

MINISTRY OF
EDUCATION AND CHILD CARE

ChildCareBC New Spaces Fund

**Funding Guidelines
2022/23**



These funding guidelines are effective May 30, 2022.

PLEASE NOTE

The Ministry will assess all applications received according to the selection requirements and the principles contained in this document as described in [Section 5](#).

Ensure you are using the current application form. Check that the application is labelled 2022/2023.

Please contact the ministry if you have questions at MCF.CCCF@gov.bc.ca or 1-888-338-6622 (option 5).

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1. Introduction

Since launching in July 2018, the ChildCareBC New Spaces Fund has supported and accelerated creation of new licensed child care, helping to ensure quality, accessible, inclusive, and affordable child care is available to every family throughout BC who wants it, when they need it, at a price they can afford.

In 2022/23, the Ministry of Education and Child Care (the Ministry) will continue to support child care space creation projects that maximize the number of spaces in high-need areas throughout the province through the New Spaces Fund. The program provides funding for long-term community investments run by public and not-for-profit organizations (societies), increasing availability of infant-toddler and school-age care, and supporting accessible and inclusive builds that welcome children with diverse needs.

1.1 Summary of Key Changes for 2022/23

In 2022/23 the Ministry is focusing space creation investment on expanding quality, inclusive community-based child care in areas with the greatest needs, in alignment with provincial priorities and commitments under the [Canada Wide Early Learning and Child Care Agreement](#).

Key changes for 2022/23 include:

- The current New Spaces Fund intake will remain open based on budget availability. Applicants are encouraged to submit by January 2024 to ensure their application can be considered prior to fiscal year end. This website will be updated as needed with changes or anticipated closure dates for the 2023/2024 intake.
- Removal of maximum Provincial Funding Amounts to support larger space creation projects, with prioritization for projects with a cost per space of \$40,000 or less
- Increased priority for projects creating infant-toddler child care spaces
- Increased priority on school-age space creation, including a new application stream for BC School Boards, First Nation Schools, First Nation Independent Schools, and Not-For-Profit Independent Schools creating new spaces under the School Age Care on School Grounds licence category type¹
- Added eligibility for the funding of consulting services incurred up to 12 months prior to entering a Funding Agreement
- New requirement for projects to include a minimum 10% contingency fund

¹ If you are one of the listed eligible organizations and you are only creating licensed child care spaces under the School Age Care on School Grounds licence category with a cost per space below \$40K/space, you may apply under the School Age Care on School Grounds application stream.

2. Who Can Apply?

2.1 Eligible Organizations

- Public sector organizations including:
 - Local governments
 - School boards
 - Health authorities
 - Public post-secondary institutions
 - Crown corporations
- Indigenous governments
- Not-for-profit organizations (societies) and Indigenous not-for-profit organizations (societies)

Eligible organizations must:

- Be in good standing with the Ministry (i.e., does not have an outstanding debt owing to the Ministry)
- Have a history of ongoing compliance under the Community Care and Assisted Living Act and Child Care Licensing Regulation (where applicable)
- Be in good standing with the BC Corporate Registry (where applicable)
- Apply and enroll in the [Child Care Operating Funding](#) (CCOF) program, the [Early Childhood Educator Wage Enhancement](#) (ECE-WE) and, where eligible, enroll in the [Child Care Fee Reduction Initiative](#) (CCFRI) and or any future BC Government operating funding initiatives for the project's funding award commitment period once the spaces become operational (see [Section 4.1](#))
- Have a lease agreement with a third party at arm's length if leasing the space (updated as of October 2023)

2.2 Ineligible Organizations and Projects

Ineligible organizations include:

- For-Profit Organizations, including but not limited to, partnerships, sole proprietors, benefit companies, community contribution companies, limited companies, and incorporated companies
- Member-funded not-for-profit societies
- Those who have a history of ongoing non-compliance (infractions/violations) under the [Community Care and Assisted Living Act](#) and [Child Care Licensing Regulation](#)

Ineligible projects or components include those for:

- Child care spaces not eligible for licensing
- Child care spaces for the following licence types: occasional child care, child minding, recreational care, residential care, preschool, family, or in-home multi-age

- A project that is fully completed² prior to signing the Funding Agreement
- Relocating without the intent of creating new licensed child care spaces
- Projects that do not involve creating new licensed child care spaces

3. Priority Areas

The New Spaces Fund supports the creation of licensed child care spaces, aiming to increase access to quality, inclusive child care throughout BC. The Ministry will prioritize applications proposing projects that deliver on the following key priorities:

- Creation of infant-toddler child care spaces
- Creation of school-age spaces
- Creation of spaces serving priority populations including:
 - Low-income families
 - Children with support needs
 - Indigenous children and families
 - Black and other children and families of colour
 - Francophone children
 - Families new to Canada
 - Young parents (25 years and under)
- Creation of spaces co-located with other community or family services, such as on school grounds (including K-12 and public post-secondary)³
- Creation of fully inclusive and accessible child care spaces that allow children of all abilities to participate meaningfully (i.e., accessible physical design and application of program inclusion policy)
- Projects with a provincial cost per space of \$40,000 or less to ensure the fund creates as many spaces in as many communities as possible

For more information on the priority areas, please refer to the [Program FAQs](#) and the [Application Resource](#).

² Fully completed projects are those that are licensed and ready to begin operation.

³ For projects on school grounds or district-owned land, the school district must apply.

4. Funding

ChildCareBC New Spaces Fund grants are provided under the *Child Care BC Act*

Grant funding under this program is provided at the Ministry's discretion and is subject to budget availability. For successful applicants, funding may be provided according to Table 1 below. The Ministry will provide successful applicants a Provincial Funding Amount for the project, based on the *eligible* project costs (see [Section 6.1](#)). Any *ineligible* project costs (see [Section 6.2](#)) will be the financial responsibility of the applicant. The applicant's level of contribution depends on the type of organization (see Table 1 below).

