

Part E - MFS Annual Services Fund Application Form

In Part E, MFRCs are required to provide information on the services and activities for which funding is being requested. This section these components:

- **Part E.1 to E.4:** Annual service plans for funded services and activities.

E.1 MFSP Annual Service Plan

E.2 FLO Annual Service Plan

E.3 GBV Annual Service Plan

E.4 VFP Annual Service Plan
- **Part E.5:** Service delivery Staff Costs
- **Part E.6:** Management and Administration Staff Costs
- **Part E.7:** Management and Administration Admin Costs

The information provided in this section supports the review of proposed services, anticipated outcomes, eligible expenses, and planned service delivery activities for the upcoming fiscal year. Eligible expenses and service delivery requirements for each funding stream are outlined in the Operations Manual.

Part E.1 to E.4: Annual Service Plans

Question	Description
Name of Service	Enter the name of the service, program, or activity as it will appear in Penelope, where applicable. Use the same service name consistently throughout the fiscal year. For activities that are not recorded in Penelope, use a clear and descriptive service name that reflects the activity being funded.
Description of Service	Provide a description of the service, program, or activity, including its purpose, target audience, key themes or topics, and the activities to be delivered. Avoid listing detailed tasks or reproducing the job description. For services that include multiple sessions or themes, describe all planned themes and identify the major cost categories associated with the service. Provide a detailed cost breakdown where additional clarification is required to support the review of proposed expenses and their eligibility.

	Identify the primary Military Lifestyle Challenge addressed by the service and, if applicable, any related Family Lifestyle Challenges. Select all applicable challenges only when the service includes multiple themes or components.
Logic Model Outcome	Select the outcome(s) that best reflect the intended impact of the service, program, or activity. Choose only the outcome(s) that are directly supported by the service being proposed. If the service includes multiple themes or components, select all outcomes that apply. Tip: Focus on the expected change, benefit, or result for participants rather than the activities being delivered.
Gap analysis	If the service is a new initiative, identify the service gap it is intended to address. The identified gap should align with the needs described in Part D and explain why the proposed service is required. Example: Limited opportunities for military spouses to build social connections following relocation.
Collective Impact	Choose the applicable organization(s) from the drop-down list if the service is planned and delivered in collaboration with one or more partners working toward a shared community outcome. Leave this field blank if the service is delivered solely by the MFRC.
Schedule	Select the quarter(s) during which the service, program, or activity will be delivered.
Target Audience	Select the primary audience(s) that will benefit from the service. Select all that apply.
Anticipated numbers	Enter the estimated number of participants, recipients, or stakeholders expected to be reached during the fiscal year.

	Use your best estimate based on previous participation trends, community needs, and planned service delivery.
Expense Breakdown (Yes/No)	Select Yes if any of these expense categories apply to the service. Select No if the expense category does not apply. • Travel: Travel is required to deliver the service. • Facilitator: The service requires a facilitator, presenter, speaker, instructor, or other paid resource. • Hospitality: The service includes hospitality expenses directly related to service delivery.
Total Funding Requested *Do not include travel costs in the total funding request for in this worksheet. Travel expenses associated with direct service delivery must be entered in Worksheet E.5, Section B.1.3 - Travel for Staff Providing Direct Service Delivery.	Enter the total amount of funding requested for the service. Use whole numbers only. The total should reflect all eligible expenses associated with the service.

Example 1: Relocation Workshop

Relocation preparation workshop (estimated number if more than one) for military-connected families. Topics include organizing household moves, managing important documents, accessing community resources, and building local connections. Direct costs include supplies and facilitator fees.

Example 2: Software licenses and platforms

Annual software licences and digital platforms supporting communications, content creation, virtual service delivery, website management including Microsoft 365, Hootsuite, Zoom, Canva, Adobe Acrobat Pro, and web hosting services.

Example 3: Community Integration Activities

Community integration activities (estimated number if more than one), including coffee meetups and other networking opportunities for military spouses and families, designed to help participants build connections, increase awareness of available resources and services, and strengthen support networks. Direct costs include hospitality expenses and activity materials (examples).

