chair in recruitment and hiring of staff.
2. Assist the board of directors and chair in decision making, rule implementing, and making recommendations regarding operations of shelter and staff.
3. Ensure that food, cleaning items, hygiene items, and any other necessities are in stock.
4. Prepare work schedule for shelter staff.
5. Assist in preparation of items for promotion of the shelter.
6. Monitor shelter clients and staff, deal with any incidents that may arise, and bring appropriate information back to board.
7. Prepare statistics and regular reports for board meetings.
8. Liaise with community organizations independently and as instructed by the board.
9. Ensure that all sheets, blankets and towels are washed regularly. As well, ensure cleaning throughout the building remains in accordance with health regulations.
10. Create daily cleaning duties schedule for staff and clients.
11. Train and orientate new staff members.
12. Perform the duties as a staff member while covering shift when needed.
13. Help clients with referrals when needed including obtaining government issued ID and/or birth certificates.

LAKELAND OUT OF THE ELEMENTS SHELTER DAY/EVENING

JOB DESCRIPTION

1. Make sure shelter is in preparation for the day/night. Check all items that may need to be re-stocked (coffee, salt, pepper, sugar, soap, body wash, etc).
2. Make sure laundry is kept up and check if there is any laundry in the wash/dry from previous person on shift. (Towels, bedding, personal laundry from clients).
3. Meet clients at the door when entering to ensure they are suitable to come in. If a client is not sober enough to enter the facility they will be denied access and will be asked to return sober at a later time or RCMP/Peace officers may be called given the
circumstances. In winter time if a client is denied access there will always be a follow up call with RCMP/Peace officers to make sure that person does not freeze.

4. Welcome clients if admitted and make sure they sign their daily intake sheet. New clients will have to fill out a new intake form containing their personal information (full name, birth date, next of kin, allergies, etc) and read over rules and regulations for the shelter and sign.

5. Provide clients with clean mat and pillow/blankets, and make sure after a client is done with a mat that it be disinfected with Lysol wipes.

6. Ensure that after all showers that the client has cleaned the shower with proper disinfectant spray.

7. Observe meal times as outlined by the coordinator and help with preparing meals if needed. Set out any food donations and make sure all is clean after every meal.

8. Make sure that all floors are swept, vacuumed, and mopped on each shift and that bathrooms are fully cleaned. Encourage clients to help with these tasks.

9. Interact with clients respectfully. Take interest in their conversations and listen to what they have to say. Do not disclose staff personal issues unless taken with caution that it is believed to be beneficial to the client. It is important that the clients know that the shelter is a safe haven and that the people there are there for them when needed.

10. Participate in down time. Play crib, colour, and watch movies, etc, with clients when all other duties are fulfilled.

11. Fill in incident reports for situations that are needed. (Emergency calls, contact with RCMP/Peace officers, evictions, etc).

12. Be able to intervene with clients when needed (implementing rules, cleaning, etc).

13. Do other jobs as assigned by coordinator.
Miller, Grace – Board Chair

Harpe, Skylar – Vice Chair

Harpe, Albert – Treasurer

Favel, Jada – Secretary

Kehoe, Elizabeth

Kumpula, Craig – Director

Baldwin, Gloria – Director
Community Learning for Adults
Students Society – Lac La Biche
& District

Application for:

“Operating and Program Costs”
October 29, 2019

Lac La Biche County
Box 1679
Lac La Biche AB  T0A 2C0

Dear Mr. Kurppa:

Re: CM-72-003 Community Development Grant Application

Enclosed please find a copy of the Community Development Grant Application for Community Learning.

Thank you for your attention in this matter.

Sincerely,

Colleen Pierce
Coordinator
LAC LA BICHE COUNTY
CM-72-003 COMMUNITY DEVELOPMENT GRANT PROGRAM

PART 1 (ORGANIZATION DETAILS)

The Community Development Grant Program is available to organizations operating in Lac La Biche County to help cover expenses for **programming, projects or annual operating costs.**

**Events are not eligible.**

Only activities that are of a **social service/community development nature** are eligible for funding. This includes activities involving family wellness, safety, illness, poverty, homelessness, education, crime prevention, literacy and other matter of human welfare. Activities that are eligible for funding under the Lac La Biche County FCSS program are not eligible for funding under this program.

Organizations that do not fit under this policy may be eligible under other funding streams or through other established agreements with the County.

**Directions for completing the grant application:**

- Answer all questions on the form.
- Include all required documents.
- Return completed applications to:
  
  Attention: Carl Kurppa
  
  Lac La Biche County Community Development Program
  
  Box 1679
  
  Lac La Biche, AB T0A 2C0
  
  or by email to carl.kurppa@laclabichecounty.com

- For information on completing this application visit our website at [www.laclabichecounty.com](http://www.laclabichecounty.com)
- For questions, contact Carl Kurppa, Grants and Policy Coordinator at 780-623-6794 or by email at carl.kurppa@laclabichecounty.com
- Complete the corresponding part 2 of the application (there is one for projects, one for programs and one for operating).
- Complete the corresponding part 3 of the application (there is one for projects and programs, and one for operating).

Applications for requests over $10,000 must be submitted by October 31, for requests for the following year. Failure to submit an application by this date may disqualify an organization from funding.

Applications for requests up to $10,000 may be submitted throughout the year.
## Organization Information

1. Incorporated Legal Name of Organization (must match your provincial incorporation name):
   Community Learning for Adult Students Society-Lac La Biche & District

2. Act your group is registered under (e.g. Societies Act):
   Societies Act

3. Registration Number: 5010972890  
4. Registration Date: March 3, 2004

5. Location of Organization’s Facilities:
   10020-102 Avenue

6. Organization Mailing Address:
   Box 1934 Lac La Biche, Alberta T0A 2C0

7. Organization Email:
   llbpal@telusplanet.net

## Contact Information

8. Contact Person:
   Colleen Pierce

9. Contact Email:
   llbpal@telusplanet.net

10. Contact Phone: 780-623-2477

11. Primary Contact Phone (cell):

12. Secondary Contact Person:

13. Contact Email:
   llbpal@telusplanet.net

14. Contact Phone: 780-623-2477

15. Primary Contact Phone (cell):

## Organization: General Information

16. Describe the mission and purpose of your organization. What is the primary type of social service your organization provides and to whom?