Table 1: Contribution Percentages by Applicant Type

| Applicant Type | Required Organization Contribution as a % of <u>TOTAL Project Costs</u> | Provincial Contribution as a % of <u>ELIGIBLE Project Costs</u> |
|---|---|---|
| Public sector organizations and Indigenous Governments | 0% | 100% |
| Indigenous Not-For-Profit Organizations (Societies) | 0% | 100% |
| Not-For-Profit Organizations (Societies) (including Not-For-Profit Child Care Providers, and Child Development Centres) | 10% | 90% |

Not-for-profit organizations (societies) *must* make the minimum required organization contribution. However, organizations may contribute more than the minimum required organization contribution. Applicant contributions may include funding from other sources, such as monetary gifts, credit sources, bank loans, and in-kind contributions. Other ChildCareBC funding (e.g., ChildCareBC Maintenance Fund) will not be considered as part of an applicant's required organization contribution.

The Provincial Funding Amount will be considered for the total *eligible* project costs at a single physical location⁴.

For example, if the organization was a not-for-profit organization (society), the Ministry would provide 90% of the total *eligible* project costs. The minimum required organization contribution would be 10% of the *total* project costs.

⁴ Projects occupying the same physical location are considered as a single project.

For a \$1,500,000 Project, with *eligible* project costs totaling \$1,000,000 and *ineligible* project costs totaling \$500,000:

- The provincial contribution considered would be \$900,000 (i.e., 90% of the \$1,000,000 *eligible* project costs)
- The organization would be required to make a minimum contribution of \$150,000 (i.e., 10% of the \$1,500,000 *total* project costs)
- To cover the remaining project costs of \$450,000 (\$1,500,000 *total* minus \$900,000 *provincial contribution* minus \$150,000 *required organization contribution*), the organization may contribute more than the \$150,000 minimum required organization contribution themselves or seek funding from additional sources
- Proof of all financial contributions to the project are required, in this example, the organization must show proof of a financial contribution of \$600,000

This example is repeated in Table 2 below:

Table 2: Examples of Funding Contributions

| The project applicant is a not-for-profit organization. Their total project cost is \$1,500,000; however, only \$1,000,000 of that are eligible projects costs. In this scenario, the contributions would be as below. | | | | |
|--|-------------------------------------|--|--|--|
| Total Project Costs | Total Eligible Project Costs | Provincial Contribution (90% of eligible costs) | Required Organization Contribution (10% of total project costs) | Proof Organization has additional required funding from other sources (remaining amount of total project costs) |
| \$1,500,000 | \$1,000,000 | \$900,000 | \$150,000 | \$450,000 |
| The applicant must show proof of the Required Organization Contribution, and proof of additional funding for the remaining amount of total project costs. | | | \$600,000 | |

4.1 Funding Award Commitment

Recipients of funding are required to adhere to the following funding award commitments:

Table 3: Funding Award Commitment Period by Funding Award Amount

| Amount of Funding Awarded to the Project | Funding Award Commitment Period |
|--|---|
| Under \$50,000 | Commit to continuing the Child Care Operation for a minimum of 5 years |
| Between \$50,000 and \$499,999 | Commit to continuing the Child Care Operation for a minimum of 10 years |
| Between \$500,000 and \$2,999,999 | Commit to continuing the Child Care Operation for a minimum of 15 years |
| \$3 million and above | Commit to continuing the Child Care Operation for a minimum of 20 years; higher funding amounts will have higher commitments dependent on total funding awarded |

If the child care operation fails to meet the minimum funding award commitment set out in the Funding Agreement with the Ministry, the recipient may be required to repay some or all of the funding provided.

4.1.1 Cost per Space

The Ministry is prioritizing projects with a provincial cost per space of \$40,000 or less. Projects with a provincial cost per space over \$40,000 may be considered, at the discretion of the Ministry and dependent on Ministry budget considerations, if components of the project are associated with known cost drivers (e.g., unique site development requirements, building in rural/remote locations) and the project performs higher on evaluation criteria (see [Section 5.2 Evaluation Criteria](#)). Projects with a cost per space over \$40,000 will also be subject to increased Ministry evaluation timelines.

4.1.2 Contingency

To mitigate potential budget and project risks, organizations are required to include a contingency fund in their project budget. For an application to be considered for funding, the project must include a contingency fund that represents at least 10% of the total project costs related to the child care build. For example, if the total project costs related to the child care build (i.e., both ineligible and eligible project costs) equals \$100,000, the minimum contingency fund would equal \$10,000.

4.2 Requirements

Organizations that are approved for and receive funding through the ChildCareBC New Spaces Fund are required to ensure their proposed project or facility, or that of their Authorized Operator:

- Comply with licensing requirements under the [Child Care Licensing Regulation](#) as part of the *Community Care and Assisted Living Act*
- Adhere to local bylaw requirements
- Submit a Financial Reconciliation Package for the project to the Ministry within 60 days of project completion, or such longer period as requested in writing and accepted by the Ministry
- Offer and provide child care service to families receiving the [Affordable Child Care Benefit](#)
- Apply for and enrol in the Child Care Operating Funding ([CCOF](#)) program and in the Child Care Fee Reduction Initiative ([CCFRI](#)), or any future BC Government operating funding initiatives, where eligible and approved, each term for the minimum funding award commitment period of the project once the spaces become operational
- Apply for and enrol in the ECE Wage Enhancement ([ECE-WE](#)), where eligible and approved, each term for the minimum funding award commitment period of the project once the spaces become operational

Funding recipients should allow for enough time to complete all the requirements listed in this section to receive the final installment of their funding. Meeting these requirements will require both:

- Working with their regional health authority's Community Care Facility Licensing program to obtain or update their *Community Care and Assisted Living Act* facility licence
- Applying and being approved for enrolment in CCOF, the CCFRI, and ECE-WE, or any future BC Government operating funding initiatives where eligible and approved

If, following payment of the final installment, a recipient becomes ineligible, or withdraws from CCOF, the CCFRI, and ECE-WE, or any future BC Government operating funding initiatives, where eligible and approved, prior to the project's minimum funding award commitment period, the recipient will be required to make a repayment of their New Spaces Fund grant to the Ministry, in alignment with the terms of the New Spaces Funding Agreement. Additionally, the recipient will be subject to any withdrawal penalties that apply under the terms of their CCOF/CCFRI/ECE-WE funding agreements, or any future BC Government operating funding initiatives, with the Ministry, where eligible and approved.

