Start-Up Grants

For the creation of Licensed Family and In-Home Multi-Age Child Care

Funding Guidelines 2019/20

AUGUST 22, 2019
1. Overview

A one-time Start-Up Grant for the creation of licensed Family and In-Home Multi-Age Child Care is available to assist eligible Early Childhood Educators (ECEs), Registered Licence-Not-Required (RLNR) and Licence-Not-Required (LNR) child care providers, and any other eligible adult over the age of 19\(^1\) to cover the costs of becoming licensed child care providers under the *Community Care and Assisted Living Act* and Child Care Licensing Regulation. Start-Up Grants will be subject to funding availability.

Becoming licensed benefits both the child care provider and the families they serve. Families with children attending licensed child care settings may be eligible for a higher rate under the Affordable Child Care Benefit than in RLNR/LNR settings. Licensed providers may also have access to the [ECE Wage Enhancement](#) (if the licensee is a front-line Early Childhood Educator); and/or the [Childcare BC Maintenance Fund](#).

1.2 Program Amendments

Changes have been made to the program for 2019/20 that applicants should be aware of prior to applying. To ensure the new licensed child care spaces are affordable for families, applicants who receive funding are required to participate in the [Child Care Operating Funding (CCOF)](#) program and enroll in the [Child Care Fee Reduction Initiative (CCFRI)](#), where eligible, upon receipt of a licence.

2. Who Can Apply

2.1 Eligible Applicants

An ECE, LNR or RLNR child care provider, or any eligible adult wanting to start a licensed Family or In-Home Multi-Age Child Care facility is eligible to apply, provided they are:

- a. In good standing with the BC Corporate Registry (if applicable);
- b. Not currently licensed under the *Community Care and Assisted Living Act*;
- c. Willing to apply for the Child Care Operating Funding (CCOF) program, and, where eligible, enroll in the Child Care Fee Reduction Initiative (CCFRI);
- d. In good standing with the Ministry of Children and Family Development (MCFD) and their Regional Health Authority (if applicable);

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\(^1\) Eligible adults must be over the age of 19 and meet the necessary requirements to act as a Responsible Adult as defined under Section 29 of the Child Care Licensing Regulation.
2.2 Ineligible Applicants

The following individuals and providers are ineligible for Start-up Grants:

- Individuals that have held a valid Community Care Facility Licence within the past 12 months;
- Individuals planning to create a licensed facility for any type of care other than Family or In-Home Multi-Age Child Care; or
- Providers who have previously received a Start-Up Grant.

3. Funding Maximums

Providers can apply for a grant that offers an initial $500 up front to cover costs associated with becoming licensed, and an additional $500 per space once a valid licence under the Community Care and Assisted Living Act has been issued and the organization is actively participating in the Child Care Operating Funding (CCOF) program.

The maximum amount of funding per application will be:

- $4,000 for Licensed Family Child Care providers (an initial payment of $500 plus an additional $500 per space for up to 7 licensed spaces), or
- $4,500 for Licensed In-Home Multi-Age Child Care providers (an initial payment of $500 plus an additional $500 per space for up to 8 licensed spaces).

4. How to Apply

1. Review the Start-Up Grants Funding Guidelines.
2. Review the following documents:
   a. Child Care Licensing Regulation;
   b. MCFD Website “Open a Licensed Child Day Care”;
   c. MCFD Website “Rules for Operating a Licensed Child Day Care”;
   d. MCFD Website “Child Care Operating Funding”;
   e. MCFD Website “Child Care Reduction Fee Initiative”; and
3. Complete the online Start-Up Grants application form. For questions, contact Child Care Capital and Community Services at 1-888-338-6622 (Option 5).
5. Terms and Conditions

Once approved, the Recipient will receive an initial payment of $500 to assist with starting the process to obtain a licence. Upon receipt of a valid licence, Recipients are required to enroll in the Child Care Operating Funding (CCOF) program and, where eligible, the Child Care Fee Reduction Initiative (CCFRI). After applying for CCOF and opting in to CCFRI, Recipients must submit a copy of their Community Care Facility Licence to the Ministry. Once received, the Ministry will provide an additional payment up to $500 per space (as stated on the licence) to a maximum of $4,000 for Licensed Family Child Care or $4,500 for Licensed In-Home Multi-Age Child Care (inclusive of the initial payment of $500).

