



# ChildCareBC New Spaces Fund

## Application Resource

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### 1. How to Apply

This guide supports ChildCareBC New Spaces Fund applicants by providing information and resources for each of the supporting documents required and for each section of the application form. The information provided is based on the [Child Care Licensing Regulation \(CCLR\) of B.C.](#) and the [ChildCareBC New Spaces Fund Guidelines](#) and Ministry policies.

*Please note: not all sections of this resource will apply to all applicants.*

Prior to completing the ChildCareBC New Spaces Fund application, applicants should review the following:

- o The [ChildCareBC New Spaces Funding Guidelines](#)
- o The [ChildCareBC New Spaces Fund – Frequently Asked Questions](#)
- o The [Child Care Licensing Regulation](#) and the [Community Care and Assisted Living Act](#)
- o The [Rules for Operating a Licensed Child Care Facility](#)
- o The [Local Governments Requirements: A Handbook for Child Care Providers](#)

## 1.2 Mandatory Supporting Documents

All applicants are required to submit a completed application form with the mandatory supporting documentation (based on their applicant type). The Ministry will screen applications for missing information and may provide applicants with an opportunity to address deficiencies in accordance with the rectification process, depending on the nature of the deficiencies. An application is not considered complete until the rectification period is complete (if required). See Section 5 of the [Funding Guidelines](#).

The following provides information on the mandatory supporting documentation, as outlined in Table 4 of the [Funding Guidelines](#).

Table 1: Mandatory Supporting Document Guide

Document	Description
Application Form	A completed application form must be submitted by email to <a href="mailto:MCF.CCCF@gov.bc.ca">MCF.CCCF@gov.bc.ca</a> . Information provided in the application must be true and complete to the best of your knowledge.
Proof of Ownership/Lease Agreement	<p>Provide a copy of your lease agreement or proof of ownership</p> <p>The lease agreement, or a draft lease agreement, must confirm the location and community in which the child care facility will be located and must be with a third party at arm’s length. If submitting a lease agreement, ensure the term meets or exceeds the length of service commitment required. See Section 4.1 of the <a href="#">Funding Guidelines</a> for more information on funding award commitments.</p> <p>If the rented/leased facility is located on reserve, please provide a letter of support or endorsement from the First Nation.</p> <p><i>Note: this is not a required document for public sector organizations, Indigenous Governments, or if the project is located on reserve and operated by a First Nation Government, is a First Nation Independent School or is a First Nation School.</i></p>
Proof of Financial Contributions and Commitment	<p>Source and proof of all financial contributions to the project (e.g., financial account balances, gift-in-kind, confirmed grants, etc.) must be submitted. There must be proof that the minimum required organization contribution can be fulfilled (if applicable) and that ineligible project costs (i.e., those costs not covered by Ministry funding) can be fulfilled.</p> <p>Refer to Table 1 in Section 4 of the Funding Guidelines for Organization Contribution percentages.</p>

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Floor Plans, Site Plans, and Outdoor Space Plans

Plans of the proposed facility are required to determine compliance with the [CCLR](#). Conceptual drawings are acceptable; applicants don't necessarily need full architectural drawings. All drawings must graphically communicate the design principles of the space, including details of square meters and features such as sinks, toilets and, if applicable, nap rooms and change tables. Drawings are to be completed by an individual at arm's length from the applicant. If submitting a conceptual drawing, ensure it is clear, legible and provides a scale and major dimensions.

Please include room and outdoor rotation schedules, if applicable.

As per Part 2 – Division 2 of the [CCLR](#), a facility must have the following:

- o 3.7m<sup>2</sup> of usable floor space (excluding hallways, built in storage areas, bathrooms, and appliances) for each child
- o 1 toilet and wash basin for every 10 children
- o A sturdy surface for changing diapers, outside of the food preparation area
- o Sturdy and safe equipment that is easy to clean and free from hazards
- o 1 piece of furniture/equipment used for sleeping for every child (note: a separate sleeping area located away from the activity area is required for children under 36 months)
- o 6m<sup>2</sup> of outdoor play space for each child that is enclosed and constructed in a manner suitable for the age/development of the children

*Note: Approval of funding under the ChildCareBC New Spaces Fund 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 proposed project can be achieved.*

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Project Budget

A budget with a breakdown of all costs associated with the project must be submitted to support the funding request. A budget provides information about the scope of the project, the cost expected for each item and the project as a whole. Consulting services incurred up to 12 months prior to entering a Funding Agreement may be eligible for funding, at the discretion of the Ministry (see the [Funding Guidelines](#) for a description of what this may include).