Part E.5: Service delivery Staff Costs

List only salary related costs for staff (Level 1 to 3) under Service Delivery to Military and Veteran Families for which MFSP/VFP/FLO funding is being requested.

Question	Description
Employer Related Cost (ERC) Percentage	Enter the percentage used to calculate Mandatory Employment Related Costs (MERCs) and employee benefits.
B.1.2 Professional development for staff providing direct service delivery	Enter professional development and training expenses related to staff who provide direct services. Note: - Professional membership or accreditation fees are not eligible under VFP funding. - GBV funding may support professional development and training where the learning need cannot be adequately met through existing GBV CoP resources, webinars, or recorded content. Funding requests should demonstrate how the proposed training addresses an identified need beyond currently available GBV learning opportunities. - PD opportunities are limited to a maximum average of \$1,500 per MVFSP funded staff member, inclusive of all costs.
B.1.3 Travel for staff providing direct service delivery	Enter travel expenses associated with staff providing direct services to clients and families. Examples may include: - Mileage - Accommodations - Meals - Transportation costs associated with service delivery Travel costs identified in E.1 to E.4 should be consolidated and entered here.
Job Level	Select the level that best reflects the employee's primary duties and highest level of service delivery responsibility.

Positional Description	Provide a brief description of the position's primary responsibilities.
FTE Status	Enter the Full-Time Equivalency (FTE) associated with the position. • 1.0 = Full-time • 0.5 = Half-time • 0.8 = Four days per week Maximum: 1.0 per position line
Salary Costs	Enter total salary costs, including: • Salary • Mandatory Employment Related Costs (MERCs) • Benefits Do not include projected COLA increases. Allocate salary costs to the appropriate funding stream (MFSP, FLO, or VFP)

Part E.6: Management and Administration Staff Costs

Use this section to identify salary-related costs for management and administrative positions that support the overall operation of the MFRC.

Question	Description
Employer Related Cost (ERC) Percentage	Enter the percentage used to calculate Mandatory Employment Related Costs (MERCs) and employee benefits.
B.3.2 Professional development and training for management and administration staff	Enter professional development and training costs related to management and administrative staff. Note: • Not eligible under FLO funding. • Not eligible under VFP funding. • PD opportunities are limited to a maximum average of \$1,500 per MVFSP funded staff member, inclusive of all costs.

B.3.3 Travel for management and administration staff	Enter travel expenses related to management and administrative responsibilities. Examples may include: • Attendance at management meetings • Organizational planning activities • Governance-related travel • Administrative support activities Note: • Not eligible under FLO funding.
Question	Description
Job Category	Select the category that best reflects the position: • Administration • Management • Director/Executive
Positional Description	Provide a brief description of the position's primary responsibilities.
FTE Status	Enter the Full-Time Equivalency (FTE) associated with the position. • 1.0 = Full-time • 0.5 = Half-time • 0.8 = Four days per week Maximum: 1.0 per position line
Salary Costs	Enter total salary costs, including: • Salary • Mandatory Employment Related Costs (MERCs) • Benefits

Part E.7: Management and Administration Admin Costs

Select the eligible category and corresponding eligible expense from the drop-down lists. For categories where only N/A is available, provide additional details in the description field.

Eligible Category	Eligible Expense (Drop-down Selection)
Board of Administrators Support	AGM Facility Cost(s) Board Travel Board Member Recognition Advertising/Promotion Costs (Board Recruitment, AGM, Promotion)
Professional Services	Accounting Services Financial Auditing Services IM/IT Services Subject Matter Expert(s) Costs Marketing Support Strategic Planning Cost(s)
MFSP Office Supplies	Office supplies and administrative materials required for MFSP or VFP operations.
VFP Office Supplies	
Capital Infrastructure & Facility Costs (VFP only)	Facility cost required and previously approved for VFP service delivery.