

## 2019 PROGRAM GUIDE

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### WHAT IS THE CHILD CARE CAPITAL GRANTS PROGRAM?

The Child Care Capital Grants program focuses on strengthening the quality of child care and supporting the creation of new licensed child care spaces in the Columbia Basin Trust region ([ourtrust.org/map](http://ourtrust.org/map)). The Trust expects to distribute up to \$1 million to support selected projects through this program.

Early childhood and child development is a strategic priority for the Trust, as identified in the Columbia Basin Management Plan (2016-2020) and the Social Strategic Plan (2014-2019). Learn about the Columbia Basin Management Plan at [ourtrust.org/cbmp](http://ourtrust.org/cbmp) and the Social Strategic Plan 2014-2019 at [ourtrust.org/social](http://ourtrust.org/social).

This Program has two funding streams:

#### 1. Create or Improve Spaces

##### a. Creation of New Licensed Child Care Spaces

- Renovation or construction projects to create new licensed child care spaces.
- Funding will be considered for purchasing property, purchasing and assembling modular buildings, site development and construction costs, and equipment needed to support the creation of new child care spaces.
- Preference will be given to child care providers that are actively engaged in planning for or have applied to the Province's Childcare BC New Spaces Fund.

##### b. Improvements to Existing Licensed Child Care Spaces to Increase Quality and Safety

- Upgrades, renovations and relocations to improve and sustain the quality and safety of existing licensed child care operations.
- Examples include: replacing flooring to address health and safety; upgrading fencing or major play structures to improve children's access to play outdoors; relocation costs to maintain child care spaces and meet licensing requirements.
- These projects may or may not create new licensed child care spaces.
- 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 you have applied to the Childcare BC New Spaces or Maintenance Fund then:

- a. upload your application(s) to those Funds in the Supporting Documents section;
- b. only complete the "Applicant Information" portion of your application to the Trust. We will use your uploaded application to the Childcare BC New Spaces or Maintenance Fund for Project Details; and
- c. please contact us at 1.800.505.8998 or email [childcaregrants@cbt.org](mailto:childcaregrants@cbt.org).

#### 2. Child Care Equipment

- Acquisition of specialized equipment to improve quality and safety of child care operations.
- Examples include: children’s furniture, safety equipment, and indoor/outdoor play equipment.
- Applicants must demonstrate that equipment will be directly applied to the delivery of child care and not used for other purposes.
- These projects do not need to create new licensed child care spaces.

## WHO CAN APPLY?

Basin non-profit and for profit providers of licensed child care are eligible to apply for funding.

Funding Stream	Eligible License Types
<b>1.a. Creation of New Licensed Child Care Spaces</b>  <b>b. Improvements to Existing Licensed Child Care Spaces to Increase Quality and Safety</b>	<ul style="list-style-type: none"> <li>• Group Child Care</li> <li>• Group Child Care (School Age)</li> <li>• Multi-Age Child Care</li> <li>• Preschools</li> </ul>
<b>2. Equipment to Increase Quality and Safety</b>	<ul style="list-style-type: none"> <li>• Group Child Care</li> <li>• Group Child Care (School Age)</li> <li>• Multi-Age Child Care</li> <li>• Preschools</li> <li>• Family Child Care</li> <li>• In-Home Multi-Age Care</li> <li>• Registered License Not Required</li> </ul>

**Facilities designated as Occasional Child Care and License-Not-Required Care are not eligible.**

Please refer to <http://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care/licensed-unlicensed-child-care> for clarification on licensing designations.

## WHEN IS THE APPLICATION DEADLINE?

Wednesday, July 31<sup>st</sup>, 2019 at 2:00 p.m. PT / 3:00 p.m. MT

*We will not accept applications after this deadline.*

## WHAT TYPES OF PROJECTS ARE NOT ELIGIBLE?

The Trust will determine individual project eligibility. Projects are **not** eligible if they:

- do not address one of the funding streams outlined on page 1;
- take place outside the Basin;
- relieve any level of government of its obligations;
- involve upgrades, renovations or construction of child care operations located at a private residential home;
- involve upgrades to or construction of public playgrounds located at schools or community parks; or
- are intended to create unlicensed child care spaces.

