These funding guidelines are effective

Contents

1. Introduction ......................................................................................................................... 4
2. Who Can Apply? .................................................................................................................. 4
   2.1 Eligible Organizations ................................................................................................. 4
   2.2 Ineligible Organizations and Projects ......................................................................... 4
3. Priority Areas ..................................................................................................................... 5
4. Funding ............................................................................................................................... 6
   4.1 Applicants, Contribution Percentages, Maximum Provincial Funding Amount, and Funding Award Commitment ........................................................................................................ 7
   4.2 Requirements ............................................................................................................... 8
5. Applicant Selection and Funding Process ....................................................................... 9
   5.1 Evaluation Criteria .................................................................................................... 10
6. Eligible and Ineligible Project Costs ............................................................................. 11
   6.1 Eligible Project Costs ............................................................................................... 11
   6.2 Ineligible Project Costs ............................................................................................ 12
7. How to Apply ..................................................................................................................... 13
Appendix A – Terms & Conditions .................................................................................. 16
1. Introduction

The Province has committed to speed up the creation of new licensed child care spaces, so that more British Columbian families have access to quality child care in their community. To accomplish this, the Province will continue its Budget 2018 commitment to invest $192.5 million over three years through the Childcare BC New Spaces Fund. The Childcare BC New Spaces Fund has undergone further changes from Fiscal 2018/2019. Most notably, higher funding maximums were introduced for Non-Profit Societies, public sector organizations, and Indigenous Governments.

2. Who Can Apply?

2.1 Eligible Organizations

- Public sector organizations including:
  - Local governments;
  - School boards;
  - Health Authorities; and
  - Public post-secondary institutions;
- Indigenous Governments;
- Non-Profit Societies and Indigenous Non-Profit Societies; and
- Businesses and Corporate Companies (including: partnerships, sole proprietors, limited companies and incorporated companies).

2.2 Ineligible Organizations and Projects

Ineligible organizations include those:

- That are not in good standing with the Ministry of Children and Family Development (i.e., owe a debt to the Ministry and have a repayment in arrears, and/or have a suspended or cancelled Early Childhood Educator/Early Childhood Educator Assistant Certificate);
- That are not in good standing with the BC Corporate Registry (if applicable);
- With a history of ongoing non-compliance (infractions/violations) under the Community Care and Assisted Living Act and Child Care Licensing Regulation; or
- That are not willing to apply for funding under the Child Care Operating Funding (CCOF) program and, where eligible, enroll in the Child Care Fee Reduction Initiative (CCFRI) once the spaces become operational.
Ineligible Projects include those:

- Intending to create child care spaces not eligible for licensing;
- Intending to create child care spaces solely for Occasional child care;
- Intending to create child care spaces for Child Minding;
- Seeking funding for a Project that is fully completed\(^1\) prior to signing the Funding Agreement;
- Seeking funding to re-locate without the intent of creating new licensed child care spaces; or
- Projects that do not involve creating new Licensed Child Care Spaces.

3. Priority Areas

While the intent of the Program is to support the creation of all types of Licensed Child Care Spaces, the Ministry of Children and Family Development (the Ministry) will prioritize Applicants that are able to demonstrate any of the following in their Application:

- Creation of licensed Group Child Care spaces in the following care types:
  - 0-36 months;
  - 30 months to School Age; or
  - School-Age (Out of School Care) spaces;
- Creation of spaces by public sector organizations or Indigenous Governments through direct delivery or within a Public Sector Partnership (i.e., in partnership with a non-profit child care provider);
- Creation of spaces in Underserved Communities;
- Creation of spaces on school grounds (including K-12 and public post-secondary)\(^2\);
- Spaces serving vulnerable populations (e.g., low-income families);
- Spaces serving Children Requiring Extra Support (as defined in the Child Care Licensing Regulation);
- Spaces serving Indigenous children and families;
- Spaces serving newly landed immigrants and/or refugees;
- Spaces serving young parents (25 years and under); and/or
- Spaces offered outside of core business hours (i.e., before 6 a.m. and/or after 7 p.m., weekends, and/or overnight).

---

\(^1\) Fully completed projects are those that are licensed and ready to begin operation.
\(^2\) For projects on school grounds or district owned land, the school district must apply.
For more information on the priority areas, please refer to the Program FAQs and the Application Resource.

4. Funding

Childcare BC New Spaces Fund grants are provided under the Child Care BC Act or the Human Resource Facility Act.