Recipients of the ChildCareBC New Spaces Fund are responsible for ensuring any Authorized Operator operating the child care facility will be able to meet the eligibility requirements for CCOF, the CCFRI, and ECE-WE, where eligible and approved. Recipients are also responsible for ensuring sub-contractors remain current on the policy requirements for each program, or any

future BC Government operating funding initiatives. Recipients remain ultimately responsible for ensuring that all obligations under the New Spaces Funding Agreement continue to be met, regardless of whether it is the recipient that is running the child care operation or a contracted third party.

5. Applicant Selection and Funding Process

5.1 Call for Applications

1. Applicants submit a completed application form with mandatory supporting documentation (see details in Table 4).
2. The Ministry will review applications in the order in which they are received.⁵ During this internal review, the Ministry will screen applications for missing information⁶ and may provide applicants with an opportunity to address deficiencies according to the rectification process, depending on the nature of the deficiency (see [Appendix A, 8.15](#)).
 - a. Following any rectification, the Ministry evaluates the applications⁷ based on the information set out in the Evaluation Criteria (see [Section 5.2](#)) and any other principles, preferences, or requirements set out in these guidelines. The Ministry, at its discretion, then selects the successful applicants.
 - b. In addition to requiring applicants to rectify deficiencies, the Ministry reserves the right to perform additional investigations and to request additional information⁸ as it deems necessary as part of the application review process. Failure on the part of an applicant to provide additional information to the Ministry when requested could result in a rejection of their application.
3. All applicants will be notified of the outcome of their application, with successful applicants invited to enter into a New Spaces Funding Agreement with the Ministry.
4. Once the New Spaces Funding Agreement is complete, the recipient will receive the New Spaces funding according to the funding disbursement schedule and will be required to start the project.
5. If the Ministry rejects an application for New Spaces Funding, the unsuccessful applicant may request the Ministry to provide the rationale for the decision.

5.2 Evaluation Criteria

Applications will be evaluated based on (but not limited to) the following criteria:

⁵ Timelines for approval may vary depending on application completeness, project complexity and cost considerations.

⁶ Inaccurate information will not be rectified. Only missing information will be rectified.

⁷ Applications will not be evaluated until they are complete. For projects requiring rectification, evaluation does not begin until rectification is complete.

⁸ Additional information may include, but is not limited to, seeking and/or confirming information from other government ministries, where applicable.

- A completed application⁹, including all mandatory supporting documentation (see Table 4)
- Project viability, as determined by the Ministry (see [Appendix A, 8.18](#))
- Readiness to begin the project, such as ability to begin construction within 6 months of approval of New Spaces Funding (exceptions may be considered at the Ministry's discretion)
- Financial considerations, including:
 - Eligibility and reasonability of project costs
 - Estimated provincial cost per space¹⁰
 - Portion of project costs committed to administrative, consulting, and professional fees and/or expenses¹¹
 - Sources of funds for all financial contributions
 - Contingency funding
 - Project risk mitigation strategy, including risk of cost escalations
- Ministry-assessed project risks
- Demonstration of the project's ability to:
 - Meet the priority areas listed in [Section 3](#)
 - Satisfy the requirements set out in [Section 4.2](#)
 - Meet the Province's child care objectives (see [Appendix A, 8.19](#))
- Child care build and design considerations, such as:
 - Ownership or lease status of the identified facility
 - Experience of applicant or identified contractor/project management team managing capital build projects
 - Alignment with Green Building Standards
 - Electrification of primary space and water heating
 - Construction with one or more major structural system (e.g. floor, roof, vertical or lateral load-bearing) out of mass timber
- Child care operations considerations, such as:
 - Whether the applicant will be directly operating the child care spaces or commit to partnering with a not-for-profit operator¹²
 - Retention plan if the project is expanding a facility with existing licensed child care spaces
 - Experience of the identified operator in operating a licensed child care facility and/or community-based programs
 - Implementation of quality and environmental assessment tools
 - Staffing plan/considerations
 - Demonstrated consideration of the affordability of child care services
 - Creation of spaces offered outside of core business hours (i.e., before 6 a.m. and/or after 7 p.m., weekends, and/or overnight)
- Child care needs, such as:
 - Creation of licensed child care spaces that align with the community's child

⁹ Applications will be evaluated on the accuracy and validity of the information provided; an application is not considered complete until the rectification period is over (if applicable).

¹⁰ Priority will be given to projects with a provincial cost per space of \$40,000 or less.

¹¹ Professional, administrative, and consulting services must not exceed 15% of the overall project costs.

¹² Proposed partnering with a for-profit operator will only be considered in extenuating circumstances and the applicant must provide a strong rationale (for more details, see Application Resource).

care needs, as demonstrated in the submitted Community Child Care Plan or Child Care Needs Assessment

- Community support for the project as demonstrated by community engagement
- Creation of spaces in underserved communities (based on Ministry data)

6. Eligible and Ineligible Project Costs

New Spaces Funding will be considered for:

- Building a new child care facility
- The purchase, assembly, and installation of a modular or portable building for use as a child care facility
- Site development costs for use as a child care facility
- Renovation of an existing building, space, or classroom for use as a child care facility
- Purchase of equipment or other capital costs related to obtaining a licence to operate a child care facility

Ineligible project costs will not be funded by the Ministry. The Ministry has the sole discretion and reserves the right to determine projects and items that may receive funding. Costs attributed to professional, administrative, and consulting services may be up to a maximum of 15% of the total project costs. Exemptions will only be considered in exceptional circumstances, at the discretion of the Ministry.

