



# **Guide to MFSP Annual Funding**

Edition 1.1

August 2011



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## Annual Funding

**Annual Funding** forms the largest portion of funds that DMFS provides to C/MFRCs. Annual funding is cyclical, starting each November with the submission of the Request for Funds and concluding over a year and a half later in May with the final Quarterly Financial and Performance Report submission.

For more information on funding policy and procedures, see the Guide to MFSP Funding Policies and Procedures.

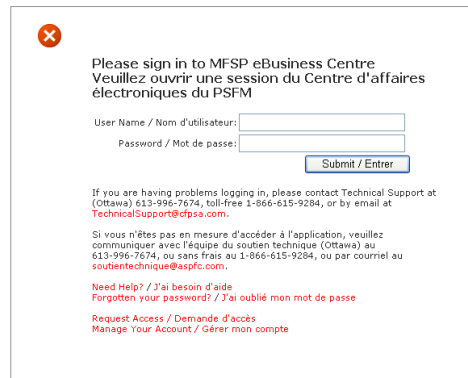
## How do I use the eBusiness Centre?

For more information on how to use the eBusiness Centre, see the Guide to the MFSP eBusiness Centre.

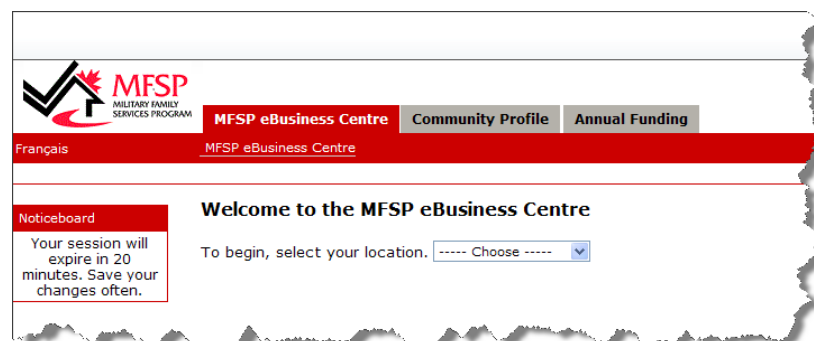
## How do I start my Request for Funds?

- 1 Sign in to the eBusiness Centre and click **Submit**.

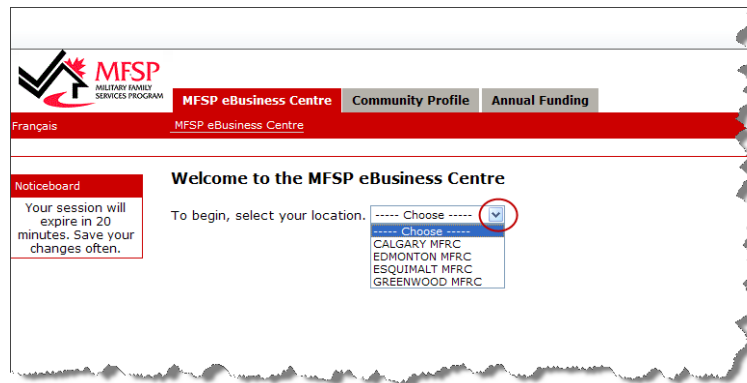
Refer to the Guide to the MFSP eBusiness Centre for information and instructions on obtaining a user name and password.



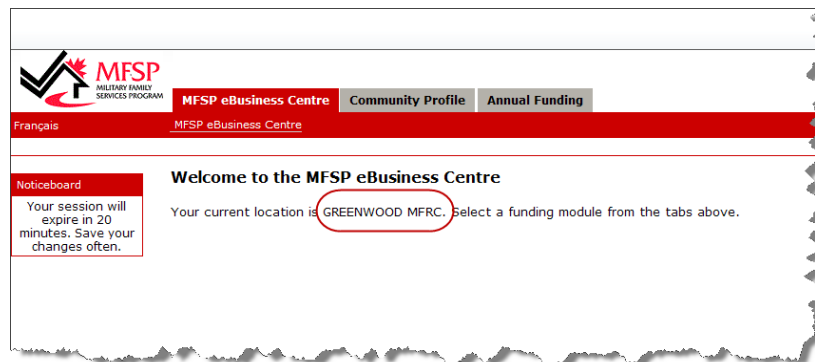
The Welcome page appears.



- 2 Click the drop-down arrow and select your location from the list.



After you have made your selection, a confirmation message appears indicating your current location.



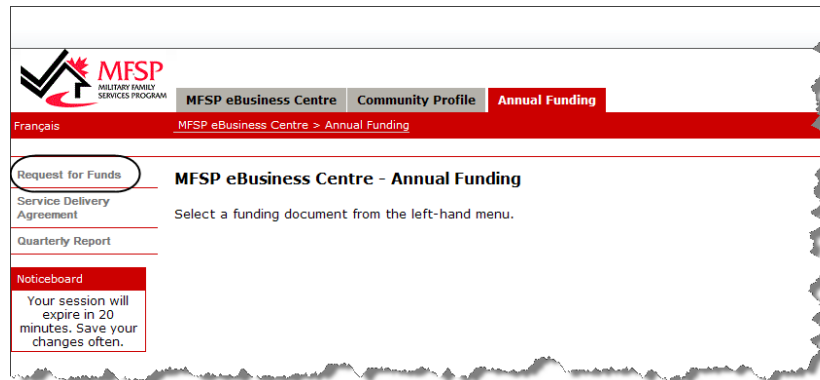
- 3 Click the **Annual Funding** tab located near the top of the page.



**Note:** Because the funding process is cyclical, you must complete the Request for Funds before starting the Service Delivery Agreement. Likewise, you must complete the Service Delivery Agreement before starting the Quarterly Financial and Performance Report.

