

ChildCareBC New Spaces Fund

Application Resource for Minor Capital Grants

Contents

1. How to Apply.....	1
1.2 Mandatory Supporting Documents	2
1.3 ChildCareBC New Spaces Fund Minor Capital Grants Application Form.....	7
2. How to Become Licensed	21
Links to Local Health Authorities.....	21
3. Additional Resources	21

Note: Capitalized terms in this Application Resource, excluding proper nouns, have their meaning defined in Appendix C for the [Funding Guidelines for Minor Capital Grants](#).

1. How to Apply

This guide supports Applicants of the ChildCareBC New Spaces Fund for Minor Capital Grants (Minor Capital Grants) by providing information and resources for each of the supporting documents required and for each section of the Minor Capital Grants Application form. The information provided is based on the [Child Care Licensing Regulation](#), the [Funding Guidelines for Minor Capital Grants](#) (Funding Guidelines), and ministry policies.

Minor Capital Grants are open to space creation Projects that are part of a Minor Capital Project with a requested Provincial Funding Amount below \$500,000. Under this grant stream, Applicants who own or lease the land on which the proposed Child Care Centre and new Child Care Spaces will exist are eligible to apply. All space creation Projects that are part of a Major Capital Project with a proposed Provincial Funding Amount greater than \$500,000 must apply under [Major Capital Grants](#).

Note: Not all sections of this resource will apply to all Applicants. Applications from Boards of Education, must be submitted through Capital Asset Planning System (CAPS).

Prior to completing the ChildCareBC New Spaces Fund Application for Minor Capital Grants, Applicants should review the:

- [Funding Guidelines for Minor Capital Grants](#)
- [Child Care Licensing Regulation](#)
- [Community Care and Assisted Living Act](#)
- [Standards of practice](#)
- [Local Governments Requirements: A Handbook for Child Care Providers](#)
- [ChildCareBC New Spaces Fund webpage](#)

1.2 Mandatory Supporting Documents

All Applicants are required to submit a completed Application form with the mandatory supporting documentation (based on their organization 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 6.2 and Appendix A, 8.15 of the [Funding Guidelines](#).

The following table provides information on the mandatory supporting documents, as outlined in Table 5 of the [Funding Guidelines](#).

Table 1: Mandatory Supporting Document Guide

Document	Description and Additional Information
Application Form	A completed 2024-25 Minor Capital Grants Application Form must be submitted by email to CCCF@gov.bc.ca . Information provided in the Application must be authentic, unique, and specific to the proposed Project.
Copy of Executed Lease (if applicable)	For Applicants who own the land and will be leasing the Child Care Centre to the Authorized Operator: Submission of a copy of the executed lease signed by both parties is required as part of the Application. If, at the time of application, the lease has not yet been executed, the Applicant is required to submit the lease as soon as it has been executed. The rent payable under such lease must not be greater than the then-fair market rent for the Child Care Centre, being the rent that would be paid for the Child Care Centre in its then-current condition (including all leasehold improvements), as between persons dealing in good faith and at arm's length. Note: The Province may, in its discretion, require the Applicant to provide an appraisal from a certified land appraiser confirming that the rent payable under the lease is not greater than fair market. For Applicants leasing the land on which the Child Care Centre will exist: Submission of a copy of the executed lease or intent to lease signed by both

parties is required as apart of the Application. The duration of the lease agreement must meet or exceed the funding award commitment period that would be required of the Application if selected for funding.

Lease agreements must be with third parties that are at arm's length from one another.

Note: Indigenous Governing Entities are exempt from the requirement to provide a copy of an executed lease and intent to lease.

See Section 3.2 of the [Funding Guidelines](#) for information on Funding Award Commitment Periods.

Completed Project Budget Template

A completed [Project Budget Template](#) must be submitted as part of an Application, detailing the Project Budget, including a minimum 10% contingency fund and all eligible costs required to complete the Project and enable licensing of the Child Care Centre. Funding requests must be based on the Project Budget, and if applicable, identify the Required Organization Contribution and other sources of funding.