6.1 Eligible Project Costs

Eligible project costs include (but are not limited to) the following:

- Direct costs related to the development and implementation of the project(s)
- Consulting services, including:¹³
 - Project management¹⁴
 - Design/engineering costs and site evaluations
 - Project-related professional fees (e.g., architectural, accountant), except legal costs
 - Business planning development (e.g., business case model and analysis)
- Infrastructure costs (e.g., water, sewer, road, sidewalk, etc.)
- Minimum 10% contingency fund¹⁵

¹³ Consulting services incurred up to 12 months prior to entering a Funding Agreement may be eligible for funding, at the discretion of the Ministry. Professional, administrative, and consulting services must not exceed 15% of the overall project costs.

¹⁴ Project managers must be contracted out and must be a third party at arm's length from the project and applicant for their fees to be eligible for funding.

¹⁵ To be considered for funding, applicants must ensure their project budget includes a contingency fund equal to at least 10% of the total project costs related to the child care build.

- GST and PST as part of eligible project costs, if applicable
- Capital purchases that are essential to project implementation, including:
 - Office equipment
 - Major appliances (e.g., fridge, stove, dishwasher, etc.)
 - Furniture and large equipment (e.g., change tables, strollers, room dividers, etc.)
 - Electrified space and water heating systems (e.g., heat pumps for space and hot water)
 - Transport for child care purposes (e.g., bus/van used solely to transport children)
 - Fixtures and equipment required by fire regulations (e.g., fire alarms, exit signs, fire extinguishers, etc.)
 - Permanently installed equipment (e.g., whiteboards/bulletin boards, cubbies, lighting fixtures, washroom dividers, etc.)
 - Large educational materials (e.g., sand/water tables, art easels, etc.)
 - Dramatic play furniture (e.g., activity tables, Indigenous drums/drumming logs, child-sized sink/stove/fridge/work bench, etc.)
 - Permanent outdoor equipment (e.g., fencing, covered entrance, outdoor playground preparation, etc.)
 - Outdoor play equipment (e.g., nature-based landscaping, climbers, wheeled toys, etc.)
 - Accessibility equipment (e.g., wheelchair ramps, lifts, accessible playground equipment, automated doors, modified bathroom equipment, modified lighting etc.)
- Additional equipment or other capital costs if the equipment is required to:
 - Enable the facility/facilities to become licensed under *the Community Care and Assisted Living Act* and the Child Care Licensing Regulation
 - Enable the facility/facilities to become operational
 - Create new spaces in an existing facility and ensure those new spaces are compliant with the *Community Care and Assisted Living Act* and the Child Care Licensing Regulation

6.2 Ineligible Project Costs

Ineligible project costs include (but are not limited to) the following:

- Any costs or expenses (excluding consulting services) incurred prior to entering a Funding Agreement¹⁶
- Non-capital items, such as toys, consumables (e.g., food, art supplies, etc.), books, games, and small appliances
- Mortgage, rent or lease payments
- Insurance
- New or updated software/technology
- Video surveillance equipment
- Housewares (e.g., pots/pans, dishes, flatware, brooms, garbage cans, diaper disposal units, etc.)
- Indoor play structures (e.g., climbers, tunnels, mats, cushions, etc.)
- Legal costs
- Grant writing
- Community engagement/consultation activities
- Operating planning, curriculum development and instructional planning
- Training activities (e.g., Food Safe, First Aid, etc.)
- Project-related costs or fees payable to the eligible applicant (or the applicant's directors or officers) and/or fees payable to a third party not at arm's length from the project or applicant (or the applicant's directors or officers) for products or services (see [Appendix C](#) for definitions)
- Ongoing costs for existing staff salaries and benefits
- Costs related to attending conferences and trade shows
- Costs associated with directly meeting and/or lobbying of any level of government
- Coordinating/hosting conferences or events
- Vehicles (other than vehicles used solely for transporting children in connection with providing child care for the Child Care Facility)
- Remuneration and travel of elected officials
- Meals and project travel expenses
- Academic research
- Financing costs and interest charges
- Costs related to the purchasing of real estate, buildings, and/or commercial space (with the exception of modular buildings)

¹⁶ Consulting services incurred up to 12 months prior to signing the Funding Agreement may be eligible. These services must not exceed 15% of the overall project costs.

7. How to Apply

1. Review these ChildCareBC New Spaces Fund Guidelines and [Frequently Asked Questions](#).
2. Review the [Child Care Licensing Regulation](#), the [Community Care and Assisted Living Act](#), and the [Rules for Operating a Licensed Child Care Facility](#).
3. Review the [ChildCareBC New Spaces Fund Application Resource](#), as this will provide useful resources and information to support your application.
4. Contact your local Health Authority and speak to a Licensing Officer to ensure your proposed child care facility meets the regulations and requirements to obtain a licence under the [Community Care and Assisted Living Act](#) and [Child Care Licensing Regulation](#).¹⁷
5. Complete the [application form](#), and ensure all sections are complete. Each application must include the mandatory supporting documentation, based on the applicant type (see Table 4). All mandatory supporting documentation must be specific to the legal entity applying for the funding and may not be supplied by a parent company or subsidiary.
6. Submit the application with the supporting documentation online by email at MCF.CCCF@gov.bc.ca. By submitting an application, applicants agree to the terms and conditions governing the ChildCareBC New Spaces Fund ([Appendix A](#)), the commitment periods ([Section 4.1](#)) and the program requirements ([Section 4.2](#)). An application is not considered complete and will not be evaluated until the rectification period has ended (See [Section 5.1](#)).

