

# ChildCareBC New Spaces Fund

## Major Capital Grants

### Funding Guidelines

2024 - 2025



Ministry of  
Education and  
Child Care

ChildCareBC

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The Ministry of Education and Child Care acknowledges the territories of First Nations around B.C. and is grateful to carry out our work on these lands.

As the ministry is committed to reconciliation, we acknowledge the rights, interests, priorities, and concerns of all Indigenous Peoples – First Nations, Métis, and Inuit – respecting and acknowledging their distinct cultures, histories, and rights. We are committed to building child care as a core service where all First Nations, Métis and Inuit children have access to culturally safe care.

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These funding guidelines are effective **May 1, 2024**.

**PLEASE NOTE**

Capitalized terms in these funding guidelines, excluding proper nouns, have their meaning defined in [Appendix C – Definitions](#)

Ensure you are using the current application form. Check that the application is labelled 2024-2025.

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

For Boards of Education Applicants, please contact a [Planning Officer or Regional Director for Child Care](#) within the Capital Management Branch if you have questions.

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# 1. Introduction

Since launching in July 2018, the ChildCareBC New Spaces Fund (New Spaces Fund) has supported and accelerated the creation of new licensed child care, helping to bring quality, accessible, inclusive, culturally-safe, and affordable child care to more families throughout BC.

In fiscal year 2024/2025, the New Spaces Fund will introduce two grant streams to better support child care projects and continue to focus space creation investments on quality, inclusive, culturally-safe and community-based Child Care Spaces in areas with the greatest needs that meet provincial priorities and commitments under the Canada-Wide Early Learning and Child Care Agreement.

Major Capital Grants will support the creation of new licensed Child Care Spaces that are part of a Major Capital Project. Minor Capital Grants will support Child Care Space creation projects that are part of a Minor Capital Project.

These funding guidelines apply to Major Capital Grants. Details of the Minor Capital Grants stream can be found on the [ChildCareBC webpage](#).

## 1.1 Program Highlights

Highlights of the Major Capital Grants include:

- Supporting Major Capital Projects in the design and construction phase to obtain Preliminary Designs, refine Project Costs and Project Budgets, and see the Project through to completion.
- Supporting space creation projects that maximize the number of Child Care Spaces in Underserved Regions across BC.
- Providing funding for long-term community investments run by Public Bodies, Indigenous Governing Entities, and Not-For-Profits.
- Requiring the Applicant to own the land on which the proposed Child Care Centre and new Child Care Spaces will be created. Indigenous Governing Entities are exempt from this requirement.
- Prioritizing space creation projects that expand access to infant/toddler and school-age care.
- Supporting accessible and inclusive Child Care Centres that welcome children with diverse needs.
- Streamlining Boards of Education capital project proposals through a single application point within the existing Capital Asset Planning System (CAPS). Project proposals from Boards of Education will continue to follow these funding guidelines.

## 2. Eligibility

### 2.1 Eligible Organizations and Projects

Organizations eligible to apply for the Major Capital Grants include:

- Indigenous Governing Entities
- Local Governments
- Public Bodies<sup>1</sup> such as:
  - Health authorities
  - Boards of Education<sup>2</sup>
  - Public post-secondary institutions
  - Crown corporations
- Not-For-Profits and Indigenous Not-For-Profits
- First Nations Schools
- Other Eligible Independent Schools

To be eligible to apply for the Major Capital Grants, the Applicant must:

- Propose the creation of new licensed Child Care Spaces that are part of a Major Capital Project, such as ground-up builds, modular builds, and major renovations (i.e., building expansions and additions), requesting more than \$500,000,
- Own the land on which the proposed Child Care Centre and new Child Care Spaces will exist.<sup>3, 4</sup> Indigenous Governing Entities are exempt from this requirement.
- Have no outstanding debt(s) owing to the ministry for which a province-approved payment plan(s) has/have not been established, or where the organization is not in breach of an established province-approved payment plan,
- Have a history of compliance under the [Community Care and Assisted Living Act](#) and the [Child Care Licensing Regulation](#) (where applicable),
- If a Not-For-Profit or Indigenous Not-For-Profit, be registered as a society under the [Societies Act](#) for a minimum of 4-years at the time of application and be in good standing with BC Registries, and
- If an Other Eligible Independent Schools, have a history of compliance with the [Independent School Act](#) and hold a valid Independent School certification.

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<sup>1</sup> Excluding Ministries of the Government of British Columbia

<sup>2</sup> Boards of Education must apply for funding under the Major Capital Grant through CAPS.

<sup>3</sup> At the discretion of the ministry, a limited exception may apply to the Conseil Scolaire Francophone (CSF) School District 93 to enable them to receive funding to create new Child Care Spaces on leased land.

<sup>4</sup> At the discretion of the ministry, a limited exception may apply to leaseholds for public entities only, provided the time remaining on the lease is sufficient to meet required funding award commitment periods, to enable them to receive funding to create new Child Care Spaces on leasehold land.

## 2.2 Ineligible Organizations and Projects

Ineligible organizations under the Major Capital Grants include:

- Not-For-Profits and Indigenous Not-For-Profits registered as a society under the [Societies Act](#) for less than 4-years with BC Registries at the time the Application is submitted
- For-Profit Organizations
- Member-Funded Societies

Ineligible Projects include:

- Projects that do not involve creating new licensed Child Care Spaces
- Child Care Spaces for the following care programs/types: Occasional Child Care, Child Minding, recreational care, residential care, preschool, family, or in-home multi-age
- A Project that has been completed and licensed for the proposed Child Care Spaces prior to signing the New Spaces Fund Funding Agreement
- Those relocating without the intent of creating new Child Care Spaces in addition to the existing Child Care Spaces
- Projects and/or Child Care Centres, new or existing, requiring funding to support operational start-up costs only
- Multiple Applications for the same physical address <sup>5</sup>
- Funding requests for more than one licensed care program per designated area<sup>6</sup>

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<sup>5</sup> Ministry discretion may be applied.

