



# ChildCareBC Maintenance Fund

2022-2023 Funding Guidelines

---



**Contents**

- Introduction ..... 1
- Who Can Apply ..... 1
  - Eligible Applicants ..... 1
  - Ineligible Applicants ..... 2
- Funding Maximums ..... 3
  - Repair and/or Replacement ..... 3
  - Required Relocation ..... 3
- How to Apply ..... 4
  - Applications for Emergency Repair and Replacement ..... 4
  - Applications for Required Relocation ..... 5
- How to Reconcile Funding ..... 7
  - Financial Reconciliation of the ChildCareBC Maintenance Fund Grants ..... 7
- Eligible and Ineligible Expenses ..... 8
  - Eligible Expenses ..... 8
    - Table 1: Eligible Expense List for Emergency Repair and/or Replacement ..... 8
    - Table 2: Eligible Expense List for Required Relocation ..... 9
  - Ineligible Expenses ..... 10
    - Table 3: Ineligible Expense List for the ChildCareBC Maintenance Fund ..... 10
- Written Quotes and Proof of Payment ..... 11
  - Written Quotes ..... 11
  - Proof of Payment ..... 11
- Definitions ..... 12
- Terms and Conditions ..... 15

## Introduction

The ChildCareBC Maintenance Fund helps licensed child care facilities in emergency circumstances, defined as sudden and unexpected conditions that directly impact children’s health and safety or may result in immediate facility closure.

The fund is available to assist licensed providers with the costs of addressing necessary repairs or replacing eligible items that are unrelated to routine or regular service. The fund may also help with expenses from relocation costs, if the relocation is required for compliance under the *Community Care and Assisted Living Act*.

## Who Can Apply

### Eligible Applicants

1. Not-for-profit licensed child care providers, including:
  - Local governments;
  - School boards;
  - Health Authorities;
  - Public institutions;
  - Indigenous Governments;
  - Not-for-profit societies; and
  - Indigenous not-for-profit societies;
2. For-profit licensed child care providers, including:
  - Limited companies;
  - Incorporated companies;
  - Sole Proprietors; and
  - Partnerships.

Eligible Applicants are required to:

1. Hold a current valid *Community Child Care and Assisted Living Act* facility licence and operate a licensed Group Child Care, Multi-Age, School Age on School Grounds or Preschool, or operate a licensed Family Child Care or In-Home Multi-Age Child Care;
2. Be in compliance with the *Community Care and Assisted Living Act* and the Child Care Licensing Regulation;
3. Be in receipt of Child Care Operating Funding (CCOF) program<sup>1</sup>;

---

<sup>1</sup> \$10 a Day ChildcareBC Centres and Licensed Aboriginal Head Start facilities are exempt from this.

4. Be enrolled or commit to applying for enrollment in the Child Care Fee Reduction Initiative<sup>2</sup> (CCFRI) for all eligible care categories for the current contract term, and adhere to all requirements including fee caps;
5. Be in good standing with the Ministry (i.e., does not owe a debt or repayment to the Ministry or, where a debt is owed, a repayment plan approved by the Ministry has been established);
6. Be in good standing with BC Corporate Registry (if applicable); and
7. Have not acquired the requested expenses or relocated prior to approval of an Application. In the case of fire, flood or other such immediate emergency, where purchase is required prior to approval, please notify the Ministry at [MCF.CCCF@gov.bc.ca](mailto:MCF.CCCF@gov.bc.ca) immediately with information about the nature of your emergency. *Please note: this notification is not a guarantee of funding approval.*

### **Ineligible Applicants**

Child care arrangements such as:

- Licence-Not-Required;
- Registered Licence-Not-Required;
- Childminding;
- Occasional Child Care;
- Recreational Care; and
- Residential Care licenses.

---

<sup>2</sup> \$10 a Day ChildcareBC Centres and Licensed Aboriginal Head Start facilities are exempt from this.

## Funding Maximums

### Repair and/or Replacement

For the **repair and/or replacement** of items **due to Emergency Circumstances**, funding may be available for the following:

Applicant Type	Funding Maximum per Child Care Facility per Fiscal Year <i>(per single physical location, not per licence)</i>
<u>Not-for-profit</u> licensed Group Child Care, Multi-Age Child Care, School Age on School Grounds, and Preschool providers	Up to <b>\$10,000</b>
<u>For-profit</u> licensed Group Child Care, Multi-Age Child Care, School Age on School Grounds, and Preschool providers that are not operating from a property that may be used as a home or dwelling	Up to <b>\$5,000</b>
<u>Personal Residence Providers</u> regardless of licence type	Up to <b>\$2,000</b>

