



# CHILDCARE BC MAINTENANCE FUND GUIDELINES



## Childcare BC Maintenance Fund For Repair, Replacement and Relocation of Licensed Child Care Spaces

### 1. INTRODUCTION

The Childcare BC Maintenance Fund program (formerly Minor Capital Funding) is being enhanced under Childcare BC to offer more support to more licensed child care providers in order to ensure that existing spaces can be properly maintained and continue operating. The Childcare BC Maintenance Fund, up to a maximum of \$10,000 per fiscal year for non-profit licensed Group child care providers, \$5,000 per fiscal year for private licensed Group child care providers, or \$2,000 per fiscal year for private licensed personal residence child care providers, is available to support eligible organizations to address emergencies, make necessary repairs, and/or replace equipment for their operations.

In addition, eligible licensed Group, Preschool, and School Age child care facilities that are required to relocate will now be supported by up to \$25,000 to enable them to quickly resume their services, and remain in compliance with licensing requirements under the *Community Care and Assisted Living Act* and Child Care Licensing Regulation.

### 2. WHO CAN APPLY

Eligible Organizations:

- Licensed Group child care providers, including non-profit societies, local governments, boards of education, public institutions, partnerships, sole proprietors, corporate or limited companies, band/tribal councils, and First Nations governments.
- Licensed personal residence care providers (where a provider is operating out of their personal residence).

Eligible organizations are required to:

- Hold a current valid *Community Care and Assisted Living Act* facility licence and operate a licensed group child care, preschool or group child care school age, licensed family child care, in-home multi-age child care, or multi-age child care (MACC providers must operate out of a personal residence AND be licensed as Family, and not as Group);
- Remain in compliance with the *Community Care and Assisted Living Act* and the Child Care Licensing Regulation;
- Be in good standing with the Ministry of Children and Family Development;
- Be in good standing with BC Corporate Registry; and

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- Have not completed the project, relocated, or acquired items prior to being approved for their funding application. In emergency situations where pre-purchase is required prior to approval, please notify the Ministry of Children and Family Development with information about the nature of your emergency. **Please note: This notification is not a guarantee of funding approval.**

Ineligible Organizations:

- Child care arrangements such as license-not-required, registered licence-not-required, childminding, occasional child care, and residential care licenses are not eligible are not eligible.

## 2.1. Funding Maximums

Funding may be available for the following:

- Up to a maximum of \$10,000 per facility (per physical address, not per licence) for non-profit licensed Group Child Care providers; up to \$5,000 per facility (per physical address, not per licence) for private licensed Group child care providers; and \$2,000 per facility for licensed personal residence child care providers to repair or replace items related to maintaining a licence under the *Community Care and Assisted Living Act* and the Child Care Licensing Regulation; and
- Up to a maximum of \$25,000 per facility/per fiscal year for costs associated to the relocation of a licensed Group, Preschool, or School Age Child Care facility, where the new licensed facility location will allow the organization to continue operating a licensed child care facility. Licensed Group facilities 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 funding. **Please note: Relocation support is not available to child care being offered in a personal residence.**

## 3. HOW TO APPLY

### 3.1 Applications for the Childcare BC Maintenance Fund for Repair and Replacement

In order to apply for the Childcare BC Maintenance Fund under this category, please:

- 1) Review the Childcare BC Maintenance Fund list of Eligible Items/Expenses for a complete listing of eligible items and repair services (Appendix C below).
- 2) Complete the *Childcare BC Maintenance Fund Application* form and submit by email (Section B 1.1) and include the following with your application:
  - a) two separate written quotes<sup>1</sup> from two different companies for requested replacement items – must include estimated cost and source of estimate;
  - b) and/or, two separate estimates<sup>2</sup> from two different companies for repair and maintenance labour costs – must include estimated cost and source of estimate;
  - c) a current copy of the facility’s valid *Community Care and Assisted Living Act* licence; and

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<sup>1</sup> If your facility/organization receives a tax exemption or rebate, please indicate the estimated dollar value of the exemption on any submitted quote(s).

<sup>2</sup> If only one quote/estimate is available, please contact the Ministry to discuss.

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- d) provide a rationale for the request on the Application form.