<sup>6</sup> Funding requests will only be considered for one licensed care program per designated area. In instances where more than one licensed care program occupies the same designated area (e.g., the same room within the Child Care Centre) at different times of the day, funding requests will only be considered for one type of licensed care program. For example, a centre holding a School Age Care license and a Group Child Care (30 Months to School Age) license, operating a before and after school program under their School Age Care license and a day program under their Group Child Care license during regular school hours in the same designated space would only be eligible to receive funding for the School Age Care spaces or the Group Child Care (30 Months to School Age) spaces, not both.

## 3. Funding

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**ChildCareBC New Spaces Fund grants are provided under the [Child Care BC Act](#). Funding is provided at the ministry's discretion and subject to budget availability.**

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### 3.1 Funding Request and Provincial Funding Amount

#### 3.1.1 Project Budget

Applications for funding under the Major Capital Grants must include a detailed Project Budget based on a Class D cost estimate (or better), including details of costing for Identified Site-Specific Conditions and Risk, and all other eligible costs required to complete the Project and enable licensing of the Child Care Centre. Class D cost estimates, and any other better cost estimates, must be costed by a third-party professional Quantity Surveyor at arm's-length from the Applicant. Indigenous Governing Entities are exempt from the requirement that the professional Quantity Surveyor be a third-party at arm's length from the Applicant. Funding requests must be based on the Project Budget and, if applicable, identify the Required Organization Contribution and other sources of funding.

#### 3.1.2 Contingency

To mitigate potential budget and Project risks, Project Budgets must identify a contingency amount based upon a Class D (or better) estimate that accounts for Identified Site-Specific Conditions and Risk associated with the Project.

#### 3.1.3 Provincial Funding Amount

For successful Applicants, the ministry will provide funding for eligible costs (see Table 3, [Section 4.1](#)) and the contingency amount for Identified Site-Specific Conditions and Risk in the proposed Project Budget, excluding, if applicable, the Required Organization Contribution (see Table 1 below), at a single Child Care Centre.

Table 1: Required Organization Contributions, Financial Commitments, and Provincial Contribution

Applicant Type	Required Organization Contribution as a % of Project Costs	Organization's Financial Commitment to the Project as a % of Ineligible Costs	Provincial Contribution as a % of Eligible Costs
<b>Indigenous Governing Entities, Local Governments, Public Bodies, First Nations Schools, and Indigenous Not-For-Profits</b>	0%	100%	100%
<b>Not-For-Profits and Other Eligible Independent Schools</b>	10%	100%	90%

Not-For-Profits and Other Eligible Independent Schools must make the minimum Required Organization Contribution, calculated as 10% of the Project Costs. The provincial contribution for Not-For-Profits and Other Eligible Independent Schools is equal to 90% of the eligible costs. The Required Organization Contribution must come directly from the Applicant. The Required Organization Contribution cannot come from other provincial government funding.

Where Green Building Standards are being met or are required to be met based on local building requirements, related expenses must be identified as Project Budget items. Evidence of a requirement to build to such standards can be submitted and will be considered by the ministry as part of the Application.

The ministry recognizes that Project Costs and Project Budgets may include expenses ineligible for funding under the Major Capital Grants. Such expenses may be required to complete the Project or enable the Child Care Operation, however ineligible costs (see Table 5, [Section 4.2](#)) will be the financial responsibility of the Recipient.

Please see [Appendix B](#) for an example of how the ministry may determine a Provincial Funding Amount and, if applicable, the Required Organization Contribution and/or the organization's financial commitment to the Project.

### 3.1.4 Funding Disbursements

Recipients of the Major Capital Grants will receive their Provincial funding over three disbursements, according to their disbursement schedule, as set out in their New Spaces Fund Funding Agreement.

## 3.2 Funding Award Commitment Period

Recipients of grant funding are required to adhere to funding award commitment periods detailed below (see Table 2).

Table 2: Funding Award Commitment Period by Provincial Funding Amount

Provincial Funding Amount	Funding Award Commitment Period
Between \$500,001 and \$2,999,999	Commit to continuing the Child Care Operation for a minimum of 15 years
Between \$3,000,000 and \$4,999,999	Commit to continuing the Child Care Operation for a minimum of 20 years
Between \$5,000,000 and \$9,999,999	Commit to continuing the Child Care Operation for a minimum of 25 years
\$10,000,000 and above*	Commit to continuing the Child Care Operation for a minimum of 30 years

\*Larger funding amounts may require longer funding award commitment periods.

If the Recipient fails to meet the minimum funding award commitment period set out in their New Spaces Fund Funding Agreement with the ministry, they may be required to repay some or all the funding provided.

## 4. Eligible and Ineligible Costs

Funding under the Major Capital Grants will be considered for:

- Building a new Child Care Centre
- The purchase, assembly, and installation of a Modular Building for use as a Child Care Centre
- Major renovation of an existing building, space, or school<sup>7</sup> for use as a Child Care Centre

Ineligible costs will be the financial responsibility of the Recipient. The ministry has the sole discretion and reserves the right to determine Projects, Project components, and items that may receive funding. Exemptions will only be considered in exceptional circumstances, at the discretion of the ministry.

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<sup>7</sup> Where the creation of new Child Care Spaces is to be located on school grounds or on district-owned land, the Boards of Education must be the Applicant and must apply through CAPS.

## 4.1 Eligible Costs

Eligible costs directly related to the development, implementation, and operation of the Project include, but are not limited to, those listed in Table 3 below.

Table 3: Eligible Costs

Eligible Costs
Site evaluations, development costs, and demolition costs <sup>8</sup>
Infrastructure costs (e.g., water, sewer, road, sidewalk, etc.)
Building and site hard construction costs (e.g., building shell, interiors, mechanical, electrical, site work, ancillary work, materials, labour, etc.)
Soft construction costs, including consulting services (e.g., project management, design consultants, engineering costs, professional quantity surveyors, School Boards of Education Facilities Managers, and other project-related Professional Fees, except for legal costs) <sup>9</sup> , business planning (e.g., business case model and analysis), permit fees, inspections, etc.
Exterior works (e.g., landscaping, permanent outdoor equipment, etc.)
Insurance, such as course of construction and wrap-up liability
Security during construction
Contingency amount within the Project Budget for Identified Site-Specific Conditions and Risk associated with the child care Project <sup>10</sup>
GST and PST applicable to eligible costs <sup>11</sup>
Transportation vehicle(s) for child care purposes (i.e., bus or van used solely for the transport of children accessing the child care services)
Owner-supplied furniture, fixtures, and equipment (e.g., kitchen equipment, major appliances, heat pumps, millwork, safety equipment, accessibility equipment, video surveillance and security equipment, <sup>12</sup> etc.)
Program-related furniture, fixtures, and equipment (e.g., office equipment, furniture, and large equipment [e.g., change tables, strollers, room dividers, etc.], large educational materials [e.g., sensory and activity tables, art easels, Indigenous drums, and drumming logs, etc.], dramatic and outdoor play equipment [e.g., child-sized kitchen, wheeled toys, climbers, etc.]) <sup>13</sup>

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<sup>8</sup> Eligibility of demolition costs at the Ministry's discretion, based on proposed size and scope of the Project.

