



Childcare BC Maintenance Fund Frequently Asked Questions (FAQ)

Updated: Dec. 10, 2018



1. What is the Childcare BC Maintenance Fund (formerly Minor Capital Funding) program?

The Childcare BC Maintenance Fund supports eligible licensed child care providers to address needed repairs/replacements, and/or relocation expenses in compliance with requirements under the *Community Care and Assisted Living Act* and Child Care Licensing Regulation.

The Province tripled the Childcare BC Maintenance Fund (formerly Minor Capital Funding) annual budget – now \$1.2M up from \$400,000 – to help even more providers maintain their facilities and re-establish operations in the event facilities need to relocate.

2. NEW: Is the program currently accepting applications?

The annual budget for the Childcare BC Maintenance Fund program has been fully allocated for fiscal year 2018/19. Applications are no longer being accepted for the remainder of 2018/19 (up to March 31, 2019), with the exception of applications for funding due to emergency circumstances.

3. New: What are “emergency circumstances”?

Emergency circumstances are sudden and unexpected circumstances that pose a danger to the health and/or safety of the children being cared for and/or would cause the closure of a program. Review the [Childcare BC Maintenance Fund Guidelines](#) for complete details.

4. Who is eligible to apply for the Childcare BC Maintenance Fund?

Licensed Group child care providers – including non-profit societies, local governments, boards of education, public institutions (schools, churches, etc.), band/tribal councils and First Nation governments – are eligible to apply for funding for repairs and replacements, as well as for relocation expenses, so long as the funding is requested due to emergency circumstances.

For the first time, the Childcare BC Maintenance Fund for repairs and replacements is available to licensed Family Child Care, In-Home Multi-Age Child Care and Multi Age Child Care (MACC must be licensed as a Family, and not as a Group provider) providers operating out of a personal residence, and private licensed providers, including, sole proprietorships, partnerships, limited companies, and corporations operating licensed Group Child Care facilities, so long as the funding is requested due to emergency circumstances.

Funding of up to \$25,000 for relocations due to emergency circumstances is also available for the first time to private licensed Group providers, including sole proprietorships, partnerships, limited and corporate companies. Non-profit licensed Group providers, including local governments, boards of education, public institutions, band/tribal Councils, and First Nations governments are also eligible.

Licensed facilities operating out of a personal residence are not eligible for relocation funding. Licensed Group child care facilities applying for relocation funding and providing care to children under 36 months and/or 3 years to Kindergarten must be enrolled in the [Child Care Fee Reduction Initiative](#) (CCFRI) to be eligible for relocation support.



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5. How much funding can I apply for?

Non-profit licensed Group child care providers can apply for up to a maximum of \$10,000 per facility (per physical address, not licence). Private licensed Group child care providers can apply for up to a maximum of \$5,000 per facility (per physical address, not licence). Licensed personal residence child care providers can apply for up to a maximum of \$2,000 per facility to help with needed repairs, and/or replace key items to maintain operations due to emergency circumstances.

Licensed Group child care facilities can apply for up to a maximum of \$25,000 per physical address to offset the costs of relocation due to emergency circumstances. Licensed Group child care facilities providing care to children under 36 months and/or 3 years to Kindergarten must be enrolled in the CCFRI to be eligible for relocation support.

6. Does the funding have to be paid back to the Ministry of Children and Family Development?

No, but the funding program requires recipients to submit a Financial Reconciliation Report with supporting documentation once the repair, replacement or relocation is complete. Failure to submit these forms could result in a request to repay the funding.

7. How long do I have to complete the work/relocation/purchase the items listed in my application?

Repair and/or replacement projects must be financially reconciled within 60 days from the date indicated on the funding approval letter. Financial reconciliation of relocation projects must occur within six months of the date of the relocation.

8. What proof of an emergency is required to be provided?

In order to be considered, evidence of an emergency circumstance must be included with each request. Such evidence may include (but is not limited to):

- Eviction Notice;
- Unplanned or unforeseen lease termination letter;
- Licensed Child Care Facility Inspection Report and/or Incident Report completed prior to the emergency;
- Insurance company report;
- Report by a bylaw officer,
- Fire-safety inspection report; or
- Report from a home or other building inspector that verifies the emergency nature of the repair or replacement.

In addition to providing evidence of an emergency circumstance(s), quotes for requested replacement items and/or estimates for repair and maintenance labour costs and a rationale for relocations must be submitted with your application for the Childcare BC Maintenance Fund.



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9. Can I apply for funding multiple times?

Multiple applications are allowed as long as the facility has not reached the maximum funding amounts as outlined in the funding guidelines per fiscal year and meets the definition of “emergency circumstances”.

If you are unsure whether you have reached your maximum funding limit in 2018/19, please contact the Childcare BC Maintenance Fund Program at 1-888-338-6622 (Option 5).

10. New: I applied this fall. Is my application under consideration?

Applications received after September 12, 2018 will not be processed or funded at this time.

11. New: When will the Fund be open to regular applications again?

After April 1, 2019, regular applications for the Childcare BC Maintenance Fund can be submitted for fiscal 2019/20. Please review the Childcare BC Maintenance Fund guidelines again in April 2019.

12. Can I purchase items or get work done and get reimbursed by the program later?

No. The funding guidelines state that a Childcare BC Maintenance Fund expenditure must be approved **before** any items are purchased or work is completed. The only exception to this would be in the case of an emergency, such as a fire or flood.

13. What do I do in an emergency situation?

Funding is temporarily only available (until March 31, 2019) to address emergency situations that pose a sudden and unexpected danger to the health and safety of the children being cared for and/or that would cause the closure of a program.

In an emergency situation (i.e. fire, flood, etc.), the repair work may be completed at the time of the incident. However, you must call the program at 1 888-338-6622 (option 5) or email MCF.CCCF@gov.bc.ca as soon as possible to outline details of the incident.

After the incident, you can submit a funding application for consideration, along with supporting documentation (i.e. receipts for flooring, paint or other expenses), to be reimbursed for the emergency maintenance, repair and/or replacement of equipment.

14. What is eligible for funding under the program?

Emergency repair, replacement and relocation expenses only. The full list of eligible emergency expenses is in [Appendix C of the Childcare BC Maintenance Fund Guidelines](#) for Fiscal 2018/19.

The list includes items, such as (but not limited to):

- A. EMERGENCY REPAIR/REPLACEMENT EXPENSES
 - Emergency large appliances (e.g. fridge or dishwasher)
 - Emergency surface materials for gross motor play structures



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- Furnishings, equipment or facility issues identified by Licensing Officer requiring immediate repair or replacement
- Fixtures and Equipment required for emergency preparedness
- Emergency repair and replacement of indoor materials
- Emergency replacement or repair of outdoor materials
- Emergency replacement or repair of accessibility equipment

B. EMERGENCY RELOCATION EXPENSES

- Packing Materials
- Moving Company Services OR moving Vehicle Rental
- Utility services – start-up/change costs
- Deposits on leases and rentals
- Tenant Improvements
- Municipality Fees
- Canada Post Change of Address Costs

15. What is not eligible for funding?

A sample list of ineligible items and expenses is included as [Appendix D of the Childcare BC Maintenance Fund Guidelines](#) for Fiscal 2018/19.

The list includes items, such as (but not limited to):

- Cleaning supplies
- Security alarm systems
- Lawn mowers and gardening supplies
- Air conditioners
- Vehicles
- Consumable art supplies.

16. Can I, the School District, apply for relocation funding for a child care provider I lease space to, which needs to move?

No, the licensee who is the entity that is relocating would need to apply for the Childcare BC Maintenance Fund and indicate the reason for the relocation.