

## 2019 Childcare Program Development Grant Application – Explanatory Notes

***Please use these notes as a guide when completing Form 3, “Program Budget and Client Profile”***

The following notes provide further details about the financial and related information requested on page 1 of the 2019 **Childcare Program Development Grant** Application. This information has been streamlined, with fewer details now required for smaller expense items.

A primary objective of this streamlined approach, with explanatory notes, is to achieve greater clarity and consistency with the reporting of financial and related information that is regularly produced for child care programs. If you have any questions about how to report your information, or if the information requested is not readily available in your organization, please contact Lynell Anderson at lynellanderson74@gmail.com.

1. **Monthly Fee:**
  - **Total fee** – before any provincial funding provided to reduce all parent fees (Fee Reduction Initiative, Prototype funding)
  - **Parent portion** – monthly fee charged to all parents. Programs receiving Prototype funding, please report maximum monthly fee (approximately \$200/month).
  - **Portion covered by Fee Reduction Initiative or Prototype funds**, if applicable – the difference between the total fee and the parent portion.
2. **Fiscal Year:** the 12-month period used for accounting purposes, including budgets and financial statements. The federal and provincial governments generally use a March 31 fiscal year end, while the City of Vancouver uses a calendar year end (December 31). Organizations choose their fiscal year end, and both March 31 and December 31 are popular options.
3. **Parent Fees and Affordable Child Care Benefit:** if your organization’s accounting system tracks the fees paid directly by parents separately from the individualized fee subsidies paid by MCFD (i.e., *Affordable Child Care Benefit* - previously *Child Care Subsidy*), then report them separately on this application. If you do not track the fees separately, then report the total under the ‘Parent Fees’ line item and leave the Affordable Child Care Benefit line blank.
4. **MCFD Funding (CCOF):** in 2019, this funding has three components:
  - **Baseline** – annual CCOF funding that does not include funds for the Fee Reduction Initiative, if applicable, or Wage Enhancement.
  - **Fee Reduction Initiative** – annual funding specifically for the Fee Reduction Initiative, which started in 2018 for eligible providers
  - **Wage Enhancement** – estimated annual funding specifically for the Wage Enhancement. Payments to eligible organizations, for eligible staff, will begin in 2019 (with a portion retroactive to the Fall of 2018).

Report MCFD Prototype Funding under the line item “MCFD Childcare Funding (Other)”, described in #5 below.

5. **MCFD Child Care Funding (Other):** includes estimated annual Prototype funding plus any other MCFD child care funding not included elsewhere, such as funds received through the Childcare BC Maintenance Fund (formerly Minor Capital Funding).
6. **Inclusion/Special Needs Funding:** additional funding received to support inclusion, including child-specific special needs funding.

7. **Other (please list below if over \$5,000):** put your total combined revenue from all other sources into this line item. However, if one of these other revenue sources is **greater than \$5,000**, in either 2018 Actual or 2019 Budget, do not include it in the total but list it separately.

Similarly, in each of the expense categories below, combine all other expenses for each category into one total for 'Other', except single expense items that exceed \$5,000 – in which case those expense items should be removed from the total and itemized separately.

8. **Salaries for Program Staff:** all staff working directly in the program, including casual and substitute staff, for the majority of their time (minimum 50%).
9. **Benefits:** the employer portion of all benefits including, but not limited to, CPP, EI, health and dental, WorkSafe BC. Some organizations refer to benefit costs as MERCs.
10. **Professional Development:** includes registration, conference, tuition, course fees, books and materials paid for by the organization, as well as the costs associated with in-house professional development such as professional fees, facilities and food.
11. **Childcare Program Management and Support:** costs specifically associated with managing and administering the organization's child care programs such as co-ordination, waitlist administration, funding applications and administration (including Affordable Child Care Benefit), staffing costs and/or professional fees associated with quality enhancement processes, etc.

Note: If your organization classifies some or all of these costs under "Administration", and re-classifying them here is not practical, please attach a note of explanation.

12. **General program costs:** in addition to the examples provided, includes the costs of diapers, books, and non-capital program items. The latter are generally consumables and small equipment items that are inexpensive and short-lived, not major capital equipment such as a new playground or fridge. (Major capital equipment is not normally included in the operating budget.)
13. **Food costs:** includes all meals and snacks, and the costs of a cook, if the cook is employed solely for the food program (i.e., does not work directly with the children/count toward floor ratio).
14. **Transportation:** includes program-related transportation costs such as public transit, vehicle operating costs and the costs of a driver, where applicable.
15. **Maintenance/Repairs:** includes costs such as gardening, fire inspection/monitoring, security and garbage removal.
16. **Management and Administration Fees:** typically, these costs are allocated across all or most programs on a consistent basis (e.g. % of revenue). They represent the centralized costs of managing and administering the organization, which are not directly attributed (or charged) to individual programs. Costs often include an allocation for management and executive staff and offices, human resources, legal & accounting services, communications, information technology, etc.
17. **Office and general:** includes administrative costs not identified elsewhere including, but not limited to: telephone, insurance, internet, bad debts, advertising, bank charges, fundraising costs, etc.
18. **Surplus (Deficit):** the surplus or deficit is calculated once all the revenues and expenses are entered, and in the last column it is expressed as a % of Total Revenue. If a deficit greater than 10% of Total Revenue is projected in the 2019 Budget, you must provide additional information on page 2.