<sup>9</sup> Costs related to consulting services incurred up to 12 months prior to entering a New Spaces Fund Funding Agreement may be eligible for funding, at the discretion of the ministry, up to a maximum of 15% of the Provincial Funding Amount.

<sup>10</sup> Applicants must ensure their Project Budget includes a contingency amount accounting for Site-Specific Conditions and Risks associated with the Project.

<sup>11</sup> It is the responsibility of the Applicant to determine their eligibility to claim Input Tax Credits on GST paid on Project Costs. If Input Tax Credits will be claimed, Applicants should list them as Additional Sources of Funding on their submitted [Project Budget Template](#).

<sup>12</sup> Ongoing subscriptions and/or ongoing monthly or annual service fees associated with security services are not eligible for funding.

<sup>13</sup> It is the responsibility of the Applicant to ensure that any proposed equipment and/or furniture purchased for the Project meet the requirements of the Child Care Licensing Regulation and that the manufacturer's instructions have been reviewed for appropriate use within a child care setting for the applicable age(s) of the children in care.

Additional equipment or other capital costs may be considered, at the discretion of the ministry, if the equipment is required to:

- Enable the Child Care Centre to become licensed under the Community Care and Assisted Living Act and the Child Care Licensing Regulation,
- Enable the Child Care Centre to become operational, and/or
- Create new spaces in an existing Child Care Centre and ensure those new spaces are compliant with the Community Care and Assisted Living Act and the Child Care Licensing Regulation.

## 4.2 Ineligible Costs

Ineligible costs include, but are not limited to, those listed in Table 4 below.

Table 4: Ineligible Costs

Ineligible Costs
Any costs (excluding consulting services <sup>14</sup> ) incurred prior to entering a New Spaces Fund Funding Agreement
Costs related to the purchase of real estate, buildings, portables, and/or commercial space (except for Modular Buildings)
Mortgage payments
Financing costs and interest charges
Insurance for operations (e.g., insurance to protect the Recipient and/or Authorized Operator from loss)
Legal costs
Grant writing
Academic research
Project-related costs or fees payable to the 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) <sup>15</sup> for products or services
Staff salaries and benefits for Early Childhood Educator and other Child Care Centre staff in relation to the operation of the Child Care Centre and Child Care Spaces
Remunerations and travel of elected officials
Networking activities (e.g., costs related to attending or hosting conferences/events/tradeshows, costs associated with directly meeting and/or lobbying with any level of government, meals, and travel expenses, etc.)
New or updated software

<sup>14</sup> Costs related to consulting services incurred up to 12 months prior to signing the New Spaces Fund Funding Agreement may be eligible up to a maximum of 15% of the overall Provincial Funding Amount.

<sup>15</sup> Indigenous Governing Entities are exempt from the requirement that Project Costs be payable to a third party not at arm's length.

Housewares (e.g., pots, pans, dishes, flatware, brooms, garbage cans, diaper disposal units, etc.)
Indoor play structures (e.g., indoor climbers, tunnels, play mats, cushions, etc.)
Non-capital items, such as toys, consumables (e.g., food, art supplies, etc.), books, games, and small appliances
Operational start-up costs and activities (e.g., utilities, training activities, planning, curriculum development, and instructional planning, etc.)

## 5. Grant Deliverables

Recipients will be required to ensure their Project, Child Care Centre, and/or their Authorized Operator, meet the following requirements and grant deliverables as set out in their New Spaces Fund Funding Agreement:

- Meet the licensing requirements in the [Child Care Licensing Regulation](#) to hold a valid license under the [Community Care and Assisted Living Act](#).
- Create the agreed upon number of new licensed Child Care Spaces and, if applicable, the continued operation of the agreed upon number of retained licensed Child Care Spaces at the Child Care Centre, for the minimum funding award commitment period,
- Comply with the requirements under the [BC Building Code](#) and/or building requirements of the relevant Governmental Authority,<sup>16</sup>
- Adhere to all applicable municipal, federal, or First Nations governance requirements,
- Provide and maintain the required insurances throughout various Project phases (e.g., course of construction insurance during the construction phase),
- If at the time the Application is submitted, the Recipient confirmed their intention to secure a Not-For-Profit child care provider as the Authorized Operator of the Child Care Operation,<sup>17</sup> the Recipient must provide detailed information regarding the Authorized Operator to the ministry, once secured<sup>18</sup>
- If the Recipient will be leasing the Child Care Centre to an Authorized Operator, the Recipient must provide a copy of the executed lease between the parties and the rent payable under such lease must not be greater than the then-fair market rent for the Child Care Centre, being the rent that would be paid for the Child Care Centre in its then-

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<sup>16</sup> It is the responsibility of the Recipient to ensure that the Project is carried out in a manner that ensures all buildings meet respective codes and requirements.

<sup>17</sup> If the Recipient does not have a confirmed Authorized Operator at the time the Application is submitted, they must either commit to directly delivering the child care services or commit to securing a partnership with an Authorized Operator.

<sup>18</sup> Authorized Operators must be licensed and Not-For-Profit and/or Indigenous Not-For-Profit in good standing with the BC Registry, and have an ongoing history of compliance under the [Community Care and Assisted Living Act](#) and the [Child Care Licensing Regulation](#), where applicable.

current condition (including all leasehold improvements), as between persons dealing in good faith and at arm's length. The Province may, in its discretion, require the Recipient to provide an appraisal from a certified land appraiser confirming that the rent payable under the lease is not greater than fair market.

