1. Introduction

The Childcare BC Maintenance Fund supports licensed child care facilities in emergency circumstances (i.e., sudden and unexpected conditions that directly impact the health and safety of the children being cared for or may result in immediate facility closure). The fund is available to assist licensed providers with the costs of addressing necessary repairs and/or replacement of eligible items unrelated to routine or regular service; and with relocation where a provider is required to relocate in an emergency to quickly resume services.

Emergency Repairs and Replacement
The Childcare BC Maintenance Fund offers up to $10,000 per fiscal year for non-profit licensed Group Child Care, Multi-Age Child Care and Preschool providers, up to $5,000 per fiscal year for private licensed Group Child Care, Multi-Age Child Care, and Preschool providers, or up to $2,000 per fiscal year for licensed Personal Residence Providers.

Funding is only available to support eligible organizations in emergency circumstances to address necessary repairs and/or replacement of items unrelated to routine or regular service.

Required Relocation
In addition, the Childcare BC Maintenance Fund offers up to $50,000 per fiscal year for non-profit licensed Group Child Care, Multi-Age Child Care, and Preschool providers, and up to $25,000 for private licensed Group Child Care, Multi-Age Child Care and Preschool providers that are required to relocate due to emergency circumstances to enable them to quickly resume their services and remain in compliance with licensing requirements under the Community Care and Assisted Living Act and Child Care Licensing Regulation.

Funding for required relocations is not available to licensed Personal Residence Providers, regardless of the licence, care type, and circumstance.

Summary of Key Changes for 2020/21
The objective of the changes to the program for fiscal 2020/21 is to ensure the Ministry of Children and Family Development (the Ministry) supports licensed child care providers in emergency circumstances to address necessary repairs and/or replacement of eligible items that directly impact the health and safety of the children in care. Additionally, the fund supports eligible providers with the costs associated with required relocation to ensure their child care services can quickly resume. The changes to the program ensure the Ministry can support licensed providers experiencing sudden and unexpected conditions that greatly impact their ability to deliver child care in a safe and healthy environment.
The changes to the program are documented throughout this guide, and include the following enhancements:

- The requirement for each request to be substantiated with evidence of an Emergency Circumstance for an application to be considered for funding;
- An updated list of eligible expenses for both emergency repair and/or replacement, and required relocations; and
- An increased funding maximum (up to $50,000) for non-profit child care providers seeking funding for required relocations due to emergency circumstances.

2. Who Can Apply

Eligible Applicants

1. Non-profit licensed child care providers, including:
   - Local governments;
   - School boards;
   - Health Authorities;
   - Public institutions;
   - Indigenous governments;
   - Non-profit societies; and
   - Indigenous non-profit societies;

2. Private licensed child care providers, including:
   - Limited companies;
   - Incorporated companies;
   - Sole proprietors; and
   - Partnerships.

Eligible applicants are required to:

1. Hold a current valid Community Child Care and Assisted Living Act facility licence and operate a licensed Group Child Care, Multi-Age, or Preschool, or operate a licensed Family Child Care or In-Home Multi-Age Child Care;
2. Be in compliance with the Community Care and Assisted Living Act and the Child Care Licensing Regulation;
3. Be in receipt of Child Care Operating Funding (CCOF) program;
4. Be enrolled or commit to applying for enrollment in the Child Care Fee Reduction Initiative (CCFRI) for the current contract term, where eligible;
5. Be in good standing with the Ministry (i.e., does not owe a debt or repayment to the Ministry or, where a debt is owed, a repayment plan approved by the Ministry has been established);
6. Be in good standing with BC Corporate Registry (if applicable); and
7. Have not acquired the requested expenses or relocated, prior to approval of an Application. In situations where purchase is required prior to approval, please notify the Ministry at MCF.CCCF@gov.bc.ca immediately with information about the nature of your emergency. Please note: this notification is not a guarantee of funding approval.

Ineligible Applicants
Child care arrangements such as:
  o Licence-Not-Required;
  o Registered Licence-Not-Required;
  o Childminding;
  o Occasional Child Care; and
  o Residential care licenses.

3. Funding Maximums

For the repair and/or replacement of items due to emergency circumstances, funding may be available for the following:

- Up to $10,000 per child care facility (per single physical location, not per licence) per fiscal year for non-profit licensed Group Child Care, Multi-Age Child Care, and Preschool providers;
- Up to $5,000 per child care facility (per single physical location, not per licence) per fiscal year for private licensed Group Child Care, Multi-Age Child Care, and Preschool providers that are not operating from a property that may be used as a home or dwelling; and
- Up to $2,000 per child care facility (per single physical location, not per licence) per fiscal year for licensed Personal Residence Providers, regardless of licence type.

