



Child Care Major Capital Funding Program 2015/16 Funding Guidelines

Child Care Major Capital Funding is available to non-profit and private sector organizations to help offset costs associated with the creation of new licensed child care spaces. The information contained in the following funding guidelines will help you complete your application package. An example [business plan template](#) is posted on the ministry website to identify the types of documentation required to support your application. It is strongly recommended that applicants carefully review these funding guidelines and complete the business plan template provided.

Types and Funding Amounts for Eligible Organizations

Eligible Organizations

- Non-profit organizations including non-profit societies, local government (including School Boards), public institutions, band/tribal councils, and First Nations Governments.
- Private sector organizations including sole proprietors, partnerships, and limited companies.

Non-Profit Organizations

Targeted Major Capital Funding

- 90 per cent contribution by the Province¹ to a maximum of \$500,000 for the creation of licensed child care spaces located on school grounds.

Co-located Major Capital Funding

- 80 per cent contribution by the Province² to a maximum of \$500,000 for the creation of licensed child care spaces co-located with other family support programs in community based settings (e.g., Early Years Centres, recreation centres, community hubs, etc.).

Regular Major Capital Funding

- 75 per cent contribution by the Province³ to a maximum of \$500,000 for the creation of licensed child care spaces in a child care setting other than those listed under the Targeted and Co-located Major Capital Funding streams.

¹ The sponsoring organization must provide a financial contribution of at least 10% of the total project costs for Targeted Major Capital Funding projects.

² The sponsoring organization must provide a financial contribution of at least 20% of the total project costs for Co-located Major Capital Funding projects.

³ The sponsoring organization must provide a financial contribution of at least 25% of the total project costs for Regular Major Capital Funding projects.



Private Sector Organizations

Targeted Major Capital Funding

- 90 per cent contribution by the Province¹ to a maximum of \$250,000 for the creation of licensed child care spaces located on school grounds.

Co-located Major Capital Funding

- 80 per cent contribution by the Province² to a maximum of \$250,000 for the creation of licensed child care spaces co-located with other family support programs in community based settings (e.g., Early Years Centres, recreation centres, community hubs, etc.).

Regular Major Capital Funding

- 75 per cent contribution by the Province³ to a maximum of \$250,000 for the creation of licensed child care spaces in a child care setting other than those listed under the Targeted and Co-located Major Capital Funding streams.

Organization Financial Contribution

The organization is required to contribute a minimum percentage towards the total cost of the project. Confirmed sources of financial contribution must be detailed on the Major Capital Funding for the Creation of New Child Care Spaces application form.

Volunteer labour may be included in an organization's financial contribution. The volunteer labour may not exceed 15 percent of the total project costs. To be eligible, the volunteer labour must be completed by persons at arm's length from the applicant.

Accepted rates for volunteer labour are:

\$50.00 per hour for heavy machinery and operator

\$20.00 per hour for skilled labour

\$10.25 per hour for unskilled labour

Organizations may contribute more than the minimum financial contribution; however, provincial funding will be considered for the difference between the applicant's total financial contribution and the total project costs, up to the maximum funding amount available for the organization type.

Application Requirements

- Completed funding application form – signed and dated by an authorized signing authority – acknowledging the certification requirements and the required documentation outlined in the checklist.
- Business plan (see [business plan template](#)). The contents of the Business Plan or provided documentation must include, but is not limited to:
 - Proposed budget for the project;
 - Operating budget;
 - Project schedule;
 - Volunteer labour schedule;
 - Implementation plan;
 - Additional documentation that supports the proposal. (Please ensure that no more than two documents are provided to demonstrate community need)
- Written confirmation the applicant/organization has the required funding contribution and written confirmation of the organization's financial standing from a financial institution.
- Written confirmation that the project can be started within the four months following the signing of the Funding Agreement. Please note: notification of eligibility for major capital funding will be approximately three months following the application deadline date. Funding agreements are signed shortly thereafter.
- Written confirmation outlining how the applicant/organization will work with the local Health Authority Licensing Officer to ensure that the proposed project will meet licensing requirements and regulation.
- A copy of your current BC Corporate Registry Notice that includes identification number, if registered.
- Proof of ownership of land and building, or rental agreement or lease.

For targeted projects on school district land:

- A letter from the School Board confirming support for the application and the terms and conditions of the lease.

If zoning or bylaw changes are required:

- A letter from the local government confirming status of the proposed rezoning or by-law changes.