- Submit quarterly reports to the ministry within 15 days of the last day of the applicable quarterly period,
- Submit a financial reconciliation report, as defined in their New Spaces Fund Funding Agreement, for the Project to the ministry within 60 days of Project completion, or a longer period as requested in writing and accepted by the ministry,
- Be willing to offer and provide services to families receiving the [Affordable Child Care Benefit](#),
- Comply with eligibility requirements and participate in the one of the following for the minimum funding award commitment period of the Project once the spaces become operational:<sup>19</sup>
  - the [Child Care Operating Funding](#) (CCOF) program, the [Child Care Fee Reduction Initiative](#) (CCFRI), and, where eligible, the [Early Childhood Educator Wage Enhancement](#) (ECE-WE);
  - the [\\$10 a day ChildCareBC program](#);
  - Aboriginal Head Start; or
  - other program or successor program identified by the province as being a child care affordability initiative at such time, including universal child care initiatives that the Recipient is eligible for.

Recipients should allow sufficient time to complete all the requirements listed in this section.

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 license; and
- Complying with eligibility requirements, applying for, and being approved for enrollment in CCOF and CCFRI or the \$10 a Day ChildCareBC program or Aboriginal Head Start, and/or any future BC Government operating funding initiatives, and, where eligible, ECE-WE.

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<sup>19</sup> If not directly delivering Child Care Operation, it is the Recipient's responsibility to ensure that the secured Authorized Operator complies with eligibility criteria and participates in CCOF and CCFRI, or the \$10 a day ChildCareBC initiative, or Aboriginal Head Start, as well as any future BC Government operating funding initiatives for the minimum funding award commitment period of the Project once the spaces become operational.

If, following payment of the final installment, a Recipient becomes ineligible, or withdraws from CCOF, CCFRI, \$10 a Day ChildCareBC program, or ECE-WE, or any future BC Government operating funding initiatives, in which they were eligible and approved, prior to the Project's minimum funding award commitment period, the Recipient may be required to make a repayment of their Major Capital Grants to the ministry, in accordance with the terms of the New Spaces Fund Funding Agreement. Additionally, the Recipient will be subject to any repayment obligations that apply under the terms of their CCOF, CCFRI, \$10 a Day ChildCareBC, Aboriginal Head Start, ECE-WE funding agreements, or any future BC Government child care initiatives, with the ministry.

Recipients of the Major Capital Grants are responsible for ensuring any Authorized Operator operating the Child Care Centre will be able to meet the eligibility requirements for CCOF, CCFRI, or the \$10 a Day ChildCareBC or Aboriginal Head Start, and, where eligible, ECE-WE. Recipients are also responsible for ensuring any Authorized Operator remains current on the 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 Fund Funding Agreement continue to be met, regardless of whether it is the Recipient directly operating the Child Care Operation or a contracted Authorized Operator.

## 6. Application Submission and Project Selection Process

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**Please note, the following information regarding the ministry review and Project selection process applies to all Applicants. Applications from BC Public School Boards of Education, however, must be submitted through Capital Asset Planning System (CAPS).**

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### 6.1 How to Apply

#### 6.1.1 Prior to Submitting an Application

Prior to applying for the Major Capital Grants, Applicants are encouraged to:

1. Review these Funding Guidelines for the Major Capital Grants and the [program webpage](#).
2. Review the [Child Care Licensing Regulation](#), the [Community Care and Assisted Living Act](#), and the [standards of practice](#).

3. Review the [Major Capital Grants Application Resource](#), as this will provide useful resources and information to support the Application.
4. Contact the local Health Authority and speak to a Licensing Officer to ensure the proposed Child Care Centre meets the requirements to obtain a license under the [Community Care and Assisted Living Act](#) and the [Child Care Licensing Regulation](#).<sup>20</sup>

### 6.1.2 Completing an Application

Applicants are required to submit a completed Application with mandatory supporting documentation<sup>21</sup> (see Table 5 on the following page) that is unique to the Project and proposed Child Care Operation.<sup>22</sup> Funding approval is subject to budget availability and Ministry discretion.

Table 5: Application and Mandatory Supporting Documents

Application and Mandatory Supporting Document Requirements
<ul style="list-style-type: none"> <li>Completed Application form</li> <li>Completed <a href="#">Project Budget Template</a>, detailing the Project Budget based on a Class D cost estimate (or better), including a contingency to account for Identified Site-Specific Conditions and Risk associated with the Project<sup>23</sup> and all other eligible costs required to complete the Project and enable licensing of the Child Care Centre</li> <li>Class D cost estimate (or better)<sup>24</sup></li> </ul>

<sup>20</sup> Approval of funding under the Major Capital Grants 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 can be achieved.

<sup>21</sup> 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.

<sup>22</sup> Applications and mandatory supporting documentation must be unique to the proposed Project contained in the Application. Submitting any information that is not exclusive to the proposed Project and Child Care Operation (e.g., Project Budgets, community engagement activities, descriptions of operations and services, etc. utilized in another application for a different project) may result in the ministry rejecting the Application (see [Appendix A, 8.3](#)).

<sup>23</sup> Where electrification of primary space and water heating and/or Green Building Standards are being met, or are required based on local building requirements, evidence to build to such a standard should be submitted for consideration by the ministry as part of the Application.

<sup>24</sup> Class D cost estimates and any other better cost estimates must be costed by a third-party professional Quantity Surveyor at arm's-length from the Applicant. Indigenous Governing Entities are exempt from the requirement that the professional Quantity Surveyor be a third-party at arm's length from the Applicant.

