1. How to Apply

This guide is provided to support applicants with the Childcare BC New Spaces Fund application by providing information and resources for each of the supporting documents required and for each section of the form. The information provided is based on the Child Care Licensing Regulation (CCLR) of B.C. and the Childcare BC New Spaces Fund guidelines and policies. *Please note: not all sections of this resource will apply to all applicants.*

Prior to completing the Childcare BC New Spaces Fund application, it is suggested that applicants review the following:

- The Childcare BC New Spaces Funding Guidelines;
- The Childcare BC New Spaces Fund – Frequently Asked Questions;
- The Child Care Licensing Regulation;
- The Community Care and Assisted Living Act;
- The Rules for Operating a Licensed Child Care Facility; and
- The Local Governments Requirements: A Handbook for Child Care Providers.

1.2 Mandatory Supporting Documents

All applicants are required to submit a completed application form with the mandatory supporting documentation (based on their applicant type).

The following provides information on the mandatory supporting documentation, as outlined in Table 3 of the Funding Guidelines.

Table 1: Mandatory Supporting Document Guide

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form</td>
<td>A completed application form must be submitted by email to <a href="mailto:MCF.CCCF@gov.bc.ca">MCF.CCCF@gov.bc.ca</a>. Information provided in the application must be true and complete to the best of your knowledge and belief.</td>
</tr>
</tbody>
</table>
| Proof of Ownership/Lease Agreement | It is a requirement to provide the confirmed location of the proposed child care facility, as your application will be evaluated on the needs within the proposed community. Proof of ownership, a lease agreement, or a draft lease agreement confirms the location and community in which the child care services will operate. If submitting a lease agreement, ensure the term meets or exceeds the length of service commitment required. See Section 4.1 of the Funding Guidelines for more information on award commitments.  

*Note: this is not a required document for public sector organizations, Indigenous Governments or Indigenous Non-Profit Societies when the proposed child care facility is to be located on reserve.*
Proof of Financial Contributions and Commitment

Source and proof of all financial contributions to the project (e.g. financial account balances, gift-in-kind, confirmed grants, etc.) must be submitted. There must be proof that the minimum required organization contribution can be fulfilled. Costs incurred prior to the application will not be considered as part of the required organization contribution. Refer to Table 2 in Section 4.1 of the Funding Guidelines for organization and Provincial contribution percentages.

Note: public sector organizations, Indigenous Governments and Indigenous Non-Profit Societies with a Provincial funding contribution of 100% are only required to submit evidence of financial commitment to the project when the total Project Costs surpasses the maximum Provincial funding amount.

Floor Plans, Site Plans, and Outdoor Space Plans

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

As per Part 2 – Division 2 of the CCLR, a facility must have the following:

- 3.7m² of usable floor space (excluding hallways, built in storage areas, bathrooms, and appliances) for each child;
- 1 toilet and wash basin for every 10 children;
- A sturdy surface for changing diapers, outside of the food preparation area;
- Sturdy and safe equipment that is easy to clean and free from hazards;
- 1 piece of furniture/equipment used for sleeping for every child (note: a separate sleeping area located away from the activity area is required for children under 36 months); and
- 6m² of outdoor play space for each child that is enclosed and constructed in a manner suitable for the age/development of the children.

Project Budget

A budget with a breakdown of all costs associated with the project must be submitted to support the funding request. A budget provides information about the scope of the project and the cost expected for each item and for the project as a whole. Any costs incurred prior to applying can be included in the budget, but must be subtracted from the total Project Costs, as these costs will not be considered for funding.

A Budget Template has been provided on our webpage as a resource when creating a project budget. Applicants are encouraged to utilize the template.

Note: Order of magnitude cost estimates completed by a Facilities Project Manager can be submitted in place of a budget if the applicant is a public sector organization, school board, public or post-secondary institution, local/municipal government, or Indigenous Government.