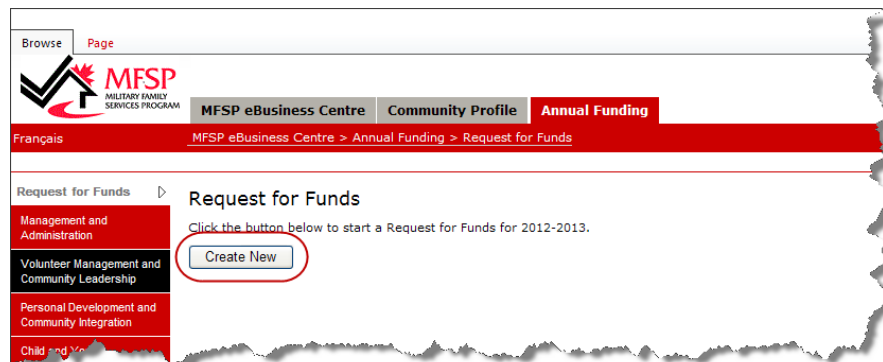
# How do I create a new Request for Funds?

- 1 Click **Request for Funds** from the left-hand menu.



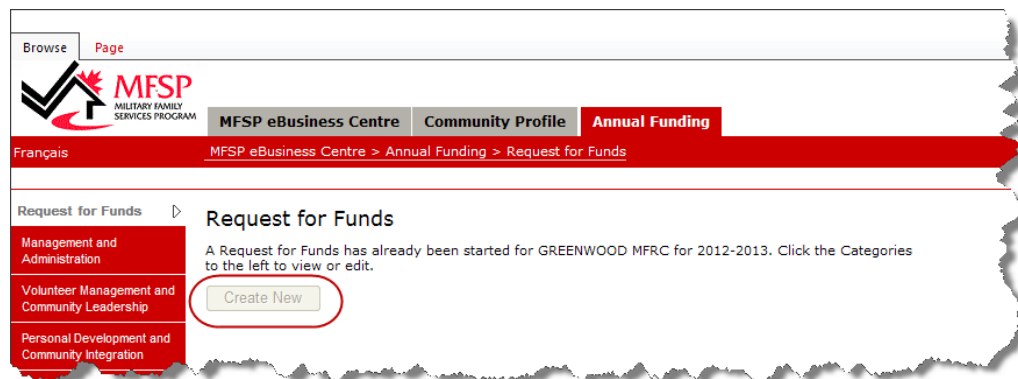
- 2 Click the **Create New** button to create a new Request for Funds.

This will create, in the system, a document for your location for that fiscal year.



**Note:** You can only work on the Request for Funds or Service Delivery Agreement for one fiscal year at a time.

The next time you or someone else from your location clicks **Request for Funds**, the **Create New** button will be greyed out, indicating that it is already in progress for that fiscal year.



## Request for Funds Archives

You can view previous submissions in the archives.

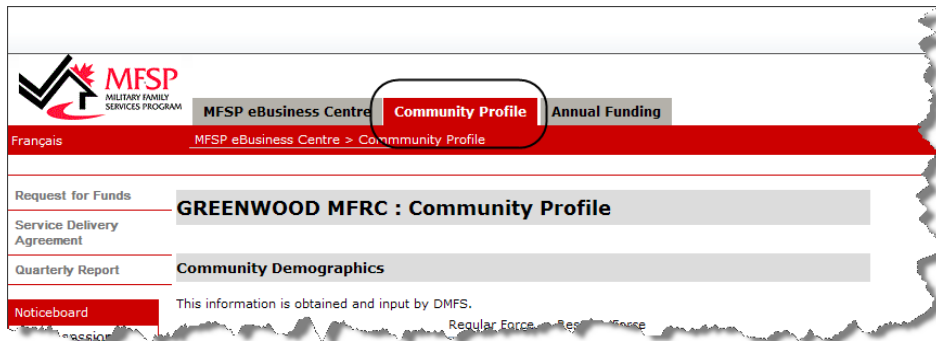
Refer to the Guide to the MFSP eBusiness Centre for information and instructions on viewing archived documents.

## What is the Community Profile module?

This module contains demographic information about your community and strategic information about your organization.

By default, each year when you create a new Request for Funds, you will be automatically routed to the Community Profile module. You must verify and update this information, if required, at least once per fiscal year.

The first time you are routed to this page, you must create a new Community Profile, and enter and save your information. The information in this page will be saved indefinitely and can be updated at any time.



## What does the Community Profile module look like?

The Community Profile module consists of one input page.

MFSP eBusiness Centre **Community Profile** Annual Funding

Request for Funds **GREENWOOD MFRC : Community Profile**

Service Delivery Agreement

Quarterly Report **Community Demographics**

**Noticeboard**  
Your session will expire in 20 minutes. Save your changes often.

This information is obtained and input by DMFS.

	Regular Force	Reserve Force
Total number of CF members	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of families	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of single members	<input type="text" value="0"/>	<input type="text" value="0"/>
Total number of children	<input type="text" value="0"/>	<input type="text" value="0"/>
Aged 0 to 5 years	<input type="text" value="0"/>	<input type="text" value="0"/>
Aged 6 to 12 years	<input type="text" value="0"/>	<input type="text" value="0"/>
Aged 13 to 18 years	<input type="text" value="0"/>	<input type="text" value="0"/>

**Community Profile**

1. Identify what percentage of families live the indicated distance from the main C/MFRC. (Count only those regular and reserve force families that you provide services to.)