- Evidence of financial commitment to the Project if the Applicant is required to make a Required Organization Contribution<sup>25</sup> (see [Section 3.1.3](#)) and/or the Project Budget contains costs not eligible for funding<sup>26</sup> (i.e., ineligible costs, see [Section 4.2](#))
- Preliminary Design concept, including floor plans, site plans, and outdoor space plans demonstrating compliance with requirements under the [Child Care Licensing Regulation](#)<sup>27,28</sup>
- Copy of Community Care and Assisted Living Act license(s) for Projects proposing to expand an existing Child Care Centre
- Recent documentation (i.e., within 2 years of submitting the Application) to support community need (e.g., current Community Child Care Plan, community action plan, Child Care Needs Assessment, waitlist data, etc.). Indigenous Governing Entities are exempt from this requirement.
- Documentation of recent community engagement (i.e., within 1 year of submitting the Application) (e.g., hosting a townhall or community meeting, results of a parent survey; Applicants are encouraged to consult with local First Nations). Indigenous Governing Entities are exempt from this requirement.
- If the Applicant will be leasing the Child Care Centre to an Authorized Operator, a copy of the executed lease between the parties must be submitted as part of the Application, or once a lease has been executed, if later. The rent payable under such lease must not be greater than the then-fair market rent for the Child Care Centre, being the rent that would be paid for the Child Care Centre in its then-current condition (including all leasehold improvements), as between persons dealing in good faith and at arm's length. The Province may, in its discretion, require the Applicant to provide an appraisal from a certified land appraiser confirming that the rent payable under the lease is not greater than fair market.

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<sup>25</sup> For Not-For-Profit Societies and Other Eligible Independent Schools evidence (i.e., source and proof) of sufficient financial contributions to meet the 10% Required Organization Contribution is required.

<sup>26</sup> For not-For-Profit Societies and Other Eligible Independent Schools evidence (i.e., source and proof) of sufficient financial contributions to meet the costs of Project Budget not eligible for funding is required. For Indigenous Governing Entities, Local Governments, Public Bodies, crown corporations, Indigenous not-for-profit societies, and First Nation Schools, confirmation of commitment to cover the portion of the Project Budget not covered by funding is required (e.g., Band Council letter or board resolution showing support for the Project and confirming funding for the remaining Project Costs).

<sup>27</sup> Plans must include details of square feet/metres for retained and new spaces, as well as details of features such as sinks, toilets, windows, doors, fixed cabinetry, and major appliances, and, where applicable, nap rooms (section 15(3) of the CCLR) and change tables (section 14(4) of the CCLR), and rotation schedules.

<sup>28</sup> For Applicants proposing a new purpose build for school age care on school grounds, the size of the area that is designated to be used by the children in care should, at a minimum, meet the basic physical space requirements of group child care (i.e. 3.7 m<sup>2</sup> per child of usable floor area, 6m<sup>2</sup> per child of outdoor play area).

- If the Applicant is proposing the creation of school-age spaces located off school grounds, a letter from a Licensing Officer approving the transportation plan<sup>29</sup>

If the Applicant is proposing to use offsite outdoor play space, an approval letter from a Licensing Officer<sup>30</sup>

### 6.1.3 Submitting an Application

Applicants, excluding Boards of Education, must submit their completed Application, along with the mandatory supporting documents, by email to [CCCF@gov.bc.ca](mailto:CCCF@gov.bc.ca). Please note that links to any external documents, information sources and/or storage drives will not be reviewed.

Boards of Education must submit completed Applications, along with the mandatory supporting documentation, through the Capital Asset Planning System (CAPS). Please contact the [Planning Officer or Regional Director for Child Care](#) for questions or support with the application process.

By applying, Applicants agree to the terms and conditions governing the ChildCareBC New Spaces Fund for Major Capital Grants (see [Appendix A](#)), the funding award commitment periods (see [Section 3.2](#)), and the grant deliverables (see [Section 5](#)). An Application is not considered complete and will not be evaluated for a funding decision until the rectification period has ended, if applicable (see [Section 6.2](#) and [Appendix A, 8.15](#)).

## 6.2 Project Selection Process

Timelines for review, evaluation, and funding decisions may vary depending on Application completeness, project complexity, and cost considerations. The ministry will conduct an initial review of submitted Applications to identify any additional, required information. Based on the review, the ministry may provide Applicants with an opportunity to address deficiencies in accordance with the rectification process, depending on the nature of the deficiency<sup>31</sup> (see [Appendix A, 8.15](#) for additional details). In addition to requiring Applicants to rectify deficiencies, the ministry reserves the right to perform additional investigations and to request additional information as it deems necessary as part of the Project selection process.<sup>32</sup> Failure on the part of an Applicant to provide additional information to the ministry when requested could result in a rejection of their Application.

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<sup>29</sup> If approval from a Licensing Officer has not been obtained at the time of application, evidence of consultation with a Licensing Officer may be accepted at the discretion of the ministry.

<sup>30</sup> If approval from a Licensing Officer has not been obtained at the time of application, evidence of consultation with a Licensing Officer may be accepted at the discretion of the ministry.

<sup>31</sup> Only missing information will be rectified. Inaccurate information will not be rectified.

<sup>32</sup> Additional information may include, but is not limited to, seeking and/or confirming information from other government ministries, where applicable.

Following rectification, the ministry evaluates the Applications based on the information set out in the Evaluation Criteria (see [Section 6.3](#)) and any other principles, preferences, or requirements set out in these funding guidelines.<sup>33</sup> The ministry, at its discretion, then selects the successful Applicants.

All Applicants will be notified of the outcome of their Application. Successful Applicants will be invited to enter into a New Spaces Fund Funding Agreement with the ministry. Once the New Spaces Fund Funding Agreement is complete, the Recipient will receive their grant according to the funding disbursement schedule.

If the ministry rejects an Application, the unsuccessful Applicant may request that the ministry provide the rationale for rejecting the Application by submitting a request for review by email to [CCCF@gov.bc.ca](mailto:CCCF@gov.bc.ca) (see [Appendix A, 8.23](#)).<sup>34</sup>

## 6.3 Evaluation Criteria

### 6.3.1 Project Priority Areas

The ministry will prioritize Applications proposing Projects that deliver on the following key priorities:

- Creation of infant/toddler spaces
- Creation of school-age spaces
- Creation of Child Care Spaces in Underserved Regions
- Creation of Child Care Spaces serving priority populations including:
  - Children with Support Needs
  - Indigenous children and families
  - Black and other children and families of colour
  - Families new to Canada
  - Francophone children and families
  - Low-income families
  - Young parents (25 years and under)
- Creation of spaces offering specialized programming for Children with Support Needs, Indigenous children and families, Francophone children and families, and/or young parents (25 years and under)

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<sup>33</sup> Applications will not be evaluated until they are complete. For Projects requiring rectification, evaluation does not begin until rectification is complete.

