



The information collected on this form is collected under the Freedom of Information and Protection of Privacy Act (FOIPPA) and the Child Care BC Act (SBC 2001, c. 4) and will be used for the purpose of administering the Child Care Rapid Renovation Fund. Personal information is protected from unauthorized use and disclosure in accordance with the Freedom of Information and Protection of Privacy Act. Any questions or concerns about the collection of this information should be directed to the Director, Child Care Capital Programs, PO Box 9788 Stn Prov Govt, Victoria BC V8W 9S5, Phone: in Greater Victoria: 250 385-6501. Elsewhere in BC, Toll Free: 1 888-338-6622 (option 5), Fax: 250-387-2997.

1.0 Applicant Information

Legal Name
Mailing Address (all correspondence and payments will be mailed to this address) City/Town
Province Postal Code Contact Number Email
Organization Type (select one):
School Board Public Post-Secondary Institution Health Authority

Project Contact Information

Project Contact Name Position/Title
Email Phone Fax
Authorized Signing Authority Name (if different) Position/Title
Fax Phone Email

2.0 Information for Proposed Child Care Facility

Indicate whether the proposed project is intending to:
Create a new child care facility Expand an existing child care facility
Child Care Facility Name New or Expanded Child Care Facility Address
City/Town Province Postal Code Facility Phone
Will the facility licensee be different than the funding applicant?
Yes No If yes, please provide the name of the confirmed provider (if known at this time):
Does the project require the renovation of an existing building to create/add new child care spaces?
Yes No If yes, specify the type of building:
Does the project require the purchase of equipment to create/add new child care spaces?
Yes No

### 3.0 Proposed Child Care Facility Spaces and Anticipated Hours of Operations

Please note: For information on group sizes and staffing ratios in regards to Child Care Licensing Regulations, please refer to Appendix E of the *Community Care and Assisted Living Act*, [Child Care Licensing Regulation](#).

For projects proposing to expand an existing child care facility, please provide the *Community Care and Assisted Living Act* licence (please attach a copy of each licence).

By checking this box, I confirm that I have contacted my local Health Authority and spoken to a Licensing Officer to ensure the proposed space is able to meet the regulations and requirements to obtain a licence under the *Community Care and Assisted Living Act* and Child Care Licensing Regulation.

Type of New Spaces to be Created	Total Number of New Spaces	Total Number of Retained Spaces at Existing Facility (if applicable)	Floor Space (m2) Available in the Room Housing the Spaces	Anticipated Days of the Week	Anticipated Hours of Operation
Group Child Care (Under 36 Months)				<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	From _____ To _____
Group Child Care (30 Months to School Age)				<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	From _____ To _____
Preschool				Group 1 <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	From _____ To _____
				Group 2 <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	From _____ To _____
Group Child Care (School Age)				<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	From _____ To _____
Group Multi-Age Child Care				<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	From _____ To _____

### 4.0 Brief Project Summary

Briefly summarize your project. Provide a description of the space(s) to be used for the child care operation, a description of the work involved, and/or a summary of the equipment required for the child care spaces to become licensed and operational.

## 5.0 Estimated Project Costs

Complete the following table with a summary of the proposed project costs associated with the child care build. Applicants may be eligible to receive 100% of budgeted eligible project costs at up to \$5,000 per child care space created.

*Important:* In addition to this summary, you must attach a project cost estimate (completed by a facility's project manager or staff member).

Estimated Project Costs Summary	Cost
Total Proposed Child Care Build Costs	
Other Funding/Contribution Source #1, if applicable (specify) (provide proof of all funding contributions towards the project)	
Other Funding/Contribution Source #2, if applicable (specify) (provide proof of all funding contributions towards the project)	
<b>Funding Requested from the Province</b>	

## 6.0 Project Schedule

List the key dates of the main activities that apply to your project. The Ministry encourages you to consider the key dates of the program (e.g., Ministry review period), as these may impact your project schedule. Please note: After your application is submitted, should there be any changes to these dates, you must notify the Ministry immediately.

Activity	Start Date (YYYY-MMM-DD)	Completion Date (YYYY-MMM-DD)
Project Start Date		
Construction		
Interior Finishing		
Electrical		
Plumbing		
Furnishings		
Others (specify)		
Opening Date		
<b>Project Completion</b>		

## 7.0 Application Declaration

This section must be reviewed and completed by the authorized representative/signatory on behalf of the applicant.