Note: If the Applicant is a Not-For-Profit, Indigenous Not-For-Profit, or Other Eligible Independent School, the Project Budget must be supported by quotes.

Note: Consulting services incurred up to 12 months prior to entering a New Spaces Fund Funding Agreement may be eligible for funding, at the discretion of the ministry. Examples include project management, design or engineering costs, site evaluations, business planning development (e.g., business case model and analysis), project-related professional fees (e.g., architectural, account), etc.

See Section 3.1.1 of the [Funding Guidelines](#) for more information on Project Budgets.

Quotes (only required for Not-For-Profits, Indigenous Not-For-Profits and Other Eligible Independent Schools)

Two detailed quotes for each item included in the Project Budget (i.e., site development, equipment, etc.) must be submitted as part of the Application. These quotes must be from third party at arm's length from each other, the Applicant, and the Project. Quotes must also be dated within 6 months from the time of application.

Applicants who provide invalid or otherwise deficient quotes may have their Application rejected at the sole discretion of the ministry.

See Appendix B in the [Funding Guidelines](#) for more on the required components of quotes and Section 4 for a list of eligible and ineligible costs.

Evidence of Financial Commitment Applicants may be required to provide evidence of financial commitment to the Project if the Applicant is required to make a Required Organization Contribution and or if the Project Budget includes ineligible costs. Evidence of financial commitment must indicate the source of the finances and provide proof that sufficient funds are available.

Not-For-Profits and Other Eligible Independent Schools must make the minimum Required Organization Contribution, calculated at 10% of the total Project Costs. Evidence demonstrating that the minimum Required Organization Contribution can be fulfilled by the organization itself must be submitted as part of the Application. Evidence could be submitted in the form of an account balance from the Applicant's financial institution.

If Project Costs include costs ineligible for funding, these costs will be the financial responsibility of the Applicant. For Not-For-Profits and Other Eligible Independent Schools evidence (i.e., source and proof) of sufficient financial contributions to meet the costs not eligible for funding is required. For Indigenous Governing Entities, Local Governments, Public Bodies, crown corporations, Indigenous Not-For-Profits, and First Nation Schools, confirmation of commitment to cover the portion of the Project Budget not covered by funding is required (e.g., Band Council letter or board resolution showing support for the Project and confirming funding for the remaining Project Costs).

Note: Finances to cover the cost of the Required Organization Contribution must come directly from the Applicant. Other sources of funding may be used to cover the costs of additional financial commitments (i.e., costs not covered by the ministry such as ineligible costs).

See Table 1 in Section 3.1.4 of the [Funding Guidelines](#) for Required Organization Contributions, financial commitments, and provincial contributions, and Section 4 for information on eligible and ineligible costs.

Conceptual Drawings (or better) Conceptual Drawings (or better), including floor plans, site plans, and outdoor space plans are required as part of the Application to ensure Plans and Specifications of the proposed Child Care Centre comply with the [Child Care Licensing Regulation](#).

All drawings must graphically communicate the design principles of the space, including details of square feet or meters and features such as sinks, toilets, windows, doors, fixed cabinetry, and appliances, and where applicable (i.e., a category of care which includes children under 36 months), nap rooms (section 15(3) Child Care Licensing Regulation) and change tables (section 14(4) CCLR). If submitting a Conceptual Drawing, ensure it is clear, legible and provides a scale and major dimensions.

As per Part 2 – Division 2 of the [Child Care Licensing Regulation](#), a Child Care Centre must have the following:

- 3.7m² of useable floor space for each child excluding hallways, built in storage areas, bathrooms, and appliances. To adequately assess minimum space requirements, any fixed equipment and excluded features under the CCLR must be included on the floor plan.
 - Useable Floor Space – means the space within the Activity Area that can be used by children for formal and informal program activities. As such, the primary pathway through the space, and areas for door swings are not included in the calculation of useable area.
 - Note: Floor space requirements for school age spaces on school grounds will be assessed using the requirements for group child care (school age) as a guide.
- 1 toilet and wash basin for every 10 children on the same floor as the child care (section 14(3) CCLR).
- A sturdy surface for changing diapers, located outside the food preparation area, next to both a covered container for soiled clothing, and a wash basin.
- Sturdy and safe equipment that is easy to clean and free from hazards.
- 1 piece of furniture or 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).
- 6m² of outdoor play space for each child that is enclosed and constructed in a manner suitable for the age or development of the children.
- Please include room and outdoor rotation schedules, if applicable.

