



City of Richmond

Child Care Grant Program Guidelines

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What are the Child Care Grants?

The Child Care Grant program provides funding to community organizations that provide licensed child care services and/or professional and program development opportunities in Richmond and advance the City's child care priorities. Child care grants are funded through the City's Child Care Reserves. The City's ability to provide grants is subject to available funding and there may be years when the grant program(s) are not offered.

What are the City's Child Care Priorities?

The Richmond Child Care Strategy 2024–2034 is intended to identify, analyze and provide valuable insights into the current and future needs for child care in Richmond.

The vision of the Strategy is that 'the community has access to a range of affordable, accessible, inclusive and quality child care options, that support and enhance child development, learning and growth and meets the needs of families who work or live in Richmond.' To address this vision, the Strategy prioritizes five strategic directions:

- **Create and Maintain Child Care Spaces**
- **Quality, Inclusivity and Accessibility**
- **Advocacy**
- **Collaboration**
- **Education and Information**

Child Care Grant applicants must clearly demonstrate alignment with the Strategy. For additional information about the City of Richmond's Child Care Strategy 2024—2034 and Child Care Development Policy, please visit the City's website at www.richmond.ca/culture/social/child-care.

Grant Program Timeline

The graphic below outlines the annual grant cycle. The application window typically opens in mid-September and closes in mid-October, followed by the City's review and assessment period. Grant recommendations are brought forward for Council's consideration in February of the following year and once approved, funds are disbursed in April.

A Grant Use report is required at the end of the funding term. If an applicant intends to re-apply for the next intake period, the Grant Use Report must be submitted by September before the new application window opens. Otherwise, the Grant Use Report is due in March of the following year.



Who Can Apply

Applicants must:

- Be a non-profit society registered in British Columbia or be a charitable organization registered in Canada; and
- Meet one of the following criteria:
 - For the Child Care Capital Grant, deliver licensed child care in Richmond and seek to improve the quality of care in their facility; or
 - For the Program and Professional Development Grant, support quality programming and/or provide professional development opportunities for the broader child care community in Richmond.

Who Cannot Apply

- For-profit organizations
- Individuals
- Political parties and organizations
- Public and private schools, including post-secondary educational institutions or societies seeking funding for school-based programs

- Organizations that primarily fund other organizations (e.g. grants) or individuals (e.g. scholarships)
- Other, as determined by Council

Funding Streams

The Child Care Grant has two funding streams:

Capital Grant: Supports the acquisition or upgrade of physical assets (e.g. furniture, equipment, renovations, playgrounds) in licensed child care facilities that will improve the quality, availability and accessibility of licensed child care in Richmond.

Professional and Program Development Grant: Supports the development and delivery of professional and program development opportunities in Richmond (e.g. training, workshops, lending libraries). The initiatives must be available and benefit the broader child care community in Richmond (rather than a few specific individuals or facilities). The necessity and benefit of the initiative to the child care community must be demonstrated.

Eligible Expenses

Capital Grant

- Capital equipment (e.g. durable, non-consumable items purchased for ongoing program operations that have a useful life extending beyond one year)
- Furnishing
- Building renovations
- Playground improvements

Professional and Program Development Grant

- Workshop presenter costs
- Workshop materials (e.g. workshop kits, resource books)
- Overhead costs (e.g. event space rental fees, audio-visual equipment rental)
- Books, toys, materials and equipment for lending libraries

Ineligible Expenses

Capital Grant

- Operating expenses (e.g. rent, utilities, salaries)
- Supplies (e.g. toys, games, books, small kitchen equipment)
- Consumable materials (e.g. paint, markers, paper, play sand, clay)
- Political activities including, but not limited to:
 - Promoting or serving a political party or organization
 - Lobbying of a political party, or for a political cause or campaign
 - Programs and services delivered in partnership with political parties and organizations*



* Programs and services receiving funding from the provincial and/or federal government are still eligible to apply.