Less than 15 kilometres	<input type="text" value="0"/> %
Between 16 and 30 kilometres	<input type="text" value="0"/> %
Between 31 and 50 kilometres	<input type="text" value="0"/> %
Between 51 and 75 kilometres	<input type="text" value="0"/> %
More than 75 kilometres	<input type="text" value="0"/> %
Total Percentage	<input type="text" value="0"/> %

How many Reserve units are in your area of responsibility?

Refer to the Guide to the MFSP eBusiness Centre for information and instructions on how to input information.

## How do I complete my Community Profile?

### Community Demographics

Community demographics information is obtained from the Director Human Resources Information Management (DHRIM) and includes the number of Regular and Reserve CF members and their families at each location.

The information in this section is entered and updated annually by DMFS, usually at the beginning of September.

#### Notes:

- ◆ This information represents the number of CF members and their families at a CF location at a particular point in time and is not necessarily representative of the actual number of families served by the Centre. CF demographics are not the sole factors when considering the allocation of MFSP funds. The number of CF families that the C/MFRC is responsible for providing services to is one factor that assists DMFS in understanding the resources that are required to deliver the MFSP.
- ◆ Also note that information in the DHRIM database is managed, maintained, and updated locally by each Base/Wing and errors will occur. Discrepancies should be reported to both your DMFS Field Operations Manager and the Commanding Officer's representative.

## Community Dispersion

Community dispersion indicates how far away the families you serve are from the main C/MFRC. Community dispersion has an effect on the type and method of service delivery in a community, and subsequently, the resources required. For example, a Centre with a highly dispersed community may place an emphasis on the use of technology, outreach, and information resources instead of face-to-face programming.

The distances are broken down into five ranges:

- ◆ Less than 15 km
- ◆ Between 16 and 30 km
- ◆ Between 31 and 50 km
- ◆ Between 51 and 75 km
- ◆ More than 75 km

For each line, enter the percentage of families that are included in the respective distance. The total percentage must equal 100. The total will be automatically calculated from the information you entered in the five lines above it. Adjust your values accordingly until you arrive at a total of 100%.

**Note:** Count only those regular and reserve force families to whom you provide services.

Site Actions Browse Page

**MFSP**  
MILITARY FAMILY  
SERVICES PROGRAM

MFSP eBusiness Centre Community Profile Annual Funding

Français MFSP eBusiness Centre > Community Profile

Request for Funds  
Service Delivery Agreement  
Quarterly Report

**PETAWAWA MFRC : Community Profile**

**Community Demographics**

This information is obtained and input by DMFS.

	Regular Force	Reserve Force
Total number of CF members	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of families	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of single members	<input type="text" value="0"/>	<input type="text" value="0"/>
Total number of children	<input type="text" value="0"/>	<input type="text" value="0"/>
Aged 0 to 5 years	<input type="text" value="0"/>	<input type="text" value="0"/>
Aged 6 to 12 years	<input type="text" value="0"/>	<input type="text" value="0"/>
Aged 13 to 18 years	<input type="text" value="0"/>	<input type="text" value="0"/>

**Noticeboard**  
Your session will expire in 20 minutes. Save your changes often.

- Click the **Save** button after you've finished entering these values.

Service Delivery Agreement

Quantity Report

**Noticeboard:**  
Your session will expire in 20 minutes. Save your changes often.

1. Identify what percentage of your families live the indicated distance from the main C/MFRC. (Count only those regular and reserve force families that you provide services to.)

Total Percentage must equal to 100. Please adjust your percentage selections

Less than 15 kilometres: 90

Between 16 and 30 kilometres: 5

Between 31 and 50 kilometres: 5

Between 51 and 75 kilometres: 5

More than 75 kilometres: 0

Total Percentage: 110 %

How many Reserve units are in your area of responsibility? 0

Save Reset Cancel

2a. Identify the locations where you currently travel to provide services or maintain satellite or storefront operations. Also identify how far it is from the main Centre and what facilities are used.

Community Name (max 100 characters each line)	Distance from the Centre (km)	Facilities Used (max 100 characters each line)
Insert Cancel		

## Outreach Locations

Many C/MFRCs reach out to families to provide services in communities that are a significant distance from the main C/MFRC facility. This impacts the types and methods of service delivery and the resources required.

There are two aspects to this question: Where do you currently provide services, and if you had enough resources, to where would you expand to provide services?

Include the information that makes sense for your location. For example, a Centre might provide services at storefronts in different sections of the city.

2a. Identify the locations where you currently travel to provide services or maintain satellite or storefront operations. Also identify how far it is from the main Centre and what facilities are used. Enter information for one community per line. Click Save to save the information and add a new input line.

Community Name (max 100 characters each line)	Distance from the Centre (km)	Facilities Used (max 100 characters each line)
Delete Edit Gatineau	20.0	Hull Armoury
Delete Edit Orleans	30.0	Orleans Ontario Early Years Centre
Delete Edit Kanata	25.0	Kanata Ontario Early Years Centre
Save Cancel		

2b. Identify any new locations where you intend to travel to provide services or maintain satellite or storefront operations. Also identify how far it is from the main Centre and what facilities will be used. Enter information for one community per line. Click Save to save the information and add a new input line.

Community Name (max 100 characters each line)	Distance from the Centre (km)	Facilities Used (max 100 characters each line)
Save Cancel Barrhaven	15.0	Barrhaven Legion

Strategic Priorities

A Centre may also provide services in different communities.

2a. Identify the locations where you currently travel to provide services or maintain satellite or storefront operations. Also identify how far it is from the main Centre and what facilities are used. Enter information for one community per line. Click Save to save the information and add a new input line.