### Required Relocation

For the **Required Relocation** of a licensed facility due to **Emergency Circumstances**, funding may be available for costs associated with the Required Relocation of a child care facility where the new licensed facility location will allow the organization to continue operating the child care services for the following:

Applicant Type	Funding Maximum per Child Care Facility per Fiscal Year <i>(per single physical location, not per licence)</i>
<u>Not-for-profit</u> licensed Group Child Care, Multi-Age Child Care, School Age on School Grounds, and Preschool providers	Up to <b>\$50,000</b>
<u>For-profit</u> licensed Group, Multi-Age Child Care, School Age on School Grounds, and Preschool providers	Up to <b>\$25,000</b>
<b><i>Please note: Relocation support is not available to licensed Personal Residence Providers, regardless of the licence type and circumstance.</i></b>	

---

*All Applications will be considered by the Ministry on a case-by-case basis, with funding allocated at the sole discretion of the Ministry.*

---

## How to Apply

### Applications for Emergency Repair and Replacement

To apply for the ChildCareBC Maintenance Fund under this category, please:

1. Review the ChildCareBC Maintenance Fund list of eligible expenses for a listing of eligible items and labour costs for emergency repairs and/or replacement (see Table 1);
2. Complete the ChildCareBC Maintenance Fund Application form and submit it online.  
*Please note: the supporting documents listed below are mandatory. An Application is only considered to be complete, and will only be placed in the queue for processing, when these documents have been submitted.*

Include the following in your Application:

- a. A detailed rationale for the request that provides a description of the Emergency Circumstance and speaks directly to the health and safety of children, and/or risk to facility closure;
- b. Documentation that provides evidence of the Emergency Circumstance, such as:
  - Licensed Child Care Facility Inspection Report and/or Incident Report completed at the time of the emergency, requiring the repair and/or replacement of items;
  - Insurance company report;
  - Report by a bylaw officer;
  - Fire-safety inspection report; or
  - Report from a home or building inspector that verifies the nature of the emergency;
  - For lead treatment in drinking water: lab test results showing the amount of lead detected;
- c. The facility's number of licensed child care spaces by care type, as seen on the licence;
- d. Two (2) separate written quotes<sup>3</sup> or estimates<sup>4</sup> from two (2) different companies for each requested expense associated with the emergency repair and/or replacement<sup>5</sup>;
- e. A current copy of the facility's valid *Community Care and Assisted Living Act* licence; and
- f. The organization's CCOF Identification Number<sup>6</sup>.

---

<sup>3</sup> If only one quote is available, please contact the Ministry to discuss.

<sup>4</sup> If only one estimate is available, please contact the Ministry to discuss.

<sup>5</sup> Quotes must include the estimated cost and source of estimate.

<sup>6</sup> \$10 a Day ChildCareBC Centres and licensed Aboriginal Head Start facilities are exempt from this.

Please note: Photographs may be submitted as supporting evidence of the emergency circumstance but will not be accepted on their own as proof of the emergency circumstance.

\*Please do not contact your local Health Authority office or Licensing Officer for a letter of support. In circumstances where the inspection or incident report is unavailable, you must obtain one of the other reports listed.

## **Applications for Required Relocation**

To apply for the ChildCareBC Maintenance Fund under this category, please:

1. Review the ChildCareBC Maintenance Fund list of eligible expenses for a listing of eligible items and labour costs for Required Relocations (see Table 2);
2. Complete the ChildCareBC Maintenance Fund Application form and submit it online.  
*Please note: the supporting documents listed below are mandatory. An Application is only considered to be complete, and will only be placed in the queue for processing, when these documents have been submitted.*

Include the following in your Application:

- a. A detailed rationale for the request that provides a description of the Emergency Circumstance and speaks directly to the Required Relocation;
- b. Documentation that provides evidence of the Required Relocation due to an Emergency Circumstance, such as:
  - Eviction notice;
  - Unplanned or unforeseen lease termination letter;
  - Licensed Child Care Facility Inspection Report and/or Incident Report completed at the time of the emergency, requiring the relocation of the child care facility;
  - Insurance company report;
  - Report by a bylaw officer;
  - Fire-safety inspection report; or
  - Report from a home or building inspector that verifies the nature of the emergency;
- c. The number of licensed child care spaces by care type, as seen on the facility's licence(s);
- d. Two (2) separate written quotes<sup>7</sup> or estimates<sup>8</sup> from two (2) different companies for each requested expense associated with the Required Relocation<sup>9</sup>;

---

<sup>7</sup> If only one quote is available, please contact the Ministry.

<sup>8</sup> If only one estimate is available, please contact the Ministry to discuss.

