

ChildCareBC New Spaces Fund Minor Capital Grants

Funding Guidelines

2024 - 2025



Ministry of
Education and
Child Care

ChildCareBC

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.

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 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.

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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 on creating 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](#).

The Minor Capital Grants support child care space creation projects that are part of a Minor Capital Project. The Major Capital Grants support child care space creation projects that are part of a Major Capital Project.

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

1.1 Program Highlights

Highlights of the Minor Capital Grants include:

- Supporting Minor Capital Projects that maximize the number of Child Care Spaces in Underserved Regions across BC.
- Supporting Projects where the Applicant owns or leases the property on which the proposed Child Care Centre and new licensed Child Care Spaces will exist.
- Providing funding for long-term community investments run by Public Bodies, Indigenous Governing Entities, and Not-For-Profits.
- 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 Minor Capital Grants include:

- Indigenous Governing Entities
- Local governments
- Public Bodies¹ such as:
 - Health authorities
 - Boards of Education
 - Public post-secondary institutions
 - Crown corporations
- Not-For-Profits and Indigenous Not-For-Profits
- First Nation Schools
- Other Eligible Independent Schools

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

- Propose the creation of new licensed Child Care Spaces that are part of a Minor Capital Project, such as minor renovations, tenant improvements, 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,
- Own or lease² the space where the proposed Child Care Centre and new licensed Child Care Spaces will exist,
- 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, must be registered as a society under the [Societies Act](#) for a minimum of 1-year at time of application and be in good standing with the BC Registries,

¹ Excluding Ministries of the Government of British Columbia

² Where the organization applying is leasing the property on which the proposed Child Care Centre and Child Care Spaces will exist, a lease agreement between parties must be at third-party at arm's length.

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- If an Other Eligible Independent School, have a history of compliance with the [Independent School Act](#) and hold a valid Independent School certification, and
 - Applicants not directly operating the Child Care Operation should be in contract with a third-party Not-For-Profit child care provider (Authorized Operator) to operate the proposed Child Care Operation.

2.2 Ineligible Organizations and Projects

Ineligible organizations under the Minor Capital Grants include:

- Not-For-Profits and Indigenous Not-For-Profits registered with the BC Registries for less than 1-year at 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/license types: Occasional Child Care, Child Minding, recreational care, residential care, preschool, family, or in-home multi-age
- Major Capital Projects³
- 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
- An address where a previously funded Project existed or currently exists⁴
- Leases between the Applicant and the landlord is not with a third party at arm's length⁵
- Projects and/or Child care Centres, new or existing, requiring funding to support operational start-up costs
- Funding requests for more than one licensed care program per designated area⁶

³ Organizations seeking funding for a Major Capital Project are encouraged to review the Funding Guidelines for [Major Capital Grants](#), as they may be eligible to apply for funding under the Major Capital Grants.

⁴ Ministry discretion may be applied.

⁵ Indigenous Governing Entities are exempt from the requirement that lease agreements between parties be at third-party arm's length.

⁶ 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

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.

3.1 Funding Request and Provincial Funding Amount

3.1.1 Project Budget

Applications for funding under the Minor Capital Grants must include a detailed Project Budget, including contingency and all eligible costs required to complete the Project and enable licensing of the Child Care Centre. If the Applicant is a Not-For-Profit, Indigenous Not-For-Profit, or Other Eligible Independent School, the Project Budget must be supported by two detailed quotes for each budget item ([see Appendix B](#)). 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 risk, Project Budgets are required to include a contingency fund that represents at least 10% of the total Project Costs related to the Project.

3.1.3 Cost per Space

Under the Minor Capital Grants, the ministry is prioritizing projects with a lower provincial cost per space. The ministry acknowledges that Project Costs vary depending on a number of factors, including but not limited to Project size and scope, location, and category of care proposed. As such, the ministry will consider higher Project Costs associated with known cost drivers (e.g., unique building requirements and considerations, such as building in rural/remote locations, creating spaces with extended hours of care, etc.) and overall Project performance on the evaluation criteria ([see Section 6.3](#)). Funding decisions will be at the discretion of the ministry and dependent on Ministry budget considerations.