   Community Learning inspires ongoing cooperation, collaboration and partnerships in the community to best serve all learners, in a safe, welcoming and inclusive learning environment. Programs and services are provided to help people overcome barriers to becoming gainfully employed or increase their skills to fully participate in society.
17. What are the core programs and services your organization provides?

Community Learning core programming is based on assisting Lac La Biche County residents obtain the core skills they need to be able to participate actively in society, pursue further learning, and be successful in their work. These core skills are literacy, numeracy, proficiency in the English language, the ability to engage with print, technology, and foundational life skills.

Based on the level of need in our communities, Community Learning offers the following programs:

- **Adult Literacy** - "English Language Learning" - "Foundational Life Skills"
- **Numeracy** - "Basic Digital Skills"

Adult Literacy helps adults identify, understand, interpret, create, communicate, and use printed and written materials associated with varying contexts. The primary intended learning objective is the development of reading, writing, and/or document use skills. Programming includes one or more of the following components:

- Reading/understanding materials written in sentences or paragraphs.
- Writing/expressing ideas in sentences or paragraphs.
- Listening/understanding spoken instruction.
- Speaking/talking in complete sentences.
- Document Use-finding, understanding, or entering information (e.g., text, symbols, numbers) in various types of documents, such as tickets or forms.

Numeracy is the ability to use, apply, interpret, and communicate mathematical information and ideas. The primary intended learning objective is using numbers and thinking in quantitative terms to complete tasks.

**English Language Learning** is the study and practice of the English language by individuals whose first language is other than English and who are unable to communicate fluently or learn effectively in English. The primary intended learning objective is to help learners gain proficiency in speaking, listening, reading, and writing in English.

Basic Digital Skills enable individuals to appropriately use and understand digital systems, tools, and applications, and to process digital information. This includes skills to find, evaluate, use, create, and communicate in order to participate effectively in society. The primary intended learning objective is the development of foundational digital skills to support an individual to navigate the basics of a computer, tablet, smartphone, keyboard, operating system, or the internet.

**Foundational Life Skills** facilitates the development of the fundamental competencies that adults require to be able to participate in learning, employment, and everyday life on an independent basis. The primary intended learning objective is to support learners to develop an identity of themselves as learners, and to improve any combination of the above skills to prepare them for further learning, employment, and/or participation in society. Programming includes one or more of the following components:

- oral communication skills
- personal and interpersonal skills
- decision-making and problem solving
- creative thinking and critical thinking
- self-awareness and self-assessment

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**Organization Funding**

18. Does your organization rely on annual funding from other levels of government to deliver its core services and programming? If yes, what government/department provides this funding?

**Alberta Advanced Education $86,230**

19. Does your organization have any pending or confirmed grant funding for the coming year from the federal or provincial government, from the County (excluding event sponsorship), or any other external organization? If yes, please indicate the source and amount.

Yes. Alberta Advanced Education. Canada New Horizons

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**Organization Accountability**

20. How does your organization secure goods and services in a competitive and fair manner?

For goods we determine the needs of our Society and compare prices of suppliers. Purchases for small goods are purchased from suppliers with the best quality at lowest prices. We try to buy local as much as possible.

For services, primarily instructors, we ask for resumes and hire competent individuals that are prepared to work for $25 per hour. Many of our instructors are retired teachers.

21. Are there any existing or planned contracts for services or goods from board members or their relatives? If yes, what are the purchases or services being provided from these persons?

Board members are not able to contract with us as per our bylaws.

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**Organization Financial Information**

22. How much does your organization have currently have in reserves?

$40,000 in a GIC with local bank.
23. Is your organization saving money for a particular project? If yes, what project, and what is the estimated cost of this project? The money is a contingency to continue operations if funding is reduced or delayed; or if we are faced with increases in expenses such as large rent or utilities increases.

Funding Request Details

24. Please indicate the nature of your funding request. Funding requests must fit into one of these three categories. Events are not eligible for funding.

Depending on your Funding Category, please complete and submit the additional corresponding application packages (Part 2 and Part 3). These are available on the County website under Community Grants or upon request.

http://www.laclabichecounty.com/our-services/community-grants

<table>
<thead>
<tr>
<th>Mark with X</th>
<th>Funding Request Category</th>
</tr>
</thead>
</table>
| X           | Programming: This is an ongoing activity administered, delivered and paid for by your organization, that provides a social service program to a set of clients, whether through education, training, provision of resources, or facilitation of activities. **Costs must be directly tied to the delivery of the program.**

Examples are educational classes and services.

| Projects: A project is a set of activities with a defined start and end point meant to accomplish a specific goal to create a something lasting or permanent, whether this is a set of effects or a physical thing. **Costs must be directly tied to the delivery of the project.**

Examples are capital projects and initiatives like awareness campaigns.

| X           | Operating Costs: These are expenses incurred by an organization in the delivery of their core programming (which must be social service in nature). **Costs do not have to be specific to any one activity, but must only be for operating costs that are incurred through social service activities.**

Examples include office supplies, utility costs, advertising and promotion, security, telephone/internet |
CM-72-003 COMMUNITY DEVELOPMENT GRANT
PART 2-APPLICATIONS FOR OPERATING FUNDING

Complete this Form, along Part 1 and 3.

Organization Name: Community Learning for Adult Students Society-Lac la Biche & District

1. Please provide a list of programs and services your organization currently provides. Include the name of the program or service, a brief description, and the number of clients per week.

<table>
<thead>
<tr>
<th>Program/Service</th>
<th>Description</th>
<th>Clients per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginner English Second Language (ESL)</td>
<td>4 learners/week for each of 3 semesters (September to Christmas), (after New Years to Easter), (after Easter to mid-June)</td>
<td>1 - 2</td>
</tr>
<tr>
<td>Intermediate English Second Language (ESL)</td>
<td>5 learners per week for each of 3 semesters (September to Christmas), (after New Years to Easter), (after Easter to mid-June)</td>
<td>1 - 2</td>
</tr>
<tr>
<td>Conversational French Second Language (FSL)</td>
<td>10 learners/week for each of 3 semesters (September to Christmas), (after New Years to Easter), (after Easter to mid-June)</td>
<td>2 - 4</td>
</tr>
<tr>
<td>Conversational Spanish</td>
<td>6 learners/week for each 12 week course delivered</td>
<td></td>
</tr>
<tr>
<td>Conversational Ukrainian</td>
<td>6 learners/week for each of 3 semesters (September to Christmas), (after New Years to Easter), (after Easter to mid-June)</td>
<td></td>
</tr>
<tr>
<td>Basic Computer, Excel and Advanced Word courses</td>
<td>5 to 10 learners/week for each 3 week course delivered</td>
<td></td>
</tr>
<tr>
<td>Self-paced Learning</td>
<td>2 - 3 learners/week either during office hours or scheduled volunteer tutor evening hours</td>
<td></td>
</tr>
<tr>
<td>Community Bookshelf Program</td>
<td>24 bookshelves throughout the county</td>
<td></td>
</tr>
<tr>
<td>Welcome Baby Program</td>
<td>275 bags/year</td>
<td></td>
</tr>
<tr>
<td>Learner Support Services</td>
<td>15 to 20 learners/week for assistance during office hours or scheduling them for courses or programs</td>
<td></td>
</tr>
</tbody>
</table>