Note: Approval of funding under the Minor Capital Grants 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.

Copy of Community Care and Assisted Living Act License(s)	If the Child Care Centre within the proposed Project is currently licensed, Applicants must be applying to expand the Child Care Centre and create new Child Care Spaces. If proposing an expansion, submit all licenses for the physical location indicated on the Application.
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If the Project is proposing to relocate current Child Care Spaces to a different child care centre, please provide a copy of both centres' current licenses. These relocated Child Care Spaces are classified as retained Child Care Spaces. Upon Project completion, you will be required to submit both Child Care Centres'

licenses as part of the Completion Report.

Note: This requirement is only applicable if Applicants are applying to expand a Child Care Centre that currently holds a valid Community Care and Assisted Living Act license.

Documentation to Support Community Need	Documentation to support community need (e.g., current 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. Documentation must be current (i.e. within 2 years of submitting the Application
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The submitted plan should directly reference the community or area in which the Child Care Centre will be located 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, and or 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. While this form of documentation may be accepted, it will not be considered equivalent to a formal child care plan and will therefore be assessed accordingly.

Note: Indigenous Governing Entities are exempt from the requirement to provide documentation to support community need.

Documentation of Recent Community Engagement	Provide recent documentation of community engagement undertaken by the Applicant (e.g., hosting a town hall or community meeting or open house, parent surveys). If your Application includes Child Care Spaces that are being relocated from an existing child care centre, evidence of consultation with existing families is required.
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The community engagement activities must be recent (i.e., within 1 year of application).

Note: Indigenous Governing Entities are exempt from the requirement to provide documentation of recent community engagement.

Letter(s) from a Licensing Officer (if applicable)

As part of the Application, Applicants will be required to submit letters from a Licensing Officer if:

- The Applicant is proposing the creation of school-age spaces located off school grounds, and or
- The Applicant is proposing the use of offsite outdoor play space.

For Projects proposing the creation of School Age spaces located off school grounds a letter from a Licensing Officer approving the transportation plan must be provided.

For Projects proposing to use offsite outdoor space, an approval letter from a Licensing Officer must be provided.

Note: If approval from a Licensing Officer has not been obtained, the ministry may accept confirmation of consultation with a Licensing Officer.

1.3 ChildCareBC New Spaces Fund Minor Capital Grants Application Form

The following table offers a step-by-step guide and resources to support Applicants when completing the ChildCareBC New Spaces Fund Minor Capital Grants 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 as it appears on BC Registries (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 Child Care Centre Information	<p>Complete each section in full.</p> <p>Indicate the name of the child care centre, if unknown please indicate as "TBD".</p> <p>It is required that you know the location and postal code of the proposed Child Care Centre so community need can be considered.</p>

Select the BC Public [School District](#) catchment in which your Child Care Centre will be located.

Confirm that the land on which the proposed Child Care Centre will exist is either owned by the Applicant or secured through a third-party arm's length executed lease or intent to lease.

Proof of an executed lease agreement or intent to lease signed by both parties must be provided as part of the Application.

Indicate whether you are relocating a current Child Care Centre as part of the Project. A current Child Care Centre is a centre offering licensed Child Care Spaces and holds a current, valid license under the Community Care and Assisted Living Act. If the proposed Project includes the relocation of an existing Child Care Centre, the Project must be creating new Child Care Spaces at the new location to be eligible for funding.

Note: Indigenous Governing Entities are exempt from ownership, and proof of rental or lease agreement requirements.

2.2 Child Care Space Information

In the table, indicate the total number of new and retained Child Care Spaces for the applicable Child Care Space types. Note the total number of retained Child Care Spaces and new Child Care Spaces across care types will be automatically calculated.