A [Budget Template](#) is available on our webpage, applicants are encouraged to use this template.

*Note: Order of magnitude cost estimates completed by a Facilities Project Manager or Quantity Surveyor can be submitted in place of a budget if the applicant is a public sector organization, BC School Board, First Nation School, public or post-secondary institution, local/municipal government, or Indigenous Government.*

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Quotes  
*(mandatory for Not-For-Profit Organizations (Societies), Child Development Centres and Indigenous Not-For-Profit Organizations (Societies) only)*

Two detailed quotes for each budget item (i.e., site development, equipment, etc.) must be submitted to support the project budget and estimated project costs. Refer to Appendix B of the [Funding Guidelines](#) for information on the necessary components of a quote. Please note that quotes must come from two (2) different companies that are a third party at arm’s length from one another, the applicant, and the project. Applicants who provide invalid or deficient quotes can be disqualified from the application process at the sole discretion of the Ministry.

As stated in Section 6 of the Funding Guidelines, ineligible project costs will not be funded. Ineligible project costs include costs incurred prior to the signing of the funding agreement by both the recipient and the Ministry. The Ministry has the sole discretion and reserves the right to determine items that may receive funding. Refer to Section 6.1 and 6.2 of the [Funding Guidelines](#) for a list of eligible and ineligible project costs.

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Copy of *Community Care and Assisted Living Act* Licence(s)

If the facility contained within the proposed project is currently licensed, applicants must be applying to expand the facility and create new licensed child care spaces. If proposing an expansion, submit all licences for the physical location indicated on the application.

If the Project is proposing to relocate current licensed spaces to a different facility, please provide a copy of both facilities’ current licences. These relocated spaces are classified as retained spaces (see Section 2.2 below for more information). Upon project completion, you will be required to submit both facility licences with your Financial Reconciliation Package.

*Note: this requirement is only applicable if applicants are applying to expand a facility that currently holds a valid Community Care and Assisted Living Act licence.*

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Community Child Care Plan

Documentation to support community need (e.g., community child care plan, community action plan, and/or child care needs assessment) is required to ensure the proposed project aligns with the child care needs within the community.

Ideally, the submitted plan will directly reference the child care facility location and define the community need for additional child care spaces. Community need is determined through the analysis of demographics and child population, current supply of spaces by care type, and an assessment of current and future demand for child care by care type.

If a community child care plan, community action plan, or a child care needs assessment is not available in your community, other documentation may be accepted if it confirms the child care needs within the community. For example, waitlist data, utilization rates, or a letter from a local official may be accepted if it justifies and quantifies the need for additional child care spaces in the community. Note: this type of documentation is not considered as equivalent to a formal child care plan and will be assessed accordingly.

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Confirmation of Partnership or Confirmation of Operator

For projects with a partnering operator (i.e., the Applicant is not directly delivering the child care services) confirmation of the arrangement is required (i.e., a letter from the provider), if applicable at the time of application. Be sure to identify the nature of this relationship and the role that both the Applicant and the provider will play in the proposed space creation activities or operation of the created spaces. This arrangement can be formal or informal and may include (but is not limited to) low/no cost rental fees, shared administration, space or service planning agreements or protocols.

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School Capacity and Enrolment	<p>For projects located on the grounds of, or in a school, the School District must provide the school capacity as well as the current and ten-year projected enrolment.</p> <p><i>Note: for projects on school grounds or on district-owned land, a school district must apply as the lead applicant</i></p>
Letter from Licensing Officer	<p>For projects proposing to use offsite outdoor space, a letter of confirmation from a Licensing Officer must be provided.</p> <p>For projects proposing the creation of School Age spaces located off school grounds, a letter from a Licensing Officer approving the transportation plan is required.</p>
Inclusion Policy	Please provide a copy of your inclusion policy. See Section 4.4 below for more information on how to create a fully inclusive policy.

### 1.3 ChildCareBC New Spaces Fund Application Form

The following table offers a step-by-step guide and resources to support applicants when completing the *ChildCareBC New Spaces Fund Application*.