Quotes

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

As stated in Section 6 of the Funding Guidelines, ineligible Project Costs will not be funded. Ineligible Project Costs include costs incurred prior to the signing of the funding agreement by both the recipient and the Ministry. The Ministry has the sole discretion and reserves the right to determine items that may receive funding. Refer to Section 6.1 and 6.2 of the Funding Guidelines for a list of eligible and ineligible Project Costs.
Copy of Community Care and Assisted Living Act Licence(s)

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

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

Reference of Community Support

Reference of community support (e.g. letter from local government or school board, non-profit organization within the community or other community member) is required to ensure the project is supported by the community that it will serve. The letter must be provided by a community organization or official and must speak directly to the proposed project, demonstrating support for the applicant and the creation of the proposed child care facility.

Providing a reference of community support is different from demonstrating community need. Reference of community need (e.g. waitlist information, letter from local CCRR) identifies the child care need within the community. In contrast, providing a letter that demonstrates community support acts as an endorsement for both the project and the applicant and signifies that both the organization/individual and the proposed child care facility are rooted in, and connected to, the community.

Note: this is not a required document for public sector organizations, Indigenous Governments and Indigenous Non-Profit Societies.

Documentation to Support Community Need

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

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

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

Anticipated Enrollment Fees by Care Type

Submission of the anticipated enrollment fees by care type (e.g. Group Child Care (under 36 months), Preschool, etc.) is required to ensure the proposed spaces are affordable and meet the Province’s child care objectives, as defined in Appendix A 8.20 of the Funding Guidelines.

As indicated in Section 5.1 of the Funding Guidelines, applications will be evaluated on demonstrated considerations to the affordability of child care services.
**Confirmation of Partnership**

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

**School Capacity and Enrolment**

For projects located on the grounds of, or in a school, the School District must provide the school capacity as well as the current and ten-year projected enrolment.

*Note: for projects on school grounds or on district-owned land, a school district must apply as the lead applicant*

**Letter from Licensing Officer**

For projects proposing to use offsite outdoor space, a letter of confirmation from a Licensing Officer must be provided.

**Confirmation of Operator**

Non-Profit Societies – including Non-Profit Child Care Providers, Child Development Centres, and Indigenous Non-Profit Societies – must provide confirmation of child care operator, if applicable.

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### 1.3 Childcare BC New Spaces Fund Application Form

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

<table>
<thead>
<tr>
<th>Section</th>
<th>How to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 – Applicant Information</td>
<td>Complete each section in full. Provide the legal name of the organization or individual as it appears on BC OnLine (if applicable).</td>
</tr>
<tr>
<td>2.0 – Organization Profile</td>
<td>Select the years of experience the Applicant has in (1) operating a licensed child care facility or facilities and (2) managing capital build projects. If applicable, provide a summary of the experience. For a definition and more information on operational and capital building experience, please review Appendix D of the <a href="#">Funding Guidelines</a> and the <a href="#">FAQs</a>.</td>
</tr>
<tr>
<td>3.0 – Information for Proposed Child Care Facility</td>
<td>Identify whether the Applicant is (1) creating a new child care facility, (2) expanding an existing facility, or (3) purchasing equipment only. This section requires you to provide information regarding the proposed facility location, and the build (i.e. commercial space, renovation, etc.), including the planned primary building materials and the standards to which the project will be constructed. This section is to be completed in full. It is required that you know the location of the proposed facility.</td>
</tr>
</tbody>
</table>
Refer to the Facility Requirements in Part 2 – Division 2 of the CCLR to ensure the selected space meets regulation requirements.

4.0 – Proposed Child Care Facility Spaces and Hours of Operation

Indicate the days of the week and the hours the facility will operate. Identify whether or not the facility will offer extended daily hours of child care. Extended hours of child care are those occurring outside of core business hours (i.e. before 6 a.m., after 7 p.m., weekends, and/or overnight).

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

In the table, indicate the total number of new and retained spaces for the applicable child care space types. New spaces are spaces that do not currently exist, which the proposed project will create. For those expanding an existing child care facility, retained spaces refer to the spaces the facility is currently licensed for. If expanding, the number of retained spaces at the facility must be included in the table and a copy of the Community Care and Assisted Living Act licence must be attached to the submission email. In addition, the hours of operation that each type of child care space will operate must be indicated.

Refer to Schedule E of the CCLR for information on maximum group sizes and employee ratios.

5.0 – Project Description

Indicate whether the applicant is a public sector organization working with a non-profit child care provider. If yes, provide information about the nature of this arrangement in Section 5.1 – Project Summary of the application.