¹⁷ Please note: Approval of funding under the ChildCareBC New Spaces Fund does not mean the site, floor, or outdoor space plans are approved by your local health authority office or Licensing Officer. It is important to involve your local Licensing Officer in the early stages of planning to ensure the project proposed to the ChildCareBC New Spaces Fund can be achieved.

Table 4: Mandatory Supporting Documentation Based on Applicant Type

| Applicant Type | Application and Mandatory Documentation Requirements |
|--|--|
| Public sector organizations and Indigenous Governments, through direct delivery or delivery by a third-party, non-profit child care provider | <ul style="list-style-type: none"> • Completed application form • A lease agreement with a third party at arm's length, if applicable • Project cost estimate (completed by facility's project manager or quantity surveyor), which includes a minimum 10% contingency fund • Evidence of financial commitment to the project if the total project cost includes <i>ineligible</i> project costs (e.g., board resolution showing school board will support and fund the remaining amount) • Floor plans, site plans, outdoor space plans (conceptual drawings accepted) demonstrating compliance with the facility requirements under the Child Care Licensing Regulation, including details of square metres/feet for retained and new spaces, and details of features such as sinks, toilets, and, if applicable, nap rooms and change tables (include rotation schedules, if applicable) • Copy of <i>Community Care and Assisted Living Act</i> licence(s) for projects proposing to expand an existing Child Care Facility (if applicable) • Confirmation of engagement of a not-for-profit child care provider (if available at time of application)¹⁸ if applicant is not directly operating the facility • A copy of the facility's Inclusion Policy • Documentation of community need (e.g., Community Child Care Plan, community action plan, Child Care Needs Assessment, etc.) • If the project is located on school grounds, the School District must provide the school capacity as well as the current and 10-year projected enrolment • If the facility is proposing the creation of school-age spaces located off school grounds, a letter from a Licensing Officer approving the transportation plan is required • If the facility will use offsite outdoor play space, an approval letter from a Licensing Officer is required |
| Not-For-Profit Organizations (Societies) (including Not-For-Profit Child Care Providers, Child Development Centres, and Indigenous Not-For-Profit Organizations) | <ul style="list-style-type: none"> • Completed application form • A lease agreement at third party arm's length, if applicable (Not-For-Profit Indigenous Organizations only need to submit this if the facility is located off reserve) • Source and proof of all financial contributions to the project including gifts-in-kind and other sources of funding¹⁹ • Detailed project budget with cost estimates as supported by quotes (referenced below), which includes a minimum 10% contingency fund • Two detailed quotes for each budget item e.g., site development, equipment, and building costs (must be provided by a third party at arm's length from each other, the applicant (including directors and officers of the applicant) and the project) • Floor plans, site plans, outdoor space plans (conceptual drawings accepted), including details of square metres/feet for retained and new spaces, and details of features such as sinks, toilets and, if applicable, nap rooms and change tables, include rotation schedules, if applicable |
| Not-For-Profit Organizations (Societies) <i>continued</i> | |

¹⁸ If the applicant is a public sector organization or Indigenous Government and does not have a confirmed provider at the time of application, they must commit to directly delivering the child care service(s) or commit to securing a partnership with a not-for-profit child care provider.

¹⁹ Applicable to Indigenous Not-For-Profit Organizations (societies) only when total project costs include *ineligible* project costs (for example: band council resolution showing support and funding for the remaining amount).

| Applicant Type | Application and Mandatory Documentation Requirements |
|----------------|---|
| | <ul style="list-style-type: none"> • Copy of <i>Community Care and Assisted Living Act</i> licence(s) for projects proposing to expand an existing Child Care Facility (if applicable) • Documentation to support community need (e.g., Community Child Care Plan, community action plan, Child Care Needs Assessment, etc.) • A copy of the facility's Inclusion Policy • Confirmation of engagement of a child care operator (if available at time of application) if applicant is not directly operating the facility • If the facility is proposing the creation of school-age spaces located off school grounds, a letter from a Licensing Officer approving the transportation plan is required • If the facility is to use offsite outdoor play space, an approval letter from a Licensing Officer is required |

Appendix A – Terms & Conditions

The following terms and conditions apply to all applicants to the ChildCareBC New Spaces Fund. Submission of an application indicates acceptance of these terms.

8.1 Terms and Conditions Non-Binding Process

The application process relates to the provision of grants and as such, is a form of government transfer. This is not a procurement process and therefore is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation: (a) the application process shall not give rise to any “Contract A” based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and (b) neither the applicant nor the Ministry shall have the right to make any claims against the other with respect to the decision to enter into a Funding Agreement and pay a grant, failure to enter into a Funding Agreement, failure to honour an application or any other claims based on a breach of “Contract A” or other tendering law duties or obligations.

The application process is intended to permit the Ministry to identify potential recipients of funding with whom the Ministry may enter into a Funding Agreement. No legal relationship or obligation about the provision of goods or services shall be created between the applicant and the Ministry by the application process or by entering into a Funding Agreement with the applicant or by providing funding under the Funding Agreement. While the pricing information provided in the application will be non-binding prior to execution of a Funding Agreement, such information will be assessed during the evaluation of the application. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, or decision to enter into a Funding Agreement.

8.2 Ministry Discretion to Waive Deficiencies

The Ministry will be under no obligation to disqualify an application that fails to comply with a stated rule or requirement and may allow the applicant to rectify shortcomings or lack of information in their application. This is the case even where the terms “must”, “shall”, “will” or “mandatory” are used in the program guidelines.