CM-72-003 COMMUNITY DEVELOPMENT GRANT-PART 2-OPERATING EXPENSES
Last Updated: September 11, 2018

30
2. What is the area of social services/community development your organization is focused on? Who are the primary beneficiaries from your organization’s programs and services?

The focus of Community Learning is:
   a. Literacy—helping individuals to be gainfully employed and participate fully in society. We work collaboratively with partners to make the best use of resources.
   b. Benefactors:
      - Businesses as we prepare people for employment
      - Schools as we assist parents and students improve their reading skills
      - Probation as we work with learners to complete their community hours and to upgrade their literacy skills.
      - Organizations requiring volunteers as we encourage learners to volunteer at events

1. Please identify the 12 month period in which any approved operating funding will be spent.

Funding will be spent from January 1, 2020 to December 31, 2020.

3. Please explain why operational funding is needed for your organization. If your organization had been provided operational funding under this grant program in previous years and is requesting additional funding this year, please explain why additional funding is needed.

Additional funding is required due to an increased demand for our services. Community Learning receives grant funding from Alberta Advanced Education and staff and volunteers work hard in fund raising, securing donations and corporate sponsorships; but it is not enough to meet the demand for our services.

4. Is your organization still viable if it does not receive the full amount of funding requested? Please explain.

Community Learning would still be viable but the programs and services offered would be reduced in the following areas:
   - working collaboratively with other agencies to make the best use of resources
   - assessing learners and providing them with individualized programming that meets their needs
   - collaborating with other agencies to access potential sponsorship and grant funding
5. Does your organization provide programs supported by volunteers? If yes, which are they and how are they supported?
Volunteerism is vital to Community Learning in providing our services and assisting our learners.
 - provides authentic learning opportunities for learners and their families
 - volunteers provide support in IT (computers), minor carpentry and repair of bookcases and furniture.
 - volunteers sort books, tag books, speak with contacts of the 24 community bookshelves, selecting and wrapping Gift of Literacy book orders, helping at events like Opening World of Words and Sharing the Magic of Reading.

6. Please provide a description of the roles and responsibilities of the staff at your organization who manage and coordinate the day to day operations.
See attached job descriptions for full time Coordinator and 1/2 time Facilitator.
In column A, only list expenses that you are requesting funds to help support. In column B, provide the total projected yearly dollar value of the expense. In column C, indicate the amount of funding you are requesting to support that expense.

Add additional rows as needed, please ensure the formulas remain correct.

<table>
<thead>
<tr>
<th>Description of Item (list projected expenses)</th>
<th>Projected Yearly Expense ($)</th>
<th>Funds Requested by Community Development Grant for that Expense ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Space Rental</td>
<td>20,160</td>
<td>20,160</td>
</tr>
<tr>
<td>Telephone/Internet</td>
<td>4,500</td>
<td>4,500</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>2,500</td>
<td>2,500</td>
</tr>
<tr>
<td>Security System</td>
<td>1,100</td>
<td>1,100</td>
</tr>
<tr>
<td>Utilities (Power, Gas, Water)</td>
<td>6,000</td>
<td>5,500</td>
</tr>
<tr>
<td>Insurance (General Liability, Directors, Instructors)</td>
<td>3,500</td>
<td>2,500</td>
</tr>
<tr>
<td>Course Instructors</td>
<td>19,050</td>
<td>16,000</td>
</tr>
<tr>
<td>Advertising/Promotion</td>
<td>3,000</td>
<td>2,000</td>
</tr>
<tr>
<td></td>
<td>60,710</td>
<td>54,260</td>
</tr>
</tbody>
</table>

Please provide the following information:

Total Projected Operating Expenses: 236,834
Total Projected Revenues (excluding request): 182,830
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerry Tratch</td>
<td>Chairperson</td>
</tr>
<tr>
<td>Carmen Elliott</td>
<td>Vice-Chair</td>
</tr>
<tr>
<td>Nicole McLaughlin</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Renee Johnston</td>
<td>Secretary</td>
</tr>
<tr>
<td>Christiane Gauthier-Kirchberg</td>
<td></td>
</tr>
<tr>
<td>Larysa Shevchenko</td>
<td></td>
</tr>
<tr>
<td>Leroy Rosenkrantz</td>
<td></td>
</tr>
</tbody>
</table>

Community Learning Office

- Colleen Pierce, Coordinator
  780-623-2477
  llbpal@telusplanet.net

- Mel Kuprowsky, Facilitator
  llbpal@telusplanet.net
Job Description
Lac La Biche Community Learning Coordinator

Administrative and Financial Management
Oversee the general management of office/learning spaces.
Develop and implement annual business plan and budget with board.
Maintain policies and procedures.
Oversee writing of proposals/grant applications/donations/sponsors.
Compile/write reports.
Seek alternative funding sources and partnerships for programs/projects.
Oversee reporting requirements to maintain charitable organization status.

Community Relations
Develop and maintain relationships with organizations.
Maintain memberships in professional associations.
Participate in networking/learning activities with colleagues, other learning organizations and community members locally, regionally, and provincially.
Foster partnerships.
Liaise with funding agencies.
Ensure volunteers, sponsors, and donors are acknowledged appropriately.
Establishes a literacy coalition to ensure that a coordinated plan of literacy activities is carried out in community.
Recruit society members.
Act as board representative at other meetings when requested.