Required Commitment

- For projects under \$25,000 the applicant must demonstrate commitment to continuing the child care operation for a minimum period of five years.
- For projects between \$25,000 and \$300,000 where the applicant is renovating existing leased space the applicant must demonstrate commitment to continuing the child care operation for a minimum period of five years.
- For projects between \$25,000 and \$300,000 where the applicant owns the building and/or land the applicant must demonstrate commitment to continuing the child care operation for a minimum period of ten years⁴.
- For all projects over \$300,000 the applicant must demonstrate commitment to continuing the child care operation for a minimum period of ten years⁴.
- Projects \$50,000 and over, and where the applicant owns the land and/or building, may also be subject to the *Human Resource Facility Act (HRFA)*. Under the HRFA, the Ministry has authority and responsibility to create and maintain a pool of resource facilities, as well as provide financial accountability and security of the taxpayer's investment. The Minister is able to place a notation on the title, which restricts the sale, transfer, mortgage, lease or other disposition of the facility without written consent of the Minister. If the human resources function ceases prior to the end of the funding agreement term, the recipient may be required to repay some of the capital funding provided, as per the Funding Agreement.

⁴ Individual school districts make arrangements on school grounds. It is the responsibility of the applicant to ensure arrangements meet school board requirements.

Project Selection Criteria

The following will be considered when determining which projects are eligible to receive funding:

- Completed and signed application form.
- Identified type and number of licensed child care spaces to be created.
- Community Need:
 - A. As demonstrated by applicants in their business plan and supporting documentation (with a maximum of two additional documents)
 - B. As determined by the Ministry, including:
 - Whether the child care facility, and programs offered by the applicant/organization, will serve Aboriginal, First Nations, or Metis communities (On or Off Reserve);
 - Whether the child care facility will serve teenage parents (e.g. Young Parent Programs)
 - A review of vulnerability rates in the local school district, as established by the [Early Development Instrument \(EDI\)](#)
 - A review of the current supply of licensed child care spaces funded through the [Child Care Operating Funding Program](#) and the utilization rates for those spaces in the school district.
- Completed, viable business plan.
- Financial considerations, such as project costs and the provincial contribution per new child care space.
- Availability of Child Care Major Capital Funding Program funds.

Priority:

- Targeted and co-located projects within communities under-served by child care are given priority in the selection process.

Funding will be considered for:

- Building a new child care facility.
- Purchasing land and/or commercial or residential space.
- Purchasing and assembling a modular building.
- Site development costs.
- Renovations to a building or classroom.
- Purchasing eligible equipment and furnishings as part of the above activities to create new spaces.



Funding will not be considered for:

- Applicants/organizations not in good standing with the Ministry of Children and Family Development (i.e., has a history of non-compliance with Child Care Operating Funding requirements).
- Applicants/organizations with a history of non-compliance with the *Community Care and Assisted Living Act* and Child Care Licensing Regulation.
- Costs associated with operating child care facilities.
- Costs associated with assets acquired prior to signing a funding agreement.
- Costs associated with non-capital items such as toys, art supplies, books, games, and small appliances (see attached List of Eligible and Ineligible Items).
- Projects requesting equipment costs without building, renovation or site development costs.
- Purchases of property or buildings that are also the applicant's primary residence.
- Projects proposing to create Child Minding, Occasional Child Care, and/or Residential Care spaces.
- Projects proposing to re-locate or enhance existing spaces without creating new licensed child care spaces.
- Projects completed and/or licensed prior to signing a funding agreement.
- Projects that commenced more than three months prior to the release of the application intake period (before August 30, 2015).

Please Note:

A key goal of the BC Early Years Strategy is improving the quality of early years programs including child care. The [BC Early Learning Framework](#) (ELF) provides guidance to early years professionals on how to best support young children's early learning and development. It is strongly encouraged that staff of successful applicants providing care for children between the ages of 0-6 years complete the ELF online training. Completion of the ELF online training module counts towards the 40 hours of professional development required for ECEs to renew their educator certificates. More information and a link to the online training will be provided to successful applicants.

To assist with navigating local government processes and requirements for child care providers, [A Handbook for Child Care Providers](#) is provided for your reference.

Applicants that were unsuccessful in a previous Application Intake and who wish to reapply are required to resubmit a new application and all required documentation using the current Child Care Major Capital Funding Guidelines.

Checklist

Supporting documentation must be attached in accordance with funding application criteria. If any of the information listed below is missing or incomplete, the application may be found ineligible. A signed application is not a guarantee of funding.