Table 2: *Application Guide*

Section	How to Complete
1.0 – Applicant Information	Complete each section in full. Provide the legal name of the organization or individual as it appears on BC Online (if applicable).
1.1 Project Contact Information	<p>The project contact is the person the Ministry will contact and share information with about the project.</p> <p>If the authorized signing authority is different from the project contact, please include the contact information for both people to authorize the Ministry to share project information with either person identified.</p>
2.0 – Project Components	
2.1 – Facility Information	<p>Complete each section in full.</p> <p>It is required that you know the location and postal code of the proposed facility so community need can be considered.</p> <p>Provide the <a href="#">School District</a> catchment in which your facility will be located.</p> <p>If you are relocating your facility, you must be creating new spaces at the new location to be eligible for funding.</p>
2.2 - Child Care Space Information	<p>In the table, indicate the total number of new and retained spaces for the applicable child care space types.</p> <p>New spaces are spaces that do not currently exist, which the proposed project will create. For those expanding an existing child care facility, retained spaces refer to the spaces the facility is currently licensed for. If expanding, the number of retained spaces at the facility must be included in the table and a copy of the</p>

current *Community Care and Assisted Living Act* licence must be attached to the submission email.

Indicate the days of the week and the hours the facility will operate. Identify whether the facility will offer extended daily hours of child care, which are those occurring outside of core business hours (i.e., before 6 a.m., after 7 p.m., weekends, and/or overnight). Identify if the spaces will be available on statutory holidays or on days of school closure.

Refer to Part 4 – Division 1 of the [CCLR](#) for information about maximum hours of care and overnight care regulations.

Refer to Schedule E of the [CCLR](#) for information on maximum group sizes and employee ratios.

If your Project includes existing licensed child care spaces at the Child Care Facility, please provide a brief description of how you plan to retain both the new spaces proposed and the existing spaces at the facility for the duration of the funding award commitment. For example, you will be hiring additional staff to meet staffing ratios, utilizing space rotation schedules to ensure all children have access to outdoor space in compliance with the Child Care Licensing Regulation.

If you are relocating spaces to a new location, you must provide the facility name, facility address and a copy of the licence of the new facility (if applicable).

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2.3 – Project Summary	Provide a summary of your project. Speak to any unique and innovative features of the child care facility. Describe the build/renovation and provide an overview of the type and quality of child care program you are creating.
	Keep your answer to approximately 750 words.

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2.4 – Child Care Build Summary	If your project is part of a larger build, please provide a description. For example, if your child care facility is part of a larger community centre ground-up build, provide a description of the community centre and the other services that may be provided there. Include any community partners or sources of additional funding that exist for the community centre build.
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## 3.0 – Child Care Build

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### 3.1 – Build Information

This section requires you to provide information about the proposed facility location (i.e., community centre, etc.), and the type of build (i.e., renovation, etc.), including the planned primary building materials and the standards to which the project will be constructed.

- A) Identify whether the proposed Project is creating a new child care facility or expanding an existing facility. If your project is purchasing equipment only, proceed to E).  
If the project is a facility expansion, include a copy of the current *Community Care and Assisted Living Act*.
- B) If you are building a new facility, identify the building type. Please note the definitions of modular and portable buildings in Appendix D of the Funding Guidelines.
- C) If you are renovating an existing building, please identify the type of building.
- D) Indicate the primary structural material used in the build. For more information on mass timber please visit <https://www.naturallywood.com/topics/mass-timber/>.
- E) Identify whether your proposed project is to purchase equipment only.
- F) Provide the size of the proposed facility. All space sizes should be provided in m<sup>2</sup>. The first column only applies to projects that are part of a larger build, this number should reflect the total space of the full build. The second and third columns apply to all projects. The second column should reflect the Child Care build size, or Child Care portion of the larger build. The third column is the useable/licensable floor space of the Child Care. The last column only applies to projects with onsite outdoor space.
- G) Identify any unique site development requirements and provide a description of those (e.g., leveling of land in mountainous regions, building in a floodplain, etc.).
- H) Identify whether you have engaged with the local First Nation(s) or other relevant Indigenous communities regarding the location of the facility. If yes, describe the engagement undertaken and any findings. If no, provide an explanation as to why engagement was not conducted or, if future engagement is planned, a description of what that will entail.
- I) Identify whether the proposed facility location has any historical and/or cultural significance. Describe any significance identified during your research. If you did not identify any historical or cultural significance, please describe the methods you used to determine this.
- J) Indicate any Green Build Standards which the project will be constructed to. See Resources:  
[LEED](#)