<sup>9</sup> Quotes must include the estimated cost and source of estimate.

- e. A current copy of the facility's valid *Community Care and Assisted Living Act* licence; and
- f. The organization's CCOF Identification Number<sup>10</sup>.

---

*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 within the fiscal year.*

---

---

<sup>10</sup> \$10 a Day ChildCareBC Centres and licensed Aboriginal Head Start facilities are exempt from this.



## How to Reconcile Funding

### Financial Reconciliation of the ChildCareBC Maintenance Fund Grants

Please note: Payments made with cash will not be accepted without invoices and Proof of Payment of the transaction.

Recipients of ChildCareBC Maintenance Fund grants for **repair and/or replacement due to Emergency Circumstances** are required to submit:

- The Ministry's Financial Reconciliation Report listing all eligible expenditures (as indicated in the approval email; and
- Invoices and Proof of Payment (see Proof of Payment) reflecting the purchase of the repaired and/or replaced items/services – up to the dollar value of the grant.

Reconciliations for repair and/or replacement must be submitted to the Ministry within **60 business days** of funding approval. Additionally, Recipients of the ChildCareBC Maintenance Fund are required to apply, where eligible, for the CCFRI or any successor programs for the current contract term and adhere to program requirements including fee caps.

Recipients of the ChildCareBC Maintenance Fund grants for **Required Relocation due to Emergency Circumstances** are required to submit

- The Ministry's Financial Reconciliation Report listing all eligible expenditures (as indicated in the approval email);
- Invoices and Proof of Payment (see Proof of Payment) reflecting the relocation expenses incurred – up to 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 for Required Relocations must be submitted to the Ministry within **6 months** of your completed relocation, or immediately upon receipt of your facility licence. Additionally, Recipients of the ChildCareBC Maintenance Fund are required to apply, where eligible, for CCFRI or any successor programs for the current contract term and adhere to program requirements including fee caps.

If, in the opinion of the Ministry, the Recipient's Financial Reconciliation Report does not reflect the purchase of approved items up to the dollar value of the grant, follow-up information may be requested. Additionally, if Recipients eligible for CCFRI do not enroll, a request to repay the funding may be made.

*Please note: to remain eligible for this funding in the future, and any other funding offered through the Child Care Capital and Community Services Branch, an organization must be in good standing with the Ministry. A condition of good standing with the Ministry means the applicant must not have outstanding balances owing to the Ministry.*

## Eligible and Ineligible Expenses

### Eligible Expenses

The ChildCareBC Maintenance Fund supports licensed child care facilities **in Emergency Circumstances** (i.e., sudden and unexpected conditions that directly impact the health and safety of children being cared for and/or may result in immediate facility closure) with the costs of addressing necessary repairs and/or replacement of items unrelated to routine or regular service. The program also provides assistance with Required Relocation expenses **due to Emergency Circumstances**.

*Please note: Eligible items are **exclusive** to those listed below. Applying for eligible expenses does not guarantee funding as the eligibility of an expense is not solely reliant on its inclusion on Table 1 and Table 2 below. Requests must be supported by adequate rationale and evidence.*

**Table 1: Eligible Expense List for Emergency Repair and/or Replacement**

<b>Eligible Emergency Repair and/or Replacement Expenses</b>
WASHROOMS
<i>The repair or replacement of washroom fixtures, toilets and sinks, and skilled labour costs related to eligible expenses.</i>
MAJOR SYSTEMS
<i>The repair or replacement of a furnace/HVAC system, hot water tank, damaged roof, building foundation, sump pump, flooring, windows, doors, asbestos removal or encapsulation, electrical wiring upgrades, and plumbing.</i>
ACCESSIBILITY EQUIPMENT
<i>The repair or replacement of wheelchair ramps, lifts, automated doors, modified bathroom equipment, and modified chairs and tables.</i>
FIRE & LIFE SAFETY
<i>The repair or replacement of fixtures and equipment required by Fire and Safety Regulations (e.g. fire alarms, exit signs, fire doors), damaged car seats, radon detectors, initial purchase of NSF/ANSI certified faucet mount filter for lead treatment in drinking water, etc.)</i>
PERMANENT OUTDOOR EQUIPMENT
<i>The repair or replacement of fencing, and resilient ground covering.</i>
FURNITURE AND EQUIPMENT
<i>The repair or replacement of strollers, room dividers, cribs, cots, highchairs, and baby gates.</i>
OUTDOOR PLAY EQUIPMENT
<i>The required repair or removal of damaged outdoor play equipment (e.g., play structures, accessible playground equipment, swings, etc.).</i>