New Child Care Spaces are licensed spaces that do not currently exist, which the proposed Project will create. For those expanding an existing Child Care Centre, retained spaces refer to the spaces the Child Care Centre is currently licensed for. If expanding, the number of retained spaces at the Child Care Centre must be included in the table and a copy of the current Community Care and Assisted Living Act license(s) must be attached to the submission email.

Indicate the days of the week and the hours the Child Care Centre will operate. Identify whether the Child Care Centre 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 Child Care Spaces will be available on statutory holidays or on days of school closure.

Refer to Part 4 – Division 1 of the [Child Care Licensing Regulation](#) for information about maximum hours of care and overnight care regulations and Schedule E for information on maximum group sizes and employee ratios.

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- A) If your Project includes existing Child Care Spaces at the Child Care Centre, please provide a brief description of how you plan to retain both the new spaces proposed and the existing spaces at the Child Care Centre for the duration of the funding award commitment period (see Section 3.2 of the [Funding Guidelines](#). 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.
 - B) If you are relocating spaces to a new location, you must provide the Child Care Centre name, Child Care Centre address and a copy of the license of the new Child Care Centre (if applicable).
 - C) If your organization has an alternate location that will no longer be in operation once the proposed Child Care Centre has become licensed, please provide rationale as to why the other Child Care Centre will be closing.

Note: Funding requests will only be considered for one licensed care program per designated area. In instances where more than one licensed care program occupies the same designated area (e.g., the same room within the Child Care Centre) at different times of the day, funding requests will only be considered for one type of licensed care program. For example, a centre holding a Group Child Care (School Age) license and a Group Child Care (30 Months to School Age) license, operating a before and after school program under their School Age Care license and a day program under their Group 30 Months to School Age license during regular school hours in the same designated space would only be eligible to receive funding for either the Group Child Care (School Age) spaces or the Group Child Care (30 Months to School Age) spaces, not both. If an Applicant chooses to pursue licensing of multiple care types per licensed space, they should consult with their local Health Authority, Child Care Licensing Branch.

2.3 Project Summary Provide a summary of your Project. Speak to any unique and innovative features of the Child Care Centre. Describe the Project as it relates to the scope of work (e.g. minor renovation, equipment-only or tenant improvements) and provide an overview of the type and quality of child care program that will be offered. The summary should include information that is authentic, unique, and specific to the Project.

Keep your answer to approximately 750 words.

2.4 Child Care Project Summary

If your Project is part of a larger renovation or build, please provide a description.

For example, if your proposed Child Care Centre is part of a larger renovation of a community centre, provide a description of the community centre and any other services that may be there. Include any community partners or sources of additional funding that exist for the Project.

3.0 Child Care Project

3.1 Project Information

This section requires you to provide information about the proposed Child Care Centre location, and the type of build.

- A) Indicate whether the proposed Project is creating a new Child Care Centre or expanding an existing Child Care Centre. If the Project is a Child Care Centre expansion, include a copy of the current Community Care and Assisted Living Act license(s).
- B) Specify whether the proposed Project is to purchase equipment only or for a minor renovation to an existing building.
- C) Specify how the existing structure was originally built. Examples of conventional on-site construction may include stick-built, timber frame, steel frame, etc. Examples of other methods may include 3D volumetric construction, precast flat panel (PFP) system, etc. A definition of Modular Buildings can be found in Appendix C of the [Funding Guidelines](#).
- D) Specify the primary use of the building in which the proposed Child Care Centre will be situated. Note mixed-use is specific to properties containing both residential and commercial units.
- E) Provide the size of the proposed Child Care Centre. All space sizes should be provided in f2 or m2.

The first column only applies to Projects that are part of a larger project, this number should reflect the total space of the full build or renovation.

The second and third columns apply to all Projects. The second column should reflect the total space of area designated to the Child Care Centre. The third column is the useable floor space of the Child Care Centre.