3.1.4 Provincial Funding Amount

For successful Applicants, the ministry will provide provincial funding for eligible costs ([see Table 3, Section 4.1](#)) including the contingency amount in the proposed Project Budget, but excluding the Required Organization Contribution if applicable ([see Table 1 below](#)), at a single Child Care Centre, up to a total Provincial Funding Amount of \$500,000. Provincial funding for cost escalations is ineligible under the Minor Capital Grants ([see Section 4.2](#)).



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
Indigenous Governing Entities, Public Bodies, First Nations Schools, and Indigenous Not-For-Profits	0%	100%	100%
Not-For-Profits and Other Eligible Independent Schools	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 is equal to 90% of the total 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 to build to such a standard 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 Minor 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.

3.1.5 Funding Disbursements

Recipients of the Minor Capital Grants will receive their Provincial funding over two 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
Under \$50,000	Commit to continuing the Child Care Operation for a minimum of 5 years
Between \$50,000 and \$500,000	Commit to continuing the Child Care Operation for a minimum of 10 years

If the Recipient fails to meet the minimum funding award commitment period set out in the 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 Minor Capital Grants will be considered for:

- Minor renovations to an existing building, space, or classroom⁷ for use as a Child Care Centre (e.g., upgrades, repairs, refurbishment, tenant improvements, etc.)
- Purchase of furniture, fixtures, and equipment and other capital costs related to obtaining a license to operate the new Child Care Spaces

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

⁷ Where the creation of new Child Care Spaces is to be located on school grounds or on district-owned land, the Board of Education must be lead 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
Soft construction costs, including consulting services (e.g., project management, design consultants, engineering costs, professional quantity surveyors, School District Facilities Managers and other project-related Professional Fees, except for legal costs) ⁸ , 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
Contingency
GST and PST imposed on eligible costs ⁹
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, ¹⁰ 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.]) ¹¹

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

⁸ Costs related to consulting services will be funded up to a maximum of 15% of the Provincial Funding Amount. Consulting services incurred up to 12 months prior to entering a Funding Agreement may be eligible for funding, at the discretion of the ministry.

⁹ 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](#).

¹⁰ Ongoing subscriptions and/or ongoing monthly or annual service fees associated with security services are not eligible for funding.

¹¹ It is the responsibility of the Applicant to ensure that any proposed equipment and/or furniture purchases 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.

- 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 ¹²) incurred prior to entering a Funding Agreement
Costs related to the purchase of real estate, buildings, and commercial space, including Modular Buildings or portable buildings
Mortgage, rent, or lease 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) ¹³ for products or services
Staff salaries and benefits for Early Childhood Educators 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
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.)
Cost escalations incurred throughout the course of the Project

¹² Consulting services incurred up to 12 months prior to signing the New Spaces Fund Funding Agreement may be eligible. Costs related to consulting services will be funded up to a maximum of 15% of the overall Provincial Funding Amount.

¹³ Indigenous Governing Entities are exempt from the requirement that project-related costs or fees be payable to a third party at arm's length.

5. Grant Deliverables

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

- Meet the provincial government 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,¹⁴
- Adhere to local 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 the Recipient will be leasing the Child Care Centre to an Authorized Operator, the Recipient must provide a copy of the executed lease between 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-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 final reconciliation report, as defined in their Funding Agreement, 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,
- Be willing to offer and provide services to families receiving the [Affordable Child Care Benefit](#)

¹⁴ It is the responsibility of the Applicant to ensure that the Project is carried out in a manner that ensures all buildings meet respective codes and requirements.

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- Comply with eligibility requirements and participate in one of the following for the minimum funding award commitment period of the Project once the spaces become operational:¹⁵
 - the [Child Care Operating Funding](#) (CCOF) program and the [Child Care Fee Reduction Initiative](#) (CCFRI), and, where eligible, the [Early Childhood Educator Wage Enhancement](#) (ECE-WE) program;
 - 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 \$10 a Day or Aboriginal Head Start, and/or any future BC Government operating funding initiatives, and, where eligible, ECE-WE.