### **3.2. Applications for the Childcare BC Maintenance Fund for Required Relocation**

In order to apply for the Childcare BC Maintenance Fund under this category, please:

- 3) Review the Childcare BC Maintenance Fund list of Eligible items/expenses for a complete listing of eligible items and services associated with relocation expenses (Appendix C below).
- 4) Complete the *Childcare BC Maintenance Fund Application* form and submit by email (Section B 1.2) and include the following with your application:
  - a) one written quote for requested relocation items – must include estimated cost and source of estimate;
  - b) and/or, two quotes<sup>2</sup> for relocation labour costs – must include estimated cost and source of estimate;
  - c) And a current copy of the facility's valid *Community Care and Assisted Living Act* License.

## **4. HOW TO RECONCILE FUNDING**

### **4.1. Financial Reconciliation of the Childcare BC Maintenance Fund Grants**

Recipients of Childcare BC Maintenance Fund grants are required to submit a *Childcare BC Maintenance Fund Financial Reconciliation Report* form listing all of their eligible expenditures, including invoices and proof of payment reflecting the purchased, repaired or replaced items – up to the dollar value of the grant – within 60 days of the receipt of their funding.

Recipients of the Childcare BC Maintenance Fund grant of up to \$25,000 for licensed Group, Preschool or School Age facilities for the purpose of relocation are required to submit a *Childcare BC Maintenance Fund Financial Reconciliation Report* form listing all of their eligible expenditures, including invoices, proof of payment reflecting the dollar value of the grant, and a copy of the new *Community Care and Assisted Living Act* facility licence issued for the relocated site. Reconciliations are required within six months of your completed relocation, or upon immediate receipt of your facility licence.

**IMPORTANT NOTE:** An application is not a guarantee of funding. If the application is incomplete or the required documentation is missing, the review process may be delayed or the application may be found ineligible. Funding is subject to availability.

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## APPENDIX A – DEFINITIONS

**Applicant:** A person who puts forward an Application for Child Care Minor Capital Funding.

**Application:** A Submission of the *Childcare BC Maintenance Fund Application* form with supporting documentation.

**Approved funding application:** An application that has been deemed eligible for receipt of the Minor Capital Funding grant to a dollar value determined by the ministry.

**Child care facility:** The physical building, facility or area of land on which these improvements sit and the applicant occupies and uses – or proposes to occupy and use – for the purpose of its child care operation.

**Child care operation:** The delivery of child care services in a licensed facility.

**Equipment costs:** Costs for equipment that is necessary to operate a child care facility.

**Funding Maximums:** The maximum funding amount the ministry may provide towards eligible services, or items listed in the *Childcare BC Maintenance Fund Guidelines*.

**Licensed child care spaces:** The number of spaces as reported on the licence issued under the *Community Care and Assisted Living Act*.

**Ministry:** The Ministry of Children and Family Development, which is responsible for the Childcare BC Maintenance Fund Program.

**New licence:** The most recent licence issued to the applicant under the *Community Care and Assisted Living Act*.

**Non-profit organizations:** Non-profit societies in good standing with *BC Corporate Registry*, local government (including boards of education), public institutions, band/tribal councils, and Indigenous and/or First Nations governments.

**Private organizations:** Sole proprietors, partnerships, corporate and limited companies.

**Personal Residence Care Provider:** A care provider that is operating a child care facility out of their primary residence where they reside, regardless of **care program being offered, and/or** licence-type.

Personal Residence: Means the place where a person usually makes his or her home;

**Repair/Replacement costs:** Expenses directly related to the repair or replacement of eligible items that are needed in order to maintain a licenced child care facility.

**Reconciliation:** Providing evidence to support your costs against the grant funding you receive from the ministry.

**Required Relocation:** The physical relocation of a licensed child care facility needed to remain in compliance with requirements under the *Community Care and Assisted Living Act*. A physical relocation could include but not limited to lease termination, natural disaster, etc.

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**Submission:** An application submitted for review to the Childcare BC Maintenance Fund program.

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## **APPENDIX B – CHILDCARE BC MAINTENANCE FUND TERMS AND CONDITIONS**

The following terms and conditions apply to a Childcare BC Maintenance Fund Application. A completed and submitted application indicates acceptance of all the terms that follow.

### **1. Ministry Discretion to Waive Deficiencies**

The Ministry will be under no obligation to disqualify an Application that fails to comply with a stated rule or requirement and may allow the Applicant to rectify administrative deficiencies.