Community Name (max 100 characters each line)	Distance from the Centre (km)	Facilities Used (max 100 characters each line)
Delete Edit Charlottown, PEI	165.0	PEI MFRC Satellite Office
Delete Edit Moncton	1.0	Moncton Annex MFRC Satellite Office
Save Cancel		

2b. Identify any new locations where you intend to travel to provide services or maintain satellite or storefront operations. Also identify how far it is from the main Centre and what facilities will be used. Enter information for one community per line. Click Save to save the information and add a new input line.

Community Name (max 100 characters each line)	Distance from the Centre (km)	Facilities Used (max 100 characters each line)

## Strategic Priorities

Strategic priorities are initiatives or services deemed by the C/MFRC to be the most important when directing limited resources to meet the needs of CF families. They should align with the priorities of the MFSP, and the Canadian Forces, as well as the local community.

List them in order of priority from highest to lowest using one line for each. Also include which service categories are impacted and an estimated cost if possible. List items succinctly and in point form.

**Strategic Priorities**

3. Identify your strategic priorities for the upcoming fiscal year and your rationale for selecting them. List in order of priority from highest to lowest.

Strategic Priority (max 250 characters each line)	Rationale (max 250 characters each line)
Management and Administration - Mandatory - Expand Volunteer program to outreach areas	More volunteers self identifying and asking if they are ways they can help. We need clear volunteer management practices and policies to support outreach workers with this task (\$2,000.00)
Management and Administration - Mandatory - Enhanced training and development for our board of directors	Board will experience 60% turnover in Sept 2012. We will require 3-day retreat for basic orientation to board roles and responsibilities as have our FOM in to do MFSP Orientation (\$5,000.00)
Child and Youth Parenting Support - Expansion of emergency childcare provider list	Continued reports that families would prefer to have another military spouse provide emergency care in their home. We need additional staffing and a recruitment plan, and a training plan for spouses. (\$8,000.00)
Prevention Support and Intervention - Expand resource library with bullying resources	Community needs assessment reported 60% of families coping with bullying issues. (\$1,000.00)
Personal Development and Community Integration - Update Community Welcome booklet and video	User feedback evaluation form indicates that families report dissatisfaction with content, outdated, incorrect, and needing revision. (\$5,000.00)

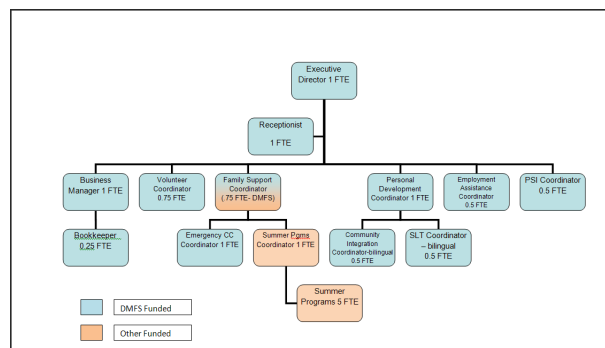
**Organization**

4. Upload your organization chart. Ensure your organization chart designates which staff are providing MFSP services and

## Organization Chart

The organization chart provides a snapshot of how the Centre is organized and how it functions.

Include all positions in the organization, and clearly identify those for mandated services and the FTE and amount of DMFS funding associated with each. Employee names are not required.



Refer to the Guide to the MFSP eBusiness Centre for information and instructions on how to upload a document to the eBusiness Centre.

**Note:** Uploading a new document will replace the one that is currently saved.

## What is the Request for Funds?

The Request for Funds is the funding document used to request and rationalize financial resources from DMFS.

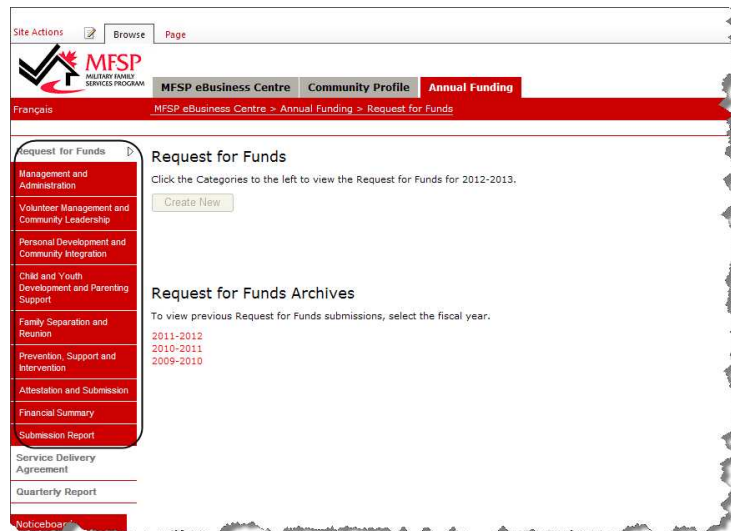
## What does the Request for Funds module look like?

The Request for Funds is organized by funding category. The left-hand sub-menu lists the following six input pages.

- Management and Administration
- Volunteer Management and Community Leadership

**Note:** Because volunteerism is a core component of the MFSP, Volunteer Management and Community Leadership is being introduced in fiscal year 2012-13 as a new funding category. Costs and activities for all aspects of volunteer involvement and management should be included here. Don't forget activities like recruiting, screening, training and acknowledging volunteers and Board of Directors/ Advisory Committee business items like Annual General Meetings and associated child care expenses. Also include personnel costs for those involved in managing these activities.

- ◆ Personal Development and Community Integration
- ◆ Child and Youth Development and Parenting Support
- ◆ Family Separation and Reunion
- ◆ Prevention, Support and Intervention



There is an additional input page called Attestation and Submission. This is where you complete the signature pages and submit your funding document.

The input pages may be completed in any order, but all the information **must** be completed prior to submitting the request to DMFS.

Refer to the Guide to the MFSP eBusiness Centre for information and instructions on how to submit documents.