If, following payment of the final installment, a Recipient becomes ineligible, or withdraws from CCOF, CCFRI, \$10 a Day ChildCareBC initiatives, 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 Minor Capital Grants to the ministry, in accordance with the terms of the 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 funding initiatives, with the ministry.

¹⁵ If not directly delivering the 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, of the \$10 a day ChildCareBC initiative or AHS, as well as any future BC Government operating funding initiatives for each term of the minimum funding award commitment period of the Project once the spaces become operational.

Recipients of the Minor 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 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. Applicant Submission and Project Selection Process

Please note, the following information regarding the ministry review and project selection process applies to all eligible organizations. Board of Education Applications, however, must be submitted through the Capital Asset Planning System (CAPS).

6.1 How to Apply

6.1.1 Prior to Submitting an Application

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

1. Review these Funding Guidelines for Minor Capital Grants and the [program web page](#).
2. Review the [Child Care Licensing Regulation](#), the [Community Care and Assisted Living Act](#), and the [standards of practice](#).
3. Review the [Minor 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](#).¹⁶

¹⁶ Approval of funding under the Minor 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.

6.1.2 Completing an Application

Applicants are required to submit a completed Application, with mandatory supporting documentation, that is unique and exclusive to the Project and proposed Child Care Operation¹⁷ (see Table 5 below). Funding approval is subject to budget availability and Ministry discretion.

Table 5: Application and Mandatory Documents

Application and Mandatory Document Requirements
<ul style="list-style-type: none">• Completed Application form• Copy of an executed lease agreement or intent to lease signed by both parties, with a third-party at arm's length, if applicable¹⁸• Completed Project Budget Template, detailing the Project Budget, including a minimum 10% contingency fund and all other eligible costs required to complete the Project and enable licensing of the Child Care Centre• If the Applicant is a Not-For-Profit, Indigenous Not-For-Profit, or Other Eligible Independent School, the Project Budget must be supported by two detailed quotes for each budget item (see Appendix B)• Evidence of financial commitment to the Project if the Applicant is required to make a Required Organization Contribution¹⁹ (see Section 3.1.4) and/or the Project Budget contains costs not eligible for funding²⁰ (i.e., ineligible costs, see Section 4.2)• Conceptual Drawings (or better), including floor plans, site plans, and outdoor space plans demonstrating compliance with requirements under the Child Care Licensing Regulation²¹• 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

¹⁷ All mandatory supporting documentation must be specific to the Applicant and may not be supplied by a parent company or subsidiary.

¹⁸ Duration of the lease agreement must meet or exceed the funding award commitment period required in the New Spaces Fund Funding Agreement with the ministry.

¹⁹ For Not-For-Profits and Other Eligible Independent Schools evidence (i.e., source and proof) of sufficient financial contributions to meet the costs of the 10% Required Organization Contribution is required.

²⁰ For Not-For-Profits 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 First Nations Governments, 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).

²¹ Plans must include details of square 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.

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- Documentation of recent community engagement (i.e., within 1 year of submitting the Application) (e.g., waitlist data, 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 Recipient will be leasing the Child Care Centre to an Authorized Operator, 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 Recipient to provide an appraisal from a certified land appraiser confirming that the rent payable under the lease is not greater than fair-market.
 - If the Child Care Centre is proposing the creation of school-age spaces located off school grounds, a letter from a Licensing Officer approving the transportation plan²²
 - If the Child Care Centre is proposing to use offsite outdoor play space, an approval letter from a Licensing Officer²³

6.1.3 Submitting an Application

Applicants, excluding Boards of Education, must submit their completed Application, along with the mandatory supporting documentation, by email to 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 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 Minor 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](#)).

²² 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.

²³ 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.

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 deficiency²⁴ (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.²⁵ Failure on the part of an Applicant to provide additional information to the ministry when requested could result in a rejection of their Application.

