



City of Richmond

Child Care Grant
Applicant Worksheet
(Professional Development)



Purpose of the Applicant Worksheet

This document provides applicants with a complete list of questions included in the Child Care Grant eligibility form, application forms for the Child Care Professional Development Grant and grant use report forms. It is designed to help applicants prepare and draft their responses before submitting materials through the online grant application system at <https://CityGrants.richmond.ca>.

Before You Apply

- Review the **grant guidelines** carefully to ensure your proposal aligns with grant eligibility criteria and the City's strategic priorities, and to determine which City Grants Program best fits your proposal.
- Attend a **grant information session** to learn more about program updates and strategies for submitting a strong application.
- Download and use the **applicant worksheets** to draft your responses before completing the online application, and ensure your responses are within the **specified word limit**.
- Gather all required **supporting documents** before starting your application.
- Provide **clear and specific information** about your proposed activities, timelines, target population, intended outcomes and evaluation plan.
- Ensure your proposed **budget is realistic** and aligns with the scope of your proposal.
- Review your application carefully for **completeness and accuracy** before submitting.
- Submit application **before the deadline** as late submissions will not be accepted.

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Section 1: Application Intake Stage

Child Care Grant Eligibility Form

1. Are you a registered non-profit and/or charitable organization?
 - ☐ Yes
 - ☐ No

2. Does your grant proposal primarily serve Richmond residents?
 - ☐ Yes
 - ☐ No

3. Does your organization provide child care or support the provision of child care services?
 - ☐ Yes
 - ☐ No

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To proceed with the application, you must meet the eligibility requirements in **Questions 1-3** and answer "Yes" to each question. If you answer "No" to any of the questions, you will receive an email indicating that you are not eligible for the Child Care Grant Program.

This completes the Child Care Grant Eligibility Form. Please submit your responses through the online grant application system.

Child Care Application Form (Professional Development)

Organization Summary

Part A – Applicant Information

Organization/Society Name:	
Address:	
City:	
Postal Code:	
Primary Contact:	
Position:	
Email:	
Phone:	
Website:	

Part B – Organizational Credentials & Governance Documents

Organization/Society Number:	
Charitable Number (optional):	
Incorporation date (YYYY/MM/DD):	

Please upload your Certificate of Incorporation (must match your organization's current legal name) and Certificate of Name Change (if applicable), [Maximum 2 attachments]

Please upload a current list of Board of Directors, Officers and Executive Directors (include addresses and contact information) [Maximum 1 attachment]

Please upload one of the following required documents. [Maximum 1 attachment]

- Current constitution (or equivalent)
- Current bylaws

Part C – Organizational Overview

Tell us about your organization (e.g. history, vision and mandate)

Upload Additional Information (optional)

Describe Programs and Services provided in the past 5 years

Has your organization received a form of operating and/or ongoing financial support from the City in the last year, including but not limited to core funding, annual operating grants (Excluding the City Grants Program), service or facility use agreements, including nominal leases, permissive tax exemptions or staffing supports?

If so, please describe:

Part D – Organizational Financial Position

Please upload your operating budget for the current year. [Maximum 2 attachments]

Please select one of the following types of financial statements to upload:

- ☐ Audited financial statements from the last completed fiscal year signed by external auditors
- ☐ Review engagement report from the last completed fiscal year signed by external auditors
- ☐ Compilation engagement report from the last completed fiscal year signed by external auditors

- Financial statements from the last completed fiscal year endorsed by two signing officers of the Board of Directors

Upload a file: Based on selection above [Maximum 1 attachment]

Please upload most recent Annual General Meeting Minutes. [Maximum 1 attachment]

Part E – Grant Proposal

Grant Proposal Title:

Describe in detail, the purpose of the grant:

Describe how these funds will be used to enhance child care service delivery (e.g. improve quality, availability, inclusion or accessibility)?

Describe how this request aligns with the current City priorities as outlined in the [Child Care Strategy 2024-2034](#)?

Describe who will benefit from the grant, if received, including which programs, the number of children, families and/or staff impacted:

Part F – Grant Budget

Grant Amount Requested:

Attach the completed [Proposed Project Budget Form](#) outlining the itemized budget identifying two quotes for each item requested (required)

Additional Budget Notes (optional)

Do you have any other funders or partners who will be assisting with this capital project?

☐ Yes, please explain:

☐ No

What additional resources of funding or contributions will be used to complete the proposed grant project?

Part G – Additional Supporting Documents

Attach a document containing photographs and/or screenshots of items for both quotes and any supporting information. (required)

Attach a minimum of two letters of support. These may not be from staff or board members. (required)

Attach any additional supporting documentation demonstrating need for the grant funds.

Child Care Grant Submission

Part A – Collection Notice

This information is collected by the City of Richmond under Section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) and will be used to determine eligibility for the City Grant Program, program administration and evaluation. By applying online for a City grant you are consenting to the collection of your personal information in this manner and for the purposes described above. Should you have any questions about the collection of this personal information, please contact the Freedom of Information (FOI) Coordinator at FOI@richmond.ca or phone 604-276-4000.

Part B – Declaration Form

Attach the completed [Child Care Grant Declaration Form](#) (required)

This completes the Child Care Application Form. Please submit your responses through the online grant application system.

Section 2: Reporting Stage

Child Care Grant Use Final Report

All Child Care Grant Recipients are required to submit a Grant Use Final Report within one year of receiving funding or, if re-applying, before the next grant intake. The purpose of the Final Report is to document the benefits received, budget details and to demonstrate that City funds have been used appropriately. Professional Development Grant Use reports must include an event photo, copy of workshop resource, promotional materials and/or photos of specific items purchased.

Organization Name:

Grant Proposal Title:

Total Amount Awarded: *Auto-calculated*

Provide a summary of how the grant funds were used:

Provide a summary of the benefits received:

Budget:

Expenses	\$
GST	
Total Expenses	

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Revenue	\$
Child Care Grant	
Total Revenue	

Surplus/Deficit: *Auto-calculated*

Additional Notes

Please upload proof of payment of all listed grant expenses. If photos include individuals, please upload appropriate photo release waivers.

This completes the Child Care Grant Use Final Report. Please submit your responses through the online grant application system.