Section 1 – General Inquiries

1. **What are the expectations on providers related to ensuring spaces are affordable?**

Where eligible, applicants building spaces are required to apply for Child Care Operating Funding and enroll in the Child Care Fee Reduction Initiative (CCFRI) in order to receive their final funding installment.

2. **Why is more funding available to public and non-profit societies than for businesses and incorporated companies?**

Because B.C.’s child care system is diverse, public sector, non-profit societies, and businesses and corporate companies are all eligible to apply for funding through this program. More funding is available to public sector and non-profit societies because they will build sustainable public or community assets that will remain community-owned.

3. **Will certain types of eligible organizations be favoured over other types as government allots available funding?**

Because the application process for the Childcare BC New Spaces Fund is open continuously, the Ministry cannot predict how many applications will be coming in for each organization type, or the viability of each application. The Ministry will look for the most viable projects that support the needs of each community.

Funding will be prioritized towards projects that expand the number of infant and toddler and/or three to five child care spaces, as well as those serving underserved communities, Indigenous communities, and vulnerable families.

Funding will be provided based on availability during the fiscal year. As with any open application process, applicants should submit a comprehensive application as early as possible to have the best possible chance of being successful.
4. **Is this funding available for all types of spaces even though the Ministry is putting a priority on Infant and Toddler spaces?**

Yes, the funding is available for all types of licensed child care spaces, such as Infant and Toddler, Group 3-5, Preschool, and School Age, Multi-Age, In-Home Multi-Age, and Family Child Care, as listed on the application form.

While Infant and Toddler care has been identified as a critical need, we recognize that each community is unique and that other types of child care spaces may be highly needed. Applications will be evaluated according to the identified need in each community.

5. **Who’s going to work at these new child care facilities, given the shortage of qualified staff?**

The Ministry is aware of the challenges in child care in terms of affordability, shortage of spaces, and lack of qualified Early Childhood Educators (ECEs) to support the system. That is why the 10-year Childcare BC plan has initiatives for each of these areas, including plans to recruit and retain ECEs into the system and improve compensation in the sector. As part of the Childcare BC New Spaces Fund application, applicants are encouraged to detail recruitment and retention strategies for ECEs.

6. **If a public sector organization applies for funding through the Childcare BC New Spaces Fund, can they partner with a private business to deliver the child care?**

No. Public sector organizations that receive funding through the Childcare BC New Spaces Fund must either directly operate the program, or work with a non-profit society to deliver the child care. If a public sector organization is unable to secure a non-profit society to offer the services, and is unable to provide the service themselves, they are required to contact the Ministry to discuss options.

**Section 2 – Application Inquiries**

7. **The application asks: “How much experience in child care do you have?” Why is that important? Would it be enough to hire people or a partner with experience in day care operations?**

There are several criteria, including location, organizational experience, and type of licensed child care spaces to be created, that will be considered as part of the application. Hiring experienced staff is important; however, it is the organization that needs to show experience operating a child care facility or other similar programs and/or have experience managing capital builds. While experience in child care will be scored, we encourage providers who have limited experience to apply, especially if their proposal would meet other priorities and criteria.
8. **The application asks: “How many years of experience do you have managing capital build projects?”** What is defined as capital build experience, and why is it important?

Your application will be scored on several criteria, including years of experience in both operating a child care and managing capital build projects. Capital build experience refers to experience managing the development and ground-up builds of facilities or community amenities, such as playgrounds, skating rinks or community gardens. It may also include experience with property acquisitions.

The Ministry is looking for experience in capital builds because organizations must navigate regulations such as child care licensing, and zoning and municipal requirements – which can be challenging for those new to these requirements.

While capital build experience will be scored, providers who have limited experience are eligible to apply, especially if their proposal would meet other priorities and criteria.

9. **The application form requests an address of the proposed facility. Is it possible to submit an application if the address is unknown?**

It is a requirement to provide the location of the proposed child care facility and the postal code of that proposed location, so that local needs can be considered.

10. **If you are leasing a space, are you able to apply for funding? Does a signed lease have to be in place prior to applying for funding?**

Yes, projects leasing space are eligible to apply, and proof of the lease or proof of a draft agreement is required. Generally, the term of the lease agreement has to meet or exceed the length of the service commitment in the funding agreement.