**Table 2: Eligible Expense List for Required Relocation**

<b>Eligible Required Relocation Expenses</b>
<b>PACKING MATERIALS</b>
Moving boxes, packing tape, and packing peanuts.
<b>MOVING COMPANY SERVICES/VEHICLES</b>
Rental costs, fuel, and vehicle insurance.
<b>UTILITY SERVICES</b>
Start-up/change costs for Hydro and phone lines, key cutting for the new facility, move-in cleaning services
<b>TENANT IMPROVEMENTS</b>
Partitions, fixtures, fencing, resilient ground covering, wheelchair ramps, and modified bathroom equipment.
<b>MUNICIPALITY FEES</b>
Mandatory inspections for occupants.
<b>ADDRESS FORWARDING</b>
Canada Post change of address costs.

## Ineligible Expenses

The following table outlines the costs and items that are not eligible for funding under the ChildCareBC Maintenance Fund.

*Please note: Ineligible items include, but are not limited to, those listed below. For clarification or questions, please call the Child Care Capital and Community Services branch at 1-888-338-6622, option 5.*

**Table 3: Ineligible Expense List for the ChildCareBC Maintenance Fund**

<b>Ineligible Expenses</b>
Any costs or expenses incurred prior to funding approval
Small appliances (e.g., vacuum cleaner, toaster, blender, microwave, etc.)
Major appliances (e.g., refrigerator, stove, dishwasher, washing machine, dryer, etc.)
Change tables
Indoor play structures (e.g., climbers, tunnels, floor mats, cushions, etc.)
Replacement of outdoor equipment
Office furniture and equipment (e.g., desks, software, chairs, filing cabinets, telephone, cell phone, multi-function device, fax machine, printers, computers, etc.)
First Aid Kits and Earthquake Kits
Sun shelters
Locking medicine cabinets
Expired Fire and Life Safety Equipment (e.g., fire extinguishers, car seats, helmets, etc.)
Textiles (e.g., area rugs, window coverings, bedding, etc.)
Housewares (e.g., pots/pans, dishes, flatware, utensils, brooms, garbage cans, etc.)
Toys and books
Large educational materials (e.g., sand/water tables, art easels, art drying racks, etc.)
Staff wages or salaries
Cleaning costs (e.g., services, supplies, etc.)
Security alarm systems
Lawn mowers and gardening supplies
Free standing or window mounted air conditioners
Signage
Painting
Electronics (e.g., televisions, cameras, stereos, CD players, etc.)
Consumable art supplies (e.g., crayons, paints, markers, etc.)
Consumable office supplies (e.g., paper, printer ink, pens, etc.)
Vehicles
Deposits on leases and rentals

## Written Quotes and Proof of Payment

### Written Quotes

Two detailed written quotes are required to be submitted with the Application. Quotes must be from companies that are a Third Party at Arm's Length from one another and the Applicant. Applicants who provide invalid or otherwise deficient quotes in this regard can be disqualified at the sole discretion of the Ministry. All written quotes must include the following components:

1. Name of company or individual providing the service/items<sup>11</sup>;
2. Quantity of the items requested (if applicable);
3. Date and length of time quote is valid (if applicable);
4. Description/scope of work involved (if applicable); and/or
5. Total or estimated cost, total or estimated tax amount, and the total or estimated cost after taxes (in Canadian dollars).

### Proof of Payment

Proof of payment submitted with the Financial Reconciliation Report should reflect the purchase of all eligible expenditures and include the following components:

1. Verifiable Receipts (e.g., transaction receipts), indicating the item purchased, amount paid and date.
2. Invoices with zero-dollar balances with a corresponding receipt of payment (if applicable), such as bank statements<sup>12</sup> or a copy of the cheque used in the transaction<sup>13</sup>;
3. Name of company/individual from which items or services were purchased<sup>14</sup>;
4. Date of purchase; and
5. Itemized description of the products purchased.

*Please note: payments made with cash will not be accepted without invoices and Proof of Payment of the transaction.*

---

<sup>11</sup> The province reserves the right to verify all information with third party sources. Additional information may be requested during the application process.

<sup>12</sup> Demonstration of cash withdrawals are not accepted. Acceptable bank statements display the financial transaction between the Recipient and the company/supplier from which the items or services were purchased.

<sup>13</sup> In order for a copy of the cheque to be accepted it must include submission of the bank statement displaying the canceled cheque number and a copy of the front and back of the canceled cheque displaying the cheque number.

<sup>14</sup> For the transaction to be valid, the company/individual from which the items or services were purchased must be a Third Party at Arm's Length from the Recipient.