The Ministry will provide a Maximum Provincial Funding Amount to the Project, based on the eligible project costs (see Section 6.1) and the type of Applicant approved for funding. The Applicant’s level of contribution depends on the type of organization and the total Project Costs. Organizations must make the minimum Required Organization Contribution, if applicable (see Table 1). Organizations may contribute more than the minimum Required Organization Contribution. Contributions by applicants may include funding from other sources, such as monetary gifts, credit sources, bank loans, and in-kind contributions such as land.

Organizations may supplement additional project costs with additional sources of funding. The Ministry’s Childcare BC funding (e.g. Maintenance Fund, Start-Up Grants) will not be considered towards an Applicant’s Required Organization Contribution.

The Provincial Funding Amount will be considered for the total eligible Project Costs, up to the maximum funding contribution available for the applicant type. For example, if the Organization was classified as a Business or Corporate Company, the Ministry would provide 75% of the total eligible project costs, up to $250,000. The minimum Required Organization Contribution would be 25% of the total Project Costs. For a $400,000 Project, with eligible Project Costs totalling $300,000 and ineligible Project Costs totalling $100,000, the maximum Provincial Contribution considered would be $225,000 (i.e., 75% of the $300,000 eligible Project Costs). The organization would be required to make a minimum contribution of $100,000 (i.e., 25% of the $400,000 total Project Costs). To cover the remaining Project Costs (i.e., $75,000), the Organization may contribute more than the minimum Required Organization Contribution (i.e., $100,000) or seek funding from additional sources (e.g., an award from a Childcare BC funding program).
4.1 Applicants, Contribution Percentages, Maximum Provincial Funding Amount, and Funding Award Commitment

Table 1: *Contribution Percentages and Funding Award Commitment by Applicant Type*

<table>
<thead>
<tr>
<th>Applicant Type</th>
<th>Required Organization Contribution as a % of TOTAL Project Costs</th>
<th>Provincial Contribution as a % of ELIGIBLE Project Costs</th>
<th>Maximum Provincial Funding Amount</th>
<th>Funding Award Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public sector organizations and Indigenous Governments</td>
<td>0%</td>
<td>100%</td>
<td>Up to $3,000,000</td>
<td>Up to 15 years</td>
</tr>
<tr>
<td>Indigenous Non-Profit Societies</td>
<td>0%</td>
<td>100%</td>
<td>Up to $1,500,000</td>
<td>Up to 15 years</td>
</tr>
<tr>
<td>Non-Profit Societies (including Non-Profit Child Care Providers, and Child Development Centres)</td>
<td>10%</td>
<td>90%</td>
<td>Up to $1,500,000</td>
<td>Up to 15 years</td>
</tr>
<tr>
<td>Businesses and Corporate Companies</td>
<td>25%</td>
<td>75%</td>
<td>Up to $250,000</td>
<td>Up to 10 years</td>
</tr>
</tbody>
</table>

Recipients of funding are required to adhere to the following minimum award commitments:

- Projects under $50,000, commit to continuing the Child Care Operation for a minimum period of 5 years;
- Projects between $50,000 and $500,000, commit to continuing the Child Care Operation for a minimum period of 10 years; and,
- Projects over $500,000, commit to continuing the Child Care Operation for a minimum period of 15 years.

Projects $50,000 and over, where the Recipient owns the land and/or building, may also be subject to the *Human Resource Facility Act (HRFA)*. Under the HRFA, the Ministry may provide conditional funding grants and take steps to protect the taxpayer’s investment in projects for a set period of time. The Minister is able to place a notation on the title, which restricts the sale, transfer, mortgage, lease and other disposition of the facility without written consent of the Minister. If the Child Care Operation fails to meet the minimum award commitment set out in the Funding Agreement with the Ministry, the Recipient may be required to repay some of the funding provided, as set out in the Funding Agreement.

---

3 The Maximum Provincial Funding Amount applies to a single physical location. Projects occurring within the same physical location are considered as a single project.
The Ministry will approve the removal of the legal notation once Recipients of the Childcare BC New Spaces Fund:

1. Have met their minimum award commitment as set out in the Funding Agreement; or
2. Have repaid the Ministry the portion of the depreciated funding still owing as per the Funding Agreement, in the event the Child Care Operation is closed before the minimum award commitment is met.

4.2 Requirements
Organizations that receive funding through the Childcare BC New Spaces Fund are required to:

1. Offer and provide service to families receiving the Affordable Child Care Benefit under the Child Care Subsidy Act;
2. Ensure services are accessible to Children Requiring Extra Support, and establish policies to support inclusion;
3. Submit a Financial Reconciliation Package for the Project to the Ministry within 60 days of Project completion;
4. Apply to the CCOF program for a minimum of one CCOF term once the spaces become operational; and
5. Commit to enroll in the CCFRI, where eligible, for a minimum of one CCOF term once the spaces become operational.