- K) Indicate the primary energy source for space and water heating.
- L) Describe how your project has considered how to keep children safe in future climate conditions and climate hazards. For example, to mitigate extreme heat you might include a cooling system in your build design, to mitigate extreme storms you may incorporate structural designs for higher wind loads and landscape considerations for tree fall.  
See resource: [Climate Change Resilience for Buildings](#)

Attach the floor plans, site plans, and outdoor space plans (see Table 1 of the Mandatory Supporting Document Guide above for more information). Refer to the Facility Requirements in Part 2 – Division 2 of the [CCLR](#) to ensure the selected space meets regulation requirements.

If your project is proposing the creation of School Age spaces located off school grounds, you are required to submit a letter from a Licensing Officer approving your transportation plan. Contact your local Health Authority.

If your project is proposing the use of offsite outdoor play space, you are required to submit a letter of approval from a Licensing Officer. Contact your local Health Authority.

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### 3.2 - Accessibility

Describe the accessibility standards to which the facility will be constructed.

Accessibility standards may include, but are not limited to:

- wheelchair ramps
- wide pathways between furniture
- hand rails at stairs and in bathrooms
- accessible considerations for outdoor space (e.g., accessible play structures)
- accessible washroom design (e.g., accessible toilet step stool)
- considerations for children with sensory challenges
- accessible furniture and equipment (e.g., modified tables and chairs)

Please include any information on alignment with universal design guidelines.

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### 3.3 – Facility Ownership

If your facility is rented or leased, please describe the terms of the rental or lease agreement (length of lease, opportunity to extend or renew). Your agreement must meet or exceed the length of the funding award commitment period and must be with a third party at arm’s length.

Provide proof of ownership or a copy of the lease with your application.

If you are a public sector organization, Indigenous Government or if the project is located on reserve and is either operated by a First Nation Government, is a First Nation Independent School or is a First Nation School, proof of ownership is not required.

If rented/leased facility is located on reserve, please provide a letter of support or endorsement from the First Nation.



3.4 – Build Experience	<p>Select the years of experience the applicant or designated project management/contracting team has in managing capital build projects. If you have prior experience designing and or building child care facilities, please indicate this.</p> <p>Provide a summary of the experience. Ensure your summary reflects the years of experience you identified above. For example, if you select five or more years experience managing capital build projects, please provide a summary of the projects, their timelines that support five years of experience and any project related duties such as:</p> <ul style="list-style-type: none"> <li>- Managing project timelines</li> <li>- Zoning, licensing and/or municipal requirements</li> <li>- Budget management</li> <li>- Managing risks and unforeseen circumstances etc.</li> </ul> <p>It is understood that not all organizations will have capital build experience, and if your organization has limited experience managing Capital Build projects, please explain any reasons why.</p> <p>For a definition and more information on capital building experience, please review Appendix C of the <a href="#">Funding Guidelines</a> and the <a href="#">FAQs</a>.</p>
3.5 – Co-location	<p>If your facility will be co-located (i.e., the services and Child Care Facility are physically housed in the same building or located on the same site) with community or family services, existing child care spaces, or on K-12 school grounds, please indicate that here.</p>
3.6 – Municipal Bylaw Requirements	<p>Check these boxes to certify that you have, or will attain, all necessary permits required to complete the child care project, and that you have or will review all necessary by-laws required to complete the child care project.</p>
4.0 – Child Care Operations	
4.1 – Child Care Operator	<p>A) Applicants must commit to directly operating the proposed child care services or commit to working with a not-for-profit operator.</p> <p>If you, the Applicant, are directly delivering the child care, select ‘No’ and proceed to section 4.2.</p> <p>If your facility is partnering with an operator, select ‘Yes’ and identify whether you have confirmed your partnering operator or not.</p> <p>If ‘Yes’, identify the operator type and provide a confirmation of the partnership with your application. This arrangement can be formal or informal and may include (but is not limited to) low/no cost rental fees, shared administration, service planning agreements or protocols, and/or space agreements.</p> <p>If ‘No’, proceed to question 4.1 C.</p> <p>B) If you are proposing to partner with a for-profit child care operator, you must provide a justification of the extenuating circumstances that require you to partner with a for-profit provider.</p> <p>C) If you have not yet secured an operator, you must commit to securing a not-for-profit provider.</p>

D) If you have not yet secured an operator, please describe your plan to secure an operating partner. For example, you may be issuing a Request for Proposal, describe the scope and timeline for this.