Community Programs
Assess community needs and interests for program opportunities.
Promote the five pillars of Community Learning (learners as proficient in foundational skills; learners participate in further learning opportunities; learners navigate system; learners benefit from opportunities; community members advocate for additional CL opportunities).
Plan, develop, coordinate, market and evaluate programs, courses, special events and collaborative projects.

Learner Support Services
Plans and organizes operation/evaluation of programs.
Assist with interviewing, assessing, referring and tracking of learners.
Schedule appointments with learners as required.
Assist with updating, maintaining, and acquiring resource materials appropriate to learning needs of program participants.
Ensures professional development/training provided in timely manner to staff/volunteers/tutors.
Match/rematch tutors/learners.
Plan programming according to community learning needs and ensure proper placement and pathways.
Professional Development
Participate in personal and professional development opportunities.

Skills and Expertise Required

- Initiative and motivation
- Interpersonal and communication (written and verbal) skills.
- Project management and supervision skills.
- Ability to work both independently and as a team member.
- Flexibility, independence and creativity.
- Respect for individuals from diverse backgrounds.
- Strict confidence in all matters with learners, volunteers, board and staff.

Essential Requirements of the Job

(a) Education/Training (minimum level of education to adequately perform the duties)
Bachelor's Degree in related field.

(b) Experience (the kind of experience and number of years required)
Experience with boards and literacy/essential skills programs.
Experience in providing service to the public in an office setting.

Two board members (Executive Committee) will conduct a performance evaluation of the employee annually within one month of the employee's anniversary of starting the position.

Fulltime position. To be reviewed in six months.

[Signature]
Board Member

[Signature]
Board Member

[Oct 28, 2019]
Date
Job Description

Lac La Biche Community Learning Facilitator

Reports to: Community Learning Coordinator

Financial Management
- Assist with writing of proposals/application for grants/donations/sponsors.
- Compile/write year end reports for funders.
- Seek alternate funding sources and partnerships to ensure learning needs are being met and sustained.
- Manages all program contracts.

Community Relations
- Supports the development and maintenance of relationships with organizations.
- Ensure promotional materials/website/information packages for stakeholders are current and relevant.
- Maintain memberships in professional associations.
- Participate in networking/learning activities with colleagues, other learning organizations and community members locally, regionally, and provincially.
- Foster partnerships.
- Liaise with funding agencies.
- Ensure volunteers, sponsors, and donors are acknowledged appropriately.
- Attends, participates and carries out assigned actions in coalition meetings.
- Recruit and maintain list of society memberships.

Community Programs
- Support assessment community needs and interests for program opportunities and respond accordingly in relation to the five pillars of the organization (learners as proficient in foundational skills; learners participate in further learning opportunities; learners navigate system; learners benefit from opportunities; community members advocate for additional CL opportunities)
- Support planning, developing, coordinating, marketing and evaluating programs, courses, special events and collaborative projects.

Community Learning Coordinator for Literacy 30 03 16
Learner Support Services
- Assist with planning, organizing, directing, and evaluating of all programs.
- Ensure a process for interviewing, assessing, referring and tracking learners.
- Interview, supervise and conduct intake and exit interviews with volunteers.
- Ensure volunteers/tutors have necessary police/child welfare checks.
- Provide professional development/training to staff/volunteers/tutors.
- Maintain, and acquire current resource materials appropriate to learning needs of program participants and volunteers.
- Match/rematch tutors/learners.
- Plan programming according to community literacy needs and ensure proper placement and pathways.
- Oversee, document and recognize learner achievements.

Professional Development
- Participate in personal and professional development opportunities.

Skills and Expertise Required
- Initiative and motivation
- Interpersonal and communication (written and verbal) skills.
- Project management and supervision skills.
- Ability to work both independently and as a team member.
- Flexibility, independence and creativity.
- Respect for individuals from diverse backgrounds.
- Strict confidence in all matters with learners, volunteers, board and staff.

Essential Requirements of the Job

(a) Education/Training (minimum level of education to adequately perform the duties)
Bachelor's Degree in related area.

(b) Experience (the kind of experience and number of years required)
Experience with boards and essential skills programs.
Experience in providing service to the public in an office setting

Coordinator will conduct a performance evaluation of the employee annually within one month of the employee's anniversary of starting the position.

0.5 position to be reviewed by board in six months.

Signature  
Board Chair (Print name)  
Date  

Community Learning Coordinator for Literacy 30 03 16
Hope Haven Society

Application for:

Family Violence Program
LAC LA BICHE COUNTY

CM-72-003 COMMUNITY DEVELOPMENT GRANT PROGRAM

PART 1 (ORGANIZATION DETAILS)

The Community Development Grant Program is available to organizations operating in Lac La Biche County to help cover expenses for programming, projects or annual operating costs. Events are not eligible.

Only activities that are of a social service/community development nature are eligible for funding. This includes activities involving family wellness, safety, illness, poverty, homelessness, education, crime prevention, literacy and other matter of human welfare. Activities that are eligible for funding under the Lac La Biche County FCSS program are not eligible for funding under this program.

Organizations that do not fit under this policy may be eligible under other funding streams or through other established agreements with the County.

Directions for completing the grant application:

- Answer all questions on the form.
- Include all required documents.
- Return completed applications to:
  Attention: Carl Kurppa
  Lac La Biche County Community Development Program
  Box 1679
  Lac La Biche, AB T0A 2C0
  or by email to carl.kurppa@laclabichecounty.com
- For information on completing this application visit our website at www.laclabichecounty.com
- For questions, contact Carl Kurppa, Grants and Policy Coordinator at 780-623-6794 or by email at carl.kurppa@laclabichecounty.com
- Complete the corresponding part 2 of the application (there is one for projects, one for programs and one for operating).
- Complete the corresponding part 3 of the application (there is one for projects and programs, and one for operating).

Applications for requests over $10,000 must be submitted by October 31, for requests for the following year. Failure to submit an application by this date may disqualify an organization from funding.