Childcare BC New Spaces Fund Recipients should allow for sufficient time to complete all the requirements listed in this section in order to receive the final installment of their funding. Meeting these requirements will require:

- Working with their Regional Health Authority’s Community Care Facility Licensing program to obtain or update their Community Care and Assisted Living Act facility licence; and
- Applying and being approved for both CCOF and the CCFRI.

If, following payment of the final installment, a Recipient becomes ineligible, or with-draws from CCOF and/or the CCFRI prior to one CCOF contract term, the Recipient will be required, under the terms of their New Spaces Funding Agreement, to repay their final installment of the New Spaces Fund grant to the Ministry. Additionally, the Recipient will be subject to any withdrawal penalties that apply under the terms of their CCOF funding agreement with the Ministry.

Recipients of the Childcare BC New Spaces Fund are responsible for ensuring any sub-contracted provider operating the Child Care Operation will be able to meet the eligibility requirements for
CCOF and the CCFRI and are also responsible for ensuring sub-contractors remain current on the policy requirements for each program.

For more information regarding the CCOF and CCFRI requirements, Recipients and Child Care Operators should review the information available on the Ministry’s website.

5. Applicant Selection and Funding Process

1. Applicants submit a completed Application form with mandatory supporting documentation (see details in Table 2).
2. The Ministry screens Applications for deficiencies (i.e., shortcomings or lack of information) and will provide Applicants with an opportunity to address those deficiencies in accordance with Rectification (see Appendix A, 8.12).
3. The Ministry evaluates the Applications based on the information set out in Evaluation Criteria (see Section 5.1).
4. The Ministry selects the Applicants based on the Evaluation Criteria and invites them to enter into a Funding Agreement with the Ministry. Feedback will be provided for Applicants who aren’t successful based on the Evaluation Criteria.
5. Under the terms of the Funding Agreement, Recipients of funding less than $1 Million will receive their grant in two (2) installments:
   a. First payment of 90% of the total funding grant upon signing the Funding Agreement; and
   b. Final payment of the remaining 10% of the total funding grant when the Project is complete, operational, and meets the Program requirements.

Recipients of funding $1 Million or over will receive their grant in three (3) installments:

   a. First payment of 65% of the total funding grant upon signing the Funding Agreement;
   b. Second payment of 25% of the total funding grant at the Project’s Lockup Stage; and
   c. Final payment of the remaining 10% of the total funding grant when the Project is complete and operational and meets the Program requirements.

---

4 The Program requirements a Project must meet include #3, #4 and #5 listed at the bottom of section 4.2.
5.1 Evaluation Criteria

Applications will be evaluated with regards to (but not limited to) the following criteria and factors:

- A completed Application\(^5\), which must include all mandatory supporting documentation;
- Project viability, as determined by the Ministry (see Appendix A, 8.17);
- Demonstration of the Project’s ability to:
  - Meet the priority areas listed in Section 3;
  - Satisfy the requirements set out in Section 4.2; and
  - Meet the Province’s child care objectives (see Appendix A, 8.18);
- Proposed Child Care Facility location and community, including:
  - Community demographics; and
  - Community need, as demonstrated by the Applicant’s supporting documentation and determined by the Ministry;
- Type of Licensed Child Care Spaces to be created (based on licence type and capacity – see Child Care Licensing Regulation, Schedule E);
- Organizational experience, including:
  - Years of operational experience;
  - Capital Build experience;
  - Support from and connection to the local community; and
  - Parental involvement in the organization.
- Staffing considerations, including labour market conditions in the community, and known or proposed recruitment and retention strategies;
- Demonstrated consideration of principles of universal and accessible design, and commitment to accessibility;
- Compliance with licensing requirements; and
- Financial considerations, including eligibility and reasonability of Project Costs, and estimated Provincial cost per space.

\(^5\) Applications will be evaluated on the accuracy and validity of the information provided.
6. Eligible and Ineligible Project Costs

Funding will be considered for:

- Building a new Child Care Facility;
- The purchase, assembly and installation of a modular building;
- Site Development Costs;
- Renovation of an existing building/space or classroom; and/or
- Purchase of equipment or other capital costs related to obtaining a licence.

Ineligible Project Costs will not be funded. The Ministry has the sole discretion and reserves the right to determine items that may receive funding.

