

**2019 APPLICATION GUIDE – CREATE OR IMPROVE SPACES**

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## USING THE ONLINE APPLICATION FORM

The Trust's online application system allows you to apply to various programs offered by the Trust. You will need to create an account to access application forms, save drafts and submit completed forms. Visit [ourtrust.org/applicationforms](http://ourtrust.org/applicationforms) to be directed the online application system.

Here are some tips for using the system:

- When logged in you can only work on one draft application per program. You must submit an application before you can begin another application within that specific program. Submitted applications can be edited up until the deadline.
- Drafts and submissions can be viewed once you have logged in.
- To ensure that your edits are saved, click the **Save Draft** button at the bottom of each page often, especially before navigating away from the page.
- **DO NOT CLICK YOUR BROWSER'S BACK BUTTON**: your application form will not auto-save and you will lose your work. However, the application form will auto-save when you click the **Next** and **Previous** buttons to navigate between pages.



- Keep your entries precise and clear. It is important to note that space in some sections is limited. Space allotment is identified in each section.
- You have the option to use a worksheet to prepare your application entries and/or collaborate with others involved in your project. The worksheet is a Word document and will not be accepted as your application to the program. All the questions you will be asked on the online application form are included on this worksheet.

# COMPLETING THE APPLICATION FORM QUESTIONS

## APPLICANT INFORMATION (REQUIRED FOR ALL APPLICATIONS)

### **Organization Legal Name**

Enter the full legal name of your registered business, non-profit, public organization, municipality, regional district or Indigenous organization.

### **BC Registry Incorporation/Registration or Business Number (if applicable)**

Registered non-profits and businesses must be in good standing with the BC Registry Services. Enter your number here.

### **Signing Authority Contact Information**

If your application is successful, we will send a Contribution Agreement to this contact for signature.

### **Check if Signing Authority information is the same as the Project Contact information.**

\*The Project Contact is the person from your organization who can be contacted about your project either at the application stage or if your application is successful and who will be leading the project.

### **Primary Contact Information**

Provide the Primary Contact's information.

### **Which project category(ies) are you applying to?**

Using the checkboxes provided, select the project category(ies) that your project fit(s) under.

### **How many years of experience does your organization have operating licensed child care?**

Select the appropriate time range from the drop-down menu provided.

### **How many licensed child care facilities does your organization operate?**

Using the drop-down options, indicate the number of licensed child care facilities that your organization operates.

### **If applicable, have you applied to the Childcare BC New Spaces Fund for the Project?**

Using the drop-down option, indicate yes or no. If you have indicated yes, indicate the approximate timeframe in which you expect to hear a decision on your application from the Ministry of Children and Family Development and upload your Childcare BC New Spaces Fund application as a Supporting Document.

### **If applicable, have you applied to the Childcare BC Maintenance Fund for the Project?**

Using the drop-down option, indicate yes or no. If you have indicated yes, indicate the approximate timeframe in which you expect to hear a decision on your application from

the Ministry of Children and Family Development and upload your Childcare BC Maintenance Fund application as a Supporting Document.

**Preference will be given to child care providers that are actively engaged in planning for or have applied to the Childcare BC New Spaces or Maintenance Fund.**

**If applicable, do you consent to the Trust contacting the Ministry of Children and Family Development about your Childcare BC New Spaces Fund or Childcare BC Maintenance Fund application?**

Using the drop-down option, indicate yes or no.

**Did you receive support from the Trust's Child Care Advisor Program, delivered in partnership with the Child Care Resource and Referral programs in the Basin?**

Using the drop-down option, indicate yes or no.

To access these services, please email [childcareadvisor@cbt.org](mailto:childcareadvisor@cbt.org) or call Kootenay Kids Society toll-free at 1-866-551-KIDS.

## PROJECT DETAILS (NOT REQUIRED IF YOU HAVE APPLIED TO THE CHILDCARE BC NEW SPACES FUND OR THE CHILDCARE BC MAINTENANCE FUND)

### Facility Name

List the operating name of your facility. This may be different from your Organization Legal Name listed above.

### Facility Location

You will be asked to select location(s) from a drop-down menu which represents all municipalities, regional district areas and First Nation communities in the Basin area. Identify the geographical location(s) that will benefit from this project.

### How many years has this facility been providing licensed child care?

Select the appropriate time range from the drop-down list provided.

### Do you have a Community Care Facility License for this facility?

Select Yes or No.

### Do you own or lease the facility where you plan to implement the project?

Using the drop-down options, indicate whether you own or lease the space where the project will be implemented.

#### If lease:

##### a) When does your current lease expire?

Indicate the expiry date on your current lease.

##### b) Do you have permission from the property owner to complete the proposed project? Select Yes or No.

**Upload confirmation of permission from the property owner to complete the project as proposed.**

For upload instructions please see page 10 of this guide.

**What will the project do? How will this be achieved? (220 words)**

Provide a brief description of your project and the shorter-term impacts or effects your project aims to achieve. List the services or activities to be developed, delivered or completed.

