Childcare BC New Spaces Fund

For the creation of new licensed child care spaces

Application Resource

1. How to Apply

This guide is provided to support Proponents 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 Proponents.

Prior to completing the Childcare BC New Spaces Fund application, it is suggested that Proponents review, in full, 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; and
- The Rules for Operating a Licensed Child Care Facility.

1.2 Mandatory Supporting Documents

All Proponents 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 2 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 MCF.CCCF.bc.ca. Information provided in the application must be true and complete to the best of your knowledge and belief.</td>
</tr>
<tr>
<td>Proof of Ownership/Lease Agreement</td>
<td>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, lease agreement, or a draft lease agreement, provides confirmation of 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 and Indigenous Non-Profit Societies.</td>
</tr>
</tbody>
</table>
**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 financial contribution can be fulfilled. Costs incurred prior to the application will not be considered as part of the required organization contribution. Refer to Table 1 in Section 4.1 of the Funding Guidelines for organization and Provincial contribution maximums.

*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. All drawings must graphically communicate the details and design principles of the space. Drawings are to be completed by a Project-related individual at arm’s length from the Proponent. If submitting a Conceptual Drawing, ensure it is clear and 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;
- Study 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 C of the [Funding Guidelines](#) for information on the necessary components of a quote.

As stated in Section 6 of the Funding Guidelines, ineligible Project Costs will not be funded, of which includes costs incurred prior to the signing of the funding agreement. The Province 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, Proponents 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 (i.e., letter from a local government or school board, documents from a planning table, etc.) is required to ensure that the project is supported by the community that it will serve.  
*Note: this is not a required document for public sector organizations, Indigenous Governments and Indigenous Non-Profit Societies.* |
| **Confirmation of Partnership** | For *public sector organizations applying in partnership with a non-profit child care provider*, confirmation of the partnership is required (i.e., letter from the provider), if applicable at the time of application. Be sure to identify the nature of this relationship and the role that each partner will play in the proposed space creation activities or operation of the created spaces. Partnerships can be formal or informal arrangement, 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.* |
| **Letter from Licensing Officer** | For projects proposing to use offsite outdoor space, a letter of confirmation from a Licensing Officer must be provided. |
| **Certificate of Non-Profit Status** | For Non-Profit Societies, including Non-Profit Child Care Providers, Child Development Centres, and Indigenous Non-Profit Societies, must provide a certificate of non-profit status including certificate of incorporation (if incorporated in BC), or certificate of registration (if incorporated outside of BC). |
| **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. |
1.3 Childcare BC New Spaces Fund Application Form

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

<table>
<thead>
<tr>
<th>Table 2: Application Guide</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section</strong></td>
<td><strong>How to Complete</strong></td>
</tr>
<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>
</tbody>
</table>
| 2.0 – Organization Profile | Select the years of experience the Organization/Individual has in (1) operating a licensed child care facility 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 B of the *Funding Guidelines* and the FAQs. |
| 3.0 – Information for Proposed Child Care Facility | Identify whether the Organization/Individual 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.). This section is to be completed in full. It is required that you know the location of the proposed facility.  
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, that the proposed project will be creating. 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 number of operation 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. |

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### 5.0 – Project Description
Indicate whether the organization applying is a public sector organization partnering with a non-profit child care provider. If yes, provide information about the nature of the partnership in Section 5.1 – Project Summary of the application.

As defined in Appendix C of the Funding Guidelines, a public sector partnership is when a public sector organization is the main applicant, and applies in partnership with a non-profit society that will deliver the child care services. The partnership 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.

For more information on partnerships, refer to the FAQs.

### 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 Proponent is a public sector organization applying in partnership with a non-profit society, ensure details of the nature of the partnership are included in the summary.

### 5.2 – Local Community Involvement
Provide information about the Organization/Individual’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 Province prioritizes proponents that are able to 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
Identify the child care need in the community. Where possible, please indicate what local planning has occurred to quantify and justify the local needs. 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).
7.0 – Staffing Plan

Provide a description of the current Early Childhood Educator labour market conditions in the community and explain 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). Specify all sources of additional funding, if applicable, and financial contributions.

Refer to Table 1 in section 4.1 of the Funding Guidelines for organization contributions and Provincial funding maximums. Note: Proponents 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.

8.0 – 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.

2. How to Become Licensed

Refer to Schedule B of the Child Care Licensing Regulation for general steps to obtaining a licence for your child care facility. This list is not exhaustive and proponents should contact their local Health Authority Community Care Facilities Licensing program for specific information on obtaining a child care licence. Proponents 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, playground plans submitted as part of your application are not 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
3. Additional Resources

Other helpful links include:

Lead in Drinking Water:

Furnishings & Equipment Guidelines for Licensed Child Care Facilities: