1. INTRODUCTION

As part of Budget 2018, a one-time Start-up Grant for the creation of Licensed Family or In-Home Multi-Age (IMHA) Child Care will be available to assist eligible responsible adults, Registered Licence-Not-Required (RLNR), and Licence-Not-Required (LNR) child care providers 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, with $750,000 committed per year over the next three years.

Families with children attending licensed child care settings, rather than in the RLNR/LNR settings, may be eligible for a higher subsidy rate under the Child Care Subsidy Program – and in September 2018 the Affordable Child Care Benefit. Licensed providers may also be eligible to apply for Ministry funding, including Child Care Operational Funding (CCOF), the Child Care Fee Reduction Initiative (CCFRI) funding, and/or Childcare BC Maintenance Fund (formerly Minor Capital Funding).

2. WHO CAN APPLY

Eligible Applicants:
- A responsible adult, LNR or RLNR child care provider wanting to start a licensed child care facility who 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. In good standing with the Ministry of Children and Family Development and their local Health Authority.
  d. In good standing with MCFD’s Early Childhood Educator Registry (only applicable if the provider holds an Early Childhood Educator certificate issued by the ECE Registry).
  e. In good standing with their local Child Care Resource and Referral (CCRR) Agency (if applicable).

Ineligible Applicants:
- Individuals who have held a valid Community Care Facility Licence within the past 12 months; and/or
- Providers who have previously received a Start-up Grant.
2.1. **Funding Maximums**

Providers can apply for a grant that offers an initial $500 upfront and up to $500 per space to cover costs associated with becoming licensed (e.g. training, fees, first aid, etc.). 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 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 up to 8 licensed spaces).

3. **HOW TO APPLY**

1. Review the Start-up Grant Funding Guidelines
2. Review the following documents:
   - [Child Care Licensing Regulation](#)
   - [Open a Licensed Child Day Care](#) on the Ministry of Children and Family Development website
   - [Rules for Operating a Licensed Child Day Care](#) on the MCFD website
3. Complete the online [Start-up Grant application form](#). For questions contact Child Care Capital Funding at 1-888-338-6622 (Option 5).

4. **TERMS AND CONDITIONS**

Once approved, the applicant will receive an initial payment of $500 to assist with starting the process to obtain a licence. Upon receipt of a copy of the valid Community Care Facility Licence 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).

Proof of licence is required within one year of receipt of initial funding. Recipients will be required to submit a copy of their valid Community Care Facility Licence to the Child Care Capital Funding Program with a commitment to maintain the licensed spaces for a minimum of three years from the date of licensing.

If a valid licence is not obtained within one year of receipt of the initial funding, applicants are required to contact the Child Care Capital Funding Program to provide an update on the licensing process, after which MCFD may take action to request return of the initial grant.

If the applicant is unsuccessful in obtaining a valid Community Care Facility Licence the initial payment must be returned to MCFD.

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1 A licence under the [Community Care and Assisted Living Act](#) and Child Care Licensing Regulation are 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.
Personal Residence Start-up Grants

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.

5. REQUIREMENTS

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

- Accept families who receive Child Care Subsidy – and in September 2018 the Affordable Child Care Benefit.
- Remain operational for three years from the date the Community Care Facility Licence is obtained.

6. APPENDIX A - DEFINITIONS

Application: means a submission of the Personal Residence Start-up Capital Funding grant application form.

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

Good Standing: means 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. In addition, if the applicant holds an ECE certification, it is currently active (not expired or suspended) with ECE and does not currently have open investigations.

Licensed spaces: means the number of spaces as reported on the facility licence issued under the Community Care and Assisted Living Act.

Ministry: means the Ministry of Children and Family Development.

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

In-Home Multi-Age Child Care: being a program in which the licensee 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 is a responsible adult, and personally provides care, within the licensee's personal residence, to no more than 7 children.

Responsible Adult: any adult over the age of 19, wishing to become a licensed child care provider in their community.