

Community Child Care Space Creation Program

2019 Program & Application Guide

November Intake (*updated October 2019*)

1. Introduction

Across the province of British Columbia, there is currently a significant shortage of licensed child care spaces. Data from the Ministry of Children and Family Development indicates the space shortage is most critical for children aged 0-5 years.

To help fill this shortage, the Ministry of Children and Family Development has established the Community Child Care Space Creation Program to assist local governments in creating new licensed child care spaces, either within their own facilities or in a facility under a long-term lease agreement by the local government.

Community Child Care Space Creation Program

The Community Child Care Space Creation Program awards up to \$1 million to local governments to create new licensed child care spaces within their own facilities for children aged 0-5, with a focus on spaces for infants and toddlers.

This funding is provided through the BC Ministry of Children and Family Development under the Canada-British Columbia Early Learning and Child Care (ELCC) Agreement. The ELCC Agreement allocates a total of \$153 million over three years to improve the delivery of early learning and child care services in BC.

The Community Child Care Space Creation Program is administered by the Union of BC Municipalities (UBCM).

2. Eligible Applicants

BC local governments, including municipalities and regional districts are eligible to apply. Eligible applicants can submit one application per intake.

3. Eligible Projects and Priority Areas

Eligible projects must result in the creation of new, full-time (over four hours per day) child care spaces under the following licence types in the [Child Care Licensing Regulation](#):

- Group Child Care (Under 36 months);
- Group Child Care (30 months to School Age); and/or
- Preschool (30 months to School Age).

In addition, to qualify for funding, projects must be:

- **Updated October 2019:** In a facility or on land owned by the local government or under a long-term lease agreement (minimum 25 years from the date of grant approval, but subject to the Evaluation Committee's discretion) by the local government;
- A new project or new project component (applications for retroactive projects are not eligible to receive funding under this program);
- Completed by the applicant within two years from the date of grant approval;

Funding will be prioritized for projects that will:

- Create child care spaces serving infants and toddlers by becoming licensed as Group Child Care (Under 36 months);
- Create child care spaces serving at least one of the following underserved populations:
 - Children requiring extra support (as defined in the Child Care Licensing Regulation);
 - Lower-income families;
 - Indigenous (First Nations, Métis, and Inuit) families and communities;
 - Young parents (25 years and under);
 - Single-parent families;
 - Recent immigrant and refugee families;
 - Children and families of minority languages and culture;
 - Francophone families.
- Create child care spaces offering services outside of core business hours (i.e. early mornings, evenings, weekends and/or overnight);
- Operate the child care spaces through direct delivery by the local government or public sector organization (i.e. school district) or within a public sector partnership (i.e. in partnership with a non-profit society child care operator), particularly those with expertise in serving underserved populations.

PLEASE NOTE: Full-time child care spaces must operate for over four hours per day, while part-time spaces (including Preschool spaces) can operate for four hours or less per day. When completing the application form, please indicate only the number of full-time or full-time equivalent spaces to be created (e.g. one morning Preschool space and one afternoon Preschool space would represent one full-time equivalent child care space).

Funding from the Childcare BC New Spaces Fund may be used alongside Community Child Care Space Creation program funding, but must be for different spaces and/or licence types – meaning that the same spaces cannot be funded by both funding sources. For example, funding for School Age spaces is unavailable under the Community Child Care Space Creation program, but may be available through the New Spaces Fund. Contact the New Spaces Fund program¹ to discuss questions regarding eligibility to apply to both programs.

¹ Applicants should contact the Child Care BC New Spaces Fund: [1 888 338-6622 \(option 5\)](tel:18883386622) for information about eligibility to apply under both programs.

4. Requirements for Funding

As part of the approval agreement, all approved applicants (and their child care operator[s]) must adhere to the following requirements:

- Commit to continuing licensed child care operations for the following periods:
 - A minimum of five years for projects receiving under \$50,000 of Community Child Care Space Creation Program funding;
 - A minimum of 10 years for projects receiving between \$50,000 and \$500,000 of Community Child Care Space Creation Program funding;
 - A minimum period of 15 years for all projects receiving over \$500,000 of Community Child Care Space Creation Program funding.
- Offer and/or provide service to families eligible for the [Affordable Child Care Benefit](#);
- Ensure services are accessible to children requiring extra support and establish policies to support inclusion;
- Apply to the [Child Care Operating Funding \(CCOF\)](#) program for a minimum of one CCOF term once the spaces become operational;
- Commit to enrolling in the [Child Care Fee Reduction Initiative \(CCFRI\)](#), where eligible, for a minimum of one CCOF term once the spaces become operational;
- Comply with all applicable privacy legislation. Recipients of the Community Child Care Space Creation Program are not authorized under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) to collect, use, or disclose personal information while applying for this program or conducting funded activities, or developing a final report. Personal information is any recorded information about an identifiable individual other than their business contact information, and includes information that can be used to identify an individual through association or inference.

