Child Care Grants
Program Guidelines

Child Care Grants - Program Guidelines

Introduction

The City of Richmond provides grants to non-profit societies who provide child care services within the City's geographic boundaries. Child Care grants are funded by voluntary community amenity contributions from developers. These funds are held in the Child Care Development Reserve or the Child Care Operating Reserve. The ability to provide grants is subject to available funding and there may be years when the grant program(s) are not offered. For more information about the City of Richmond's approach to supporting child care services, please see the attached *City of Richmond's Child Care Development Policy*.

Eligibility

Non-profit societies that either (1) provide child care services or (2) support the provision of child care services are eligible. Applicants may be either non-profit child care providers seeking to improve the quality or capacity of care in their facility, or non-profit societies supporting quality programming and/or providing professional development opportunities for the broader child care community in Richmond.

Purpose

Child care grants are available for both: (1) capital and (2) professional and program development expenses. These purposes are outlined below.

(1) Capital

Capital grants are provided to acquire or upgrade physical assets such as property, buildings and equipment. Funding is available for a **one-time capital expense** that will improve the quality, availability and accessibility of child care in Richmond, such as: equipment, furnishings, renovations, playground improvements. For equipment to qualify as a capital expenditure, it must be of long-term use and durability (e.g., an easel would qualify; art supplies would not).

(2) Professional and Program Development

Non-profit societies developing or providing professional and program development opportunities (e.g., training, workshops) are eligible to apply for funding. The initiatives must be of benefit to the broader child care community in Richmond, rather than to a few specific centres. The need for and benefit to the child care community must be demonstrated.

Priorities

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.

Online Grant Application Process

The City of Richmond has moved to an online grant application process. Please refer to the *City of Richmond Child Care Grant Program - City Grants Web-based System Grant Applicant User Guide* which is posted on the City's web site. The guide provides tips and illustrations for all sections of the grant application. In preparation for submitting an application, please have electronic documents in a location on your computer so they can be attached as requested. The user guide lists the preferred file formats for documents, spreadsheets and pictures. There are also forms posted on the City's web site that you can use to provide information on licensed capacity, project budgets and project timelines. If your Society previously received a child care grant, you will need to submit a grant use report to explain how the funds were used. This information must be submitted in order to be considered for a new grant. Here is a list of the items to have ready for attaching to your application:

- Society Incorporation Certificate, Contact List for the Society's Board of Directors, Officers and Executive Director, Most Recent Annual General Meeting Minutes, Provincial Child Care License(s), Last Year's Financial Statements or Audited Statement, Current Year Operating Budget, Itemized Project Budget, Project Timeline, and Support Letters; and

- If you received a grant in the previous year, you will need to submit a grant-use report documenting how the awarded funds were used and to what benefit. This is required in order to be eligible to apply for a grant in the current funding year.

Applications are to include the following:

Step 1 - Applicant Contacts:

a) Society name
b) Society number issued by the BC Registry Services at the time of incorporation
c) Society web site if applicable
d) Contact names for the Society, e.g., an executive director, program manager or Board member
e) Contact members role in the Society
f) Society's address, postal code, phone number, and e-mail address

Step 2 - Applicant Information:

   a) Briefly outline the Society's history, mandate, goals and objectives of your organization.

   b) Describe the programs and services provided in the last 5 years.

   c) If the Society delivers licensed child care programs provide the licensed capacity and current enrolment by type for each program offered, referred to in the Society's Provincial Child Care License(s).

   d) Attach a copy of the Society's Provincial Child Care License(s) as issued by Vancouver Coastal Health Community Care Facilities Licensing.

   e) Attach a list of the Society's Board of Directors, Officers, and Executive Director, including their addresses and contact information.

   f) Attach minutes of the most recent annual general meeting.

   g) Attach Last Year's Financial Statements or Audited Statement including balance sheet for the recently completed fiscal year, including the auditor's report signed by external auditors, or one of the following alternatives:

- 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;

- 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; or

- If none of the above are available, financial statements for the most recently completed fiscal year endorsed by two signing officers of the Board of Directors.

   h) Attach an operating budget for the current year.

Step 3 - Grant Program:

Capital Grants or Professional and Program Development Grants

   <u>Capital Grants</u>:

   a) Purpose of the grant - what is the intent of the proposed grant (e.g., for equipment, furnishings, playground improvements, other?). If you select "other" please provide a description of what capital project you wish to undertake.

   b) Provide a detailed description of how the funds would be used to enhance the delivery of Richmond child care services (e.g., improve quality, availability, accessibility).

   c) Describe who will benefit from the grant if received, e.g., for Capital Grants: the number and age groups of children who will benefit.

   <u>Professional and Program Development Grants</u>:

d) Purpose of the grant – Describe how the funds will be used to enhance the child care service delivery, support skill development of early childhood educators, and benefit the broader Richmond child care community.
e) Describe who will benefit from the grant, if received (e.g., child care educators).

<u>For both Grants Programs:</u>
f) List any partners who will be assisting with the project (e.g., any other funders, volunteers, or companies who will be money, services, in-kind assistance or other contributions).
g) Provide a dollar figure for the requested grant amount.

<u>Supporting Documents:</u>
h) Provide supporting documents - you will be asked to attach copies of the following:
   - An itemized budget for how grant funds will be used;
   - Additional supporting information for the projected costs (e.g., workshop presenters quotes or 3 quotes from suppliers/trades for Capital projects); and
   - Additional sources of funding or contributions that will be used to complete the grant project.
   - A timeline for completing the project and using the grant funds.
i) Documentation to demonstrate the need for funds (this could be a letter from the Board, a letter from a building consultant/inspector or an inspection report from Child Care Facilities Licensing).
j) Letters of support if applicable.

Terms and Conditions

The Terms and Conditions section of the grant application discusses the following expectations for grant applicants:
- Any grant applicant who has awarded funds previously by the City must, if not already provided, submit a report documenting use of those funds and describe the benefits received before their current application can be considered.
- Funds must be used within one year of receipt by successful applicants.
- All grant recipients must provide a photo (for capital grants only) and a report documenting the use of the funds and the benefits received, as soon as complete (at the latest, one year following receipt) to the Child Care Development Advisory Committee.
- In addition, the grant received should be mentioned in any newsletter published by the organization and the City of Richmond logo included in any related publicity.

Consent to these terms will be requested as part of the application process.

Review Process and Approval Process

Grant submissions are first reviewed by City staff from the Community Social Development Division to determine eligibility and completeness. The City of Richmond's Child Care Development Advisory Committee reviews the grant applications and makes recommendations to City Council. These are summarized by staff into a report that is presented to Council for their consideration. All decisions concerning the approval of Child Care grants are made by Council. These decisions are final and there is no appeal process.

Submit an Application

The City of Richmond has an online web based grant application. The *Child Care Grants Program Guidelines* and the *Child Care Web-based System Grant Applicant User Guide* are useful resources to assist you with filing an online grant application. Only electronic applications will be accepted.

Application Deadlines and Decisions

The deadline for submitting a grant application will be determined annually. Late applications are not accepted. Please visit the City's grants web site for more information on the grant program and important application deadlines: www.richmond.ca/citygrants

If you have questions about applying for a child care grant, please contact:

Chris Duggan
Child Care Coordinator
City of Richmond – Community Social Development
Phone: 604-204-8621
E-mail: cduggan@richmond.ca