- Useable Floor Space - means the space within the activity area that can be used by children for formal and informal program activities. As such, the primary pathway through the space,

and areas for door swings are not included in the calculation of useable area.

- Note: Floor space requirements for new builds inclusive of school age spaces on school grounds will be assessed using the requirements for group child care (school age) as a guide.

The last column only applies to Projects with onsite outdoor space and should indicate the total outdoor play space for the Child Care Centre.

- F) Identify whether the proposed Child Care Centre 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.
- G) If applicable, indicate any Green Build Standards which the Project will be constructed to and indicate whether these standards are being met due to local building requirements.
- H) Indicate the primary energy source for space and water heating.
- I) 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. Provide any information on the appropriate protection measures incorporated in the Project.

See resource: [Climate Change Resilience for Buildings](#)

3.2 Accessibility

Describe the accessibility standards of the Child Care Centre once the project is complete. Accessibility standards may include, but are not limited to:

- Wheelchair ramps
- Wide pathways between furniture
- Handrails 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)

- Inclusive communication features (e.g., multi-language signage, wayfinding, braille)

Please include any information on alignment with universal design guidelines. You may wish to review the [Inclusive Child Care Toolkit](#) and [Building Accessibility Handbook](#).

3.3 Build Experience Select the years of experience the Applicant or designated project management or contracting team has in managing capital build projects. If you have prior experience designing and or building that is specific to child care, please indicate this.

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 of 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:

- Managing project timelines
- Zoning, licensing and or municipal requirements
- Budget management
- Managing risks and unforeseen circumstances etc.

See Appendix C of the [Funding Guidelines](#) for definitions of Major Capital Projects and Minor Capital Projects .

3.4 Project Team Describe your Project team, including information about each team member's roles and responsibilities as they relate to Project. This should include information about individuals who are involved in the Project throughout all stages including design and development (e.g. ECE design consultants, project manager).

3.5 Municipal, Federal or First Nation Governance Requirements Check this box to certify that you have reviewed and will abide by all applicable municipal, federal, or I First Nation governance requirements, inclusive of any and all permit requirements which may need to be obtained.

4.0 Child Care Operations

4.1 Child Care Operator A) Applicants must indicate whether the Child Care Centre licensee (i.e., the Authorized Operator) will be different than the Applicant. If you, the Applicant, are directly delivering the child care, select 'No' and proceed to section 4.2.

If your Child Care Centre is partnering with an operator, select 'Yes' and identify whether you have confirmed your partnering operator or

not.

If 'Yes', identify the operator type. This arrangement can be formal or informal and may include (but is not limited to) low or no cost rental fees, shared administration, service planning agreements or protocols, and or space agreements.

If 'No', proceed to question 4.1 C.

- B) If you are proposing to partner with a For-Profit Organization, you must provide a justification of which will be reviewed by the ministry. Approval of partnerships with a For-Profit Organization is at the discretion of the ministry.
- C) If you have not yet secured an Authorized Operator, you must commit to securing a public or public/Not-for-Profit provider.
- D) If you have not yet secured an Authorized Operator, please describe your plan to secure an Authorized Operator. For example, you may be issuing a request for proposal, describe the scope and timeline for this.

4.2 Operator Experience

- A) Select the years of experience the Applicant or Authorized Operator has operating a licensed child care centre.
- B) If your Project is proposing to secure an Authorized Operator, indicate whether you commit to securing an Authorized Operator with a history of compliance under the Community Care and Assisted Living Act and the [Child Care Licensing Regulation](#).
- C) Provide a summary of the Applicant's or Authorized 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 child care centre, provide a summary of the timelines, the child care centre, and the level of experience. Applicable experience includes running or managing a licensed child care centre. Experience working in a child care centre as an Early Childhood Educator (ECE) is not applicable.
- D) Select the years of experience the Applicant or Authorized 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 Applicant's or Authorized 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.

4.3 Staffing

Describe the staffing plan including recruitment and retention plans, professional development opportunities, wages, benefits, etc. If the Authorized Operator has not yet been identified, please provide your understanding of general staffing requirements.