For the required relocation of a licensed facility due to emergency circumstances, funding may be available for the following:

- Up to $50,000 per child care facility (per single physical location, not per licence) per fiscal year for non-profit licensed Group Child Care, Multi-Age Child Care, and Preschool providers for costs associated with the required relocation of a child care facility where the new licensed facility location will allow the organization to continue operating the child care services. Please note: relocation support is not available to licensed Personal Residence Providers, regardless of the licence type and circumstance.
• Up to $25,000 per child care facility (per single physical location, not per licence) per fiscal year for private licensed Group, Multi-Age Child Care, and Preschool providers for costs associated with the required relocation of a child care facility where the new licensed facility location will allow the organization to continue operating the child care services. Please note: relocation support is not available to licensed Personal Residence Providers, regardless of the licence type and circumstance.

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

4. How to Apply

4.1 Applications for Emergency Repair and Replacement

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

1. Review the Childcare BC Maintenance Fund list of eligible expenses for a listing of eligible items and labour costs for emergency repairs and/or replacement (see Appendix B, Table 1);
2. Complete the Childcare BC Maintenance Fund Application form and submit it online. Please note: the supporting documents listed below are mandatory. An application is only considered to be complete when these documents have been submitted. An application is not received until it is complete. Once an application is complete it placed in the queue, to be processed in date order from the date on which it is complete. Incomplete applications are not placed in processing queue. Include the following in your application:
   a. A detailed rationale for the request that provides a description of the emergency circumstance and speaks directly to the health and safety of children, and/or risk to facility closure;
   b. Documentation that provides evidence of the emergency circumstance, such as:
      • Licensed Child Care Facility Inspection Report and/or Incident Report completed at the time of the emergency, requiring the repair and/or replacement of items¹;
      • Insurance company report;
      • Report by a bylaw officer;

¹ Please note: Letters of support from a Licensing Officer will not be accepted as evidence of the Emergency Circumstance.
• Fire-safety inspection report; or
• Report from a home or building inspector that verifies the nature of the emergency;

c. The number of licensed child care spaces by care type, as seen on the facility’s licence(s);
d. Two (2) separate written quotes\(^2\) from two (2) different companies for each requested expense associated with the emergency repair and/or replacement\(^3\); and/or –
e. Two (2) separate estimates\(^4\) from two (2) different companies for each requested expense associated with the emergency repair and/or replacement\(^5\);
f. A current copy of the facility’s valid Community Care and Assisted Living Act licence; and
g. The organization’s CCOF Identification Number.

4.2 Applications for Required Relocation
To apply for the Childcare BC Maintenance Fund under this category, please:

1. Review the Childcare BC Maintenance Fund list of eligible expenses for a listing of eligible items and labour costs for required relocations (see Appendix B, Table 2);
2. Complete the Childcare BC Maintenance Fund Application form and submit it online. Please note: the supporting documents listed below are mandatory. An Application is only considered to be complete when these documents have been submitted. An Application is not received until it is complete. Once an Application is complete it placed in the queue, to be processed in date order from the date on which it is complete. Incomplete Applications are not placed in processing queue. Include the following in your Application:
   a. A detailed rationale for the request that provides a description of the emergency circumstance and speaks directly to the required relocation;
   b. Documentation that provides evidence of the required relocation due to an emergency circumstance, such as:
      • Eviction notice;
      • Unplanned or unforeseen lease termination letter;
      • Licensed Child Care Facility Inspection Report and/or Incident Report completed at the time of the emergency, requiring the relocation of the child care facility;
      • Insurance company report;
      • Report by a bylaw officer;
      • Fire-safety inspection report; or
      • Report from a home or building inspector that verifies the nature of the emergency;
   c. The number of licensed child care spaces by care type, as seen on the facility’s licence(s);

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\(^2\) If only one quote is available, please contact the Ministry.
\(^3\) Quotes must include the estimated cost and source of estimate (see Appendix D).
\(^4\) If only one estimate is available, please contact the Ministry to discuss.
\(^5\) Quotes for labour costs must include the estimated cost and source of estimate (see Appendix D).
d. Two (2) separate written quotes\(^6\) from two (2) different companies for each requested expense associated with the required relocation\(^7\); and/or

e. Two (2) separate estimates\(^8\) from two (2) different companies for each requested expense associated with the required relocation\(^9\);

f. A current copy of the facility’s valid *Community Care and Assisted Living Act* licence; and
g. The organization’s CCOF Identification Number.

