Section 1 – General Inquiries

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

   Where eligible, applicants building spaces that 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 incorporated 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 Province 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 in 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 Province 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 Province 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 Province 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?

UBCM Space Creation funding cannot apply to 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 Province 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 Province 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 – Evaluation Criteria of the Funding Guidelines, 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/family-social-supports/caring-for-young-children/child-care-funding/young-parent-program.
Section 3 – Eligibility Inquiries

15. *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.

16. *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 relocation funding through the Childcare BC Maintenance Fund program.

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.

17. *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.

18. *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.

19. *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.
20. 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.

21. 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.

22. 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.

Section 4 – Project Timeline Inquiries

23. 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.

24. 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.

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

The Province 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 Province’s preference is that recipients begin their projects within four months of signing the Funding Agreement.
26. Are recently approved public sector and non-profit organizations allowed to apply for more money following the increase to funding amounts?

Requests for additional funding will be evaluated on a case-by-case basis according to one of the following scenarios.

**Scenario 1: Creating additional licensed child care spaces**

Scenario: an organization requests additional funding (including amounts up to the new maximums) in order to create more licensed child care spaces than was specified in its original application and subsequent Funding Agreement.

Process: the organization is required to contact the Ministry and make a formal written request for additional funding. Organizations will be required to provide additional project information, such as a project summary, updated detailed budget, and space plans in a form determined by the Ministry.

**Scenario 2: Requesting more funding up to the maximum eligible at the time of the application.**

Scenario: an organization is requesting additional funding, but the organization is not proposing to create more licensed spaces than specified in the original application and subsequent Funding Agreement. The total Provincial contribution to the project would be **less than or equal to** the maximum funding amount in place at the time the Funding Agreement was signed.

Process: the organization may request additional funding up to the maximum in place at the time the Funding Agreement was signed. The Ministry will only consider providing more funding in circumstances where cost increases are preventing project completion, and where evidence can be provided to demonstrate budgetary issues; situations where the organization wishes to contribute less than what was specified in its Funding Agreement will not be considered. Formal written requests must include a detailed description of the unexpected circumstances and cost increases the organization is experiencing.

*Note: submission of a formal request is not a guarantee of approval.*

**Scenario 3: Requesting more funding above the maximum eligible at the time of the application.**

Scenario: an organization is requesting additional funding, but the organization is not proposing to create more licensed spaces than was specified in the original application and subsequent Funding Agreement. The total Provincial contribution to the project being requested would be **more than** the maximum funding in place at the time the Funding Agreement was signed.

Process: the organization is required to formally withdraw the project, and return the Provincial funding. Once the project has been withdrawn and the Province has received the funding in full, a new application can be submitted under the 2019/20 Childcare BC New Spaces Fund. The application will be considered a new application, and will undergo a comprehensive review and evaluation under the new funding guidelines. Consideration will be given to the organization’s history (including the project that was withdrawn), and so it is advisable to include specific information about cost increases or issues that
impacted the project previously. It’s important to note, that if a project has incurred expenses, these will not be eligible in a future funding application. As per section 6.2 of the funding guidelines, costs incurred prior to signing a funding agreement are not eligible.

*Note: previous approval of a project is not a guarantee of approval under the 2019/20 Childcare BC New Spaces Fund.*

Section 5 – Evaluation and Selection Process Inquiries

26. **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.

27. **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 proponents choose to reapply, the 6- to 8-week processing time applies to each application submitted.

28. **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/).

29. **Are there areas identified by the Province 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 Province 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.