Consider the license types and priority populations (Section 6.0 of the [Funding Guidelines](#)) you will be serving as this may impact your staffing levels and required certifications. For further information on staffing levels and certification requirements refer to Schedule E of the [Child Care Licensing Regulation](#).

4.4 Government Funding Initiatives

By checking this box the Applicant certifies they will apply for and enroll, where eligible, in any current BC Government operating funding initiatives within 60 days of Project completion (i.e., Child Care Operating Funding (CCOF), Child Care Fee Reduction Initiative (CCFRI), \$10 a Day ChildCareBC (\$10aDay), Aboriginal Head Start (AHS), the Early Childhood Educator Wage Enhancement (ECE-WE)), and in principle agree to participate, where eligible, in any future BC Government child care affordability initiatives.

As the Applicant, it is your responsibility to ensure the Authorized Operator enrolls each term for the funding award commitment period of the Project.

5.0 Community Need and Engagement

5.1 Community Need

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. Links to external sources will not be reviewed, however you may attach screenshots from the report.

For example, if the plan or 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.

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.

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.

Documentation to support community need must be recent (within 2 years of Application).

Note: Indigenous Governing Entities are not required to provide documentation of community need.

5.2 Community Engagement

- A) 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 operators, and or hosting a community town hall. Submit evidence of your engagement activities with your Application.

- B) Identify whether you have engaged with the local First Nation(s) or other relevant Indigenous communities regarding the location of the Child Care Centre. If yes, describe the engagement undertaken and any findings. If no, provide an explanation as to why engagement was not conducted.

Community engagement activities must have been conducted recently (i.e., within 1 year of application)

Note: Indigenous Governing Entities are not required to provide evidence of community engagement activities.

6.0 Inclusion and Speciality Programming for Priority Populations

6.1 Priority Populations

It is expected that all Child Care Centres will be fully inclusive. Please confirm if the proposed Child Care Centre will be inclusive of each of the priority populations listed in this section of the Application.

6.2 Specialty Programming

Indicate if your Child Care Centre will be tailoring child care programming to meet the needs of a specific priority population. Note: This is not a requirement.

If applicable to your Project, please provide a description of the program, as well as a summary of services, programming, staff training, policies, and partnerships that will be in place to support the delivery of the specialty program(s).

Will the proposed Child Care Centre provide specialized child care programming that is tailored 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](#).

Will the proposed Child Care Centre provide specialized child care programming that is tailored to Children with Support Needs?

Provide concrete examples of the ways in which your proposed Child Care Centre will be tailored to serve Children with Support Needs. This could include specific policies (e.g. identifying any limitations to inclusion and how they will be addressed), programming (e.g. providing smaller group activities) as well as services (e.g. collaborating with occupational therapists). Your answer should also include information about the physical accessibility features of the proposed Child Care Centre. You may wish to refer to the [Inclusive Child Care Toolkit](#) for further information on inclusion.

Will the proposed Child Care Centre provide specialized child care programming that is tailored to children of young parents (25 years and under) and become a designated Young Parent Program (YPP)?

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.

For further information on the requirements to become a designated Young Parent Program see the [Young Parent Program webpage](#).

Will the proposed Child Care Centre provide specialized child care programming that is tailored to French-speaking children and families?

Describe the services (e.g. providing translation services), programming (e.g., incorporating traditional French-Canadian cultural activities), staff training, and community partnerships (e.g., partnering with a local Francophone community group) provided to support French-speaking children and families served by your program.

7.0 Project Schedule

Provide a schedule for the proposed Project. The ministry may prioritize Projects that are able to begin construction within 1 month of approval of funding. Anticipation of completion must be within 1 year (12 months) of entering into a New Spaces Fund Funding Agreement with the ministry.

8.0 Estimated Project Costs

8.1 Estimated Project Costs Summary

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

Line A - If your Project is part of a larger project (e.g., a major renovation or ground-up build with a designated space for child care) provide the total cost of the larger project in its entirety.