Applications for requests up to $10,000 may be submitted throughout the year.
### Organization Information

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Incorporated Legal Name of Organization (must match your provincial incorporation name):</td>
</tr>
<tr>
<td></td>
<td>Hope Haven Society</td>
</tr>
<tr>
<td>2.</td>
<td>Act your group is registered under (e.g. Societies Act):</td>
</tr>
<tr>
<td></td>
<td>Societies Act of Alberta</td>
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<tr>
<td>3.</td>
<td>Registration Number:</td>
</tr>
<tr>
<td></td>
<td>129317053 RR0001</td>
</tr>
<tr>
<td>4.</td>
<td>Registration Date:</td>
</tr>
<tr>
<td></td>
<td>February 28, 1991</td>
</tr>
<tr>
<td>5.</td>
<td>Location of Organization's Facilities:</td>
</tr>
<tr>
<td></td>
<td>Lac La Biche</td>
</tr>
<tr>
<td>6.</td>
<td>Organization Mailing Address:</td>
</tr>
<tr>
<td></td>
<td>PO Box 2168 Lac La Biche, AB. T0A 2C0</td>
</tr>
<tr>
<td>7.</td>
<td>Organization Email:</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:hhaven@telusplanet.net">hhaven@telusplanet.net</a></td>
</tr>
</tbody>
</table>

### Contact Information

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<tr>
<td>8.</td>
<td>Contact Person:</td>
</tr>
<tr>
<td></td>
<td>Melissa Green</td>
</tr>
<tr>
<td>9.</td>
<td>Contact Email:</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:hhaven@telusplanet.net">hhaven@telusplanet.net</a></td>
</tr>
<tr>
<td>10.</td>
<td>Contact Phone:</td>
</tr>
<tr>
<td></td>
<td>780-623-3104</td>
</tr>
<tr>
<td>11.</td>
<td>Primary Contact Phone (cell):</td>
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<tr>
<td></td>
<td>780-520-0177</td>
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### Secondary Contact Person:

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<tbody>
<tr>
<td>12.</td>
<td>Contact Person:</td>
</tr>
<tr>
<td></td>
<td>Anita Polturak</td>
</tr>
<tr>
<td>13.</td>
<td>Contact Email:</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:familyviolenceprogram@telus.net">familyviolenceprogram@telus.net</a></td>
</tr>
<tr>
<td>14.</td>
<td>Contact Phone:</td>
</tr>
<tr>
<td></td>
<td>780-623-3104</td>
</tr>
<tr>
<td>15.</td>
<td>Primary Contact Phone (cell):</td>
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</tbody>
</table>

### Organization: General Information

16. Describe the mission and purpose of your organization. What is the primary type of social service your organization provides and to whom?

Hope Haven's residential program provides short-term safe and supportive housing for abused women and children. When space is permitted, women and children in crisis needing emergency accommodations may be admitted. Basic supports include crisis intervention, advocacy, in-house programming, childcare and children's programming, and referrals. Hope Haven also provides Outreach services to both women and men, runs a Second Stage shelter, and 3 long-term Transitional Housing units.

Hope Haven is also the physical host and fiscal agent of the Lac La Biche and Area Family Violence Program. The Family Violence Program's goal is to educate families on domestic violence, healthy homes and provide guidance on building the skills needed to maintain healthy homes. The Society is seeking a grant for this program specifically.
17. What are the core programs and services your organization provides?

Lac La Biche & Area Family Violence Program has successfully helped people change their attitudes and behaviours within relationships, particularly through the New Perspectives component (NPP). The New Perspectives program is 12 weeks long, and occurs 3 times a year. It introduces new skills and understanding about relationships. Many participants have gone through the program numerous times. The material, process and new skills from this program build a new foundation for relationships.

Many people have requested opportunities to deepen these learnings so a second program, Pathways to Change, has been created to facilitate this next stage of development. The Pathways to Change program is a 16 week group, which is necessary for the amount and depth of learning provided through this group. (If and when there is a group of men prepared to lean into this deeper level of learning, the Pathways to Change program will be made available to them. This program will remain gender specific as New Perspectives is.)

- New Perspectives for men and women's groups
- Pathways to Change groups for women
- One-on-one work with clients
- Community presentations
- Networking with agencies

Organization Funding

18. Does your organization rely on annual funding from other levels of government to deliver its core services and programming? If yes, what government/department provides this funding?

Yes; Hope Haven receives an Alberta Community and Social Services grant every year to operate the Family Violence Program.

19. Does your organization have any pending or confirmed grant funding for the coming year from the federal or provincial government, from the County (excluding event sponsorship), or any other external organization? If yes, please indicate the source and amount.

Yes; the above stated grant is for $75,000 which constitutes 58% of the cost for program delivery (including in-kind contributions to program function).

Organization Accountability

20. How does your organization secure goods and services in a competitive and fair manner?

Hope Haven and the Family Violence Program offer facilitators a competitive contracted wage of $30/hr. We secure these services through interviewing potential candidates to ensure that they are the right fit for the program. We believe in securing program materials and supplies locally as much as possible.

21. Are there any existing or planned contracts for services or goods from board members or their relatives? If yes, what are the purchases or services being provided from these persons?

No.

Organization Financial Information

22. How much does your organization have currently have in reserves?

Currently, the Family Violence Program does not have any funds in reserves.

CM-72-003 Community Development Grant Program-Application Part 1
Last Updated: September 10, 2018
23. Is your organization saving money for a particular project? If yes, what project, and what is the estimated cost of this project?
No, we are not currently saving money for a particular project.

Funding Request Details

24. Please indicate the nature of your funding request. Funding requests must fit into one of these three categories. Events are not eligible for funding.

Depending on your Funding Category, please complete and submit the additional corresponding application packages (Part 2 and Part 3). These are available on the County website under Community Grants or upon request.

