

## INFORMATION GUIDE: 2019 CHILDCARE PROGRAM DEVELOPMENT GRANT

**Deadline: Friday, March 29, 2019 at 4:30 pm**

This guide provides information about the criteria and application process for the *Childcare Program Development Grant*. This grant is one of the many offered through the Social Policy and Projects Grants Program. Other grant programs are detailed on the City's web page:

[www.vancouver.ca/people-programs/community-grants](http://www.vancouver.ca/people-programs/community-grants)

### PURPOSE

The *Childcare Program Development Grant* is intended for non-profit organizations that are developing new programs or expanding existing licensed group childcare or school age care programs operating within the city of Vancouver. Stand-alone preschool programs and childminding programs are *not* eligible for this grant. School-age care programs that also host preschool programs are eligible, and should apply using the information from their school age care license.

### DEADLINES

Beginning in 2019, there will be two application intakes per year for *Childcare Program Development Grants*. The first application deadline is March 29, 2019. Subject to availability of funds, the second deadline will be in the fall of 2019. Please visit our website for updates:

<https://vancouver.ca/people-programs/community-grants.aspx>

### ELIGIBILITY

#### **Primary**

An organization must:

1. Be a registered non-profit society, community service co-op or social enterprise wholly governed by a non-profit and in good standing with the Registrar of Companies; OR a registered charity, in good standing with the Canadian Revenue Agency; OR a First Nations Band;
2. The Organization has an independent, active governing body composed of volunteers. No staff member can be a voting member of the Board or Executive.
3. The Organization's by-laws must have provisions that no Board member can be remunerated for serving as a director.
4. The organization must demonstrate accommodation, welcomeness and openness to people of all ages, abilities, sexual orientation, gender identities (including trans\*, gender-variant and two-spirit people), ethnicities, cultural backgrounds, religions, languages, under-represented communities and socio-economic conditions in its policies, practices and programs, except in instances where the exclusion of some group is required for another group to be effectively targeted.
5. The Organization shall not act in the capacity of a funding body for, or make grants to, other groups or organizations.
6. The Organization must have the demonstrated functional capacity and sufficient financial resources to complete the project for which funding is sought.
7. Deliver the funded program in Vancouver to Vancouver residents.

#### **Program**

1. If applying for a grant for an existing or planned infant/toddler and/or 3-5 year childcare program, *existing* programs MUST have opted-in to the Child Care Fee Reduction Initiative funded by the Province of British Columbia, and *planned* programs must be committed to opting in when the program is established; and

2. To be eligible for a Program Development grant, the fees charged by your program must be at or below the citywide average, as determined by the Westcoast Childcare Resource Centre Society's fee survey. See Appendix A.

Exceptions to the above criteria may be approved at the discretion of the Managing Director of Social Policy & Projects. The City also reserves the right to apply other evaluation criteria that it deems relevant.

## **ALLOWABLE EXPENSES FOR PROGRAM DEVELOPMENT GRANTS**

Funds are to be used for non-capital expenditures and may include such things as:

- Planning work to assess community needs;
- Incorporating and licensing a centre;
- Developing policies and procedures;
- Recruiting and/or training staff;
- Board development; or
- Fundraising for capital costs and operating expenses during the start-up phase.

Program supplies (such as books, toys, art supplies, etc.) are eligible, up to a maximum of 20% of the total grant amount. Grants cover expenses incurred any time in 2019. If your program expanded, or was newly created, earlier this year and work is complete, you may still be eligible for funding through this program. Please contact us if your project was completed before the application deadline and you are seeking funding retroactively.

## **GRANT ALLOCATIONS**

There is no set maximum for Program Development grants, however, funding is limited and grant allocations are dependent on available funds.

## **ASSESSMENT**

Social Policy staff review applications in the context of the City's approach to children and childcare (see [Vancouver's approach to children and childcare](#)), and provide recommendations to Vancouver City Council for final decisions. Applicants will be notified of staff recommendations in advance of the Council meeting date in July 2019. Successful applicants will receive the first installment of their grant by the end of July 2019.

## **HOW TO APPLY**

Application forms are available electronically from the City's web site at: <https://vancouver.ca/people-programs/program-development-grants.aspx>

The application consists of four forms:

- Form 1 – Organization Information (Word)
- Form 2 – Program Information (Word)
- Form 3 – Program Budget (Excel)
- Form 4 – Organization Budget (Excel)

**Additional required supporting materials are listed in the checklist found on the last page of Form 2.** Please review the checklist carefully as incomplete applications will not be considered. Complete all sections of the application and have it endorsed by two signing officers of your organization's Board of Directors.

Email one copy of the application and its supporting documents to: [socialpolicygrants@vancouver.ca](mailto:socialpolicygrants@vancouver.ca).

## QUESTIONS?

For more information, please contact:

Eric Kowalski, Social Planner, (604) 871-6780. [eric.kowalski@vancouver.ca](mailto:eric.kowalski@vancouver.ca)

## APPENDIX A

### Vancouver Licensed Group Child Care Monthly Rates September 2018 FEE SURVEY

INFANT (6WKS-18MOS)	CITY-WIDE	Prior Year	% increase (+/-)	CITY-WIDE <i>*with fee reduction</i>
AVERAGE*	\$1429	\$1458	2.0% (-)	\$1071
MEDIAN**	\$1407	\$1340	4.9% (+)	\$1057
RANGE	\$1060-\$1625	\$750-\$1945		\$710 - \$1260
N=Number of Responses	26	37		25

TODDLER (19MOS-3YRS)	CITY-WIDE	Prior Year	% increase (+/-)	CITY-WIDE <i>*with fee reduction</i>
AVERAGE*	\$1396	\$1419	1.6% (-)	\$1041
MEDIAN**	\$1407	\$1333	5.5% (+)	\$1054
RANGE	\$1060-\$1945	\$635-\$1850		\$710 - \$1595
N=Number of Responses	41	44		40

3-5 YEARS	CITY-WIDE	Prior Year	% increase (+/-)	CITY-WIDE <i>*with fee reduction</i>
AVERAGE*	\$982	\$986	0.4% (-)	\$897
MEDIAN**	\$1014	\$980	3.5% (+)	\$914
RANGE	\$650-\$1300	\$550-\$1470		\$550-\$1200
N=Number of Responses	66	80		69

#### Vancouver Licensed Before and After School Care Monthly Full-Time Rates

**NOTE:** As the OSC Survey was not conducted in 2018, the following are calculated on the 2017 fee survey figures + 2.5%

	CITY-WIDE AVERAGE
Before School Care Only	\$165
After School Care Only	\$374
Before and After School Care	\$400