The left-hand menu also lists two reports:

- ◆ Financial Summary
- ◆ Submission Report

These reports are available only while you are working on your Request for Funds. After the document is submitted, the Submission Report can be viewed from the historical archive.

Refer to the Guide to the MFSP eBusiness Centre for information and instructions on how to view archived documents.

**Tip:** The Request for Funds is designed to focus on variances from the previous year's request. DMFS needs to know what is new or different in the community, your C/MFRC operations, and services or programs from last year. It is also essential that you clearly indicate the net change (increase or decrease) in financial resources required. As such, it may be helpful to have your most recent Request for Funds and Quarterly Financial and Performance Report handy when completing your new request.



**Important:** For security reasons, if you leave the eBusiness Centre unattended for 20 minutes, or do not save any changes on a page for that duration, the application will “time out” and you will lose any of your unsaved changes. You may find it helpful to draft your narrative statements in a word processing program like MS Word, and then cut and paste into the Request for Funds.

## How do I complete my Request for Funds?

### Historical Allocation

This is the amount of DMFS annual funding for mandated services that was allocated for this funding category in your last Service Delivery Agreement. It does not include in-year funding adjustments. The dollar value feeds automatically and no input is required.

Site Actions Browse Page

MFSFP eBusiness Centre Community Profile Annual Funding

Fransois MFSFP eBusiness Centre > Annual Funding > Request for Funds > Management and Administration

Request for Funds Management and Administration

Fiscal Year: 2012-2013  
Location: PETAWAWA MFRFC

Historical Allocation

Amount of DMFS Funds Allocated Last Year  
\$116,850

DMFS Funding Requested

For Personnel	For Mandatory Items	For Discretionary Items	Total DMFS Funding Requested	Amount Variance from Last Year's Total DMFS Allocation	Percent Variance from Last Year's Total DMFS Allocation
\$106,536	\$12,564	\$8,500	\$127,600	\$10,750	9.2%

## DMFS Funding Requested

These dollar values represent the amount of funding being requested. The dollar values will feed automatically as you enter financial information further down each page and no input is required.

## Rationalization

Rationalizing the variance centers around three questions:

- ◆ “What has changed?”
- ◆ “How did you know?”
- ◆ “What are you going to do?”

It is important to note that some changes may result in a need for increased funding and others for decrease funding. Enter information in point form and be succinct.

## Question 1 - Since your last funding Application what has changed in your community and/or business operations in this Category?

Item	Items	Funding Requested	from Last Year's Total DMFS Allocation	from Last Year's Total DMFS Allocation
\$106,536	\$12,564	\$8,500	\$127,600	\$10,750 9.2%

Rationalization

1. Since your last funding Application what has changed in your community and/or business operations in this Category? (max 2000 characters) \*

- Unusually high posting in and out for upcoming year
- Our population base will increase 20%
- Additional high risk insurance required for additional youth activities
- Local office supply store closed and we will now have to pay shipping costs for office supplies.
- Our legal advisor has given notice that he will no longer provide services

2a. What tools or processes did you use to identify the need for changes in this Service Category? \*

b. Summarize any specific results, recommendations or other data that support the need for change in the level of funding in this Service Category. (max 2000 characters)

- Meetings with the Wing CO re anticipated postings and demographics
- Research with insurance company on anticipated cost for high risk activities
- Research on shipping costs for office supplies.

The first question in each of the funding categories asks you to describe what has changed in your community or business operations.

For example, changes may occur in personnel tempo, demographics, dispersion, target audience, staffing, outreach, volunteer involvement, partnerships, facilities or social/economic factors.

**Note:** If nothing has changed, then a change in the amount of financial resources is not required.

Each category may have several changes, increases and/ or decreases. Include all changes that are relevant to the category. Enter information in point form and be succinct.

**What tools or processes did you use to identify the need for changes in this Service Category? Summarize any specific results, recommendations or other data that support the need for change in the level of funding in this Service Category.**

The second question has two parts. Provide information for both, clearly labeling the answers for 2a and for 2b.

Question 2a asks how you know or how you found out that something has or is going to change in your community or business operations to which you need to adapt.

Question 2b asks you to detail or quantify what you found out.

Be specific and indicate whether the changes are an increase or a decrease, and by how much if possible.

Enter information in point form and be succinct.

**Noticeboard**  
Your session will expire in 20 minutes. Save your changes often.

Unusual High Risk Insurance and Other Accounting Year  
 - Our population base will increase 20%  
 - Additional high risk insurance required for additional youth activities  
 - Local office supply store closed and we will now have to pay shipping costs for office supplies.  
 - Our legal advisor has given notice that he will no longer provide services

2a. What tools or processes did you use to identify the need for changes in this Service Category? \*

b. Summarize any specific results, recommendations or other data that support the need for change in the level of funding in this Service Category. (max 2000 characters)

- Meetings with the Wing CO re anticipated postings and demographics
- Research with insurance company on anticipated cost for high risk activities
- Research on shipping costs for office supplies.

**What changes does your Centre plan to implement in response to these identified needs in this category?**

3. What changes does your Centre plan to implement in response to these identified needs in this category? (max 2000 characters)

a. For Personnel \*

- Increase reception hours from 20 per week to 30 per week to handle increase in postings and population base (\$9,750.00 wages and employer costs)

What is the total associated increase or decrease in funding required as detailed in 3.a above? \$9,750  
 (Enter a "-" to indicate a decrease e.g., "-5000") \*

What is the total associated increase or decrease in FTE required as detailed in 3.a above? (Enter a "0,3" to indicate a decrease e.g., "-.5") \*

b. For Mandatory Items (max 2000 characters) \*

- Increase number of youth activities. Acquire high risk insurance for youth activities (1,000.00)

What is the associated increase or decrease in funding required as detailed in 3.b above? Enter a "-" to indicate a decrease e.g., "-5000" \*

c. For Discretionary Items ( max 2000 characters) \*

- Obtained pro bono legal services. Will not renew legal contract (-500.00)
- Need to order office supplies online and need to pay shipping costs. (\$500.00)

What is the total associated increase or decrease in funding required as detailed in 3.c. above? \$500  
 (Enter a "-" to indicate a decrease e.g., "-5000") \*

The third question asks you to identify how you're going to respond to the changes described in the first two questions. It is divided into parts and is slightly different for each of the Categories.