6.1 Eligible Project Costs

Eligible Project Costs include (but are not limited to) the following:

- Direct Costs related to the development and implementation of the Project/s;
- Consulting services, including:
  - Project management;
  - Design/engineering costs;
  - Business planning development;
  - Project-related Professional Fees (e.g., architectural, accountant), except legal costs; and,
  - Community engagement/consultation activities.
- Infrastructure costs (e.g., water, sewer, road, sidewalk, etc.);
- GST and PST;
- Training activities to support the Project/s (e.g., Food Safe, First Aid, etc., if applicable);
- Capital purchases that are essential to Project implementation, including:
  - Office equipment;
  - Major appliances (e.g., fridge, stove, dishwasher, etc.);
  - Furniture and large equipment (e.g., change tables, strollers, room dividers, etc.);
  - Transport for child care purposes (e.g., bus/van used solely for the transportation of children);
  - Fixtures and equipment required by fire regulations (e.g., fire alarms, exit signs, fire extinguishers, etc.);
  - Permanently installed equipment (e.g., whiteboards/bulletin boards, cubbies, lighting fixtures, washroom dividers, etc.);
  - Large educational materials (e.g., sand/water tables, art easels, etc.);
- Dramatic play furniture (e.g., activity tables, Indigenous drums/drumming logs, child-sized sink/stove/fridge/work bench, etc.);
- Permanent outdoor equipment (e.g., fencing, covered entrance, outdoor playground preparation, etc.);
- Outdoor play equipment (e.g., nature-based landscaping, climbers, wheeled toys, etc.); and
- Accessibility equipment (e.g., wheelchair ramps, lifts, accessible playground equipment, automated doors, modified bathroom equipment, etc.).
- Additional equipment or other capital costs, if the equipment is required to:
  - Enable the facility/facilities to become licensed under the Community Care and Assisted Living Act and the Child Care Licensing Regulation;
  - Enable the facility/facilities to become operational; or
  - Create the new spaces in an existing facility and ensure those new spaces are compliant with the Community Care and Assisted Living Act and the Child Care Licensing Regulation.

### 6.2 Ineligible Project Costs

Ineligible Project Costs include (but are not limited to) the following:

- Costs incurred prior to the signing of the Funding Agreement;
- Non-capital items, such as toys, consumables (e.g. food, art supplies, etc.), books, games, and small appliances;
- New or updated software/technology;
- Housewares (e.g., pots/pans, dishes, flatware, brooms, garbage cans, diaper disposal units, etc.);
- Indoor play structures (e.g., climbers, tunnels, mats, cushions, etc.);
- Legal costs;
- Project-related fees payable to the eligible applicant and/or fees payable to a third party not at arm’s length from the project or Applicant (see definitions on page 25);
- Ongoing costs for existing staff salaries and benefits;
- Costs related to attending conferences and trade shows;
- Directly meeting and/or lobbying of any level of government;
- Coordinating/hosting conferences or events;
- Vehicles (other than vehicles used solely for the transportation of children);
- Remuneration and travel of elected officials;
- Meals and Project travel expenses;
- Academic research;
- Financing costs and interest charges; and
Costs related to the purchasing of real estate, buildings, and/or commercial space (with the exception of modular buildings).

7. How to Apply

2. Review the Child Care Licensing Regulation, the Community Care and Assisted Living Act, and the Rules for Operating a Licensed Child Care Facility.
3. Review the Childcare BC New Spaces Fund Application Resource, as this will provide useful resources and information to support your Application.
4. Contact your local Health Authority and speak to a Licensing Officer to ensure your proposed child care facility meets the regulations and requirements to obtain a licence under the Community Care and Assisted Living Act and Child Care Licensing Regulation.
5. Complete the Application form, and ensure all sections are complete. Each Application must include the mandatory supporting documentation, based on the applicant type (see Table 2). All mandatory supporting documentation must be specific to the legal entity applying for the funding and may not be supplied by a parent company or subsidiary.
6. Submit the Application with the supporting documentation online by email at MCF.CCCF@gov.bc.ca. By submitting an Application, Applicants agree to the terms and conditions governing the Childcare BC New Spaces Fund (Appendix A), the service delivery commitments (Section 4.1) and the Program requirements (Section 4.2).