### **2. Proponent Representations and Warranties**

The Ministry may disqualify the Application or rescind an approved notification of funding if said Application contains misrepresentations or any other inaccurate, misleading or incomplete information.

### **3. Ministry Verification of Application information**

The Ministry may, in its sole discretion, verify the information provided in the Applicant's Application. If in the sole discretion of the Ministry, the Ministry determines that the Application contains misrepresentations or any other inaccurate, misleading or incomplete information, the Ministry may disqualify the Applicant and the Ministry may consider the Applicant's past performance on previous applications with the Ministry and other such reference checks as the Ministry deems appropriate.

### **4. Working Language of the Ministry**

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

### **5. Applications and Submissions 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 of the Childcare BC Maintenance Fund application process.

### **6. Cost Effective and Reasonable Requests**

All requests submitted via the Childcare BC Maintenance Fund, must be cost effective, reasonable requests, that the applicant is not able support without the assistance of this program. This funding is intended to assist with keeping childcare facilities operational, is not meant to cover the cost of wish list items. The Ministry in its sole discretion will take steps it deems necessary to verify the validity of requests in order to remain fiscally responsible.

## APPENDIX C – ELIGIBLE ITEMS

The following outlines costs and items that are eligible for funding under the Childcare BC Maintenance Fund Program:

ELIGIBLE REPAIR OR REPLACEMENT COSTS	ELIGIBLE RELOCATION COSTS
Large appliances (e.g. fridge, stove, dishwasher, microwave, washing machine, dryer, vacuum cleaner, etc.)	Packing Materials (e.g. moving boxes, packing tape, packing peanuts, etc.)
Indoor play structures (e.g. climbers, tunnels, floor mats, cushions)	Moving Company Services OR moving Vehicle Rental (e.g. rental costs, fuel, vehicle insurance)
Outdoor play equipment (e.g. nature-based landscaping, climbers, play structures, basketball hoop, swings, wheeled toys, etc.)	Utility services – startup/change costs for Hydro, phone line, etc.
Dramatic play furniture (e.g. Indigenous drums/drumming logs, child-size sink/ stove/ fridge/ work bench, etc.)	Deposits on leases and rentals
Office equipment; (e.g. desks, software, chairs, filing cabinets, telephone, cell phone, multi-function device, fax machine, printers, computers for child care operations etc.)	Tenant Improvements (e.g. required partitions, painting, additional fixtures)
Furniture and Equipment (e.g. change tables, strollers, room dividers, storage units, locking medicine containers, area rugs, window coverings, cribs, high chairs, baby gates, step stools, etc.)	Municipality Fee (e.g. Mandatory Inspections for occupancy)
Fixtures and Equipment required by Fire Regulations (e.g. fire alarms, exit signs, fire extinguishers, first aid kits, earthquake kits, fire doors, etc.)	Canada Post Change of Address Costs
Permanently installed equipment (e.g. whiteboards/bulletin boards, cubbies, cupboards, shelving, etc.)	
Large educational materials (e.g. sand/water tables, art easels, art drying racks, etc.)	
Housewares (e.g. pots/pans, dishes, flatware, utensils, brooms, garbage cans, diaper disposal units, etc.)	

General Repair and Replacement (e.g. interior/exterior painting, flooring, counters, lighting fixtures, washroom fixtures, paid skilled labour dealing at arms-length, etc.)
Permanent outdoor equipment (e.g. fencing, covered entrance, outdoor playground preparations, resilient ground covering, shade shelters, picnic tables, benches, permanent signage, parking lot repair, sidewalk repair, etc.)
Accessibility equipment (e.g. wheelchair ramps, lifts, accessible playground equipment, automated doors, modified bathroom equipment, etc.)

## APPENDIX D –INELIGIBLE ITEMS

The following outlines costs and items that are not eligible for funding under the Childcare BC Maintenance Fund Program.

Staff wages or salaries
Cleaning costs
Security alarm systems
Lawn mowers and gardening supplies
Air conditioners
Non-permanent signage
Electronics – televisions, cameras, stereos
Toys and books
Consumable art supplies (e.g. crayons, paints, markers, etc.)
Consumable office supplies (e.g. paper, printer ink, pens, etc.)
Vehicles