

2023 CHILDCARE CAPITAL GRANT INFORMATION GUIDE

Deadline: Rolling Applications

This guide provides information about Social Policy's Childcare Capital Grant program.

***Please note only facilities licensed for childcare (serving children aged 0-12) are eligible to apply.** If you do not operate a licensed childcare facility and are seeking a capital grant, please visit [our website](#) to view Social Policy's other grant offerings. (This would include non-licensed programs serving children and families).

PURPOSE

Social Policy's Childcare Capital Grants provide grant support for **infrastructure improvements that support licensed childcare facilities** serving Vancouver residents.

TYPES OF PROJECTS

Social Policy's Childcare Capital Grants fund the following types of projects.

- **Health and Safety Upgrades:** Renovations or additions to existing childcare facilities to comply with health and safety regulations, licensing or fire requirements, etc. This may include playground structures that are integral to service delivery and compliance with licensing requirements.
- **Improving Services and Quality:** Renovations or additions to existing childcare facilities to better deliver programs and serve children and families. For example, improving and greening outdoor spaces may provide higher quality programming that supports land-based learning and aligns with efforts to provide cultural safety for Indigenous children and families.
- **Planning or Feasibility Studies:** Hiring a consultant to research and draft a plan for future new construction and/or renovations related to the growth of the childcare facility.

**Note: If your project also wishes to explore new operating structures such as a merger with another organization, funding may be available via alternative grant streams. Please contact Annie Burkes at Annie.Burkes@vancouver.ca for more information.*

- **Accessibility Upgrades:** Supporting accessible spaces for children and families by upgrading childcare facilities.

CHANGES IN 2023

In 2023, the call for Childcare Capital Grants will remain **open all year round**. Grants of up to \$25,000 may be awarded, and generally range from \$2,000 to \$25,000.

ELIGIBILITY

Primary

An organization must:

- Be applying for a facility **located within the City of Vancouver**.
- Be a registered non-profit society, community service co-op or social enterprise wholly owned by a non-profit and in good standing with the Registrar of Companies; OR be a registered charity, in good standing with the Canadian Revenue Agency;
- 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;
- Have an independent, active governing body composed of volunteers. The by-laws must have provisions that no Board director can be remunerated for serving as a director and that no staff member can be a voting member of the board or executive;
- Be in compliance with the [Canadian Charter of Rights and Freedoms](#) and the [British Columbia Human Rights Code](#);
- Have the demonstrated functional capacity and sufficient financial resources to complete the project for which funding is sought.
- Deliver the funded program in Vancouver, to Vancouver residents.
- Have an executed lease agreement (and/or letter of support from a landlord) that demonstrates the organization will be in the space for at least 5 years.
- If you have applied for a grant previously, were not successful and plan to apply again during this intake period we ask that you contact a Social Planner to discuss how your project may or may not align with funding priorities.

Secondary Criteria

In addition to meeting the primary criteria, organizations applying for a Childcare Capital Grant must satisfy the following:

- Applicants must hold a current childcare license issued by Community Care Facilities Licensing, Vancouver Coastal Health.
- Monthly fees may not be greater than the fees listed by license type in the Allowable Childcare Fee Schedule, found at the end of this guide.
- If applying for a grant for an infant/toddler and/or 3-5 year childcare program, the organization **MUST** have opted-in to the Child Care Fee Reduction Initiative funded by the Province of BC.

ALLOWABLE EXPENSES FOR SOCIAL POLICY CAPITAL GRANTS

Eligible expenses include:

- Capital project planning or feasibility studies;
- Architectural drawings (including landscape architects), fees for professional services, permits;
- Construction expenses; and,
- Movable expenses such as furniture, equipment and other depreciable assets that support the delivery of services.

INELIGIBLE PROJECTS OR EXPENSES

Project cannot be funded retroactively, so ensure to apply prior to your project start date. Exceptions may be made for projects recently started. Please contact a social planner for further clarification.

Organizations in City-owned or leased facilities are eligible to apply. Any work done to existing facilities must be in accordance with the terms and conditions stated in the lease with the City, e.g., organizations will only be permitted to make capital improvements to areas that are within the lessee's responsibility.

Note that any capital project in a City-owned or leased facility will be subject to final approval by the City's Facilities department.

Social Policy Childcare Capital Grants may **not** be used to fund any of the following expenses:

- Construction deficits.
- Regular maintenance.
- Work already completed.
- Repairs, maintenance or work that is the responsibility of the landlord, as stated in the lease.

Exceptions are at the discretion of the Managing Director of Social Policy & Projects.

Please note the following provincial funding opportunities for capital expenses:

- [Child Care BC Maintenance Fund](#): Provides up to \$10,000 in funds supporting maintenance issues impacting children's health, safety, or well-being.
- [Child Care BC New Spaces Fund](#): Provides a maximum of \$250,000, \$1.5 million or \$3 million in funding to create quality, inclusive, community-based childcare spaces.
- [Child Care Operating Base Funding](#): Assists childcare providers with the day-to-day costs of running a facility.