*Note: As the funding recipient, you must ensure your operator delivers the programs and services outlined in your application.*

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#### 4.2 Operator Experience

A) Select the years of experience the applicant or partnering operator has operating a licensed child care facility.

B) If your project is proposing to secure an operator, indicate whether you commit to securing an operator with at least 1 year of experience.

C) Provide a summary of the operator's experience. Ensure your summary reflects the years of experience you identified above in 4.2 A.

For example, if you select four or more years of experience operating a single licensed facility, provide a summary of the timelines, the facility, and the level of experience. Applicable experience includes running or managing a licensed child care facility. Experience working in a facility as an ECE is not applicable.

D) Select the years of experience the operator has in operating non-child care community-based programs. This includes experience operating Aboriginal Head Start, Family Resource Programs, StrongStart BC, etc.

E) Provide a summary of the operator's experience. Ensure your summary reflects the years of experience you identified above in 4.2 D.

For example, if you select one or more years of experience operating single or multiple community-based programs, provide a summary of the timelines the programs operated and details regarding the programs.

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#### 4.3 Operating Quality

A) Identify whether the operator will implement the [Early Learning Framework \(ELF\)](#) or components of it.

If you do not have an operator in place, indicate whether you commit to ensuring the selected operator will implement the ELF or components of it.

B) Identify whether the operator will use any quality or environmental assessment tools.

If you do not have an operator in place, indicate whether you commit to ensuring the selected operator will implement quality or environmental assessment tools.

From the list provided, identify any quality or environmental assessment tools the operator will use.

4.4 Inclusion	<p>Please provide a copy of your inclusion policy. Please refer to the <a href="#">‘Inclusive Child Care Toolkit’</a> resource when creating your facility’s inclusion policy.</p> <p>Your policy should demonstrate an understanding of what inclusion is, and how your facility will aim to create a fully inclusive child care setting that allows children of all abilities to participate meaningfully.</p> <p>If you do not have an operating partner in place, complete the declaration statement.</p>
4.5 Staffing	<p>Please describe the operator’s staffing plan including recruitment and retention plans, professional development opportunities, wages, benefits, etc.</p> <p>Consider the licence types and priority populations (Section 6.0) you will be serving as this may impact your staffing levels and required certifications.</p>
4.6 Monthly Parent Fees	<p>By checking this box the applicant certifies they will enrol in the <a href="#">Child Care Operating Fund</a> the <a href="#">Child Care Fee Reduction Initiative</a>, and <a href="#">Early Childhood Educator Wage Enhancement</a> or any future BC Government operating funding initiatives where eligible and approved, and in principle agree to participate where eligible and feasible in any future BC Government operating funding initiatives..</p> <p>Please note that CCFRI policy requires new and modified facilities to set their fees in line with other local providers delivering the same type of care. See <a href="#">CCFRI Funding Guidelines</a> for additional information. As the applicant, it is your responsibility to ensure the operator enrolls each term for the funding award commitment of the project.</p>
<b>5.0 – Community Need</b>	
5.1 – Community Child Care Plan	<p>If your application includes a community child care plan or child care needs assessment, use the information in the report to describe how your project meets the identified needs. Attach a copy of the plan to your application and quote the page numbers that support your project, (note: links to external sources will not be reviewed). You may attach screenshots from the report as supplementary information.</p> <p>For example, if the plan/assessment identifies Infant Toddler spaces as high need in your community, please summarize your plan to create these spaces and provide the direct quote and page number where the information was found.</p> <p>If your application does not include the submission of a community child care plan or child care needs assessment, you must provide other documentation that demonstrates community need and describe how you considered community need when preparing your project.</p> <p>For example, provide copies of any waitlist data, community demographic change (e.g., population growth), utilization rates, letters from local officials or other sources that quantifies the child care needs of the community and describe how your project aligns with these needs.</p>

5.2 – Community Need and Engagement

Please identify the community engagement activities you have undertaken to demonstrate community support for your project. This may include conducting surveys of parents or child care operators, interviewing parents or operator, and/or hosting a community town hall. If available, submit evidence of your engagement activities with your application.