### Management and Administration

The Management and Administration category has three parts, one for personnel, one for mandatory items, and one for discretionary items.

Mandatory items are those required by the Memorandum of Understanding (MOU) or Service Level Agreement (SLA) and include: evaluation and assessment costs, financial audit, and insurance including employee benefit, general liability and high risk.

Discretionary items include all other management items.

### Volunteer Management and Community Leadership

The Volunteer Management and Community Leadership category also has three parts, one for personnel, one for Volunteer Management items, and one for Community Leadership.

Volunteer Management includes items related to managing volunteers – awards and recognition, child care, recruiting, resources, screening, training and development, and travel.

Community Leadership includes items associated with the Board of Directors or Advisory Committee – Annual General Meeting, awards and recognition, child care, legal fees, recruiting, resources, screening, strategic planning, training and development, and travel.

3. What changes does your Centre plan to implement in response to these identified needs in this category? (max 2000 characters)

a. For Personnel \*

- Increase reception hours from 20 per week to 30 per week to handle increase in postings and population base (\$9,750.00 wages and employer costs)

What is the total associated increase or decrease in funding required as detailed in 3.a above? \$9,750  
(Enter a "-" to indicate a decrease e.g., "-5000") \*

What is the total associated increase or decrease in FTE required as detailed in 3.a above? (Enter a "-" to indicate a decrease e.g., "-.5") 0.3

b. For Mandatory Items (max 2000 characters) \*

- Increase number of youth activities. Acquire high risk insurance for youth activities (1,000.00)

What is the associated increase or decrease in funding required as detailed in 3.b above? Enter a "-" to indicate a decrease e.g., "-5000" \* \$500

c. For Discretionary Items (max 2000 characters) \*

- Obtained pro bono legal services. Will not renew legal contract (-500.00)
- Need to order office supplies online and need to pay shipping costs. (\$500.00)

What is the total associated increase or decrease in funding required as detailed in 3c. above? \$500  
(Enter a "-" to indicate a decrease e.g., "-5000") \*

### Service Categories

All other service categories have two parts, one for personnel and one for service delivery.

3. What changes does your Centre plan to implement in response to these identified needs in this category? (max 2000 characters)

a. For Personnel \*

1. Eliminate adult craft night on Thursdays - reducing planning and staff time (-.10 FTE for Adult programming \$5,000)
2. Eliminate staffing requirement for employment support services (-45,000)
3. Increase Professional day camps for ages 5 - 12 by four (coordinator FTE increase of .10 = \$3,000.00)

What is the total associated increase or decrease in funding required as detailed in 3.a above? (Enter a "-" to indicate a decrease e.g., "-5000") \*

What is the total associated increase or decrease in FTE required as detailed in 3.a above? (Enter a "-" to indicate a decrease e.g., "-.5") \*

b. For Activities and Services \*

1. Edit and update welcome package information and re-shoot welcome video (5,000.00)
2. Eliminate adult craft night on Thursdays - reducing planning and staff time (-200.00 for supplies)
3. Increase SLT classes for English by 2 sessions per year, start a francophone support group, increase French resources in library, ensure reception staff is bilingual (10,000.00)

What is the associated increase or decrease in funding required as detailed in 3.b above? Enter a "-" to indicate a decrease e.g., "-5000") \*

## Personnel

- 1 Enter changes associated with personnel in the text box. List all the items for the category and their associated costs, whether it is an increase or decrease. List items in point form.

3. What changes does your Centre plan to implement in response to these identified needs in this category? (max 2000 characters)

a. For Personnel \*

1. Eliminate adult craft night on Thursdays - reducing planning and staff time (-.10 FTE for Adult programming \$5,000)
2. Eliminate staffing requirement for employment support services (-45,000)
3. Increase Professional day camps for ages 5 - 12 by four (coordinator FTE increase of .10 = \$3,000.00)

What is the total associated increase or decrease in funding required as detailed in 3.a above? (Enter a "-" to indicate a decrease e.g., "-5000") \*

What is the total associated increase or decrease in FTE required as detailed in 3.a above? (Enter a "-" to indicate a decrease e.g., "-.5") \*

b. For Activities and Services \*

1. Edit and update welcome package information and re-shoot welcome video (5,000.00)
2. Eliminate adult craft night on Thursdays - reducing planning and staff time (-200.00 for supplies)
3. Increase SLT classes for English by 2 sessions per year, start a francophone support group, increase French resources in library, ensure reception staff is bilingual (10,000.00)

What is the associated increase or decrease in funding required as detailed in 3.b above? Enter a "-" to indicate a decrease e.g., "-5000") \*

- 2 Enter the total net change in funding required in the next box. Some items may require an increase in resources and some a decrease.

**Note:** Enter dollar values as digits without formatting and to the nearest dollar. Do not enter dollar signs, commas, decimal points or cents (for example, for \$550.40 enter 550). Enter negative numbers by placing a negative sign in front of the digits (for example, for -\$550 enter -550).