Professional and Program Development Grant

- Operating expenses (e.g. rent, utilities, salaries)
- Social activities (e.g. photobooth)
- Food and drink
- Decorations
- Staff transportation
- Funding for individual staff to register for or attend courses or workshops
- Political activities including, but not limited to:
 - Promoting or serving a political party or organization
 - Lobbying of a political party, or for a political cause or campaign
 - Programs and services delivered in partnership with political parties and organizations*



Note: The City of Richmond recognizes the need for capital and operating funding to support child care programs. Funds are available to support child care operators through the Provincial ChildCareBC Program, including:

- Child Care Operating Funding – to assist with the day-to-day costs of running a licensed child care facility. To learn more about operating funding opportunities, visit the Provincial Government's [Child Care Operating Funding](#) website;
- Training and Professional Development Funding – to assist with professional development and upgrading. To learn more about these funding opportunities, view the Province's [Child Care Recruitment and Retention Strategy](#); or
- Visit Westcoast Child Care Resource Centre's [funding webpage](#).

How to Apply

- Visit CityGrants.richmond.ca to create an account and log in to apply.
- Complete the online application form by the deadline.
- Upload required supporting documents (refer to the list below).

Required Documents Checklist

The following documents are required and must be uploaded through the online system as part of the application package.

- ☐ [Certificate of Incorporation](#) and/or [Notification of Registration](#) (Proof of charitable status under the Income Tax Act); in addition to:
- ☐ [Certificate of Name Change](#) (if Certificate of Incorporation does not match organization's current legal name);
- ☐ [Current constitution](#) (or equivalent);
- ☐ [Current bylaws](#);
- ☐ [Current list of Board of Directors, Officers and Executive Directors](#);
- ☐ [Most recent Annual General Meeting minutes](#);
- ☐ [Current year's operating budget](#);
- ☐ [One of the following types of financial statements](#):
 - ☐ Audited financial statements from the last completed fiscal year signed by external auditors; or
 - ☐ Review engagement report from the last completed fiscal year signed by external auditors; or
 - ☐ Compilation engagement report from the last completed fiscal year signed by external auditors; or
 - ☐ Financial statements from the last completed fiscal year endorsed by two signing officers of the Board of Directors;
- ☐ [Provincial Child Care License\(s\)](#) (if applicable);
- ☐ [Proposed Budget Form](#) (itemized project budget, including two quotes for each item (details included in *Proposed Project Budget Form* available on the City's grant website);
- ☐ [Licensed Capacity and Current Enrolment by Program Form](#);
- ☐ [Documentation to demonstrate the need for funds](#);
- ☐ [Two letters of support](#) (these may not be from staff or board members); and
- ☐ [Declaration Form](#).

How Applications Are Evaluated

Applications are assessed in the following three categories described in the table below.

Category	Criteria	Description
Strategic Alignment	Target population	Child care program must be located in Richmond. Primarily serves Richmond residents.
	Priority alignment	Aligns with the City's child care priorities.
	Implementation plan	Provides a clear, feasible and sustainable plan outlining key activities, deliverables, benefits and required resources.
Impact	Community need	Demonstrates a clearly defined need for equipment or program.
	Community Benefit	Demonstrates benefits, such as improved quality of services.
Capacity	Organizational capacity	Demonstrates that the organization is financially stable and has sufficient capacity to deliver the proposed activities, including administrative capacity and governance structure.
	Realistic budget	Budget items are relevant and appropriate in relation to anticipated impact.
	Financial cost-sharing	Demonstrates that external funding (other than from the City) has been sought.

Important Applicant Information

- Applications will not be accepted past the stated deadline.
- Meeting the eligibility criteria does not guarantee funding.
- The City Grants Program is highly competitive and consistently oversubscribed. Strong proposals may not be funded and approved applicants may receive less than the amount requested.
- Receiving a grant in one cycle does not guarantee funding in future years.
- Council's decisions are final and there is no appeal process.

Reporting and Acknowledgement Requirements

Following Council approval, successful organizations can expect the following:

- An approval letter and a cheque will be issued to support implementation of the funded proposal.
- A Grant Use Final Report must be submitted within one year of receiving funding or, if re-applying, before the next grant intake.
- Organizations receiving a grant of \$50,000 or more must also submit a Grant Use Interim Report. Supporting documentation may also be requested at any point during the funding term.
- City support must be acknowledged in all communications and promotional materials related to the funded activities. An electronic City logo package will be provided to grant recipients upon request after funding has been awarded.

Available Resources

The following documents are available at richmond.ca/CityGrants to support applicants during the application process.

- Applicant Worksheets
- City Grants Online Application User Guide
- Declaration Form
- Proposed Budget and Licensed Capacity and Current Enrolment by Program Form

Contact Us

For further information, visit richmond.ca/CityGrants or contact the Grant Administrator at ChildCare@richmond.ca.