---

Please note: approval of funding under the Childcare BC New Spaces Fund does not mean the site, floor, or outdoor space plans are approved by your local Health Authority office or Licensing Officer. It is important to involve your local Licensing Officer in the early stages of planning to ensure the Project proposed to the Childcare BC New Spaces Fund can be achieved.
### Table 2: Mandatory Supporting Documentation Based on Applicant Type

<table>
<thead>
<tr>
<th>Applicant Type</th>
<th>Application and Mandatory Documentation Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public sector organizations and Indigenous Governments, through direct delivery or in partnership with a non-profit child care provider</td>
<td></td>
</tr>
</tbody>
</table>
- Completed Application form;  
- Project cost estimate (completed by facilities project manager);  
- Evidence of financial commitment to the Project if total Project Costs surpasses Maximum Provincial Funding Amount (for example: board resolution showing school board will support and fund the remaining amount);  
- Floor plans, site plans, outdoor space plans (Conceptual Drawings accepted), including details of square metres/feet for retained and new spaces, and details of features such as sinks, toilets, and, if applicable, nap rooms and change tables;  
- Copy of Community Care and Assisted Living Act licence(s) for Projects proposing to expand an existing Child Care Facility (if applicable);  
- Confirmation of partnership with a non-profit child care provider (if available at time of application⁷);  
- If the Project is located within or on the grounds of a school, the School District must provide the school capacity as well as the current and ten-year projected enrolment; and  
- If the facility is to use offsite outdoor play space, submission of an approval letter from a Licensing Officer is required. |
| Non-Profit Societies (including Non-Profit Child Care Providers, Child Development Centres, and Indigenous Non-Profit Societies) |  
- Completed Application form;  
- Proof of ownership/lease agreement (only applicable for Non-Profit Indigenous Societies if the facility is located off reserve);  
- Source and proof of all financial contributions to the Project including gifts-in-kind and other sources of funding⁸;  
- Detailed Project Budget with cost estimates as supported by quotes (referenced below);  
- Two detailed quotes for each Budget item provided by a third party at arm’s length from each other, the Applicant and the Project (i.e., site development, equipment, and Building Costs);  
- Floor plans, site plans, outdoor space plans (Conceptual Drawings accepted), including details of square metres/feet for retained and new spaces, and details of features such as sinks, toilets and, if applicable, nap rooms and change tables;  
- Copy of Community Care and Assisted Living Act licence(s) for Projects proposing to expand an existing Child Care Facility (if applicable);  
- Certificate of non-profit status including certificate of incorporation (if incorporated in BC), or certificate of registration (if incorporated outside BC); |

---

⁷ If the Applicant is a public sector organization or Indigenous Government and does not have a confirmed provider at the time of application, they must commit to directly delivering the child care service(s) or commit to securing a partnership with a non-profit child care provider.

⁸ Applicable to Indigenous Non-Profit Societies only when total Project Costs surpasses Maximum Provincial Funding Amount (for example: band council resolution showing support and funding for the remaining amount).
| Non-Profit Societies (including Non-Profit Child Care Providers, Child Development Centres, and Indigenous Non-Profit Societies) - cont. | o Reference of Community Support (e.g., letter from Local Government, school district, etc.)\(^9\);  
o Documentation to support community need (optional);  
o Confirmation of child care operator (if applicable); and  
o If the facility is to use offsite outdoor play space, submission of an approval letter from a Licensing Officer is required. |
| Businesses and Corporate Companies | o Completed Application form;  
o Detailed Project Budget as supported by quotes (referenced below);  
o Two detailed quotes for each Budget item provided by a third party at arm’s length from each other, the Applicant and the Project (i.e., site development, equipment, and Building Costs);  
o Source and proof of all financial contributions to the Project (e.g., gift-in-kind, a grant – provide source and proof of grant);  
o Floor plans, site plans, outdoor space plans (Conceptual Drawings accepted), including details of square metres/feet for retained and new spaces, and details of features such as sinks, toilets and, if applicable, nap rooms and change tables;  
o Proof of ownership/lease agreement;  
o Reference of Community Support (e.g., letter from Local Government, school district);  
o Documentation to support community need (optional);  
o Copy of *Community Care and Assisted Living Act* licence(s) for Projects proposing to expand an existing Child Care Facility (if applicable); and  
o If the facility is to use offsite outdoor play space, submission of an approval letter from a Licensing Officer is required. |

---

\(^9\) Non-profit Indigenous Societies are not required to submit reference of community support.
Appendix A – Terms & Conditions

The following terms and conditions apply to Applications from all Applicants to the Childcare BC New Spaces Fund. Submission of an Application indicates acceptance of all the terms that follow.

8.1 Terms and Conditions Non-Binding Process

The Application process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation: (a) the Application Process shall not give rise to any “Contract A” based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and (b) neither the Applicant nor the Ministry shall have the right to make any claims against the other with respect to the decision to enter into a Funding Agreement and pay a grant, failure to enter into a Funding Agreement or failure to honour an Application or any other claims based on a breach of “Contract A” or other tendering law duties or obligations.