http://www.laclabichecounty.com/our-services/community-grants

<table>
<thead>
<tr>
<th>Mark with X</th>
<th>Funding Request Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td><strong>Programming:</strong> This is an ongoing activity administered, delivered and paid for by your organization, that provides a social service program to a set of clients, whether through education, training, provision of resources, or facilitation of activities. Costs must be directly tied to the delivery of the program. Examples are educational classes and services.</td>
</tr>
<tr>
<td></td>
<td><strong>Projects:</strong> A project is a set of activities with a defined start and end point meant to accomplish a specific goal to create a something lasting or permanent, whether this is a set of effects or a physical thing. Costs must be directly tied to the delivery of the project. Examples are capital projects and initiatives like awareness campaigns.</td>
</tr>
<tr>
<td></td>
<td><strong>Operating Costs:</strong> These are expenses incurred by an organization in the delivery of their core programming (which must be social service in nature). Costs do not have to be specific to any one activity, but must only be for operating costs that are incurred through social service activities. Examples include office supplies, utility costs, advertising and promotion, security, telephone/internet</td>
</tr>
<tr>
<td></td>
<td>Attached Document Checklist</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>1.</td>
<td>Proof of Non-Profit Society Status (for new organizations only)</td>
</tr>
<tr>
<td>2.</td>
<td>Completed Part 2 and 3 of the Community Development Grant Application (Mandatory)</td>
</tr>
<tr>
<td>3.</td>
<td>Organization’s most recent financial statements (if this has been provided as part of previous accountability reporting, please indicate this, and identify the year-end) Provided Previously: 0 Year End: 2019 (Mandatory, if not previously provided)</td>
</tr>
<tr>
<td>4.</td>
<td>List of the organization’s officers and directors, and their contact information (Mandatory)</td>
</tr>
<tr>
<td>5.</td>
<td>Board approved motion supporting the application (Mandatory)</td>
</tr>
</tbody>
</table>
CM-72-003 COMMUNITY DEVELOPMENT GRANT
PART 2-APPLICATIONS FOR PROGRAMS

Complete this Form, along with the Part 1 and Part 3.

Organization: **Hope Haven Society**
Program Name: **Family Violence Program**

1. Provide a summary of your program.

The Family Violence Program was designed through a community process, determining needs in the community regarding domestic violence. The program was established to support people ready to learn how to live without domestic violence. Teaching men and women new tools and coping skills for creating healthier relationships which then positively impacts the environment their children live in.

Primarily this program uses a socio-educational group called “New Perspectives” to teach people what constitutes domestic violence / unhealthy relationships and practical tools for developing healthy relationships. The Family Violence Program also connects people to additional community resources they may need beyond supports the Family Violence program can provide. The program is open to all community members. Many people have requested programming to deepen these learnings so a second program, Pathways to Change, has been created to facilitate the next stage of development.

2. Why is this program needed in the community and what is the area of social services/community development this program is intended to address?

Typically violence in a relationship is a learned behaviour, but it can also be a reaction to extraordinary life situations. Domestic violence creates a cycle which is perpetuated between the partners. It also teaches these behaviours to dependent family members, in turn causing intergenerational trauma. People who have lived in these types of relationships for a long time, or have grown up with these types of family dynamics, need practical tools and long term guidance to change unhealthy and harmful behaviours.

The Lac La Biche Family Violence Program teaches participants how to recognize the behaviour patterns in both the person perpetrating the violence and those that the violence is directed towards. It also addresses how the violence impacts children/independents, and practical skills for changing behaviour patterns.

The second level of the program delves into those areas of relationship that participants find most difficult to change or examine, and explores how to implement changes in these areas. This second level program addresses family violence, sexual violence, poor family/parental functioning, social disorganization, and bullying. The program aims to address all members of the family, including extended family from which the intergenerational trauma was passed down.

Hope Haven has evolved the child care provided for parents attending the group to a children’s group. The children’s group reviews material complementary to subject matter parents are taking, in an age appropriate manner. The aim of this change is to ensure children have a safe place to express feelings, feel supported in their feelings, resources available to them (i.e. school counseling) and are aware of what constitutes healthy relationships without accusing caregivers of dysfunction. The RCMP have recently partnered with Hope Haven for the children’s group, and attend the fifth group, that complements the adult’s children exposed to family violence’ group. The RCMP members read the story to the children and stay for the activity, encouraging a positive relationship with police.

It is the position of both Hope Haven and the Lac La Biche Family Violence Program that people are doing the best they can with their current knowledge. It is important, also, to work with people to shift their knowledge base.

3. When is the program start date and end date (you will only be eligible for expenses within this timeframe)? Expenses prior to application approval are normally ineligible.

These programs run January 1- early December:

*New Perspectives for Men,* and *New Perspectives for Women* runs 3 times a year for 12 weeks. Start dates are in January, April, and September. The last group ends toward the end of November.

*Pathways to Change* starts the beginning of January, and goes to the end of April.

CM-72-003 COMMUNITY DEVELOPMENT GRANT-PART 2-PROGRAMS
Last Updated: September 12, 2018
4. If this program existed previously, how has its effectiveness been monitored? Has the program been successful? Are you able to provide any indicators of the programs past performance?

A Program Logic Model was developed to guide outcome measurement and program evaluation. Satisfaction surveys were conducted to determine self-identified growth and program satisfaction. Between April and June 2017, 57 survey respondents 65% indicated their increases in knowledge as 4 or 5 out of 5; 65% recognized that applying the skills learned in the program would lead to healthier relationships. 79% of respondents rated their satisfaction with the program as 9 or 10; 22% rated it as 7 or 8; 9% gave a 6 satisfaction rating. One result of a program evaluation conducted between 2016-2017 was the implementation of a new evaluation process.

> Intake assessments provide a preview of client's understanding of their coping strategies and relationship behaviors.
> A pretest survey has been developed to gauge the change in understanding clients have about what constitutes family violence. The post-program survey also provides an opportunity to express their views on participating in the program.
>
> A random sampling of 40 participant surveys between January 2017 and August 2018 showed that 85% of New Perspectives program participants had a positive change in knowledge about domestic violence and healthy relationships.
> Client interviews will be conducted based on a random sample.
>
> Anecdotal evidence will be collected and collated.
> Participating agencies will be surveyed on their satisfaction with services, and to gauge their ongoing commitment to the program.
> Steering Committee meeting minutes will be utilized for information.
> Participants are asked for their assessment of participant engagement and response.
> An independent contractor will be hired to conduct a program evaluation every 3 years. They will have credentials appropriate to such an evaluation process. Our most recent review was completed in 2017 after a 15 month evaluation process.

The program logic model and most recent program review have been attached to this application.

5. What information will your organization track and obtain with respect to this program in order to demonstrate its effectiveness (number and frequency of classes/number of students, etc.)?

The number of groups, number of participants, as well as pre/post surveys and client interviews will be tracked to demonstrate effectiveness.

6. If the program is new, what need in the community is it addressing? How has this need been identified?

The Family Violence program has been in place since 2003. The program utilizes participant feedback from the New Perspectives group for continuous improvement and evolution of its programs. Agencies that participated in the originating of the program have been canvassed periodically to determine if programming is addressing the needs of the clients they refer to the program.