Refer to Appendix 1 for important information on all requirements for funding.
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5. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs approved by the Evaluation Committee, properly and reasonably incurred, and paid for by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Under the Community Child Care Space Creation Program, projects must be located within a facility owned by a local government, or under a long-term lease agreement by the local government, and must result in the creation of new child care spaces. Eligible activities must be cost-effective and may include:

- Construction of a new child care facility and its related infrastructure costs (e.g. water, sewer, road, and sidewalk);

- Purchase of land that will result in the creation of eligible child care spaces (see Section 3) and that will meet the requirements of funding (see Section 4) within two (2) years²;
- Purchase of building and/or assembling a modular building;
- Site development costs;
- Renovations to an existing building or space;
- Project contingency costs³;
- Capital purchases that are essential to project implementation, including:
 - Office equipment;
 - Large appliances (e.g. fridge, stove, dishwasher, etc.);
 - Furniture and equipment (e.g. change tables, strollers, room dividers);
 - Buses and vans (as transport for child care purposes only);
 - Fixtures and equipment required by fire regulations (e.g. fire alarms, exit signs, fire extinguishers);
 - Permanently installed equipment (e.g. whiteboards and bulletin boards, cubbies, lighting fixtures, washroom dividers);
 - Large educational materials (e.g. sand/water tables, art easels);
 - Dramatic play furniture (e.g. activity tables, Indigenous drums/drumming logs, child-sized sink, stove, fridge, and/or work bench);
 - Housewares (e.g. pots and pans, dishes, flatware, brooms, garbage cans, diaper disposal units);
 - Indoor play structures (e.g. climbers, tunnels, mats and cushions);
 - Permanent outdoor equipment (e.g. fencing, covered entrance, outdoor playground prep);
 - Outdoor play equipment (e.g. nature-based landscaping, climbers, basketball hoop, wheeled toys);
 - Accessibility equipment (e.g. wheelchair ramps, lifts, accessible playground equipment, automated doors, modified bathroom equipment).
- Equipment or other capital costs where no building, renovation, or site development costs were incurred, if the equipment is required to:
 - Allow the facility to become licensed under the *Community Care & Assisted Living Act* and the Child Care Licensing Regulation;
 - Allow the facility to become operational;
 - Create new spaces in an existing facility, and ensure those new spaces are compliant with the *Community Care & Assisted Living Act* and the Child Care Licensing Regulation.

² The purchase of land may include a structure on the land if the structure is being used for child care spaces.

³ Project contingency costs should be calculated at a minimum of 10% of the total project costs.

The following expenditures are also eligible, provided they relate directly to the eligible activities identified above:

- Consultant costs (including project management, design/engineering costs, business planning, and project-related professional fees);
- Incremental applicant staff and administration costs;
- Public information costs (e.g. meetings related to the project, translation costs).

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Any costs or activities incurred prior to submitting the application;
- Any costs or activities related to the creation and/or retention of School Age spaces;
- Purchase of software, software licences, or service subscriptions;
- Non-capital items such as toys, art supplies, books, games, and small appliances;
- Legal costs;
- Project-related fees payable to the approved applicant (e.g. permit fees);
- Ongoing costs for existing staff salaries and benefits;
- Costs related to attending conferences or trade shows;
- Directly meeting and/or lobbying any level of government;
- Coordinating or hosting conferences or events;
- Vehicles (other than buses and vans as transport for child care purposes);
- Remuneration and travel costs for elected officials;
- Meals and project travel related expenses;
- Academic research;
- Financing costs and interest charges.

6. Grant Maximum

The Community Child Care Space Creation Program can contribute 100% of the eligible costs – up to a maximum of \$1,000,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

The Community Child Care Space Creation Program is funded by the Government of Canada under the Canada-BC Early Learning and Child Care Agreement. If a project is partially funded by an additional capital program administered by the Government of Canada, the project may be ineligible to receive further funding under the Community Child Care Space Creation Program. Please refer to the funding requirements of the relevant funding program(s)

administered by the Government of Canada for further details on any funding stacking limitations.

7. Application Requirements & Process

Application Deadline

The application deadline is November 22, 2019.

Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

- Completed Application Form;
- Local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management;
- Detailed cost estimates and/or project budget for all proposed eligible activities;
- Floor plans (if available at time of application), site plans, outdoor space plans (conceptual drawings accepted), including details of square metres for retained and new spaces;
- Where applicable, copy of *Community Care & Assisted Living Act* licence(s) for projects proposing to expand an existing child care facility;
- Where applicable, written declaration of other confirmed funding sources (e.g. grant letter);
- Confirmation of partnership with a child care provider (if available at time of application).

It is recommended that all applicants contact their local licensing office prior to application to discuss the child care licence types eligible for funding and licensing requirements. Please see Appendix 2 for resource information related to child care licensing.

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and eligibility criteria have been met. Only complete application packages will be considered for funding.

Following this, the Ministry of Children and Family Development will assess and score all eligible applications as part of a technical review process. Higher application review scores will be given to projects that:

- Address priority areas identified in Section 3;

- Demonstrate significant community partnerships, particularly those with public bodies, non-profit societies, and organizations with expertise in serving underserved populations;
- Are co-located with, or within one kilometre of, public sector institutions (e.g. schools, universities, colleges, and hospitals), or near family-oriented social or supportive housing developments;
- Are from communities with demonstrated need for new child care spaces (through a completed Child Care Action Plan or other planning data);
- Have demonstrated consideration of the principles of universal and accessible design and a commitment to accessibility;
- Have/will have operators with demonstrated organizational capacity and experience, including:
 - Significant experience operating child care facilities/spaces and/or children's services within the community (e.g. licensed summer camps, children's recreational programs);
 - Demonstrated understanding of licensing types and requirements for child care facility licensing (e.g. physical space size, staff-to-child ratios, staffing educational requirements).
- Are cost-effective (based on cost per space), including in-kind or cash contributions to the project from the eligible applicant, community partners, or other grant funding;
- Demonstrate readiness (business plan, bylaw compliance report, confirmation of other funding sources).

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Following technical review, the Evaluation Committee will review all applications, a summary of each technical review, and the provincial, regional, and urban/rural distribution of proposed projects. Funding decisions will be made on a provincial priority basis.

All application materials will be shared with the Province of BC
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8. Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as it is approved and meeting reporting requirements.

Applicants are also responsible for proper financial management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision & Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and which is required to be signed and returned to UBCM.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of

the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Grants are awarded as follows:

- Initial payment: 75% of the approved grant will be awarded at project approval and when the signed Approval Agreement has been returned to UBCM;
- Final payment: 25% of the approved grant will be awarded when the project is complete, reporting requirements have been met, and the full-time child care spaces are:
 - Licensed under the *Community Care & Assisted Living Act* and the Child Care Licensing Regulation as the program type(s) indicated on the applicant's Application Form; and,
 - Operational and approved for the Child Care Operating Funding (CCOF) program and the Child Care Fee Reduction Initiative (CCFRI), per the Requirements for Funding, where applicable.

Note that only projects creating or retaining child care spaces eligible for the CCFRI – i.e. Group Child Care (Under 36 months) and/or Group Child Care (30 months to School Age) spaces – are required to be approved for the CCFRI. Projects creating and retaining only Preschool (30 months to School Age) spaces are only required to be approved for the CCOF program.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application and are based on the proposed number of new child care spaces that will be created. Grant funds are not transferable to other projects. Approval from the Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- A revised application package, including an updated, signed application form, and an updated Council or Board resolution; and
- Written rationale for the proposed changes to activities and/or expenditures.

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within two years of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed six months.

9. Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report package, including the following:

- Completed Final Report Form;
- Financial summary;

- Evidence that the funded spaces are successfully licensed under the *Community Care & Assisted Living Act* and the Child Care Licensing Regulation as the program type(s) indicated on the applicant's Application Form;
- Evidence that the funded spaces are operational and successfully enrolled in the Child Care Operating Funding program (CCOF) and Child Care Fee Reduction Initiative (CCFRI) (where applicable);
- Optional: photos of the project, media clippings, and/or any reports or documents developed or amended with grant funding.

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Final Reports

UBCM will review all final reports to ensure all of the required report elements (identified above) have been submitted.

Following this, all complete final reports and deliverables will be reviewed by the Ministry of Children and Family Development before final payment is made.

All final report materials will be shared with the Province of BC.

The Community Child Care Space Creation Program is funded by the Province of BC. Under Section 85 of the *Financial Administration Act*, all information collected by UBCM on behalf of the Province in relation to disbursement of the funding is provided to the Province.

All information will be stored and retained in accordance with Ministry of Children and Family Development records management policies and procedures. This information could be subject to Freedom of Information requests.

10. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca

Phone: (250) 952-9177

Appendix 1: Requirements of Funding

As outlined in Section 4, approved applicants are required to develop, undertake and complete their approved project in accordance with the following requirements:

- The funding is to be used solely for the purpose of the approved project and for the expenses itemized in the project budget.
- Any unused funds or funds expended on ineligible costs and activities must be returned to UBCM within 30 days following the project end date.
- All expenditures must meet eligibility requirements as defined in the Community Child Care Space Creation Program & Application Guide.
- All project activities may commence on the date that the application was submitted and must be completed within two years of project approval.
- The final report is required to be submitted to UBCM within 30 days of project completion.
- The approved applicant is required to ensure continuing licensed child care operations in the funded new spaces for the following 'Child Care Commitment Periods':
 - For projects receiving under \$50,000 of Community Child Care Space Creation Program funding – a minimum period of five years from the date of completion of the project;
 - For projects receiving between \$50,000 and \$500,000 of Community Child Care Space Creation Program funding – a minimum period of ten years from the date of completion of the project; or
 - For projects receiving over \$500,000 of Community Child Care Space Creation Program funding – a minimum period of fifteen years from the date of completion of the project.
- The approved applicant is required, either directly or through their child care operator(s), to:
 - Offer and/or provide service to families eligible for the [Affordable Child Care Benefit](#);
 - Ensure services are accessible to children requiring extra support and establish policies to support inclusion;
 - Apply to the [Child Care Operating Funding \(CCOF\)](#) program for a minimum of one CCOF term once the spaces become operational;
 - Commit to enroll in the [Child Care Fee Reduction Initiative \(CCFRI\)](#), where eligible, for a minimum of one CCOF term once the spaces become operational.

Note: only projects creating or retaining child care spaces eligible for the CCFRI - i.e. Group Child Care (Under 36 months) and/or Group Child Care (30 months to School Age) spaces - are required to be approved for the CCFRI. Projects creating and retaining only Preschool (30 months to School Age) spaces are not eligible to apply for the CCFRI and so are only required to be approved for the CCOF program to receive their final payment.

CCOF and CCFRI eligibility criteria and assessment processes are subject to change as the Ministry of Children and Family Development continues to improve the application process to better meet the needs of families and child care providers.

Approved applicants under the Community Child Care Space Creation Program are responsible for ensuring the provider operating the new spaces will be able to meet the eligibility requirements for CCOF/CCFRI, and that the provider remains current on the policy requirements for each program.

- The approved applicants and their child care operator(s) are required to comply with all applicable privacy legislation. Without limiting the foregoing, the approved applicant and their child care operator(s) must ensure that any personal information they collect, use, or disclose about an identifiable individual as part of the approved project is disclosed only in Canada and only in accordance with the following legislation, as applicable: *Freedom of Information and Protection of Privacy Act*, the *Child Family and Community Service Act*, the *Community Care and Assisted Living Act*, the *Personal Information Protection Act* or other applicable legislation.

Recipients of the Community Child Space Creation Program are not authorized under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) to collect, use, or disclose personal information while applying for this program or conducting funded activities, or developing a final report. [Personal information](#) is any recorded information about an identifiable individual other than their business contact information, and includes information that can be used to identify an individual through association or inference.

Appendix 2: Resources

In addition, the following resources are available:

- **Information on child care licence types:** <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/licensed-unlicensed-child-care>
- **A Guide to Community Care Facility Licensing in British Columbia:** https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/child-day-care/a_guide_to_community_care_facility_licensing_in_british_columbia_update_spring_2018.pdf
- **Community Care and Assisted Living Act:** http://www.bclaws.ca/civix/document/id/complete/statreg/02075_01
 - **Child Care Licensing Regulation:** http://www.bclaws.ca/Recon/document/ID/freeside/332_2007
- **Open a Licensed Child Care Facility:** <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/running-daycare-preschool/open-licensed-child-day-care/licensed-child-care-facility>
- **Rules for Operating a Licensed Child Care Facility:** <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/running-daycare-preschool/rules-operating-licensed-day-care>
- **Information on the Child Care Operating Funding (CCOF) program and the Child Care Fee Reduction Initiative (CCFRI):** <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/running-daycare-preschool/child-care-operating-funding>
- **Childcare BC New Spaces Fund: Create New Spaces:** www.gov.bc.ca/childcare/newspacesfund
- Information on BC Building Code [accessibility requirements](#) (minimum requirements for all new construction, building alterations, repairs, and demolitions in British Columbia outside of the City of Vancouver and some federal lands).