The Application process is intended to permit the Ministry to identify potential Recipients of funding with whom the Ministry may enter into a Funding Agreement. No legal relationship or obligation regarding the provision of any good or service shall be created between the Applicant and the Ministry by the Application process or by entering into a Funding Agreement with the Applicant or by providing funding under the Funding Agreement. While the pricing information provided in the Application will be non-binding prior to execution of a Funding Agreement, such information will be assessed during the evaluation of the Application. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, or decision to enter into a Funding Agreement.

8.2 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 shortcomings or lack of information in their application. This is the case even where the terms “must”, “shall”, “will” or “mandatory” are used in the Program guidelines.

8.3 Applicant Representations & Warranties

The Ministry may refuse to enter into a Funding Agreement, or provide funding, or rescind a Funding Agreement already entered into if the Ministry discovers that the Applicant’s Application contains misrepresentations or any other inaccurate, misleading, or incomplete information.
8.4 Ministry Due Diligence
The Ministry may, in its sole discretion, verify the information provided in the Applicant’s 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 from the Application process. The Ministry may consider the Applicant’s past performance on previous contracts with the Ministry and other such reference checks as the Ministry deems appropriate.

8.5 Applicant Responsibility
It is the sole responsibility of the Applicant to ensure all the fields and documents comprising a complete Childcare BC New Spaces Fund Application are supplied and submitted at the time of Application and during Rectification. The Ministry is under no obligation to inform the Applicant of any missing documents after the initial notification of deficiencies has been provided.

8.6 Applicants to Review All Documents
It is the Applicant’s responsibility to examine all documents comprising the Childcare BC New Spaces Fund Program Application and report any errors, omissions, or ambiguities and seek additional information by contacting the Ministry.

8.7 No Liability for Errors
While the Ministry has used reasonable efforts to ensure the accurate representation of information in this Program, such information is supplied solely for Applicants. The Ministry does not warrant or guarantee the accuracy of such information, nor is such information necessarily comprehensive or exhaustive. Nothing in this Application process is intended to relieve Applicants from the obligation to conduct their own due diligence, form their own opinions, and reach their own conclusions at all stages of the Application process.

8.8 No Incorporation by Reference
The entire content of an Applicant’s Application should be contained within the Application. The content of websites or other external documents referred to in the Applicant’s submission will not be considered to form part of its submission. The Ministry is under no obligation to seek out information not contained in an Applicant’s Application.

8.9 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.

8.10 Applications 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 to the Application process and for the purposes of obligations
under any Funding Agreement. However, an Applicant may provide an Application or supporting documentation naming subcontractors so long as the Applicant agrees to take sole responsibility for the Funding Agreement. For greater certainty, Applications should not be submitted by joint ventures.

8.11 Changes to Application or Supporting Documentation
An Applicant is not bound by its Application. By submission of a clear and detailed written notice to the Program, an Applicant may withdraw at any time throughout the duration of the Application process before entering into a Funding Agreement.

8.12 Rectification
The Ministry may at its discretion offer a Rectification process to allow Applicants to correct deficiencies in their Application and/or supporting documentation. Applicants that are notified of deficiencies will be provided an opportunity to address the deficiencies. It is the sole responsibility of the Applicant to correct deficiencies within the designated Rectification period. The Ministry is under no obligation to support Applicants during the Rectification period. Applicants failing to respond to the notification of deficiencies will be assessed on the initial Application or have their Application rejected in its entirety.

8.13 Changes to Requirements
The Ministry may change and/or update portions of the program guidelines that are relevant to a particular stage in the process at any time. Further, the Ministry may close the Application intake, in whole or in part, at any time in its sole discretion and without liability, without negotiating or entering into a Funding Agreement under this Application process.

8.14 Additional Information
All addenda for the Application process will be posted to the Program webpage according to where the original documents are made available to Applicants. It is the sole responsibility of the Applicant to check for addenda on the webpage.

8.15 Information Provided
Applicants will have the opportunity to request additional information and to request clarification of information provided. The Ministry, at any stage, may choose in its sole discretion not to respond, respond in whole or in part, or reformulate questions. The Ministry may in its sole discretion choose whether to post any such questions and responses to the Program webpage as appropriate.

8.16 Conflict of Interest & Lobbying
An Applicant may be precluded from participating in the Application process if the Applicant’s current or past corporate or other interests or activities, or those of a proposed subcontractor, may, in the Ministry’s opinion, give rise to an actual, potential or perceived conflict of interest in
connection with the Program. This includes, but is not limited to, involvement by an Applicant in the preparation of the Application or a relationship with any employee, contractor or representative of the Ministry involved in preparation of the Application, participating on the evaluation committee or in the administration of the Funding Agreement and those involved in the development of the Program. If an Applicant is in doubt as to whether there might be a conflict of interest, the Applicant should consult with the Program prior to providing an Application. By submitting an Application, the Applicant represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual, potential, or perceived in respect to the Intake.