## Definitions

**Applicant:** A person who puts forward an application for the ChildCareBC Maintenance Fund.

**Application:** A submission of the ChildCareBC Maintenance Fund Application form with mandatory supporting documentation.

**Child Care Facility:** The physical building, facility, or area of land where the child care service is being offered.

**Child Care Operating Funding (CCOF):** Funding provided by the Ministry to eligible licensed child care providers on a per-facility basis to assist with the day-to-day costs of running a licensed child care facility.

**Child Care Fee Reduction Initiative (CCFRI):** Funding intended to enhance child care affordability for families by offering eligible, licensed child care providers funding to reduce monthly parent fees.

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

**Emergency Circumstances:** Sudden and unexpected circumstances which pose a danger to the health and/or safety of the children being cared for and/or would cause the immediate closure of a program.

**Financial Reconciliation:** Providing evidence to support your costs against the grant funding received from the Ministry. A complete Financial Reconciliation includes submission of a Financial Reconciliation Report, proof of payment for all expenses incurred up to the dollar value of the grant, and, for Required Relocations, the submission of a *Community Care and Assisted Living Act* licence at the relocated site.

**Funding Maximums:** The maximum funding amount the Ministry may provide towards eligible items or services listed in the ChildCareBC Maintenance Fund Guidelines.

**Indigenous Not-for-Profit Society:** A society as defined in Section 1 of the *Societies Act*.

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

**Local Government:** A municipality or regional district.

**Ministry:** The Ministry of Education and Child Care is responsible for the ChildCareBC Maintenance Fund.

**Not-for-Profit Society:** A society as established under the *Societies Act* or under the *Canada Not-For-Profit Corporations Act*.

**Not-for-Profit Licensed Child Care Provider:** Organizations including, local governments, school boards, Health Authorities, public institutions, Indigenous Governments, not-for-profit societies and Indigenous not-for-profit societies that provide licensed child care services under a *Community Care and Assisted Living Act* licence.

**Occasional Child Care:** A child care program that is provided on an occasional short-term basis.

**Personal Residence Providers:** the place where a person usually makes their home.

**For-profit Licensed Child Care Providers:** Organizations including limited companies, incorporated companies, sole proprietors, and partnerships that provide licensed child care services under a *Community Care and Assisted Living Act* licence.

**Proof of Payment:** A receipt reflecting the purchase of all eligible expenditures up to the dollar value of the grant (i.e., transaction receipts, bank statements, copy of the cheque, etc.) that contains an itemized description of the products purchased and the date the financial transaction was performed.

**Recipient:** An Applicant that receives funding through the ChildCareBC Maintenance Fund.

**Repair and Replacement Expenses:** Expenses directly related to the repair and/or replacement of existing eligible items of the licensed child care facility.

**Required Relocation:** The physical relocation of a licensed child care facility required to remain in compliance with the *Community Care and Assisted Living Act*. For example, a physical relocation could be required because of a sudden and unexpected lease termination or a natural disaster.

**Single Physical Location:** Includes all structures, facilities, and land that occupy the same location, as determined by, but not limited to, shared address elements (e.g., street name, civic number, and postal code).

**Third Party at Arm's Length:** The condition that the companies/suppliers providing quotes or services for the requested or purchased expenses are unrelated, independent and on equal footing from one another and the Applicant/Recipient. For the purpose of this definition, related persons are not at arm's length, and include individuals related by familiar relationships and/or business relationships (e.g., a spouse/common law, child, parent, sibling, Applicant's director and/or officers, business partners, corporations under common control, etc.).



## Terms and Conditions

The following terms and conditions apply to a ChildCareBC 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 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 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 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.

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

All requests submitted via the ChildCareBC Maintenance Fund must be cost effective, reasonable requests that the Applicant is not able to support without the assistance of this program. This funding is intended to assist with keeping child care facilities operational; it is not meant to cover the cost of 'wish-list' items or the costs related to regular and routine servicing. The Ministry will

make funding decisions in its sole discretion, which includes the actions it deems necessary to verify the validity of requests in order to remain fiscally responsible.

## **7. Complaints**

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

## **8. Appeals**

The Applicant may appeal a funding decision if the Applicant has first contacted an Operations Supervisor and discussed their questions and concerns regarding the decision. If the Applicant wishes to appeal a decision, they must submit written notice to the Child Care Capital and Community Services branch at [MCF.CCCF@gov.bc.ca](mailto:MCF.CCCF@gov.bc.ca) with the following subject: “Appeal”. The written notice must include reasons as to why the funding decision should be reconsidered and include supporting or new documentation/ information. An appeal will be reviewed by senior level management, who will contact the Applicant once a decision has been made.

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