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**Important Note: An application is not a guarantee of funding.\(^{10}\)**

*If the application is incomplete or the required documentation is missing, the review process may be delayed, or the application may be found ineligible. Funding is subject to availability within the fiscal year.*

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5. **How to Reconcile Funding**

5.1 **Financial Reconciliation of the Childcare BC Maintenance Fund Grants**

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

Recipients of Childcare BC Maintenance Fund grants for **repair and/or replacement due to emergency circumstances** are required to submit a Financial Reconciliation Report listing all eligible expenditures (as indicated in the approval email), including invoices and Proof of Payment (see Appendix E) reflecting the purchase of the repaired and/or replaced items/services – up to the dollar value of the grant. Reconciliations for repair and/or replacement must be submitted to the Ministry within **60 business days** of funding approval.

Recipients of the Childcare BC Maintenance Fund grants for **required relocation due to emergency circumstances** are required to submit a Financial Reconciliation Report listing all eligible expenditures (as indicated in the approval email), including invoices and Proof of Payment (see Appendix E) reflecting the relocation expenses incurred – up to the dollar value of the grant, and a copy of the new *Community Care and Assisted Living Act* facility licence issued for the relocated site. Reconciliations for required

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\(^{6}\) If only one quote is available, please contact the Ministry.  
\(^{7}\) Quotes must include the estimated cost and source of estimate (see Appendix D).  
\(^{8}\) If only one estimate is available, please contact the Ministry to discuss.  
\(^{9}\) Quotes for labour costs must include the estimated cost and source of estimate (see Appendix D).
relocations must be submitted to the Ministry within 6 months of your completed relocation, or immediately upon receipt of your facility licence.

Additionally, Recipients of the Childcare BC Maintenance Fund are required to apply, where eligible, for CCFRI for the current contract term.

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

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

The following terms and conditions apply to a Childcare BC Maintenance Fund Application. A completed and submitted application indicates acceptance of all the terms that follow.

1. Ministry Discretion to Waive Deficiencies

The Ministry will be under no obligation to disqualify an application that fails to comply with a stated rule or requirement and may allow the applicant to rectify administrative deficiencies.

2. Proponent Representations and Warranties

The Ministry may disqualify the application of funding if said application contains misrepresentations or any other inaccurate, misleading, or incomplete information.

3. Ministry Verification of Application Information

The Ministry may, in its sole discretion, verify the information provided in the application. If in the sole discretion of the Ministry, the Ministry determines that the application contains misrepresentations or any other inaccurate, misleading, or incomplete information, the Ministry may disqualify the applicant and the Ministry may consider the applicant’s past performance on previous applications with the Ministry and other such reference checks as the Ministry deems appropriate.

4. Working Language of the Ministry

All Applications should be submitted in English. The Ministry is under no obligation to translate any application or any part thereof from any language into English; and the Ministry is under no obligation to review any application, or any part thereof, in a language other than English.

5. Applications and Submissions from a Single Entity

The Ministry will only accept applications from a single legal entity that will act as the main contact to the Ministry in respect of the Childcare BC Maintenance Fund application process.

6. Cost Effective and Reasonable Requests

All requests submitted via the Childcare BC Maintenance Fund must be cost effective, reasonable requests that the applicant is not able to support without the assistance of this program. This funding is intended to assist with keeping child care facilities operational; it is not meant to cover the cost of ‘wishlist’ items or the costs related to regular and routine servicing. The Ministry will make funding decisions in
its sole discretion, which includes the actions it deems necessary to verify the validity of requests in order to remain fiscally responsible.

7. Complaints

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

8. Appeals

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

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

The Childcare BC Maintenance Fund supports licensed child care facilities in emergency circumstances (i.e., sudden and unexpected conditions that directly impact the health and safety of children being cared for and/or may result in immediate facility closure) with the costs of addressing necessary repairs and/or replacement of items unrelated to routine or regular service. The program also provides assistance with required relocation expenses due to emergency circumstances. The following tables outline costs and items that are eligible for funding under each funding category (i.e., emergency repair and/or replacement, or required relocation). Please note: eligible items are exclusive to those listed below. Applying for eligible expenses does not guarantee funding as the eligibility of an expense is not solely reliant on its inclusion on Table 1 and Table 2 below. Requests must be supported by adequate rationale and evidence. For clarification or questions, please call the Child Care Capital and Community Services branch at 1-888-338-6622, option 5.