8.17 Project Viability
The Ministry may disqualify the Applicant or rescind a Funding Agreement subsequently entered into as provided for in the Funding Agreement if the Project’s viability is unsubstantiated, as determined by the Ministry. A Project’s viability may be in question for reasons such as, but not limited to, financial viability, long-term sustainability, non-compliance, unmitigated risks, and additional deficiencies that may limit the Project’s ability to meet the Province’s objective to create quality, accessible, and affordable Licensed Child Care Spaces.

8.18 Alignment with Provincial Objectives
The Childcare BC New Spaces Fund is instrumental in supporting the Province’s Childcare BC Plan. The Childcare BC Plan is a strategic initiative to ensure British Columbian families have access to affordable, quality child care that meets their needs. The Program is delivered in a manner that is in line and consistent with the objectives of the Childcare BC Plan, ensuring that the Ministry is investing in Projects creating new licensed child care spaces that meet the Province’s child care objectives. The Ministry may in its sole direction disqualify the Applicant or rescind a Funding Agreement subsequently entered into as provided for in the Funding Agreement if the Project does not align with the Province’s objective of creating accessible, affordable, and quality child care, as determined by the Ministry. The Ministry is under no obligation to support or fund Applicants and/or Projects that do not align with Provincial objectives.

8.19 Costs of Process
The Applicant and the Ministry will each bear their own costs associated with or incurred through the Application process, including any costs arising out of: (a) the preparation and publication by the Ministry of the Program Guidelines and other written documents and website material; (b) the preparation and submission of an Application; (c) the evaluation process; and (d) participation in due diligence activities, interviews, demonstrations, discussions, presentations, negotiations, or any other activities related to the Application process.
8.20 Communication with Media
The Applicant may not at any time directly or indirectly communicate with the media in relation to the Application process or any agreement negotiated pursuant to the Application without first obtaining the written permission of the Ministry prior to the Provincial public announcement.

8.21 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.

8.22 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 – Written Quotes

Written quotes submitted with the Application should include the following components:

a. Name of company or individual providing the service/items. Note: quotes must come from companies that are a third party at arm’s length from each other, the Applicant, and the Project;¹⁰
b. Date and length of time quote is valid (if applicable);
c. Description/scope of work involved (if applicable); and/or
d. Total or estimated cost, total or estimated tax amount, and the total or estimated cost after taxes (in Canadian dollars), if applicable. Note: If your facility or organization receives a tax exemption or rebate, please indicate the estimated dollar value of the exemption on any submitted quote(s).

Appendix C – Proof of Payment

Proof of payment submitted with the Financial Reconciliation Package should reflect the purchase of all eligible Project Costs and include the following components:

1. Receipts (e.g., transaction receipts, bank statements, copy of the cheque, etc.);
2. Invoices with zero-dollar balances or corresponding receipt of payment (if applicable);
3. Name of company or individual from which items or services were purchased;
4. Date of purchase; and
5. Itemized description of the products purchased.

¹⁰ The Ministry reserves the right to verify all information with third party sources. Additional information may be requested during the Application process.
Appendix D – Definitions

**Applicant:** an individual who applies for funding under the Childcare BC New Spaces Fund on behalf of an organization.

**Application:** a complete Application form and mandatory supporting documentation.

**Budget:** a detailed estimate of the costs to complete the Project, determined where necessary by cost estimates by certified contractors, engineers, architects or other qualified parties, in accordance with the Plans and Specifications provided to the Ministry.

**Businesses and Corporate Companies:** sole proprietorships, partnerships, limited companies and incorporations.

**Building Costs:** expenses incurred by the Applicant for labour and material.

**Capital Build:** the construction of new facilities and renovation/maintenance of existing facilities, or the development of public amenities.

**Child Care Facility:** the physical building, facility, or area of land on which these improvements sit and the Applicant occupies and uses, or proposes to occupy and use, for the purpose of its Child Care Operation.

**Child Care Fee Reduction Initiative (CCFRI):** additional CCOF provided to eligible licensed child care facilities for the purpose of reducing parent monthly fees.

**Child Care Operating Funding Program (CCOF):** operating funding provided by the Ministry to eligible licensed child care facilities to assist with the day-to-day costs of running a licensed child care facility.