11. **Would funding from the federal government or a loan with the school board qualify as the organizational financial contribution towards a project? What is required to show the funding contribution on the application?**

Yes, loans and other funding contributions would be considered as an organization’s financial contribution. Volunteer contributions will be excluded. The applicant must be able to demonstrate that they have their contribution in place at the time of application. Please contact program staff at 1-888-338-6622 (option 5) to discuss what you need to provide in your submission.
12. I have applied for funding through the UBCM Community Child Care Space Creation Program. Can I use this funding as a contribution towards a project?

Applicants may not use UBCM Space Creation funding to create the same spaces as those included in the New Spaces Funding application. However, you can apply for different spaces at the same facility. For example, if you applied to UBCM for Infant Toddler Spaces, you could apply for 3-5 and School-Age spaces through the New Spaces Fund.

13. If the applicant is not licensed yet, what should I include as the legal name on the application?

The application asks for the legal name of the organization or individual at the time of completing the application. For example, if the applicant is a corporation, the legal business name of the corporation should be noted. If the applicant is an individual, the legal first and last name of the individual should be noted. An applicant is still eligible to apply, even if they have not previously been licensed.

14. What kind of information is required under Section 6.1 – Priority Areas on the application?

The Ministry is looking for detailed information regarding what policies and programming are in place to support each demographic under this portion of the application, if applicable. For example, if you have policies and programming to care for children with extra support needs, your application evaluation will be supported by the submission of your inclusion policies. As another example, if you state that you offer programming for Indigenous children, you should provide details on the specific programming.

If a question is simply checked “yes” in this section with no additional information or supporting documentation, the response will be insufficient to fully complete the evaluation process.

   a. Under Section 6.1 – Priority Areas, the application asks whether the proposed facility will have an accessibility plan for children requiring extra support. What information should I include in my answer?

The Ministry is looking for information regarding the specific programs, policies, and services your proposed facility will have in place that support children requiring extra support. As mentioned above, simply checking “yes” is insufficient. Concrete examples of the ways in which you support or plan to support children with additional needs should be included in your example. This could include specific programming and services, such as collaborating with Occupational Therapists. Your answer should also include information about the physical accessibility features of the proposed facility.

As stated in section 5.1 of the Funding Guidelines (Evaluation Criteria), your application will be evaluated on your ability to demonstrate principles of universal and accessible design, and your commitment to accessibility. Incorporating examples that support how the proposed facility incorporates universal and accessible design is suggested.

b. Under Section 6.1 – Priority Areas, the application asks whether the proposed facility will provide services and/or programming to Indigenous families on or off reserve. What information should I include in my answer?

Your answer should speak to specific programming, such as the inclusion of Elders, or policies, such as requiring staff cultural competency training. 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.

c. Under Section 6.1 – Priority Areas on the application asks whether the proposed facility will provide services and/or programming to families new to Canada. What information should I include in my answer?

Your answer should include specific programming (e.g., culturally inclusive toys and books), policies (e.g., inclusion policies), and services (e.g., translation services) that your proposed facility will provide to support families new to Canada.

For more information and resources, please refer to NewToBC, WelcomeBC and the Early Learning Framework.

d. Under Section 6.1 – Priority Areas, the application asks whether the proposed facility will serve young parents (25 years and under). What information should I include in my answer?

Providers can receive a Young Parent Program designation if they provide child care for infants and toddlers (up to the age of 3), are located at or near a secondary school facility, and confirm that they provide a parent education program. Providers must also provide specific services to young parents and/or their children such as counselling or programming such as parenting classes, nutrition and health education sessions.

Though not all providers are eligible to receive a Young Parent Program designation, it is suggested that applicants still provide information regarding the ways in which they plan to support young parents with programming, policies and services.

For more information on Young Parent Programs, please visit: https://www2.gov.bc.ca/gov/content?id=41CD55C0B3ED4F51A0274EDE85E886F5.
15. What is a Reference of Community Support?

A Reference of Community Support is a letter from a community organization or official (e.g., community non-profit organization, local government, school board) that speaks directly to the project described in the Application and demonstrates support for both the applicant and the creation of the proposed child care facility. Reference of community support serves as an endorsement from the community and signifies that both the organization/individual and the proposed project are rooted in, and connected to, the community.