Over the life of the program many participants have stated their desire for more information on various topics, and opportunities for more in-depth conversation. These requests do not fit the parameters of the New Perspectives program design of a foundational socio-educational program about domestic violence and how to work towards healthy relationships. Responding to the requests the new program design includes such elements as a closed group format allowing a stronger level of trust to be built, in-depth conversations and exploring topics not suitable in a foundational program.

7. Is this program supported by volunteers? If yes, in what way?

This program is supported by volunteers. Once accepted as a facilitator for the program, each facilitator volunteers one full round of group sessions before being contracted for services. Concurrently with the adult groups, a children's group has also been developed by Hope Haven. We accept volunteers to assist with running the children's program. The children's program is critical for providing children support for the same issues as their parents, and to provide parents the opportunity to attend the programs.
8. Please explain why funding is needed for this program. If your organization had been provided funding previously for the program by the County and is requesting additional funding this year, please explain why additional funding is needed.

The Lac La Biche and Area Family Violence program has not received an increase in funding since 2005. In a global view to reducing family dysfunction within the community Hope Haven has borne costs to ensure quality programming and remove barriers to families attending the program. This has included purchasing extra program resources, implementing the Children’s group and providing a robust snack (particularly to ensure those not able to take supper before attending group are able to focus in the group). With no funding increases in 14 years and inflation, more money is being used from fund-raising efforts which then impacts resources for Hope Haven’s regular programming.

Over the past 10 years participants have requested more in-depth conversations and information regarding family dysfunction and healthy relationships. From these requests it was determined that a second level group was needed.

A 3-year project grant was accessed to develop and pilot the second level group, called Pathways to Change program and to conduct a program evaluation. During the course of this grant facilitators were interviewed regarding the program. These interviews identified the need for facilitator training specific to subject matter relevant to the areas covered during the New Perspectives program. This was done during the course of the grant period, however Hope Haven’s funding for these activities is severely limited. This grant was completed March 31, 2019.

The funding we currently receive covers only 58% of the cost of the Family Violence program.

9. Is your program still viable if it does not receive the full amount of funding requested? Please explain.

Programming would still be viable without the full amount of funding requested, Hope Haven, however, would have to continue using raised funds from other programming areas in order to fulfill these groups, or activities would be restricted. In turn, both programs would not be able to run at their full potential.
# CM-72-003 Community Development Grant
## Part 3 (Program Budget)

### Program Funding Details
Please identify all sources of funding for the program

<table>
<thead>
<tr>
<th>Community Development Funding Grant Request: (please input the amount you are requesting)</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$22,160</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Confirmed Amount</th>
<th>Pending Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization’s Cash Contribution to the program</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other Municipal Funding</td>
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<td>$</td>
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<tr>
<td>Provincial Funding</td>
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<td>Federal Funding</td>
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<td>Other Funding Sources</td>
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</table>

Total Program Funding (this amount must equal the Total Program Cost) $114,440

**NOTE:** To add lines in the below tables, right click in one of the cells, click ‘insert’ and choose ‘entire row’. If lines have been added, please make sure that the integrity of the original template has not been altered. If the integrity is altered, the totals will not add correctly.

### Anticipated Program Expenses - Detailed list of all the expenses for the program - cash costs only
Expenses must fall between the program start date and end date. Expenses cannot be incurred outside of the program dates and are ineligible for funding.

<table>
<thead>
<tr>
<th>Detailed item description</th>
<th>Start Date</th>
<th>Quote Source</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing: Team Lead, Facilitators</td>
<td>Apr-20</td>
<td>Program wage agreement</td>
<td>$100,440</td>
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<tr>
<td>Group supplies (handout materials, snacks, materials for group activities)</td>
<td>Apr-20</td>
<td>Review of current expenses</td>
<td>$6,000</td>
</tr>
<tr>
<td>Resources (training videos, resource books)</td>
<td>Apr-20</td>
<td>CTRI and other training companies</td>
<td>$8,000</td>
</tr>
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</table>

Total Program Cost (should equal Total Program Funding) $114,440

### USE OF GRANT FUNDS

<table>
<thead>
<tr>
<th>Detailed item Description (from Anticipated Project Expenses)</th>
<th>Expense Amount ($)</th>
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<tbody>
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<td>Group Supplies</td>
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<td>Facilitator Training</td>
<td>$3,500</td>
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<tr>
<td>Resources: videos, books, copyrighted materials</td>
<td>$4,500</td>
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<td>Facilitator costs</td>
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Must equal grant funding requested identified in revenues $22,160

### In-kind/Volunteer Contributions

Please provide a description on the in-kind contribution (unskilled volunteer labour, skills volunteer labour, donated equipment, donated services etc.)

<table>
<thead>
<tr>
<th>Detailed Description</th>
<th>Estimated hours (if multiple individuals, include)</th>
<th>Rate/Hr (if applicable)</th>
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<td>Group Space</td>
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<tr>
<td>Administrative</td>
<td>32</td>
<td>$960</td>
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<tr>
<td>Children’s Group</td>
<td>192</td>
<td>$4,224</td>
</tr>
<tr>
<td>Office, computer,</td>
<td></td>
<td>$3,615</td>
</tr>
<tr>
<td>phone, internet,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>office supplies,</td>
<td></td>
<td></td>
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<tr>
<td>advertising</td>
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</table>

Last Updated: September 11, 2018
**PROGRAM LOGIC MODEL**

Program Name: _Lac La Biche & Area Family Violence Program: Primary Focus Area (e.g. Family Violence): Mitigating effects of family violence; increasing community capacity for providing protective factors for individuals and families_

Organization: Hope Haven Society

<table>
<thead>
<tr>
<th>Situation</th>
<th>Inputs</th>
<th>Activities</th>
<th>Outputs</th>
<th>Awareness</th>
<th>Impact on community’s capacity building</th>
<th>Long-Term Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>The current state of related social issue, protective/risk factors, relevant statistics, the organizational capacity and strategic partners</td>
<td>The manpower, financial, organizational and community resources available</td>
<td>The actions and events that are plannedimplemented to help achieve the desired goal.</td>
<td>The direct, tangible products or services produced.</td>
<td>The impact on the awareness of access, opportunity and availability of service/resources for individuals/families/community.</td>
<td>The changes in practices, behaviours, and procedures for community to address/respond to family violence, sexual violence, bullying, mental health, mentoring, early childhood development, diverse population and parenting</td>
<td>The ultimate benefits or changes in social and environmental conditions.</td>
</tr>
</tbody>
</table>

➢ **SOCIAL ISSUE:**

Family violence is a recurring issue among many families within the community. Lack of knowledge or skills to develop healthy relationships keeps families in the cycle of violence. This pattern teaches children that family violence is normal, leaving them vulnerable for creating the same pattern for their lives, and their children’s lives.