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6.0 - Priority/Underserved Populations

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6.1 - Requirements

Acknowledge and certify the statement by checking the box.

6.2 - Community Priority Populations Served

Indicate how your proposed facility will serve the listed priority populations.

While you are not required to serve **all** the priority populations, the populations you are serving should reflect the community need and demographics as identified in Section 5. For example, if your community has a high population of families new to Canada, you should provide concrete examples of the programming and services you plan to implement for that priority population. Include any policies, partnered services you will collaborate with, or parent involvement with the organization or program (e.g., field trip volunteers).

The Ministry prioritizes applicants that can demonstrate their ability to provide quality services and programming in each priority area. Simply checking “yes” in this section without providing additional information or supporting documentation is insufficient.

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**Will the proposed facility provide child care programming to Indigenous children and families?**

Your answer should speak to specific programming, such as the inclusion of Elders and integration of traditional practices; or policies, such as requiring staff training and development to work with Indigenous children. If you have a partnership with an Indigenous-led organization, please speak to this partnership. You should show how your programming is supporting Indigenous families and including Indigenous collaboration in your service offerings.

For more information, please refer to the [Indigenous Early Learning and Child Care Framework](#), the [BC Aboriginal Child Care Society’s Resource Centre](#), and the [Early Learning Framework](#).

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**Will the proposed facility provide child care programming that is inclusive of children with support needs?**

The Ministry is looking for information about the specific programs, policies, and services to ensure your proposed facility is inclusive of children with support needs. Concrete examples of the ways in which you support or plan to support children with additional needs should be included in your example. This could include specific *programming*, as well as *services*, such as collaborating with occupational therapists. Your answer should also include information about the physical accessibility features of the proposed facility.

**Will the proposed facility provide child care programming to low-income children and families?**

Please describe how low-income populations will be served by your program. Include information on services, programming, staff training, and community partnerships.

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**Will the proposed facility provide child care programming to families new to Canada?**

Your answer should include specific *programming* (e.g., culturally inclusive toys and books), *policies* (e.g., inclusion policies), and *services* (e.g., translation services) that your proposed facility will provide to support families new to Canada.

For more information and resources, please refer to [NewToBC](#), [WelcomeBC](#) and the [Early Learning Framework](#).

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**Will the proposed facility provide child care programming to children of young parents (25 years and under)?**

Provide information about the ways you plan to support young parents with programming (e.g., parenting classes, nutrition, and health education sessions), policies and services (e.g., counselling, provision of meals, transportation). If you partner with any community agencies, please include this.

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**Will the proposed facility provide child care programming welcoming to Black and other children and families of colour?**

Describe the services, programming, staff training, and/or community partnerships provided to ensure the program is welcoming to Black and other children and families of colour served by your program.

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**Will the proposed facility provide programming to French-speaking children and families?**

Describe the services, programming, staff training, and community partnerships provided to support French-speaking children and families served by your program.

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If your facility will be tailoring child care programming to meet the needs of a specific population group, please identify the group from the provided list. Please note this is not a requirement.

Include information on any policies, programming or partnered services you will work with to deliver the tailored program.

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7.0 – Project Schedule

Provide a schedule for the proposed project. The Ministry may prioritize projects that are able to begin construction within 6 months of approval of funding.

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## 8.0 Estimated Project Costs

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### 8.1 Estimated Project Costs Summary

Complete the *Estimated Project Costs Summary* table with a summary of the proposed project costs.

If your project is part of a larger build (e.g., development of a community centre with a space for child care) provide the total cost of the full build in the first row of the table.

In the second row, provide the total cost for the child care build, or if part of a larger build, provide the total cost associated with the child care portion.

If applicable, indicate the total Organization Contribution (See Section 4, Table 1 of the Funding Guidelines).

If applicable, specify all sources of additional funding. If your project is proposing ineligible costs (i.e., those not eligible for ministry funding) you must show funding sources to cover these expenses. Proof of additional funding sources must be submitted with your application.