**What issues or opportunities will be addressed? How were they identified? (150 words)** Describe the issues or opportunities that the project will address. How were they identified and who was involved in that identification? Are you addressing an issue that could, if left unaddressed, impact your child care license?

**Does your Project address an issue or concern that did or could potentially affect your Community Care Facility Licensing?** Select Yes or No. If you answered Yes, please describe the licensing issue/concern that will be addressed. (150 words)

**Estimated Start Date & Completion Date**

Tell us when the project will begin and end. The end date should be when you anticipate all expenses will be paid for and final reports are ready.

Note: Grant funds cannot be allocated to any project expenses before you have received funding approval, so it is recommended that your start date is no earlier than September 1, 2019.

**Licensed Child Care Spaces:**

Complete the table provided to address the following three questions. Add as many rows as required.

- a) How many, and what type of licensed child care spaces is your facility currently licensed to operate?
- b) How many, and what type of new licensed child care spaces will your project create?
- c) How many, and what type of existing licensed child care spaces will your project sustain or improve?

**WORK PLAN** (NOT REQUIRED IF YOU HAVE APPLIED TO THE CHILDCARE BC NEW SPACES FUND OR THE CHILDCARE BC MAINTENANCE FUND)

Tell us how you plan to organize and carry out your project.

**Activity**

List all major activities you plan to complete during the project's term.

**Overseen By**

Indicate who will be taking the lead on each of the proposed activities. We will want to see that all components of the project are being delivered or managed by someone with relevant experience or expertise.

### Start and End Dates

Identify the date that each activity is proposed to begin and end. Any activities that occur before receiving project approval are not eligible for funding.

### Project Work plan EXAMPLE

Activity	Overseen By	Start date	Completion Date
Project start Date		<b>Sep 1, 2019</b>	
Project Design	Architect	Sept 1	Nov 1
Site Development	Contractor	Dec 1	Dec 15
Construction	Contractor	Dec 15	Mar 15, 2020
Plumbing	Contractor	Mar 15	May 15
Finishing	Contractor	May 15	June 15
Equipment	Contractor	June 15	June 30
Permits	Owner	June 30	July 30
Opening	Owner	August 1	
Other			
<b>Project Completion</b>			<b>August 1, 2020</b>

## PROJECT CASH BUDGET (NOT REQUIRED IF YOU HAVE APPLIED TO THE CHILDCARE BC NEW SPACES FUND OR THE CHILDCARE BC MAINTENANCE FUND)

List specific budget items under each heading to identify your expenses that you require cash for. Round up values to the nearest dollar. Click the **+Add** button to add another row. Do not include any items that will be provided to the project as in-kind contributions.

Budgets that contain excessive rates or unreasonable purchases will not be considered and may jeopardize project approval.

### **Administration**

As these are grants for capital projects and purchases our contributions to administrative costs will be minimal. Ideally these costs should be covered by your organization.

### **Contract Fees and/or Staff Wages**

Contractor fees and/or staff wages necessary to carry out projects under Project Categories 1 and 2 can be included in your funding request. Each line item should include the contractor and staff position's title and the hourly rate multiplied by the number of hours for the whole period of the project for which you are requesting funding, if applicable. Do not include administration wages (see above). All proposed fees and wages must be in line with the skills provided, activities proposed and regional market conditions. For more information on appropriate wages, visit the Government of Canada's Job Bank website where you can [Explore Careers by Wage](#).

Contractor fees may include fees for consulting services such as project management, design/engineering cost, business planning development, and project related professional fees.

### **Capital Purchases, Equipment Rental and Project Supplies**

Please outline the costs that will be incurred for you to complete your project. We will consider all necessary and reasonable project costs including but not limited to construction equipment rentals, child care equipment purchases and building materials, large appliances, furniture and equipment, outdoor play equipment, accessibility equipment.

If your project budget includes a large list of building materials, please group items into categories, rather than providing a detailed list of materials such as drywall, lumber and nails. Trust staff may request itemized quotes during the review process if we need more detailed information.

If your organization currently owns the equipment required to undertake the project, we are not able to fund the cost of renting this equipment. However, rental costs may be eligible if your organization has to rent the equipment.

### **Other Costs (be specific)**

If there are other project-specific costs that are not included elsewhere, you may add them into this section with a specific line item description.

## Project Cash Budget EXAMPLE

This reflects the total cash required to complete the project.