8.3 Applicant Representations & Warranties

By applying under the ChildCareBC New Spaces Fund, the applicant affirms that they have not knowingly made any false representations or made a breach of warranty. The Ministry may refuse to enter into a Funding Agreement, or provide funding, or rescind a Funding Agreement already entered if the Ministry discovers that the applicant’s application contains

misrepresentations or any other inaccurate, misleading, or incomplete information. Examples include, but are not limited to, incomplete and/or disorganized submissions, providing insufficient information, the omission of pertinent information, making false claims and misleading program staff, misrepresenting the applicant's business and personal relationships, misrepresenting Ministry and applicant interactions, discrepancies within the information provided to the Ministry, and discrepancies between information provided to the Ministry and other governing bodies.

8.4 Unacceptable Behaviour

The Ministry may refuse to enter into a Funding Agreement, or provide funding, or rescind a Funding Agreement already entered if the applicant displays and/or conducts unacceptable behaviour, in the opinion of the Ministry. Examples of unacceptable behaviour include, but are not limited to, violating applicable laws, impersonating a person or entity, the use of verbally abusive language, threatening Ministry staff, and breaching the Ministry's privacy and security.

8.5 Ministry Due Diligence

The Ministry may, in its sole discretion, verify information provided in the application, this includes but is not limited to, seeking and/or confirming information from other government ministries. If in the sole discretion of the Ministry, the Ministry determines that the application contains misrepresentations or any other inaccurate, misleading, or incomplete information, the Ministry may disqualify the applicant from the application process. The Ministry may consider the applicant's past performance on previous contracts with the Ministry and other investigations as the Ministry deems appropriate. If the applicant has previously applied multiple times for the same project and the project was deemed ineligible each time due to inability to meet the requirements, the Ministry may disqualify the applicant or the project.

8.6 Applicant Responsibility

It is the sole responsibility of the applicant to ensure all the fields and documents in a complete ChildCareBC New Spaces Fund application are supplied and submitted at the time of application and during the rectification process. The Ministry is under no obligation to inform the applicant of any missing documents after the initial notification of deficiencies has been provided.

8.7 Applicants to Review All Documents

It is the applicant's responsibility to examine all documents comprising the ChildCareBC New Spaces Fund Program application and to report any errors, omissions, or ambiguities and seek additional information by contacting the Ministry.

8.8 No Liability for Errors

While the Ministry has used reasonable efforts to ensure the accurate representation of information in these guidelines, such information is supplied solely for applicants. The Ministry does not warrant or guarantee the accuracy of such information, nor is such information necessarily comprehensive or exhaustive. Nothing in this application process is intended to relieve applicants from the obligation to conduct their own due diligence, form their own opinions, and reach their own conclusions at all stages of the application process.

8.9 Selection

Applications will be reviewed, evaluated and selected internally by Ministry staff according to the requirements and principles set out in these guidelines. The Ministry cannot guarantee any applicant that their submission of an application will lead to the Ministry providing funding under a New Spaces Funding Agreement. The Ministry may change and/or update portions of the program guidelines that are relevant to a particular stage in the process at any time. Further, the Ministry may close the application call, in whole or in part, at any time in its sole discretion and without liability, without negotiating or entering into a Funding Agreement under this application process.

8.10 No Incorporation by Reference

The entire content of an applicant's application should be contained within the application submission. The content of websites, or other external documents referred to in the application, will not be considered as part of the submission. The Ministry is under no obligation to seek out information not contained in an application.

8.11 Working Language of the Ministry

All applications should be submitted in English. The Ministry is under no obligation to translate any application or any part thereof from any language into English; and the Ministry is under no obligation to review any application or any part thereof, in a language other than English.

8.12 Applications from a Single Entity

The Ministry will only accept applications from a single legal entity that will act as the main contact to the Ministry in respect to the application process and for the purposes of obligations under any Funding Agreement.

8.13 Changes to Application or Supporting Documentation

An applicant is not bound by its application. By submission of a clear and detailed written notice to the program, an applicant may withdraw at any time throughout the duration of the application process before entering into a Funding Agreement.

8.14 Late Applications

Applications received in whole or in part after the closure of the program will be rejected by the Ministry at the Ministry's sole discretion. Applicants are encouraged to submit full, complete and timely applications.

8.15 Rectification

The Ministry may at its discretion offer a rectification process to allow applicants to correct deficiencies (i.e., missing information) in their application and/or supporting documentation. Applicants that are notified of deficiencies will be provided an opportunity to address the deficiencies. It is the sole responsibility of the applicant to correct deficiencies within the designated rectification period allowed by the Ministry. To ensure administrative fairness for all applicants, the Ministry will not provide direct support to applicants during the rectification period apart from clarification of deficiencies. Applicants failing to respond to the notification of deficiencies will be assessed on the initial application or have their application rejected in its entirety. An application is not considered complete until the rectification period has ended. Applications are not evaluated until they are complete.

8.16 Additional Information

All Ministry-prescribed modifications to the application process will be posted to the program web page where the original documents are available to applicants. It is the sole responsibility of the applicant to check for modifications on the web page.

8.17 Conflict of Interest & Lobbying

An applicant may be precluded from participating in the application process if the applicant's (including its directors and officers) current or past corporate or other interests or activities, may, in the Ministry's opinion, give rise to an actual, potential, or perceived conflict of interest in connection with the program. This includes, but is not limited to, involvement by an applicant in the preparation of the application in a relationship with any employee, contractor or representative of the Ministry involved in the preparation of the application, development of the program, as a participant on the evaluation committee or in the administration of the Funding Agreement. If an applicant is in doubt as to whether there might be a conflict of interest, the applicant should consult with the program prior to applying. By submitting an application, the applicant will be required to represent that it is not aware of any circumstances that would give rise to a conflict of interest that is actual, potential, or perceived in respect to the call for applications.

8.18 Project Viability

The Ministry may disqualify the applicant if the project's viability is unsubstantiated, as determined by the Ministry. A project's viability may be in question for reasons such as, but not limited to, financial viability, long-term sustainability, non-compliance, ministry-assessed risks, unmitigated risks, and additional deficiencies that may limit the project's ability to meet the Province's objective to create quality, accessible, and affordable licensed child care spaces.