As detailed in the Funding Guidelines, Public sector organizations must commit to directly operating the proposed child care services or commit to working with a non-profit operator. This arrangement can be formal or informal, and may include (but is not limited to) low/no cost rental fees, shared administration, service planning agreements or protocols, and/or space agreements. Public sector organizations working with a non-profit child care provider are required to submit confirmation of this arrangement.

5.1 – Project Summary

Provide a summary of your project by providing information that speaks to any unique and innovative features and qualities of the child care facility. If you are attaching supporting documentation and/or appendices, please indicate.

If the applicant is a public sector organization working with a non-profit society, ensure details of the nature of the arrangement are included in the summary.

5.2 – Local Community Involvement

Provide information about the Applicant’s involvement in the local community and how parents are involved with the organization or program (e.g. fieldtrip volunteers). Provide concrete examples. If you are attaching supporting documentation and/or appendices, please indicate.

5.3 – Municipal and By-Law Requirements

These boxes certify that you have, or will attain, all necessary permits required to complete the child care project, and that you have or will review all necessary by-laws required to complete the child care project.
6.1 – Priority Areas
You are required to indicate how your proposed facility will serve the listed priority areas. The Ministry prioritizes applicants that can demonstrate their ability to provide quality services and programming in each priority area. Simply checking “yes” in this section without providing additional information or supporting documentation is insufficient. Provide concrete examples of the programming and services you plan to implement for each of the areas listed.

For additional information and resources, review Section 3 of the Funding Guidelines and the Program’s FAQs.


6.2 – Community Need
If your application does not include the submission of a community child care plan or child care needs assessment, you will be required to identify the child care need in the community. Include an explanation of how the proposed project will meet the needs of the local families and provide new child care spaces not currently available in the community. Documentation to support community need is required. Please see Table 1 of this resource for more information on the documentation that can be accepted.

If no community level planning has occurred, other sources can be considered to demonstrate need. These could include waitlist information or community demographic change (e.g. population growth) or a letter from a community official that quantifies the child care needs of the community.

7.0 – Staffing Plan
Provide a description of the current Early Childhood Educator labour market conditions in the community and explain how the proposed child care facility will ensure the required qualified staff and in place. Identify the established recruitment and retention strategies.

8.0 – Estimated Project Costs
Complete the table with a summary of the proposed Project Costs and a breakdown of the total costs associated with the child care build if part of a larger project (e.g. development of a community centre with a space for child care). If applicable, indicate the Total Organization Contribution. If applicable, specify all sources of additional funding.

Refer to Table 2 in Section 4.1 of the Funding Guidelines for Required Organization Contributions and Provincial Funding Maximums. Note: Applicants are subject to different funding maximums and expected contributions based on applicant type.

Attach a complete budget with a breakdown of all associated costs. Applicants are encouraged to utilize the Budget Template made available on the program webpage. Attach two detailed quotes for every item included in the budget. Refer to Appendix B of the Funding Guidelines for the components of written quotes, and Section 6 for information on eligible and ineligible Project Costs.

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 4.0, the table will auto-populate the Funding Requested from the Province and calculate the estimated Provincial Cost per Space. If the Provincial Cost per Space exceeds $15,000, you will be required to provide a rationale and evidence for the costs. This may include reference to building standards (e.g. LEED), escalation, construction or accessibility...
certifications, unique circumstances, expedited timelines, or special equipment. If the provincial cost per space exceeds $40,000 per space, you will be required to contact the Ministry and provide information about the proposed project. 

Note: The Ministry is prioritizing projects with a Provincial cost per space of $40,000 or less. Projects with a cost per space over $40,000 will only be considered in exceptional circumstances, where there is clear evidence that benefit of the project compensates for the increased cost per space.

9.0 – Project Schedule

Provide a schedule for the proposed project. List the estimated or known dates for all major activities that apply to the proposed project.

Application Declaration

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

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

2. How to Become Licensed

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

Links to Local Health Authorities:

Vancouver Island  Vancouver Coastal  Northern Health
Interior Health  Fraser Health

3. Additional Resources

Other helpful links include:


Childcare BC New Spaces Fund: Application Resource