<sup>34</sup> Boards of Education should contact the [Planning Officer or Regional Director for Child Care](#) for feedback on Applications.

- Creation of fully inclusive and accessible Child Care Spaces that allow children of all abilities to participate meaningfully (e.g., accessible physical design and application of program inclusion policy)
- Creation of Child Care Spaces with non-standard hours of care (i.e., extended hours of care before 6 a.m. and after 7 p.m., weekend care, overnight care, care provided on statutory holidays and/or care provided on days of school closures)
- Projects that support the creation of as many spaces throughout the province as possible
- Project completion date of March 31, 2028, or sooner

For more information on the priority areas listed above, please refer to the [program webpage](#) and the [Major Capital Grants Application Resource](#).

### 6.3.2 Project Evaluation Criteria

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

- A completed Application form,<sup>35</sup> including all mandatory supporting documentation (Table 5, [Section 6.1.2](#))
- Project viability, as determined by the ministry ([Appendix A, 8.18](#))
- Readiness to begin the Project, such as ability to begin construction, including site development, within 6 months of approval of funding (exceptions may be considered at the ministry's discretion)
- Relevant Project and/or funding history with the ministry, if applicable
- Financial considerations, including but not limited to:
  - Eligibility, reasonability, and value of costs ([Section 4](#))
  - Estimated provincial cost per space
  - Portion of costs committed to administrative, consulting, and Professional Fees and/or expenses<sup>36</sup>
  - Sources of funds for the Required Organization Contribution and/or other financial contributions to the Project, if applicable
  - Contingency amount for Identified Site-Specific Conditions and Risk,<sup>37</sup> including Ministry-assessed Project risks ([Section 3.1.2](#))
  - Project risk mitigation strategy, including risk of cost escalations

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<sup>35</sup> 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).

<sup>36</sup> Administrative, consulting, and Professional Fees must not exceed 15% of the requested provincial funding amount.

<sup>37</sup> As assessed and costed by a third-party professional Quantity Surveyor at arm's length from the Applicant. Indigenous Governing Entities are exempt from the requirement that the professional Quantity Surveyor be a third-party at arm's length from the Applicant.

- Demonstration of the Project's ability to:
  - Meet the project priorities listed in [Section 6.3.1](#)
  - Satisfy the grant deliverables set out in [Section 5](#)
  - Meet the Province's child care objectives ([Appendix A, 8.19](#))
- Child care build or renovation and design considerations, such as:
  - Applicant or identified contractor/project management team's experience managing Major Capital Projects
  - Electrification of primary space and water heating
  - Demonstrated consideration of the impacts that potential future climate risks and environmental impacts could have on the Project and Child Care Operation
- Child Care Operation considerations, such as:
  - Whether the Applicant will be directly operating the Child Care Operation or commits to partnering with a Not-For-Profit child care provider as the Authorized Operator
  - Retention plan if the Project is expanding a Child Care Centre with existing licensed Child Care Spaces
  - Staffing plan and considerations (e.g., staff recruitment and retention plan)
- Child care needs, such as:
  - Creation of licensed Child Care Spaces that align with the community's child care needs, as demonstrated in the submitted Community Child Care Plan, Child Care Needs Assessment, or other documents supporting community need
  - Community support for the Project as demonstrated by community engagement<sup>38</sup>
  - Creation of spaces in Underserved Regions
- Compliance considerations, such as:
  - The Applicant's, if directly operating the Child Care Operation, or the Authorized Operator's, if secured at the time the Application, history and experience operating a licensed Child Care Centre and/or community-based program
  - The Applicant's compliance history with grants, funding agreements and/or contracts between the Applicant and the ministry
  - Any other matters of non-compliance that the ministry is or becomes aware of during the Project selection process and which could impact the Applicant's ability to fulfill obligations under the Major Capital Grants, as deemed by the ministry in its sole discretion.

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<sup>38</sup> Indigenous Governing Entities are exempt from this requirement.

# Appendix A – Terms and Conditions

The following terms and conditions apply to all Applicants of the ChildCareBC New Spaces Fund for Major Capital Grants. Submission of an Application indicates acceptance of these terms.

## **8.1 Non-Binding Process**

The ChildCareBC New Spaces Fund for Major Capital Grants is a Provincial government grant program. It is not a procurement process. The ministry is under no obligation to enter into a Funding Agreement with the Applicant or any Applicant that applies for the program.

The Project Budget will be evaluated during the evaluation stage and the Applicant must ensure that the Project Budget is accurate and complete as of the date of Application, subject to any noted contingencies in the Project Budget. 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 reject an Application that fails to comply with a stated rule or requirement and may allow the Applicant to rectify their Application. This is the case even where the terms “must”, “shall”, “will” or “mandatory” are used in these funding guidelines and Application form.

## **8.3 Applicant Representations and Warranties**

By applying under the ChildCareBC New Spaces Fund for Major Capital Grants, the Applicant represents and warrants that they have not knowingly made any false representations or warranties. The ministry may reject an Application or may terminate a New Spaces Fund Funding Agreement already entered if the ministry discovers that the Applicant’s Application contains misrepresentations or any other inaccurate or misleading information. Examples include, but are not limited to, 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, or discrepancies between information provided to the ministry and other governing bodies.

## **8.4 Unacceptable Behaviour**

The ministry may reject an Application or may terminate a New Spaces Fund 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. The ministry may further, after receiving consent from the Applicant, seek and/or confirm information independently with third parties outside of government ministries. The ministry may reject an Application if the ministry determines that the Application contains misrepresentations or any other inaccurate, misleading, or incomplete information, including information that the ministry was unable to seek and/or confirm independently with third parties due to the Applicant withholding consent. The ministry may consider the Applicant's past performance on previous contracts with the ministry and other investigations as the ministry deems appropriate.