3. What changes does your Centre plan to implement in response to these identified needs in this category? (max 2000 characters)

a. For Personnel \*

1. Eliminate adult craft night on Thursdays - reducing planning and staff time (-.10 FTE for Adult programming \$5,000)
2. Eliminate staffing requirement for employment support services (-45,000)
3. Increase Professional day camps for ages 5 - 12 by four (coordinator FTE increase of .10 = \$3,000.00)

What is the total associated increase or decrease in funding required as detailed in 3.a above? (Enter a "-" to indicate a decrease e.g., "-5000") \*

What is the total associated increase or decrease in FTE required as detailed in 3.a above? (Enter a "-" to indicate a decrease e.g., "-.5") \*

b. For Activities and Services \*

1. Edit and update welcome package information and re-shoot welcome video (5,000.00)
2. Eliminate adult craft night on Thursdays - reducing planning and staff time (-200.00 for supplies)
3. Increase SLT classes for English by 2 sessions per year, start a francophone support group, increase French resources in library, ensure reception staff is bilingual (10,000.00)

What is the associated increase or decrease in funding required as detailed in 3.b above? Enter a "-" to indicate a decrease e.g., "-5000") \*

- 3 Enter the total net change in Full-time Equivalents (FTE) that is required in the next box.

FTE refers to the equivalent number of full-time positions and not to the actual number of people.

For example, two half-time clerks equal 1 FTE. Two quarter-time and 1 full-time staff equal 1.5 FTE. FTE may also be calculated by taking the number of hours worked divided by the number of hours in a standard work week. For example, if a standard work week is 37.5 hours and an employee works 20 hours each week, the FTE would be .53. ( $20/37.5=0.53$ )

3. What changes does your Centre plan to implement in response to these identified needs in this category? (max 2000 characters)

a. For Personnel \*

1. Eliminate adult craft night on Thursdays - reducing planning and staff time (-.10 FTE for Adult programming \$5,000)
2. Eliminate staffing requirement for employment support services (-45,000)
3. Increase Professional day camps for ages 5 - 12 by four (coordinator FTE increase of .10 = \$3,000.00)

What is the total associated increase or decrease in funding required as detailed in 3.a above? (Enter a "-" to indicate a decrease e.g., "-5000") \*

What is the total associated increase or decrease in FTE required as detailed in 3.a above? (Enter a "-" to indicate a decrease e.g., "-.5") \*

b. For Activities and Services \*

1. Edit and update welcome package information and re-shoot welcome video (5,000.00)
2. Eliminate adult craft night on Thursdays - reducing planning and staff time (-200.00 for supplies)
3. Increase SLT classes for English by 2 sessions per year, start a francophone support group, increase French resources in library, ensure reception staff is bilingual (10,000.00)

What is the associated increase or decrease in funding required as detailed in 3.b above? Enter a "-" to indicate a decrease e.g., "-5000") \*

## Partnerships

Partnerships are a critical component of the MFSP by creating Program awareness within the community and avoiding duplication of services.

Partners included in the drop-down list are those that have been most commonly cited by C/MFRCs during Formal Site Visits. Partners have been listed in general terms – Foundations as opposed to the Trillium Foundation or Wild Rose Foundation. Include your partnerships under the general heading that best characterizes the partner.

Include only those partners that are significantly and directly involved in the delivery of services. For example, if requests for employment services are referred to a local provincial employment office, include "Provincial Employment Centres" as one of your partners.

Select each partner from the drop-down list. Select the checkbox beside that partner if the partnership is new.

5000")

**Partnerships**  
 Select those partners that will be engaged in delivering services in this category. Check if the selected partner is new. (Note that further information on identified partnerships will be solicited during the formal site visit.)

Partner	New
Community Council	<input type="checkbox"/>
Local schools/ School Boards	<input checked="" type="checkbox"/>
Military Police (MP)	<input type="checkbox"/>

**5. Other Sources of Revenue (that will be applied to MFSP mandated services)**

Local Public	Local Non-public	User Fees	Fundraising	Other
\$0	\$0	\$10,000	\$1,000	\$0

OK

## Other Sources of Revenue

This section captures information on projections for other sources of funds to support the delivery of mandated MFSP services.

- **Local Public** refers to public funds obtained from your local Base/Wing
- **Non-public** refers to Non-Public Funds obtained from your local Base/Wing
- **User Fees** refer to the amount of funds raised by charging users for activities or services
- **Fundraising** refers to the amount of funds raised through fundraising and/or donations
- **Other** refers to all other funds including government grants, foundation grants, etc.

## No data to enter for a required field?

In the event that you have no data to enter for a required field, enter 'N/A' for text fields and '0' for numeric fields.

Once you've completed pages for all funding categories, you are ready to submit the Request for Funds.

## How do I submit my funding document to DMFS?

**i Important:** Only the Executive Director, Canadian Community Program Coordinator, or MFSP Europe Regional Manager can perform this task.

Other users cannot submit funding documents.

This is a five-step process. You can make changes at any time during steps 1 to 4.

## Step 1 – Complete the Signature Blocks

- 1 Click the **Attestation and Submission** menu item and enter the information that will appear in the signature blocks of the final document.

- 2 Click the **Save** button.

## Step 2 – Lock the document to prevent further editing

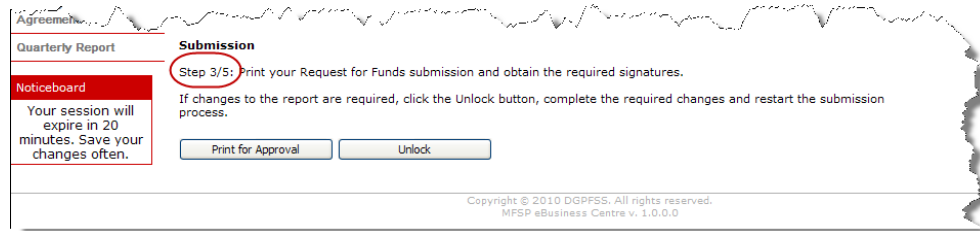
- 3 Click the **Lock** button located at the bottom of the page.