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.²⁶ 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 Funding Agreement with the ministry. Once the 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 feedback by email to CCCF@gov.bc.ca.²⁷

²⁴ Only missing information will be rectified. Inaccurate information will not be rectified.

²⁵ Additional information may include, but is not limited to, seeking and/or confirming information from other government ministries, where applicable.

²⁶ Applications will not be evaluated until they are complete. For projects requiring rectification, evaluation does not begin until rectification is complete.

²⁷ Boards of Education should contact the [Planning Officer or Regional Director for Child Care](#) for feedback on Applications.

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 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 Child with Support Needs, Indigenous children and families, Francophone children and families, and/or young parents (25 years and under)
- 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
- Projects with an anticipated completion within one year of entering a Funding Agreement with the ministry

For more information on the priority areas listed above, please refer to the [program web page](#) and the [Minor 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,²⁸ including all mandatory supporting documentation (see [Section 6.1.2](#))
- Project viability, as determined by the ministry (see [Appendix A, 8.18](#))
- Readiness to begin the Project, such as ability to begin construction or purchase equipment within 1 month 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:
 - Eligibility, reasonability, and value for money, including overall project cost and cost per space (see [Section 3.1.3](#) and [Section 4](#))
 - Portion of costs committed to administrative, consulting, and Professional Fees and/or expenses²⁹
 - Sources of funds for the Required Organization Contribution and/or other financial contributions to the Project, if applicable
 - Contingency funding (see [Section 3.1.2](#))
- 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 (see [Appendix A, 8.19](#))
- Child care renovation and design considerations, such as:
 - Ownership of the identified Child Care Centre
 - Applicant or identified contractor/project management team's experience managing capital projects
 - Electrification of primary space and water heating
 - Demonstrated consideration of the impacts that potential future climate conditions and hazards 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

²⁸ 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).

²⁹ Administrative, consulting, and professional fees must not exceed 15% of the overall project costs.

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- Staffing plan and considerations (e.g., staff recruitment and retention plan)
 - Child care needs, such as:
 - Creation of 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 engagement³⁰
 - Creation of Child Care 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 of 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 Minor Capital Grants, as deemed by the ministry in its sole discretion.

³⁰ 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 Minor 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 Minor 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 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, and 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 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, or 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 Minor 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 Minor 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 entering into a New Spaces Fund 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, 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 webpage.

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 Minor 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 Minor 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 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 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 – Written Quotes

Where written quotes to support Project Budgets are required as part of the Application, these quotes must be from third party at arm's length from the Applicant including directors and officers of an Applicant and must be dated within 6 months from the time of Application submission. Applicants who provide invalid or otherwise deficient quotes may have their Application rejected at the sole discretion of the ministry. All written quotes must include the following components:

- 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 Project³¹
- Date and length of time quote is valid (if applicable)
- Description/scope of work involved (if applicable)³²
- Total or estimated cost, total or estimated tax amount, and the total or estimated cost after taxes (in Canadian dollars), if applicable. Note: if the organization receives a tax exemption or rebate, please indicate the estimated dollar value of the exemption on any submitted quote(s)

³¹ The ministry reserves the right to verify all information with third party sources. Additional information may be requested during the application process.

³² It is the responsibility of the Applicant to ensure that any proposed equipment purchases for a Project meet the requirements of the Child Care Licensing Regulations and that manufacturer's instructions have been reviewed for appropriate use within a child care setting.

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 Minor 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 Minor 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 property 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): 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 Spaces: 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 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 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 centre 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 in metres squared (m²).

Early Childhood Educator (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 Educator 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, and Indigenous Not-For-Profit or by a designated authority, and provides education at kindergarten, elementary or secondary levels.

For-Profit Organizations: 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 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.

Licensing Officer: mean 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 new 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 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 Society: 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.

Program: means the ChildCareBC New Spaces Fund for Minor 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, including contingency 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 Applicant³³ 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 Minor Capital Grants to create new licensed Child Care Spaces.

³³ 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 Minor 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.