Applications must include the following:

- Completed funding application form, signed and dated by an authorized signing authority.
- Copy of current BC Corporate Registry Notice, if applicable.
- Additional documentation that supports the proposal (including no more than two documents demonstrating community need).
- Letters of confirmation
 - For targeted projects on school district land:
 - From School Board confirming support for the application and the terms and conditions of the lease.
 - If zoning or by-law changes are required:
 - From local government confirming status of the proposed rezoning or by-law changes.
- Written confirmation of the applicant/organization's financial standing. This must include:
 - Documentation proving that the organization has the confirmed sources of funding;
 - Current documentation from a financial institution that indicates the organization is in good standing.
- Written confirmation that the project can be started within the four months following the signing of the Funding Agreement.
- Budget, operating, and implementation information including:
 - Number and type of new spaces to be created;
 - Total size of floor space (in square meters);
 - Detailed floor plans;
 - Photos of the proposed location, if possible;
 - Proposed budget for the project;
 - Two detailed quotes listing components for site development costs;
 - Two detailed quotes listing components for building development costs;
 - Two detailed quotes listing components for equipment costs;
 - Outline of professional fees;
 - Operating budget;
 - Project schedule;
 - Confirmation of total value of capital financial contribution;
 - Confirmation of total value of volunteer labour contribution, if applicable. See Funding Guidelines: Organization Financial Contribution.
- Proof of ownership of land and building, or rental agreement or lease.



Contact and Submission Information

Application deadline is: 4:30 PM, February 26, 2016. Application packages must be received by the Child Care Capital Funding Program by the application deadline. Applications will not be accepted electronically by email or fax.

For hand deliveries including submissions by courier, contact the program for instruction. Do not submit your application to the PO Box below.

For all submissions by Canada Post, please send your application package to:

Child Care Capital Funding Program Administrator
Child Care Programs and Services Branch
Ministry of Children and Family Development
PO Box 9965 Stn Prov Govt
Victoria BC V8W 9R4

If you have questions, please call the Child Care Capital Funding Program at 1-888-338-6622, option 5.

Web: www.mcf.gov.bc.ca/childcare/major_capital.htm



Definitions

Application: means a full, complete submission including a signed Major Capital Funding for Creation of New Child Care Spaces application form, and all supporting plans and documents.

Application intake start date: means the first day a funding application is eligible to be received (November 30, 2015, 8:30 a.m.).

Application intake close date: means the last day a funding application is eligible to be received (February 26, 2016, 4:30 p.m.).

Approved funding application: means an application that has a signed Funding Agreement with the Province.

Asset: means something that is purchased and has value. An asset includes, but is not limited to, a financial contract (such as land or building space) or physical object (such as equipment) that has positive economic value. An asset neither includes architect, lawyer, or accountant fees, nor costs necessary to secure a permit or a licence. Assets acquired prior to approval of the Funding Agreement will not be considered for funding.

Authorized signing authority: means individuals authorized to sign contracts, leases, agreements, etc. on behalf of the sponsoring organization.

Budget: means a detailed estimate of the costs to complete the project, determined where necessary by cost estimates provided by contractors, engineers, architects, or others, including eligible equipment, in accordance with the plans and specifications, provided to and approved by the Province.

Child care facility: means 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: means the applicant's day-to-day undertaking of providing child care services.

Co-located Major Capital Funding: means the creation of licensed child care spaces co-located with other family support programs in community based settings (e.g., Early Years Centres, recreation centres, community hubs, etc.).

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

New licence: means the licence issued to the applicant under the *Community Care and Assisted Living Act* at or following project completion.



Non-profit organizations: means non-profit societies in good standing with BC Corporate Registry, local government (including School Boards), public institutions, band/tribal councils, and First Nations Governments.

Plans and specifications: means all the detailed plans, drawings, and specifications for the work required to carry out and complete the proposed project and/or to acquire the assets for use in implementing the project.

Private sector organizations: means sole proprietors, partnerships, and limited companies.

Project commencement date: means the date the project broke ground or renovations started.

Project completion date: means the date the project has been completed in accordance with the approved plans, specifications, and budget, and is capable of being licensed under the *Community Care and Assisted Living Act*.

Project costs: means 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 project or acquisition of its components and which, in the opinion of the Province, have been necessarily and properly incurred. (See also Total Project Costs)

Project schedule: means a detailed timetable and schedule of construction or preparation of the work referred to in the application and the time period within any such work or part or aspect thereof is proposed to be commenced, carried out, and completed.

Regular Major Capital Funding Stream: means the creation of licensed child care spaces in child care settings other than those listed under the Targeted and Co-located Major Capital Funding categories.

Targeted Major Capital Funding Stream: means the creation of licensed child care spaces located on school grounds.

Total Project Costs: means the sum of project site development costs, building costs, equipment costs and professional fees.