I, the Applicant, by checking the "I confirm and agree" check box and signing below, declare and represent to the Ministry that:

1. I am the authorized representative/signing authority of the applicant; in which case I have the authority to submit this application and related information and materials on behalf of the applicant;
2. I understand and commit to supporting the proposed project;
3. I have reviewed and understand the Child Care Rapid Renovation Funding Guidelines ("Guidelines") and I understand the funding requirements of this program, as outlined on the [program web page](#); and
4. I accept and agree to commit to the process set out in the Terms and Conditions outlined in Appendix A of this Application Form

I confirm and agree

Signing Authority Signature

Signature Date (YYYY-MMM-DD)

Submit your completed application with all mandatory supporting documentation by email to [MCF.CCCF@gov.bc.ca](mailto:MCF.CCCF@gov.bc.ca).

Mandatory documents include:

- Completed Application Form;
- Project cost estimate; and
- If applicable, a copy of the Community Care and Assisted Living Act licence(s) for a project proposing to expand their existing child care operation.

## Appendix A: Terms and Conditions

The following terms and conditions apply to the Child Care Rapid Renovation Fund. A completed and submitted application indicates acceptance to 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 program 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. Selection

Applications will be reviewed, evaluated, and selected internally by Ministry staff. The Ministry cannot guarantee any applicant that their submission will lead to the Ministry providing funding under the Child Care Rapid Renovation Fund. The Ministry may change and/or update portions of the program guidelines at any time. Further, the Ministry may close the program, in whole or in part, at any time in its sole discretion and without liability.

### 5. 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.

### 6. Communication with Media

The applicant may not at any time directly or indirectly communicate with the media in relation to the application process or funding award without first obtaining the written permission of the Ministry prior to the Provincial public announcement.

### 7. Complaints

If the applicant has any 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. Eligible Organizations

School boards, public post-secondary institutions, and Health Authorities are eligible to apply for funding under this program, so long as they are 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), in compliance with the *Community Care and Assisted Living Act* and the Child Care Licensing Regulation (if applicable) and they have not acquired the requested expenses prior to approval of an application.

## Appendix B: Definitions

### 1. Affordable Child Care Benefit:

A monthly payment to help eligible families with the cost of child care.

### 2. Applicant:

An applicant for Childcare BC New Spaces Funding.

### 3. Application:

A complete application form and mandatory supporting documentation that the applicant must submit in support of their request for Child Care Rapid Renovation Funding.

### 4. 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.

### 5. Child Care Fee Reduction Initiative (CCFRI):

A stream of funding provided under CCOF provided to eligible enrolled licensed child care facilities for the purpose of reducing parent monthly fees for enrolled children.

### 6. Child Care Operating Funding Program (CCOF):

Operating funding provided by the Ministry to eligible enrolled licensed child care facilities to assist with the day-to-day costs of running a licensed child care facility.

### 7. Child Care Operation:

The delivery of child care services in a licensed facility.

### 8. Child Care Spaces:

A full-time space or two part-time child care spaces (e.g. a morning preschool space and an afternoon preschool space would represent one full-time child care space).

### 9. 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.

### 10. Financial Reconciliation Package:

Includes (1) a copy of all current Community Care Facility Licenses issued under the [Community Care and Assisted Living Act](#); (2) a Financial Reconciliation Report, dated and signed by an authorized signatory of the organization, certifying that the Project has been completed in accordance with the grant letter; and, (3) the Ministry's Itemized Expense Report, prepared and signed by a treasurer, Chief Financial Officer or accountant, itemizing all eligible Project Costs paid by the funding recipient.

### 11. Licensed Child Care Spaces:

The number of spaces as reported on a Community Care Facility Licence issued under the Community Care and Assisted Living Act.

### 12. Ministry:

The Ministry of Children and Family Development.

### 13. Occasional Child Care:

A child care program that is provided on an occasional or short-term basis.

### 14. Project:

The Project as described by the applicant in the application, which involves the creation of Licensed Child Care Spaces.

### 15. Project Cost Estimate:

A detailed estimate of the costs to complete the Project, determined where necessary by cost estimates by certified contractors, engineers, architects or other qualified parties, in accordance with the plans and specifications provided to the Ministry as part of the application process.

### 16. Project Costs:

All the amounts to be paid by the applicant to any person, firm, or corporation dealing at arm's length with the applicant for construction of the Projects or acquisition of its components and which, in the opinion of the Ministry have been necessarily and properly incurred.

### 17. Third Party at Arm's Length:

The condition that the companies/suppliers providing quotes or services for the Project are independent, market value and on an equal footing from one another, the applicant, and the Project (e.g. not a spouse/common law, child, parent, sibling, applicant's director and/or officers, business partners etc.).