**Child Care Operation:** the delivery of child care services in a licensed facility.

**Child Care Spaces:** a space would be a full-time space or two part-time spaces (e.g., a morning preschool space and an afternoon preschool space would represent one full-time child care space).

**Child Development Centre:** an agency contracted by the Ministry of Children and Family Development to deliver therapy services to children with special needs (occupational therapy, physiotherapy, and speech language therapy). Some of these agencies are also contracted by the Ministry to deliver Infant Development and/or Support Child Development programs, including Aboriginal programs.
Children Requiring Extra Support: children who, for physical, intellectual, emotional, communicative or behavioural reasons, require support or services that are additional to, or distinct from, those provided to other children.

Conceptual Drawings: a floor plan of the Child Care Facility that graphically communicates the details and design principles of the space, completed by an individual at arm’s length from the Applicant. If submitting a Conceptual Drawing, ensure it is clear and legible, and provides a scale and major dimensions.

Direct Costs: expenses related to the development and implementation of the Project which may include (but are not limited to) equipment, building materials, and labour related directly to the Project.

Financial Reconciliation Package: includes (1) a detailed statement prepared by an independent, arm’s length certified Chartered Professional Accountant listing all project costs including copies of invoices, receipts and/or proof of payment; (2) a copy of all current licences; (3) a completed financial reconciliation form and financial expenditure form; and (4) a copy of approval letters for Child Care Operating Funding (CCOF) and the Child Care Fee Reduction Initiative (CCFRI).

Funding Agreement: an agreement between the Ministry and the Applicant, under either the Child Care BC Act or the HRFA under which the Ministry provides a Childcare BC New Spaces Fund grant to the Recipient for the purpose of the Recipient creating Licensed Child Care Spaces.

Human Resource Facility Act (HRFA): The HRFA allows the Ministry to place legal notations on funding Recipients’ property titles – restricting the sale, mortgage, or transfer of the property without prior approval of the Ministry.

Indigenous Non-profit Society: means a society as defined in Section 1 of the Societies Act.

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

Local Government: means a municipality or regional district.

Lockup Stage: for ground-up construction, it is the Project milestone when it is possible to effectively secure the building (e.g., all windows and exterior doors are installed); for renovations, it is the Project milestone when interior finishing is complete (e.g., all interior surfaces are installed); and for projects requiring equipment only, it is the Project milestone when furniture/equipment for the facility has been ordered.

Maximum Provincial Funding Amount: the maximum funding amount the Ministry will provide for the proposed/approved Project to create new Licensed Child Care Spaces.
**Ministry:** the Ministry of Children and Family Development.

**Non-Profit Society:** means a society as established under the *Societies Act* or under the *Canada Not-For-Profit Corporations Act*.

**Non-Profit Child Care Provider:** means a child care provider that is incorporated as a Non-Profit Society.

**Organization Contribution:** the financial contribution required by the organization as set out in section 4.1: Contribution Percentages and Maximum Amounts. The Organization Contribution may include gift-in-kind, other grant funds, or loans from financial institutions. Volunteer labour will not be considered as part of the organization’s contribution.

**Plans and Specifications:** all detailed plans, drawings, and specifications for the work required to carry out and complete the proposed Project and/or to acquire the assets for use in implementing the Project.

**Program:** the Childcare BC New Spaces Fund Program (formerly Major Capital Funding), operated by the Ministry of Children and Family Development.

**Professional Fees:** fees charged by individuals trained in specific fields, such as architects.

**Project:** the Project as described by the Applicant in the Application, which involves the creation of Licensed Child Care Spaces.

**Project Costs:** all the amounts to be paid by the Applicant to any person, firm, or corporation dealing at arm’s length with the Applicant, for construction of the Projects or acquisition of its components and which, in the opinion of the Ministry have been necessarily and properly incurred.

**Public Sector Partnership:** when a public sector organization is the main applicant, and applies in partnership, this partnership must be 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.

**Recipient:** Applicants that receive funding through the Childcare BC New Spaces Fund to build new Licensed Child Care Spaces.

**Reference of Community Support:** a letter from a community organization or official who is familiar with the Applicant and can speak directly to the Project described in the Application, demonstrating support for both the Applicant and the creation of the proposed Child Care Facility.
**Site Development Costs**: expenses incurred to prepare a plot of land for the construction of a Child Care Facility.

**Third Party at Arm’s Length**: the condition that the companies/suppliers providing quotes or services for the Project are independent and on an equal footing from one another, the Applicant, and the Project.

**Underserved Communities**: are communities/geographic areas and populations with limited or a lack of access to child care.