Please review Table 1 of the Application Resource for more information on Reference of Community Support.

16. What supporting documentation can be submitted to demonstrate community need?

Documents that identify the child care need within the community include waitlist information, letter from a local CCRR office, reports identifying community demographic change (e.g., population growth), and other local planning that quantifies and justifies the local child care needs.

Section 3 – Eligibility Inquiries

17. Are applicants required to have held a child care licence before submitting an application?

No, individual and organizational experience in child care and capital projects is only one part of the evaluation criteria and the program is open for all eligible organization types and experience. However, when building a child care facility or capital building, organizations must navigate regulations such as child care licensing, zoning and municipal requirements, which can be challenging for those new to these requirements.

18. If I’m relocating or extending my hours and moving the child care to another location, would I qualify for this funding if no new spaces are being created?

No, the intention of the New Spaces Fund is to create new licensed child care spaces. If the project is relocating and not building new child care spaces, it would not qualify for the New Spaces Fund, but may be eligible for funding through the Childcare BC Maintenance Fund program if the relocation is required due to emergency circumstances.

However, if the organization were moving to a new location in order to increase the number of spaces, it may be eligible for the Childcare BC New Spaces Fund.
19. If a child care facility is only open for after-school care, would extending operations to include before-school care be eligible to apply?

No, extending the hours of School Age spaces to include before-school care in addition to after-school care is not creating new spaces, as this would be considered existing spaces.

20. The guidelines say training activities are eligible for funding. What does this include?

Training activities would be eligible for funding as part of the overall costs to build and open the child care facility. Training activities are actions required to get the facility up and running, such as Workplace Hazardous Materials Information System (WHIMS) training, and first aid and food safe courses.

21. If renovations were complete and an organization needed funding to purchase equipment, furniture and a playground, would the organization be eligible to apply?

Yes, this program is intended to provide financial assistance to support the opening of child care spaces and can be accessed if your project is at a stage where equipment, furniture and a playground are required to become licensed and operational.

22. Would renovations to a residential building be eligible for funding?

Renovations in residential buildings that create new licensed child care spaces may be eligible. For example, an existing residence being renovated to create a licensed Family child care would be eligible to apply. However, home renovations that are unrelated to the child care facility would not be eligible.

23. Would placing a portable on school grounds to both relocate current child care spaces within the school and add new licensed child care spaces be eligible to apply for the Childcare BC New Spaces Fund?

Yes, this type of project would be eligible to apply for funding as the project is creating new licensed child care spaces.

24. Would the funding cover only the purchase of a portable/modular building, or would it be able to cover everything associated with it, such as setting up the plumbing and electrical?

Eligible funding includes site development costs, building or renovations costs, equipment and furnishing. Please refer to Section 6 of the Funding Guidelines for a list of eligible items.
25. Are recently approved Recipients allowed to access additional funding?

All previously approved projects with signed funding agreements are bound by the terms of those funding agreements. However, where previously approved projects are experiencing unexpected, verifiable circumstances that increase costs and prevent the project from being completed, the Ministry will work with those projects on a case by case basis.

Section 4 – Project Timeline Inquiries

26. If a project was started before the grant was issued, could the grant funding be used for other project costs going forward?

Any costs incurred prior to signing the funding agreement will not be eligible. For more details on eligible costs please see the Funding Guidelines.

27. Do rezoning applications have to be completed before applying?

No, it is not required to have rezoning applications completed prior to applying. However, applicants should have started the consultation process, or at the very least be aware of the rezoning processes and rules, and understand local bylaws in their municipality.

28. Is there a time limit for when the project needs to be completed and the funding spent?

No, there is no time limit for when the project needs to be completed. The Ministry is interested in having spaces open as soon as possible. However, there is an understanding that larger projects may take more time to complete. The Ministry’s preference is that recipients begin their projects within four months of signing the Funding Agreement.

Section 5 – Evaluation and Selection Process Inquiries

29. Who will review these applications?

A dedicated team of Ministry staff will review applications. When needed, experts in the Ministry of Children and Family Development, Ministry of Education and other ministries will be asked for input to ensure the review process takes into account the unique needs of each community and project.
30. How long does the application and evaluation process take?