### **8.6 Applicant Responsibility**

It is the sole responsibility of the Applicant to ensure all the fields and documents in its ChildCareBC New Spaces Fund for Major Capital Grants Application are supplied and submitted at the time of Application and during the rectification process (see Appendix A, 8.15). The ministry is under no obligation to inform the Applicant of any missing documents after the initial notification of deficiencies has been provided, if applicable

### **8.7 Applicants to Review All Documents**

It is the sole responsibility of the Applicant to examine all documents comprising the ChildCareBC New Spaces Fund for Major Capital Grants 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 funding guidelines, 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 Funding Not Guaranteed**

The ministry cannot guarantee any Applicant that the submission of an Application will lead to the ministry providing funding under a New Spaces Fund Funding Agreement. Further, the

ministry may close the application call, in whole or in part, at any time in its sole discretion and without liability or without entering into a Funding Agreement under this application process.

#### **8.10 No Incorporation by Reference**

The entire content of an 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 Project selection process.

#### **8.13 Changes to Application or Supporting Documentation**

By submission of a clear and detailed written notice to the program by email, an Applicant may withdraw their Application at any time before entering into a New Spaces Fund Funding Agreement.

#### **8.14 Late Applications**

Applications received in whole or in part after the closure of the application call may be rejected by the ministry at the ministry's sole discretion. Applicants are encouraged to submit fully 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 with 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 have their Application and most updated supporting documents reviewed which may result in their Application being rejected. An Application is not considered complete until the rectification period has ended and all requested information has been received.

### **8.16 Additional Information**

The ministry may change and/or update portions of these funding guidelines at any time. 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 and Lobbying**

An Application may be rejected if the Applicant's current or past corporate or other interests or activities (including those of its directors and officers), may, in the ministry's opinion, give rise to an actual, potential, or perceived conflict of interest in connection with the ChildCareBC New Spaces Fund for Major Capital Grants. This includes, but is not limited to, the involvement of any employee, contractor, or representative of the ministry, excluding the ministry's Child Care Development Team, in the preparation of the Application. 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 applying, the Applicant affirms 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 reject an Application 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 with the Child Care Licensing Regulation, ministry-assessed risks, unmitigated risks, and additional deficiencies that may limit the Project's ability to meet the province's objectives (see Appendix A, 8.19).

### **8.19 Alignment with Provincial Objectives**

The ChildCareBC New Spaces Fund for Major Capital Grants 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, culturally-safe, and inclusive child care as a core service that meets their needs. The program is delivered in a manner that is in line with 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 discretion reject the Application 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 Project selection process, including any costs arising out of: (a) the preparation and publication by the ministry of these funding 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 related activities.

## **8.21 Communication with Media**

The Applicant may not at any time directly or indirectly communicate with the media in relation to the Project selection process without first obtaining the written permission of the ministry.

## **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 the Child Care Capital and Community Services branch at [CCCF@gov.bc.ca](mailto: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. For Boards of Education, if there are any questions or concerns about the service provided by Ministry staff, or about a funding decision, they may contact the [Regional Director for Child Care](#).

## **8.23 Request for Review**

The Applicant may request a review and reconsideration of a funding decision or rejection of an Application by submitting written notice to the Child Care Capital and Community Services branch at [CCCF@gov.bc.ca](mailto:CCCF@gov.bc.ca) with the following subject: "Review." The written notice must include reasons why the funding decision or rejection of an Application should be reconsidered and include supporting documentation or new documentation/information. The request will be reviewed by senior level management, who will contact the Applicant once the review is complete.

Following the review, if an Applicant has additional questions or concerns regarding the outcome of the review, 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 – Project Funding Example

The following table provides an example of how the Provincial Funding Amount and the Required Organization Contribution (if applicable) may be determined by the ministry.

Table 6 below presents an example of a Not-For-Profit proposing a space creation Project with total Project Costs of \$3,000,000. As a Not-For-Profit, the minimum Required Organization Contribution is 10% of the total Project Costs.

Table 2: Project Funding Example for Not-For-Profits

The Applicant provides a Project Budget based on a class D cost estimate or better, including a contingency amount accounting for Identified Site-Specific Conditions and Risk and all eligible and ineligible costs related to the Project.	Total Project Costs	\$3,000,000
The ministry reviews the Project Budget and confirms eligible and ineligible costs (see <a href="#">Section 4</a> ). Eligible costs include the contingency amount for Identified Site-Specific Conditions and Risk.	Total eligible costs	\$2,900,000
	Total ineligible costs	\$100,000
If applicable, the ministry will then determine the Required Organization Contribution (see <a href="#">Section 3.1.3</a> ), as a percentage of the total Project Costs.	Required Organization Contribution	\$300,000
Based on the determined eligible and ineligible costs, the ministry determines the total Provincial Funding Amount, and the organizations' financial commitment to the project, if applicable.	Provincial Funding Amount (90% of total eligible costs)	\$2,610,000
	Total Organization Financial Commitment to the Project (evidence, such as source and proof, required) (total Project Costs minus total Provincial Funding Amount)	\$390,000 (of this amount, \$300,000 accounts for the Required Organization Contribution of 10% and \$90,000 accounts for the remaining Project Costs that must be committed by the organization) <sup>39</sup>

<sup>39</sup> The Required Organization Contribution must come directly from the Applicant. Once the minimum Required Organization Contribution has been met, additional contributions to the remaining Project Costs may be made in the form of additional funding sources, such as monetary gifts, and in-kind contributions.

# Appendix C – Definitions

**Aboriginal Head Start (AHS):** means an early learning and child care program for Indigenous children aged 0 to 6 years and their families that provides wraparound family support and inclusion services at no cost to parents. AHS uses culturally relevant curriculum that encompasses six core programming components: culture and language, education and school readiness, health promotion, nutrition, social support, parent and family involvement.

**Applicant:** means a person who requests funding under the ChildCareBC New Spaces Fund for Major Capital Grants.

**Application:** means a complete application form and mandatory supporting documentation that the applicant must submit in support of their request for funding under the ChildCareBC New Spaces Fund for Major Capital Grants.

**Authorized Operator:** means a licensed child care provider that has been subcontracted by the Applicant/Recipient to carry out a Child Care Operation at the Child Care Centre in accordance with these funding guidelines and/or a New Spaces Fund Funding Agreement.

**Boards of Education:** a board of school trustees constituted under the School Act. Boards are responsible for managing schools and school property in their districts and providing educational programs to students enrolled in their districts and may provide a Program on board property or permit an Authorized Operator to use board property for the purpose of providing Programs.