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

<table>
<thead>
<tr>
<th>Eligible Emergency Repair and/or Replacement Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>WASHROOMS</td>
</tr>
<tr>
<td>The repair or replacement of washroom fixtures, toilets and sinks, and skilled labour costs related to eligible expenses.</td>
</tr>
<tr>
<td>MAJOR SYSTEMS</td>
</tr>
<tr>
<td>The repair or replacement of a furnace/HVAC system, hot water tank, damaged roof, building foundation, sump pump, flooring, windows, doors, asbestos removal or encapsulation, electrical wiring upgrades, and plumbing.</td>
</tr>
<tr>
<td>ACCESSIBILITY EQUIPMENT</td>
</tr>
<tr>
<td>The repair or replacement of wheelchair ramps, lifts, automated doors, modified bathroom equipment, and modified chairs and tables.</td>
</tr>
<tr>
<td>FIRE &amp; LIFE SAFETY</td>
</tr>
<tr>
<td>The repair or replacement of fixtures and equipment required by Fire and Safety Regulations (e.g., fire alarms, exit signs, fire doors, damaged car seats, radon detector, etc.).</td>
</tr>
<tr>
<td>PERMANENT OUTDOOR EQUIPMENT</td>
</tr>
<tr>
<td>The repair or replacement of fencing, and resilient ground covering.</td>
</tr>
<tr>
<td>FURNITURE AND EQUIPMENT</td>
</tr>
<tr>
<td>The repair or replacement of strollers, room dividers, cribs, cots, highchairs, and baby gates.</td>
</tr>
<tr>
<td>OUTDOOR PLAY EQUIPMENT</td>
</tr>
<tr>
<td>The required repair or removal of damaged outdoor play equipment (e.g., play structures, accessible playground equipment, swings, etc.).</td>
</tr>
</tbody>
</table>
Table 2: Eligible Expense List for Required Relocation

<table>
<thead>
<tr>
<th>Eligible Required Relocation Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PACKING MATERIALS</strong></td>
</tr>
<tr>
<td>Moving boxes, packing tape, and packing peanuts.</td>
</tr>
<tr>
<td><strong>MOVING COMPANY SERVICES/VEHICLES</strong></td>
</tr>
<tr>
<td>Rental costs, fuel, and vehicle insurance.</td>
</tr>
<tr>
<td><strong>UTILITY SERVICES</strong></td>
</tr>
<tr>
<td>Start-up/change costs for Hydro and phone lines.</td>
</tr>
<tr>
<td><strong>TENANT IMPROVEMENTS</strong></td>
</tr>
<tr>
<td>Partitions, fixtures, fencing, resilient ground covering, wheelchair ramps, and modified bathroom equipment.</td>
</tr>
<tr>
<td><strong>MUNICIPALITY FEES</strong></td>
</tr>
<tr>
<td>Mandatory inspections for occupants.</td>
</tr>
<tr>
<td><strong>ADDRESS FORWARDING</strong></td>
</tr>
<tr>
<td>Canada Post change of address costs.</td>
</tr>
</tbody>
</table>
Appendix C: Ineligible Expenses

The following table outlines the costs and items that are not eligible for funding under the Childcare BC Maintenance Fund. *Please note: ineligible items include, but are not limited to, those listed below. For clarification or questions, please call the Child Care Capital and Community Services branch at 1-888-338-6622, option 5.*

Table 3: Ineligible Expense List for the Childcare BC Maintenance Fund

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

Two detailed written quotes are required to be submitted with the application. Quotes must be from companies that are a third party at arm’s length from one another and the applicant. Applicants who provide invalid or otherwise deficient quotes in this regard can be disqualified at the sole discretion of the Ministry. All written quotes must include the following components:

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

Appendix E: Proof of Payment

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

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

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

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10 The Province reserves the right to verify all information with third party sources. Additional information may be requested during the application process.  
11 Demonstration of cash withdrawals are not accepted. Acceptable bank statements display the financial transaction between the recipient and the company/supplier from which the items or services were purchased.  
12 In order for a copy of the cheque to be accepted it must include submission of the bank statement displaying the canceled cheque number and a copy of the front and back of the canceled cheque displaying the cheque number.  
13 For the transaction to be valid, the company/individual from which the items or services were purchased must be a third party at arm’s length from the recipient.
Appendix F: Definitions

Applicant: A person who puts forward an application for the Childcare BC Maintenance Fund.

Application: A submission of the Childcare BC Maintenance Fund Application form with mandatory supporting documentation.

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

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

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

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

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

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

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

Indigenous Non-Profit Society: A society as defined in Section 1 of the Societies Act.

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

Local Government: A municipality or regional district.

Ministry: The Ministry of Children and Family Development, which is responsible for the Childcare BC Maintenance Fund.
Non-Profit Society: A society as established under the Societies Act or under the Canada Not-For-Profit Corporations Act.

Non-Profit Licensed Child Care Provider: Organizations including, local governments, school boards, Health Authorities, public institutions, Indigenous Governments, non-profit societies and Indigenous non-profit societies that provide licensed child care services under a Community Care and Assisted Living Act licence.

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

Personal Residence Providers: A provider licensed under the Community Care and Assisted Living Act as a Family Child Care or In-Home Multi-Age Child Care, and any provider licensed as a Group Child Care, Multi-Age Child Care, or Preschool under the Act who operates their child care program from a property that is or can be used as a home or dwelling.

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

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

Recipient: An Applicant that receives funding through the Childcare BC Maintenance Fund.

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

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

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

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