The standard processing time for New Spaces applications is 6-8 weeks. Applications are processed in order of the date the complete application is received. If applications are missing mandatory information, the application will not enter the processing queue for review until the applicant has provided all necessary information has been provided.

Please note that this is an open intake. If applicants choose to reapply, the 6- to 8-week processing time applies to each application submitted.

31. What is the Early Development Instrument (EDI) and EDI score?

The Early Development Instrument (EDI) is a questionnaire that measures the developmental change or trends in children during their kindergarten year. The results of the questionnaire, known as “EDI scores”, are used to highlight differences across neighbourhoods and report on how well communities support young children and families across five areas (physical health and wellbeing, language and cognitive development, social competence, emotional maturity, and communication skills and general knowledge). Each community has its own “EDI score” used to rate child vulnerability. This is one of the criteria used when determining community need for the Childcare BC New Spaces Fund.

For more information on the EDI: [http://earlylearning.ubc.ca/edi/](http://earlylearning.ubc.ca/edi/).

32. Are there areas identified by the Ministry as underserved communities? Does it make a difference if the child care is in a large community or small, or is it based on impact to the community?

The Ministry uses several ways to measure how well-served a community is. We compare child population in each community to the number of spaces currently funded under the Child Care Operating Funding program (CCOF), and assess these against the use of those spaces.

Additionally, applications are scored on their impact to targeted groups within communities, such as Indigenous families, immigrant and new Canadian families, young parents, and parents of children with special needs.

**Section 6 – Reconciliation Process**

*Within 60 days of Project completion, Recipients are required to submit a Financial Reconciliation Package for the Project to the Ministry.*
33. What are **non-profit societies and for-profit organizations** required to submit to satisfy the reconciliation process?

Under the terms of the Funding Agreement, **non-profit societies and for-profit organizations** in receipt of the Childcare BC New Spaces Fund are required to satisfy all conditions outlined in Section 7 – *Completion* prior to the release of the final funding installment.

Within 60 days of Project completion, Recipients are required to submit to the program written notification of completion of the Project, alongside the following:

- An Itemized Expense report reviewed by an independent, arm’s length certified Chartered Professional Accountant, prepared in accordance with current financial reporting standards in Canada, listing all Project Costs up to the date of completion;
- Copies of invoices and receipts or proof of payment for all Project Costs up to the date of completion (see Question 35 below for more information);
- A copy of all current licences issued under the *Community Care and Assisted Living Act* for the Child Care Facility; and

34. What are **public sector organizations** required to submit to satisfy the reconciliation process?

Under the terms of the Funding Agreement, **public sector organizations** in receipt of the Childcare BC New Spaces Fund are required to satisfy all conditions outlined in Section 7 – *Completion* prior to the release of the final funding installment.

Within 60 days of Project completion, Recipients are required to submit to the program written notification of completion of the Project alongside the following:

- A letter written and signed off by an Auditor, which speaks to the level of assurance provided:
  - For Projects where less than $100K of funding was awarded, a Report with no assurance;
  - For Projects where $100K to $250K of funding was awarded, a Report with negative assurance attained through a Review Engagement; or
  - For Projects where $250K of funding or more was awarded, a Report with reasonable assurance attained through an Audit;
- A copy of all current licences issued under the Community Care and Assisted Living Act for the Child Care Facility and contemplated under this Agreement; and
35. When submitting proof of payment for all Project Costs, what components should I ensure are included on the invoices and/or receipts?

At the time of Project completion, non-profit societies and for-profit organizations in receipt of the Childcare BC New Spaces Fund are required to submit proof of payment for all Project Costs up to the date of completion.

Proof of payment should come in the form of receipts (e.g., transaction receipts, bank statements, copy of cheque, etc.), and invoices with a zero-dollar balances or corresponding receipt of payment.

The submitted receipts and/or invoices should include the following components:

- Name of the company or individual from which the items and/or services were purchased;
- Name or address of the client for which the purchased items and/or services were provided (e.g., the Recipient name and/or Facility address);
- Date of purchase; and
- Itemized description of the products purchased.