## HOW MUCH CAN I APPLY FOR?

Funding Stream	Funding Amount
<b>1.a. Creation of New Licensed Child Care Spaces</b>	Up to \$300,000.
<b>1.b. Improvements to Existing Child Care Spaces to Increase Quality and Safety</b>	Up to \$50,000
<i>Note: If your project includes the creation of new licensed child care spaces <u>and</u> improvements to the quality and safety of existing licensed child care spaces, your total request may be up to \$350,000.</i>	
<b>2. Equipment to Increase Quality and Safety</b>	Up to \$5,000

## HOW MUCH OF MY PROJECT WILL THE TRUST FUND?

Priority is given to projects with other confirmed cash contributions. The Trust prefers not to be the sole funder of projects.

If you are requesting a large portion of your project funding from the Trust you must demonstrate there are justifying circumstances that have led to not securing additional funds and that reasonable efforts to raise funds have been and/or continue to be undertaken.

## CAN I APPLY FOR MORE THAN ONE PROJECT?

We will accept one application per child care facility, per funding stream as outlined on page 1 of this Guide.

You may submit more than one application if your organization operates more than one child care facility.

## HOW DOES THE TRUST SELECT PROJECTS FOR FUNDING?

The Trust's evaluation committee assesses each application using the following criteria:

- Anticipated project outcomes must address the funding streams listed on page 1 of this guide;
- Cash contributions from other sources (e.g., Childcare BC New Spaces Fund, Childcare BC Maintenance Fund, fundraising efforts, financing);
- Existing child care facilities must be in good standing with the Ministry of Child and Family Development and provincial licensing and regulations;
- Project planning and readiness;
- Involvement of appropriate construction professionals (for renovation and construction projects); and
- Project budget and cost-effectiveness.

The Trust considers geographic distribution of projects in its funding decisions. Trust staff may contact you during the evaluation phase to request additional project information.

## WHEN WILL I HEAR THE RESULTS?

The review process usually takes *up to eight weeks*.

We will be in touch *by email*, to the Project Contact email address listed on your application form, to let you know if your project has been approved for funding.

If the Trust is interested in funding your project, you may be requested to provide more detailed information before the project funding is formally approved. This may include confirmation of ownership, lease agreements, service agreements, quantity assessments, licensing documentation, permissions and permitting, business plans and other relevant information if it has not been provided in the Supporting Documents section of the Application.

If approved, we will also let you know whether you'll need to address any funding conditions, provide further information or documentation, and/or whether you'll receive full or partial funding.

We will then send you a Contribution Agreement for signature and you will receive the funding after both parties sign this agreement and address any identified funding conditions required to initiate the first payment.

## WHEN CAN MY PROJECT START?

Projects can start after you receive formal funding approval from the Trust.

Grant money can only be put toward approved project expenses that occur *after* you receive funding confirmation.

## WHAT ELSE DO I HAVE TO KEEP IN MIND?

Even if a project meets the eligibility criteria it may not be selected for funding as the Trust typically receives more requests for funding than what is available.

The Trust retains the discretion to determine project eligibility and the amount of funding it may allocate to each project and to offer part or all of the Trust portion of the funding request.

## HOW CAN I LEARN MORE ABOUT THE PROGRAM?

The Trust will be hosting two information meetings to review the Program Guide and answer questions about the application, selection and contracting processes. **The same content will be covered at both information meetings.**

The information meetings will be hosted by teleconference:

### **April Information Meeting:**

Date: April 25, 2019

Time: 2:30 p.m. PT / 3:30 p.m. MT

Dial-In: 1-877-806-9883

Passcode: 217886

### **May Information Meeting:**

Date: May 7, 2019

Time: 1:00 p.m. PT / 2:00 p.m. MT

Dial-In: 1-877-806-9883

Passcode: 217886

## HOW DO I APPLY?

Applications are online and application instructions are described in the Application Guides (linked below) for each funding stream.

We strongly encourage all applicants to read the directions in the *Application Guides* for the appropriate funding stream prior to filling out the application form.

[Child Care Capital Grants - Create or Improve Spaces](#)

[Child Care Capital Grants - Child Care Equipment](#)

## QUESTIONS?

If you have questions and can't join us for an information meeting, call us at 1.800.505.8998 or email [childcaregrants@cbt.org](mailto:childcaregrants@cbt.org).

For assistance with filling out your application to the Program, call Kootenay Kids Society toll-free at 1-866-551-KIDS or email [childcareadvisor@cbt.org](mailto:childcareadvisor@cbt.org).

Get in touch early. As the deadline approaches, staff may be limited in their ability to respond to inquiries.