8.19 Alignment with Provincial Objectives

The ChildCareBC New Spaces Fund is instrumental in supporting the Province's ChildCareBC Plan. The ChildCareBC Plan is a strategic initiative to ensure British Columbian families have access to affordable, quality, and inclusive child care as a core service that meets their needs. The program is delivered in a manner that is in line and consistent with the objectives of the ChildCareBC Plan, ensuring that the Ministry is investing in projects creating new licensed child care spaces that meet the Province's child care objectives. The Ministry may in its sole direction disqualify the applicant if the project does not align with the Province's objective of creating accessible, affordable, quality, and inclusive child care, as determined by the Ministry. The Ministry is under no obligation to support or fund applicants and/or projects that do not align with provincial objectives.

8.20 Costs of Process

The applicant and the Ministry will each bear their own costs associated with or incurred throughout the application process, including any costs arising out of: (a) the preparation and publication by the Ministry of the Program Guidelines and other written documents and website material; (b) the preparation and submission of an application; (c) the evaluation process; and (d) participation in due diligence activities, interviews, demonstrations, discussions, presentations, negotiations, or any other activities related to the application process.

The Ministry is not responsible for any costs incurred prior to or as part of the application process if funding under the ChildCareBC New Spaces Fund is not approved. If the Ministry approves funding under the ChildCareBC New Spaces Fund, funding may be considered for consulting services incurred up to 12 months prior to entering a Funding Agreement.

8.21 Communication with Media

The applicant may not at any time directly or indirectly communicate with the media in relation to the application process or any agreement negotiated pursuant to the application without first obtaining the written permission of the Ministry prior to the provincial public announcement.

8.22 Complaints

If the applicant has questions or concerns about the service provided by Ministry staff, or about a funding decision, they may contact Child Care Capital and Community Services through email at MCF.CCCF@gov.bc.ca with the following subject: “Attention: Operations Supervisor - Complaint”, or by telephone at 1-888-338-6622 (option 5) and request to speak with a Child Care Capital Funding Operations Supervisor.

8.23 Appeals

The applicant may appeal a funding decision or disqualification if the applicant has first contacted an operations supervisor and discussed their questions and concerns regarding the decision. If the applicant wishes to appeal a decision or disqualification, they must submit written notice to the Child Care Capital and Community Services branch at MCF.CCCF@gov.bc.ca with the following subject: “Appeal.” The written notice must include reasons why the funding decision or disqualification should be reconsidered. An appeal will be reviewed by senior level management, who will contact the applicant once a decision has been made.

Following an appeal, if an applicant has additional questions or concerns regarding the Ministry’s decision, they can submit a complaint to the [Office of the Ombudsperson](#). The Office of the Ombudsperson is an independent statutory office of the provincial legislature that impartially investigates individual complaints about potential unfair administrative actions by provincial public authorities.

Appendix B – Written Quotes

Where written quotes in support of project costs are required and submitted with the application, these quotes must be from third party entities at arm's length from the applicant (including directors and officers of an applicant). Applicants who provide invalid or otherwise deficient quotes can be disqualified at the sole discretion of the Ministry. All written quotes must include the following components:

- a. Name of company or individual providing the service/items. Note: Quotes must come from companies that are a third party at arm's length from each other, the applicant, and the project²⁰
- b. Date and length of time quote is valid (if applicable)
- c. Description/scope of work involved (if applicable)
- d. Total or estimated cost, total or estimated tax amount, and the total or estimated cost after taxes (in Canadian dollars), if applicable. Note: If your facility or organization receives a tax exemption or rebate, please indicate the estimated dollar value of the exemption on any submitted quote(s)

²⁰ The Ministry reserves the right to verify all information with third party sources. Additional information may be requested during the Application process.

Appendix C – Definitions

Applicant: an applicant for ChildCareBC New Spaces Funding.

Application: a complete application form and mandatory supporting documentation that the applicant must submit in support of their request for ChildCareBC New Spaces Funding.

Authorized Operator: means a licensed child care provider who is a lessee or licensed occupant of the Child Care Facility pursuant to a lease or licence granted to such provider by the Recipient, and who has responsibility for the Child Care Operation under an agreement with the Recipient.

Budget: a detailed estimate of the costs to complete the project, determined, where necessary, by cost estimates by certified contractors, engineers, architects or other qualified parties, according to the plans and specifications provided to the Ministry as part of the application process.

Building Costs: expenses incurred by the applicant for labour and material in connection with the project.

Capital Build: in the context of these guidelines, the construction of new facilities and renovation of existing facilities, or the development of amenities for the purpose of a Child Care Operation.

Child Care Facility: the physical building, facility, or area of land on which these improvements sit, and the applicant occupies and uses, or proposes to occupy and use, for the purpose of its Child Care Operation.

Child Care Fee Reduction Initiative (CCFRI): a stream of funding provided under CCOF provided to eligible, enrolled, licensed child care facilities for the purpose of reducing parent monthly fees for enrolled children.

Child Care Needs Assessment: an assessment of the community's child care needs. Often includes statistics on population and growth of children in the community, available child care spaces, and provides strategies, actions, and partnerships that will support and address child care.

Child Care Operating Funding Program (CCOF): operating funding provided by the Ministry to eligible, enrolled, licensed child care facilities to assist with the day-to-day costs of running a licensed child care facility.

Child Care Operation: the delivery of child care services in a licensed facility.

Child Care Spaces: a full-time licensed space or two part-time child care spaces (e.g., a before-school space and an after-school space).

Child Development Centre: an agency contracted by the Ministry of Children and Family Development to deliver therapy services to children with support needs (e.g., occupational therapy, physiotherapy, and speech language therapy). Some of these agencies are also contracted by the Ministry of Children and Family Development to deliver Infant Development and/or Supported Child Development programs, including Indigenous programs.