➢ **PROTECTIVE FACTORS:** 2015–16 The program provides practical tools for participants to use in changing behaviour / response patterns in relationships. Also provided are for clients: mentorship and supports in the referral process to other community services, helping participants understand how to identify positive social supports.

➢ **STATISTICS:** evaluations of the group program indicate 77% of participants in the New Perspectives for Men group and 54% of participants in the New Perspectives for Women group are seeking more information on some topics, and an increased range of

| ➢ Funding for contracted program development, administrative supports, contract facilitators, space, child care during programs and program materials. | ➢ Identify Administrative lead for the grant. | ➢ Project terms of reference and request for proposal for contracted services. | ➢ Program participants become aware of services available to them in the community, and become more comfortable accessing them. | ➢ Children have improved understanding about healthy relationships and are able to utilize these in their everyday interactions with family, friends and others. | ➢ Pro |
| ➢ Space to host the group programs. | ➢ Develop a terms of reference and request for proposal for contracted services. | ➢ Two new programs available: second tier New Perspectives and a youth program. | ➢ Families are more aware of the need to be connected with social agencies that provide developmental assets for youth and positive supports for adults. | ➢ Adults are continually improving their relationship skills as they experience positive results from healthier life styles. | ➢ Adults can identify when they need assistance, and access community services. |
| ➢ Fiscal agent for the project. | ➢ Hire a consultant to develop a second tier for the New Perspectives program. | ➢ Facilitators trained for the new programs. | ➢ Community organizations / agencies have increased knowledge about the Family Violence program. | ➢ Families continue to evolve their relationships in healthier patterns. | ➢ Community agencies are responsive to changing needs of clients. |
| ➢ Project steering committee. | ➢ Hire a consultant to research existing youth programs regarding healthy relationship, or develop a new program if needed. | ➢ New programs are initiated. | ➢ Administration insights learned through interactions with program participants will be shared with appropriate organizations. | ➢ Community agencies continually evolve and improve their partnerships with other service providers. | ➢ Community overall has an improved sense of safety, well-being. |
| ➢ Agency and participant collaboration in program development. | ➢ Meet with service providers to determine if material meets needs identified by them and/or their clients. | | ➢ Insights learned through interactions with program participants will be shared with appropriate organizations. | ➢ Overall sense of well-being in |
| ➢ Administrative support for coordination and administration. | ➢ Hire and train facilitators for the new group programs. | | | | | |
| ➢ Begin hosting second tier New Perspectives program, one each for men and women. | ➢ Begin hosting youth New Perspectives program. | | | | | |
subject matter beyond the basic program. Local agencies have also requested a program to deal with the same subject matter at a youth appropriate level.

- **STRATEGIC PARTNERS** This program was developed as a community response to on-going and escalating family violence. 24 community agencies collaborated to develop the program model. Six agencies continue as the core steering committee. The agencies are:Victims Services, RCMP, Alberta Human Services, Native Counselling, Lac La Biche County (FCSS), Hope Haven Society. Some of the remaining agency participants continue with the program through referrals or providing service to program clients.

- **ORGANIZATIONAL CAPACITY** The current Executive Director of the Hope Haven Society has successfully managed the Hope Haven Shelter for 15 years. She has executed submissions and reporting for core funding and grant funding for the family violence program. She has also managed the construction of a new shelter and a subsequent expansion of the building.

### PROGRAM LOGIC MODEL

<table>
<thead>
<tr>
<th>Process Measures</th>
<th>Outcomes Measures</th>
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</thead>
<tbody>
<tr>
<td>Consultant hired.</td>
<td>60% of program participants have increased / deeper knowledge of how healthy relationships function.</td>
</tr>
<tr>
<td>Research, program development progress.</td>
<td>60% of program participants have increased / deeper knowledge of how healthy relationships function.</td>
</tr>
<tr>
<td>Community agency engagement for new program review.</td>
<td>60% of program participants have increased / deeper knowledge of how healthy relationships function.</td>
</tr>
<tr>
<td>Facilitator recruitment.</td>
<td>60% of program participants have increased / deeper knowledge of how healthy relationships function.</td>
</tr>
<tr>
<td>Initiating new programs.</td>
<td>Five community agencies participating in vetting new programs.</td>
</tr>
</tbody>
</table>

#### Data Source

- **Contract signed with consultant for program research and development.**
- **Success of facilitator recruitment.**
- **New programs delivered.**
- **New program(s) completed for delivery.**
- **# of community agencies participating in program review.**
- **# of facilitators trained.**
- **# of participants in new programs.**

#### Data Source

- **Pre / post module evaluations.**
- **Meeting with Team Lead and NPP facilitators to revise evaluation forms.**
- **Pre / post program evaluations.**
- **Meeting with Team Lead and NPP facilitators to revise evaluation forms.**
- **Participant comments.**
- **Community agencies post meeting evaluations.**
- **Community agency survey**
- **Post program evaluations**

#### Data Source

- **Participant interviews ## months after program completion.**
- **OBSERVATIONS by agency staff.**
- **Community agency interviews ## months after participating in program development.**
<table>
<thead>
<tr>
<th>Name</th>
<th>Position Held</th>
<th>Date of Appointment</th>
<th>Date of Cessation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ulliac, Ashton</td>
<td>President</td>
<td>26-Jun-18</td>
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<tr>
<td>Britton, William</td>
<td>Vice-President</td>
<td>26-Jun-18</td>
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<td>Thomas, Reuel</td>
<td>Treasurer</td>
<td>26-Jun-18</td>
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<td>Cardinal, Natalie</td>
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<td>26-Jun-18</td>
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<td>Saykili, Murat</td>
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<td>26-Jun-18</td>
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<td>Strauss, Dylan</td>
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<td>26-Jun-18</td>
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<tr>
<td>McDougall, Michele</td>
<td>Director</td>
<td>26-Jun-18</td>
<td></td>
</tr>
<tr>
<td>Skyrpan, Stacey</td>
<td>Director</td>
<td>26-Jun-18</td>
<td></td>
</tr>
</tbody>
</table>