<b>CASH BUDGET ITEM</b>	<b>Total Amount Required (\$)</b>
<b>Contract Fees and/or Staff Wages</b>	
Design Fees (Architecture & Engineering) (flat rate)	20,000
Construction Labour (\$40/hour x 180 hours)	7,200
<b>Capital Purchases, Equipment Rental and Project Supplies</b>	
Site preparation & fencing	12,650
Structure & substructure	125,000
Roof, windows, doors and exterior finishes	28,000
Interior finishes	145,000
Millwork	16,350
Fittings and equipment	4,000
Electrical & mechanical	12,000
Kitchen appliances	2,000
Furnishings (tables, chairs, mats, cots, coat racks, etc.)	4,750
Playground equipment	6,000
<b>Other Costs</b>	
Permits & inspections	12,000
<b>TOTAL</b>	<b>\$394,950</b>



## CASH REVENUE SOURCES (NOT REQUIRED IF YOU HAVE APPLIED TO THE CHILDCARE BC NEW SPACES FUND OR THE CHILDCARE BC MAINTENANCE FUND)

We recommend that your organization seeks cash funding from a variety of sources.

Projects that have secured multiple funding sources often demonstrate wide-ranging support and may be prioritized for funding.

The Trust has a directory of grants that may be applicable to your work which can be found in the resource section of our Non-profit Advisors Program ([ourtrust.org/nonprofit](http://ourtrust.org/nonprofit)).

### Source

Identify your sources for cash revenue. This may include sources such as other grants or cash donations.

- In the first line labelled *Columbia Basin Trust*, **indicate the amount you are requesting in this grant application.**
- **Applied (Y/N)** – Indicate whether you have submitted an application to the listed source.
- **Confirmed (Y/N)** - Indicate whether the contribution is confirmed at the time you submit the application to the Trust. If the funder has confirmed that they will be committing resources to your project, you will select yes. If you have applied for funding, but have not yet heard back, you will select *no*.
- **Amount** - Indicate the dollar amount you will receive from each cash funding source. The form will automatically calculate subtotals for you.

### Total Project Cash Budget and Total Cash Revenue Project Budget

These boxes will auto-fill. *Total Project Revenue* must equal *Total Project Budget* to show you have enough funds to complete your project.

If the numbers are not equal, recheck your entries as the form adds them automatically.

### Cash Revenue Sources EXAMPLE

This reflects who else is contributing cash to the project.

CASH REVENUE SOURCES			
Source	Applied (Y/N)	Confirmed (Y/N)	Amount (\$)
<i>Columbia Basin Trust</i>	Y	N	88,000
Community Foundation Grant	N	N	12,000
Credit Union Grant	Y	Y	5,000
Local/Regional Government Grants	Y	Y	10,000
Local Fundraising	Y	Y	13,000
Childcare BC New Spaces Fund	Y	Y	266,950
<b>TOTAL CASH REVENUE:</b>			<b>\$394,950</b>

**In-kind Sources & Contributions (220 words)** (NOT REQUIRED IF YOU HAVE APPLIED TO THE CHILDCARE BC NEW SPACES FUND OR THE CHILDCARE BC MAINTENANCE FUND)

Describe what contributions are being made to the project other than cash. In-kind contributions are goods or services donated to your project from another organization or individual that you would have otherwise had to pay for. Where possible, please quantify the monetary value of in-kind contributions.

For example:

- Paint is being donated by a local vendor (2 paint cans \* \$50/can = \$100).
- Signage design, construction and installation is being donated by a local vendor (valued at \$300).
- Local hardware store is providing a 10% discount on purchases for washroom upgrades (0.1 \* \$500 in washroom upgrade materials = \$50).

## SUPPORTING DOCUMENTS

 (REQUIRED FOR ALL APPLICATIONS)

Supporting documents provide additional evidence that the project is viable and important.

*You may upload up to six supporting documents.*

Ensure your supporting documents add value to your application and are as concise as possible. We will look at the strength of the document, not the quantity.

Please include documents like:

- your Community Care Facility Licenses;
- letters confirming community need and support for the project;
- due diligence on the proposed property including information such as current zoning; home inspection report, environmental assessment report;
- architectural drawings or plans;
- quotes for goods or services (estimates must be completed by a third party at arm's reach from the project);
- if leasing - confirmation of approval from a property owner to complete project;
- confirmation of additional revenue;
- business plan and/or operational budget;
- Childcare BC New Spaces Fund application; and/or
- Childcare BC Maintenance Fund application.

1. List what you are submitting.
2. Before uploading your supporting document, ensure the file name is clear and identifies the content.
3. File size may not exceed 3MB per document.

## ADDITIONAL INFORMATION (REQUIRED FOR ALL APPLICATIONS)

**Is there anything else you would like to add that has not already been mentioned?  
(220 words)**

Include anything else you would like to add. Be sure it is something that is not already addressed in this application.

**What is the main, and first, way you heard about this program?**

Choose only one.

**Would you like to receive email correspondence from the Trust?**

Select yes or no from the drop-down options.

**Does your organization have social media accounts?**

Share your account names and we can connect.

**How do you like to receive news and hear about updates from the Trust?**

Choose as many as applicable

## DECLARATION (REQUIRED FOR ALL APPLICATIONS)

Read this section. Click the box next to I agree, then type in your name and title.

## SUBMISSION

Click Submit. You will receive an automatic reply from us shortly after clicking submit, confirming that your application has been received.