The *Provincial Cost per Space* table follows the *Estimated Project Costs Summary* table. Using the *Estimated Project Costs Summary* table and the number of new spaces indicated in Section 2.2, the table will auto-populate the Funding Requested from the Province and calculate the estimated Provincial Cost per Space.

If the Provincial Cost per Space exceeds \$40,000, you must provide a rationale explaining the project cost drivers resulting in a higher project cost. For example, your project may be building to LEED standards or require unique site development work due to the build location.

Organizations are required to include a contingency fund in their project budget. The contingency fund must represent at least 10% of the total project costs related to the child care build (see Section 4.1.2 in the Funding Guidelines).

*Note: The Ministry is prioritizing projects with a Provincial cost per space of \$40,000 or less. Projects with a provincial cost per space over \$40,000 may be considered, at the discretion of the Ministry and dependent on Ministry budget considerations, if components of the project are associated with known cost drivers (e.g., unique site development requirements, building in rural/remote locations, etc.), and the project performs higher on evaluation criteria (see Section 5.2 of the [Funding Guidelines](#)). Projects with a cost per space over \$40,000 will also be subject to increased Ministry evaluation timelines.*

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Attach a complete budget with a breakdown of all associated costs. Applicants are encouraged to utilize the [Budget Template](#) available on the program webpage. Not-for-profit organizations and Indigenous not-for-profit organizations are required to attach two detailed quotes for every item included in the budget. Refer to Appendix B of the [Funding Guidelines](#) for the components of written quotes, and Section 6 for information on eligible and ineligible project costs.

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## 8.2 Project Budget Considerations

It is understood that projects have risks, the Ministry is looking for information on how you plan to manage those risks to ensure your project is successful.

A) Identify any potential risks to your project and describe your mitigation strategies to ensure Project completion and success.

For example, licensing may be an identified risk as there may be limited licensing officers and resources in your community which may impact your timelines. To mitigate this risk, you may plan to engage with your regional health authority Community Care Facility Licensing Office as soon as possible to ensure there are no licensing delays.

B) Please identify how you plan to manage risks to mitigate against potential cost escalations to ensure your project can be completed.

For example, given the current economic climate (e.g., escalating construction costs) you may manage risks by purchasing construction supplies early and storing until needed as the current price is known and can be budgeted for.

C) The Project Budget must have a contingency fund equal to at least 10% of the total Project costs or the portion of the build related to the Child Care Facility (if it is part of a larger project).

If your identified contingency fund is greater than 10% of the total Project Costs, please explain why.

D) Identify any additional funding sources and/or back-up funders. Provide a description of the source, amount available to the project, legal name of the applicant or funder and relationship to the funder (if applicable).

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## 9.0 Application Declaration

This section is to be reviewed and completed in full by the applicant or, in the case of an applicant that is a public sector organization, the appointed authorized representative or the signing authority on behalf of the public body or organization.

This section verifies that the applicant confirms and agrees with the declarations.

As per Section 8.10 of the Terms and Conditions, all mandatory documents must be submitted as email attachments. Links to any external documents, information sources and/or storage drives will not be reviewed.

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## 2. How to Become Licensed

Refer to Schedule B of the [Child Care Licensing Regulation](#) to learn how to licence your child care facility. This list is not exhaustive, and applicants should contact their local Health Authority Community Care Facilities Licensing program for specific information on obtaining a child care licence. Applicants should be involving their local Health Authority at the planning stages of their project to ensure what they are proposing in their application is licensable. *Please note: any floor, site or outdoor space plans submitted as part of your application are not to be considered acceptable and approved by the local Health Authority. Plans submitted to the ChildCareBC New Spaces funding program are for informational purposes only.*

### Links to Local Health Authorities:

[Vancouver Island](#)

[Vancouver Coastal](#)

[Northern Health](#)

[Interior Health](#)

[Fraser Health](#)

## 3. Additional Resources

Other helpful links include:

Lead in Drinking Water:

[https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/child-day-care/fact\\_sheet\\_-\\_lead\\_in\\_drinking\\_water\\_2017.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/child-day-care/fact_sheet_-_lead_in_drinking_water_2017.pdf)

Furnishings & Equipment Guidelines for Licensed Child Care Facilities:

<http://www.health.gov.bc.ca/library/publications/year/2003/com021.pdf>

Young Parent Program

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/young-parent-program>