Proof of licence is required within one year of the grant approval date. If a valid licence is not obtained within one year of grant approval, Recipients will be required to contact Child Care Capital and Community Services to provide an update on the licensing process, after which the Ministry may request the return of the initial payment. If the Recipient is unsuccessful in obtaining a valid Community Care Facility Licence, the initial payment must be returned to the Ministry.

Recipients of Start-Up Grants are required to remain in operation for a minimum of three consecutive years following the receipt of a Community Care and Facility Licence. During this commitment period, Recipients are also required to maintain an active enrolment in CCOF and the CCFRI. If a Recipient does not enroll, becomes ineligible, or withdraws from CCOF and/or the CCFRI prior to the three-year commitment period, the Recipient will be required to repay their initial and final payment 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, including repaying any CCFRI payments provided after the facility became ineligible to receive CCFRI by double the amount overpaid.

Please Note: An application is not a guarantee of funding. If the application is incomplete or provides inconsistent or unsupported information, the review process may be delayed or the application may be found ineligible. Funding is subject to funding availability.

2 A licence under the Community Care and Assisted Living Act and Child Care Licensing Regulation is issued by Health Authorities under the Ministry of Health, and their issuance is not within the control or purview of the Ministry of Children and Family Development. Receipt of a Start-Up Grant is not a guarantee that a licence will be issued by the Health Authority.
6. Requirements

All child care providers who receive funding through Start-Up Grants are required to:

- Accept families eligible to receive the Affordable Child Care Benefit;
- Remain operational for three consecutive years from the date the Community Care Facility Licence is issued; and
- Maintain active enrolment in CCOF and the CCFRI for three consecutive years following the issue of a valid licence.

7. Appeals and Complaints

If there is a concern about the service provided by the Child Care Capital and Community Services Team, or about a funding decision, Recipients are to contact Child Care Capital and Community Services at 1-888-338-6622 (option 5) and ask to speak with an Operations Supervisor or send an email to MCF.CCCF@gov.bc.ca with the following in the subject: “Attention: Operations Supervisor”.
Appendix A: Definitions

**Affordable Child Care Benefit**: replacing Child Care Subsidy, the Affordable Child Care Benefit provides funding to assist families with the cost of child care, depending on factors such as family size, type of care, and household income.

**Application**: an online submission of the Start-Up Grants application form.

**Child care facility**: the physical building, facility or area of land which the proponent occupies and uses, or proposes to occupy and use, for the purpose of its child care operation.

**Child Care Fee Reduction Initiative (CCFRI)**: additional funding provided to approved licensed child care facilities for the purpose of reducing parent monthly fees by up to $350/month.

**Child Care Operating Funding Program (CCOF)**: operating funding provided by the Ministry to eligible licensed child care facilities.

**Early Childhood Educator (ECE)**: an individual who holds an Early Childhood Educator, Infant and Toddler Educator, or Special Needs Educator Certificate issued by the BC Early Childhood Educator Registry under Division 2 of part 3 of the [Child Care Licensing Regulation](#).

**Front-line Early Childhood Educator**: a certified ECE who spends 50% or more of their working time providing direct care to children enrolled in a licensed child care setting (note: the remaining 50% of working time must also be in the licensed child care setting, but could include administrative time, etc.). A front-line ECE can be an employee, or an owner/operator, and can work full-time or part-time.

**Good standing**: the applicant does not have an outstanding debt owing to the Ministry for which no payment plan or arrangements have been established or there is a breach of any such payment plan or arrangements that have been established. If registered with the Corporate BC Registry, the applicant does not have any outstanding annual reports or any additional infractions. If the applicant holds an ECE certification, it is currently active (not expired or suspended) with the Early Childhood Educator (ECE) Registry and does not currently have open investigations.

**In-Home Multi-Age Child Care**: being a program in which the licensee is a certified educator and personally provides care, within the licensee’s personal residence, to no more than 8 children of various ages.

**Licensed Family Child Care**: being a program in which the licensee personally provides care, within the licensee’s personal residence, to no more than 7 children.

**Licensed spaces**: the number of spaces as reported on the facility licence issued under the [Community Care and Assisted Living Act](#).
Ministry/MCFD: the Ministry of Children and Family Development.

New Community Care Facility Licence: the licence issued to the Recipient under the Community Care and Assisted Living Act.