**Child Care Centre:** means the physical building, centre, or area and the land on which the Project will occur and which the Applicant, if selected for funding, will use for the purpose of carrying out a Child Care Operation.

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

**Child Care Needs Assessment:** means 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):** means operating funding provided by the ministry to eligible, enrolled, licensed Child Care Centres to assist with the day-to-day costs of running a licensed Child Care Centre.

**Child Care Operation:** means the provision of child care at the licensed Child Care Centre.

**Child Care Space:** means:

- I. one full-time licensed space offering a minimum of 4 hours of care per day; or
- II. two part-time licensed child care spaces offering a combined 4 hours minimum of care per day (e.g., a before-school space for 2 hours and an after-school space for 2 hours),

in respect of which a license under the Community Care and Assisted Living Act has been issued, at the Child Care Centre, as determined by the province in its discretion.

**Child Minding:** means a child care program located in a centre (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:** means 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.

**Community Child Care Plan:** means a Local Government's or Indigenous governing entity's plan regarding the child care needs of the community, including an inventory of existing child care spaces and space creation targets.

**Early Childhood Education (ECE):** means any individual who holds a current Early Childhood Educator, Infant and Toddler Educator, or Special Needs Educator certificate issued by the BC Early Childhood Educator Registry which has not expired, been suspended, or cancelled.

**Early Childhood Education Wage Enhancement (ECE-WE):** means an hourly wage funding lift provided to Early Childhood Educators working at eligible licensed child care centres. This initiative 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 centres.

**First Nations School:** means:

- I. a First Nations school located on-reserve, which is operated by one or more Indigenous Governing Entities and provides education at the kindergarten, elementary or secondary levels; or
- II. a First Nations independent school certified under the Independent School Act, which is operated by one or more Indigenous Governing Entities or by a not-for-profit incorporated by one or more Indigenous Governing Entities, an Indigenous Not-for-Profit or a designated authority, and provides education at kindergarten, elementary or secondary levels.

**For-Profit Organization:** means businesses and corporate companies including, but not limited to, partnerships, sole proprietors, benefit companies, community contribution companies, limited companies, and incorporated companies, excluding government entities.

**Funding Agreement:** means an agreement between the ministry and the Recipient, under the Child Care BC Act under which the ministry provides a ChildCareBC New Spaces Fund for Major Capital Grants 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.

**Identified Site-Specific Conditions and Risk:** means an allocation of costs within the overall Project Budget to account for any possible variances in unknown conditions that cannot be quantified or foreseen for the Project (e.g., abnormal topographical or sub-surface conditions, contaminated soils, municipal requirements, hazardous material abatement), as assessed and costed by a third-party professional Quantity Surveyor at arm's-length from the applicant.<sup>40</sup>

**Indigenous Governing Entity:** as defined in the [Freedom of Information and Protection of Privacy Act](#).

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<sup>40</sup> Indigenous Governing Entities are exempt from the requirement that the professional Quantity Surveyor be a third-party at arm's length from the Applicant.

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

**Local Government:** means a municipality or regional district.

**Major Capital Project:** in the context of these funding guidelines, means the construction of Child Care Centres through ground-up builds, modular builds, and major renovations, including centre expansions and additions requesting more than \$500,000 in funding.

**Member-Funded Society:** means a society whose constitution contains the following statement: "This society is a member-funded society. It is funded primarily by its members to carry out activities for the benefit of its members. On its liquidation or dissolution, this society may distribute its money and other property to its members".

**Ministry:** means the ministry of Education and Child Care.

**Minor Capital Project:** in the context of these funding guidelines, means minor renovations and equipment-only Projects requesting up to \$500,000 in provincial funding and anticipated to be completed within 1-year (12 months) of entering into a New Spaces Fund Funding Agreement with the ministry.

**Modular Building:** means 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:** means a "society" or an "extra provincial non-share corporation", but does not include a "member-funded society", as defined in the [Societies Act](#).

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

**Other Eligible Independent Schools:** means a group 1 or group 2 certified independent school, or a group 3 certified independent school that is operated by a Not-For-Profit, as classified under the [Independent School Act](#), but does not include a First Nations School.

**Plans and Specifications:** means all detailed plans, drawings, and specifications for the activities required to complete the Project.

**Preliminary Design:** includes a preliminary site plan to determine how the site will be laid out, including building orientation and how the building and interior and exterior spaces will be situated on the site to establish a functional flow and connection to local infrastructure and services, as well as design concept for the interior and exterior spaces, based on the vision, goals, scope and objectives of the Project.

**Program:** means the ChildCareBC New Spaces Fund for Major Capital Grants, operated by the ministry.

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

**Project:** means the project as described by the Applicant in the Application, which involves the creation of licensed Child Care Spaces.

**Project Budget:** means a detailed pre-estimate of the Project Costs to complete the Project, based on a Class D cost estimate (or better), including contingency to account for Identified Site-Specific Conditions and Risk, determined by a professional Quantity Surveyor, and all other eligible costs required to complete the Project and enable licensing of the Child Care Centre, according to the Plans and Specifications provided to the ministry as part of the Application process.

**Project Costs:** means all the amounts to be paid by the Applicant to any person, firm, or corporation dealing at arm's length with the Applicant<sup>41</sup> for construction of the Project or acquisition of its components and which, in the opinion of the ministry have been necessarily and properly incurred.

**Provincial Funding Amount:** means the maximum funding amount the ministry will provide for the proposed/approved Project to create new licensed Child Care Spaces.

**Public Bodies:** means a "public body" as defined in the [Freedom of Information and Protection of Privacy Act](#), excluding Ministries of the Government of British Columbia.

**Recipient:** means an Applicant that receives funding through the ChildCareBC New Spaces Fund for Major Capital Grants to create new licensed Child Care Spaces.

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<sup>41</sup> Indigenous Governing Entities are exempt from the requirement that project costs be paid to any person, firm, or corporation dealing at arm's length from the Applicant.

**Required Organization Contribution:** means the financial contribution required by the Applicant as set out in Section 3.1.3 of these funding guidelines. The required organization contribution must come directly from the organization applying for funding under the Major Capital Grants.

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

**\$10 a Day ChildCareBC:** means a child care centre that has entered into a contract with the ministry to participate in the \$10 a Day ChildCareBC Centre program.