Line B - Provide the total cost for the Project, or if part of a larger project, provide the Project Costs associated with the child care portion. Alternatively, indicate the total cost of the tenant improvement or equipment-only Project. This should be inclusive of all eligible costs, ineligible costs, and the contingency amount.

Line C - Indicate if your organization is a Not-For-Profit or Other Eligible Independent School. If yes, the total Required Organization Contribution (See Section 3.1.4, Table 1 of the [Funding Guidelines](#)) will be automatically calculated. This amount is based on total Project Costs associated with the child care portion (line B). Note: This amount must come directly from the organization applying for funding under Minor Capital Grants.

Line D - 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 proof of funding to cover these expenses along with your Application.

Line E - Provide the total estimated amount of eligible costs (included in line B). For further information on eligible costs see Section 4.1 of the [Funding Guidelines](#). Note: Upon review of the Application, the ministry will confirm all

eligible costs.

Line F - Provide the total estimated amount of ineligible costs (included in line B). For further information on ineligible costs see Section 4.2 of the [Funding Guidelines](#). Note: Upon review of the Application, the ministry will confirm all eligible costs. Ineligible costs will not receive funding from the ministry.

Line G – The estimated Provincial Funding Amount will be automatically calculated. This is based upon the estimated eligible costs (line E). If the Applicant must make a Required Organization Contribution, the estimated Provincial Funding Amount is calculated as a percentage of the costs in line E. Please refer to Section 3.1.4 of the [Funding Guidelines](#) to determine the provincial contribution as a percentage of eligible costs by Applicant type.

Line H – The total organization financial commitment to the Project will be automatically calculated. This amount is based upon the total costs in line B minus the estimated Provincial Funding Amount in line G. If the Applicant must make a Required Organization Contribution, the amount calculated in line C must come directly from the Applicant. All remaining Project Costs not eligible for funding (i.e., ineligible costs) can be covered from other sources of funding (see Section 3.1.4 of the [Funding Guidelines](#) for more information).

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 estimated provincial cost per space. Note: Under the [Minor Capital Grants](#), the ministry is prioritizing projects with a lower provincial cost per space (see Section 3.1.3 of the [Funding Guidelines](#) for more information on cost per space).

Complete the declaration to confirm that you have submitted a complete detailed [Project Budget Template](#), with a breakdown of all eligible costs.

For Not-For-Profits, Indigenous Not-For-Profit, or Other Eligible Independent Schools, complete the declaration to confirm that you have submitted 2 detailed quotes for each item in the Project Budget.

Note: The ministry considers the proposed cost per space when evaluating each Project. At the discretion of the ministry and dependent on Ministry budget considerations, Projects that include components associated with known cost drivers (e.g., unique site development requirements, building in rural or remote locations, etc.), and or are requesting higher funding amounts may be subject to increased ministry evaluation timelines due to

additional levels of review (see Section 6.3.2 of the [Funding Guidelines](#)).

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 local 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. Please Note: Under the Minor Capital Grants funding for cost escalations incurred throughout the course of the Project are not eligible for funding.
- C) The Project Budget must have a contingency fund equal to at least 10% of the total Project Budget. If your identified contingency fund is greater than 10% of the total eligible 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).

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 Body, the appointed authorized representative or the signing authority on behalf of the Public Body.

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

All mandatory documents must be submitted as email attachments. Links to

any external documents, information sources and or storage drives will not be reviewed.

2. How to Become Licensed

Refer to Schedule B of the [Child Care Licensing Regulation](#) to learn how to license your Child Care Centre. 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 license. 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: Approval of funding under the ChildCareBC New Spaces Fund for Minor Capital Grants does not mean the proposed Child Care Centre is 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 Project proposed can be achieved.

Links to Local Health Authorities

[Vancouver Island](#) [Vancouver Coastal](#) [Northern Health](#)

[Interior Health](#) [Fraser Health](#)

3. Additional Resources

[Lead in Drinking Water](#)

[Furnishings & Equipment Guidelines for Licensed Child Care Facilities](#)

[Young Parent Program](#)

[Building Accessibility Handbook](#)



Ministry of
Education and
Child Care

ChildCareBC