DECISION MAKING CONSIDERATIONS

The following factors will be taken into account in reviewing applications:

- Type of project, with priority given to:
 - 1) Health and safety upgrades, including physical accessibility or safety due to compliance requirements (ranked as the highest priority),
 - 2) Ranked with equal priority:
 - Improved or Expanded Service and Quality
 - Planning or Feasibility studies related to new construction and/or renovations
 - Accessibility upgrades making structures and spaces accessible.
- Alignment of programs and services with City policy, including [Making Strides –Vancouver's Approach to Childcare](#), the [Healthy City Strategy](#), the [Reconciliation Framework](#), the [Equity Framework](#), and the [Accessibility Strategy](#);
- Organizational health;
- Financial support from other sources;
- Cost of project;
- Length of lease (if facility not owned by applicant);
- Amount of grant request in the context of available funds.

COST SHARING

The City's contribution to a project may cover 100% of total **eligible** expenses. Applicants may include their own reserves and in-kind contributions but are not required.

Note: Previous restrictions to secure 50% of the remaining funding from other sources or the applicant's own reserves was removed in the spring of 2022.

PAYMENT

Social Policy's Childcare Capital Grant payments will be based on the approved project budget, subject to the acquisition of all necessary permits.

Successful applicants have three (3) years from the date Council approves the grant in which to raise all necessary funding and complete the approved capital project. In a situation where a grant has been approved but grant conditions have not been met within three years, the allocated amount

will be returned to the Social Policy Capital grants program budget for reallocation.

Once a grant is approved, 50% of the grant payment will be released, and the remaining 50% will be released upon completion of the project and submission of all receipts and permits.

ASSESSMENT

Applications are reviewed and assessed by Childcare and/or Social Policy staff. Staff bring recommendations to City Council for final funding decisions on two key dates: **July 25, 2023** and **December 12, 2023**.

Applications will normally be grouped to align with one of these two key dates. If you have any questions about the timing of your project, please contact a planner. Projects that fall outside of these dates will be considered on a rolling basis according to priorities and will be brought to Council for final decision in the next available report.

Applicants are notified via email of staff recommendations in writing prior to the meeting at which Council considers the grant recommendations.

HOW TO APPLY

All applications will be submitted through our online system called VanApply. For more information on how to get started with [VanApply](https://vanapply.vancouver.ca/), you can find resources here: <https://vancouver.ca/people-programs/vanapply-online-grant-application-system.aspx>.

Note: Please confirm your organization does not have an existing account before registering a new account. If you have already applied for grants through VanApply, some of the documents below will auto-populate for an easier application process.

The application will consist of following sections:

Application Tasks:	Content:
Pre-Application Questionnaire	Determines your eligibility for the Social Policy Capital Grants.
Organization Information	Basic information about your organization.
Outline of Work	Specific questions about the project for which you are seeking funding.
Project Estimate	The proposed project budget including two quotes.
Supporting Documents Required	<ul style="list-style-type: none">• A copy of the Lease Agreement and a letter of authorization from the landlord/ property owner authorizing the proposed project MUST be include, if the property is not owned by the applicant.• Two quotes from contractors/ vendors.• Project budget (if not CoV excel template).• Organization budget: audited financial statements for the most recently-completed fiscal year.• List of Board of Directors.• Minutes of the most recent AGM.• Minutes of the most recent Board Meeting.• Organization's By-laws/Constitution (New Org Only or significant changes since last submitted).• Incorporation Document (New Org Only)

Application Tasks:	Content:
	<ul style="list-style-type: none"> Letters of funding sources (optional) Organization's Policy on Diversity (optional) Annual Report (optional)
Agreement	At least one person who has the legal authority to sign documents on behalf of your organization must sign the application.

Please ensure you have all required documents at hand to upload, as you will be unable to submit an incomplete application.

In alignment with the City's ongoing work in reconciliation, equity, and accessibility, we are available to support you in the application process. Should you require this support, please reach out to Social Planner via email listed below.

2023 Allowable Childcare Fee Schedule

The table below has been copied from Westcoast Childcare Resource Centre's website. Visit [their website](#) for more information.

2023 City of Vancouver Childcare Capital Grants	
Allowable Childcare Fee Schedule for Non-\$10/day sites *	
(before Provincial Child Care Fee Reduction Initiative)	
GROUP CHILD CARE – FULL FEE	
Infant (6 Wks – 18 Mos)	\$2,069
Toddler (19 Mos – 3 Yrs)	\$1,984
Preschool (3 – 5 Years)	\$1,277
PRESCHOOL	
2 Sessions/week	\$233
3 Sessions/week	\$318
4 Sessions/week	\$433
5 Sessions/week	\$522
OUT OF SCHOOL CARE (OSC)	
Before School Only	\$179
After School Only	\$468
Before and After School	\$469

* **Based on Average Fees as reported by the December 2022 Westcoast Child Care Resource Centre fee survey. School Age Care fees are based on the 2020 average determined by Westcoast plus compounded inflation. Surveys available at: <https://www.wstcoast.org/choosing-child-care#fee%20surveys>**

QUESTIONS?

If you have any additional questions, please contact SocialPolicyGrants@vancouver.ca.