Child Minding: a child care program located in a facility (i.e., recreation centre, shopping centre, etc.), that allows parents to participate at the facility while their children are cared for by an adult.

Children with Support Needs: children who are experiencing, or who are at risk of, developmental delay or disability and who require support beyond that required by children in general. The developmental delay or disability may be in one or more of the following areas: physical, cognitive, social, emotional, communicative, or behavioural.

Co-Located: The services and Child Care Facility are physically housed in the same building or located on the same site.

Community Child Care Plan: local government plans regarding the child care needs of the community, including an inventory of existing child care spaces and space creation targets.

Conceptual Drawings: a floor plan of the child care facility that graphically communicates the details and design principles of the proposed project space, completed by an individual at arm's length from the applicant. Conceptual drawings must be clear and legible and provide a scale and major dimensions.

Crown Corporations: public sector organizations established and funded by the BC government to provide specialized goods and services to citizens.

Direct Costs: expenses directly related to the development and implementation of the project which may include (but are not limited to) equipment, building materials, and labour.

Early Childhood Educator Wage Enhancement (ECE-WE): is part of a broader Early Care and Learning Recruitment and Retention Strategy to support the development of a stable, qualified, and skilled professional ECE workforce, and recognizes early care and learning as a sustainable and valued career. The ECE-WE is available to all ECEs (including ECEs who are also owner/operators) directly employed by and working in eligible licensed child care facilities.

Financial Reconciliation Package: includes (1) copies of all current Community Care Facility Licences issued under the *Community Care and Assisted Living Act*, including copies of Community Care Facility Licences held by facilities operating retained spaces (if applicable); (2)

a completed Financial Reconciliation Form, dated and signed by an authorized signatory of the organization certifying that the project has been completed according to the approved plans and specifications; and, (3) the Ministry's itemized expense report itemizing all eligible project costs incurred and paid for by the funding recipient, as stated in the Funding Guidelines, dated and signed by an independent, arm's length, licensed Public Practice Chartered Professional Accountant (CPA), for Public Organizations. (The itemized expense report may be reviewed and signed by an accountant, treasurer, or chief financial officer).

For-Profit Organizations: Businesses and corporate companies including, but not limited to, partnerships, sole proprietors, benefit companies, community contribution companies, limited companies, and incorporated companies.

Funding Agreement: an agreement between the Ministry and the applicant, under the *Child Care BC Act* under which the Ministry provides a ChildCareBC New Spaces Fund grant to the recipient for the purpose of the recipient creating new licensed child care spaces.

Green Building Standards: includes LEED Gold or higher, Canada Green Building Council (CaGBC) Zero Carbon Building Design Standard, Living Building Challenge Core Standard, Passive House, or, for BC Housing Projects only: the BC Housing Design Guidelines and Construction Standards and its Technical Bulletin No. 1-200.

Indigenous Not-For-Profit Organization: a Society as defined below run by a board made up of a majority (51%) of Indigenous/Aboriginal individuals

Licensed Child Care Spaces: the number of spaces as reported on a Community Care Facility Licence issued under the *Community Care and Assisted Living Act*.

Licensing Officer: mandated to ensure the health, safety and well-being of children and adults in care by monitoring licensees' compliance with the Community Care and Assisted Living Act, the Residential Care Regulation and the Child Care Licensing Regulation.

Local Government: means a municipality or regional district.

Mass Timber: solid, structural load-bearing components such as columns, beams, and panels. They are made by fastening multiple layers of wood together with glue, dowels or nails, and are engineered for high strength. Examples of mass timber products include: Cross-laminated timber (CLT), Nail-laminated timber (NLT), and Glue-laminated timber (glulam). Learn more about mass timber at naturally.wood.

Ministry: the Ministry of Education and Child Care.

Modular Building: a building that consists of prefabricated panels that are transported and assembled on site. Unlike portable buildings, these structures are intended to remain in one location for the duration of their life.

Not-For-Profit Organization: a Society as defined below.

Not-For-Profit Child Care Provider: a child care provider that is incorporated as a Society (defined below).

Occasional Child Care: a child care program that is provided on an occasional or short-term basis to preschool children.

Organization Contribution: the financial contribution required by the organization as set out in Section 4.1. The organization contribution may include gift-in-kind, other grant funds, or loans from financial institutions. Volunteer labour will not be considered as part of the organization's contribution.

Plans and Specifications: all detailed plans, drawings, and specifications for the work required to carry out and complete the proposed project and/or to acquire the assets for use in implementing the project.

Portable Building: is in all essential features completely constructed before delivery and is designed to be moved from location to location.

Program: The ChildCareBC New Spaces Fund Program, operated by the Ministry of Education and Child Care.

Professional Fees: fees charged by individuals trained in specific fields, such as architects.

Project: the project as described by the applicant in the application, which involves the creation of licensed child care spaces.

Project Costs: all the amounts to be paid by the applicant to any person, firm, or corporation dealing at arm's length with the applicant for construction of the projects or acquisition of its components and which, in the opinion of the Ministry have been necessarily and properly incurred.

Provincial Funding Amount: the maximum funding amount the Ministry will provide for the proposed/approved project to create new licensed child care spaces.

Recipient: applicants that receive funding through the ChildCareBC New Spaces Fund to build new licensed child care spaces.

School Age Care on School Grounds: a program that provides at a school, before- or after-school hours or on a day of school closure, care to children who attend school, including kindergarten.

Site Development Costs: expenses incurred to prepare a plot of land for the construction of a Child Care Facility.

Society: an incorporated, independent and democratic organization that is required to be in good standing and comply with the [Societies Act](#).

Underserved Communities: are communities/geographic areas and populations with limited or a lack of access to child care relative to other communities in British Columbia.