



City of Richmond
CHILD CARE DEVELOPMENT GRANT
APPLICATION INFORMATION

The Child Care Development Advisory Committee of the City of Richmond is pleased to announce that the City has made limited funds available through the Child Care Development Statutory Reserve Fund to assist (1) non-profit licensed child care providers and (2) non-profit societies supporting the provision of child care, with capital funding to develop and enhance the delivery of child care services to the families of Richmond.

Funding is available to assist non-profit licensed child care providers with a **one-time capital expense** that will improve the quality, availability and accessibility of child care in Richmond (e.g., equipment, furnishings, playground improvements, minor renovations). Other non-profit societies may apply for capital expenses that support quality child care programming and professional development (e.g., equipment, supplies, manuals) for the enhancement of care provided by any or all licensed or registered Richmond child care providers.

Priority will be given to applications supporting infant/toddler and school-age care, identified as priorities in the 2009 – 2016 Richmond Child Care Needs Assessment and Strategy.

Applications are to be submitted to:

City of Richmond Child Care Development Advisory Committee
6911 No. 3 Road, Richmond, BC V6Y 2C1
Attention: Lesley Sherlock

Phone: 604-276-4220
Fax: 604-276-4132
E-mail: lsherlock@richmond.ca

- **Please provide four complete copies, including attachments**
- **Please clip; do not bind**

Application deadline:

Friday, May 6, 2011

Applications are to include the following:

1. Summary:
 - a) a brief overview of the intent and scope of the proposed use (e.g., for equipment, furnishings, playground improvements) and the amount of funding required;
 - b) documentary support of costs.
2. Background:
 - a) an outline of how the funds will be used if granted;
 - b) supporting documentation sufficient to demonstrate the need for funds;
 - c) letters of support should be included if applicable.
4. Plans:
 - a) a detailed description of how the funds would be used to enhance the delivery of child care services (e.g., improve quality, availability, accessibility) within the City of Richmond. Applications should include:
 - (i) time-line;
 - (ii) budget;
 - (iii) indication of all other sources of funding or contributions available to help satisfy the request.
5. Information about the applicant:
 - a) an overview of the child care programs and services provided in the last five years;
 - b) the number and age groups of children currently served;
 - b) letters of incorporation or society number;
 - c) list of board of directors;
 - d) contact person;
 - balance sheet and statement of revenue and expenditures;
 - f) copy of licence or interim licence;
 - g) minutes of the last Annual General Meeting.
 - h) Financial Statements, including a Balance Sheet
 - a. The Society's audited financial statements for the most recent completed fiscal year including the auditors' report signed by the external auditors, OR one of the following alternatives:
 - b. If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors.
 - c. If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors.
 - d. If neither a, b, or c are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors
 - i) The Society's current fiscal year operating budget.

All submitted materials become the property of the City of Richmond and decisions on all grants rest with Richmond City Council.

Grant requirements:

- Funds must be used within one year of receipt by a successful applicant.
- All applicants who are successful in obtaining a grant must provide a photo to the Child Care Development Advisory Committee documenting the use of the funds made possible by the grant, and the benefits received, as soon as complete (within one year of receipt).
- In addition, the grant received should be mentioned in any newsletter published by the organization.

Please see the attached City of Richmond's Child Care Development Policy.

Please remember that the deadline for applications is **Friday, May 6, 2011**. Late submissions will not be accepted.

Questions may be directed to:

Lesley Sherlock
Social Planner
City of Richmond
Phone: 604-276-4220
E-mail: lsherlock@richmond.ca