**Note:** Once a funding document is locked, users cannot make any changes to its contents.

The **Print for Approval** and the **Unlock** buttons appear at the bottom of the page.

## Step 3 – Print your document and obtain the required signatures

- 4 Click the **Print for Approval** button.



The document appears in a new window.

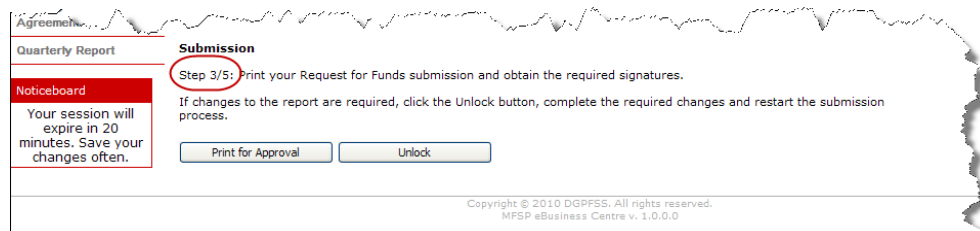
- 5 Print and review the document for accuracy before getting it signed by the required parties.

### What if changes are required?

**i Important:** Only the Executive Director, Canadian Community Program Coordinator, or MFSP Europe Regional Manager can unlock funding documents.

Other users cannot unlock funding documents.

- Go to the Attestation and Submission page, and click the **Unlock** button located at the bottom of the page. This will unlock all the fields so that you can make changes. Once you have made the necessary changes, start the submission process from Step 1 – Complete the Signature Blocks.



Below is an example of a REQUEST FOR FUNDS that is locked. Notice how the fields have a different look from unlocked fields.

change locale

Request for Funds >

**Volunteer Management and Community Leadership**

Fiscal Year: 2012-2013  
Location: GREENWOOD MFRC

**Historical Allocation**

Amount of DMFS Funds Allocated Last Year  
\$3,000

**DMFS Funding Requested**

For Personnel	For Volunteer Management Items	For MFRC Board of Directors/CHFRCA Advisory Committee Items	Total DMFS Funding Requested	Amount Variance from Last Year's Total DMFS Allocation	Percent Variance from Last Year's Total DMFS Allocation
\$0	\$2,000	\$1,000	\$3,000	\$0	0.0%

**Rationalization**

1. Since your last funding Application, what has changed in your volunteer management and/or community leadership? (max 2000 characters)

Our volunteer team lost two people.

2a. What tools or processes did you use to identify the need for changes in this Service Category?  
b. Summarize any specific results, recommendations or other data that support the need for change in the level of funding in this Service Category. (max 2000 characters)

What has your...

Your session will expire in 20 minutes. Save your changes often.

## Step 4 – Scan and upload the Submission Report

- Once the printed Submission Report has been signed, scan the entire document, and then upload it to the eBusiness Centre by clicking the **Browse** button.

Position: ABC

**Submission**

Step 4/5: If your Request for Funds has been approved and signed, scan the entire Request for Funds submission report. Click "Browse" to select the scanned document. Upload by clicking the "Upload" button.

If changes to the report are required, click the Unlock button, complete the required changes and restart the submission process.

We do not have the capacity to scan a document. A signed hard-copy has been mailed to DMFS.

Note: Only the following file types are permitted: .pdf, .jpg, .png, .gif

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MFSP eBusiness Centre v. 1.0.0.0

- Once you've uploaded the scanned document, click the **Upload** button.

### What if I don't have a scanner?

If you don't have access to a scanner, you can send a signed hardcopy of the Submission Report to DMFS.

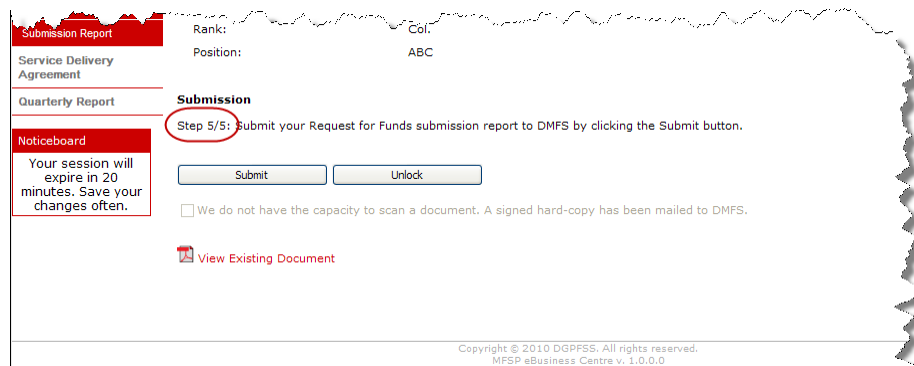
- On the Attestation and Submission page, select the **We do not have the capacity to scan a document. A signed hard-copy has been mailed to DMFS** checkbox.



## Step 5 – Submit the document to DMFS

**Important:** Make sure that you've properly reviewed your document. Once submitted, you cannot make any more changes to the document.

- Once you've uploaded the document, click the **Submit** button located at the bottom of the Attestation and Submission page to send the document to DMFS.



A message appears telling you that your report is pending approval.



**Note:** Once a C/FMRC member begins the next document in the process, all report pages become read-only.

## **Service Delivery Agreement**

This section is currently under development and will be added at a later date.

## **Quarterly Financial and Performance Report**

This section is currently under development and will be added at a later date.