

## INFORMATION GUIDE: 2021 CIVIC CHILDCARE ENHANCEMENT GRANT

**Deadline: Friday, November 13, 2020 at 4:30 PM**

This guide provides information about the criteria and application process for the *Civic Childcare Enhancement 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)

### WHAT IS THE CIVIC CHILDCARE ENHANCEMENT GRANT?

The first goal of the Healthy City Strategy, the City's strategic plan for social sustainability, is ***A Good Start: Vancouver's children have the best chance of enjoying a healthy childhood***. The aspirational target is, by 2025, to have at least 85 percent of Vancouver's children developmentally ready for school when they enter kindergarten. Childcare grants are one tool the City employs to support this goal.

The *Civic Childcare Enhancement Grant* is for **licensed**, group childcare, preschool, school-aged care and occasional childcare programs that serve primarily high need families.

**The grant is intended to support the quality AND affordability of licensed programs to ensure access to those families most in need of the support.** Funds are to be used for program enhancement and not for capital expenditures.

Eligible objectives are:

- Assisting programs serving low and modest income families to reduce parent fees;
- Strengthening coordinated administration through the community hub model;
- Providing a food supplement program (e.g., hot lunch and breakfast); and,
- Enhancing staff ratios to better serve high-need children.

**The maximum grant is \$27,000 per qualifying program (maximum 3 programs per organization).** Organizations operating more than 3 childcare programs should select their top three priority programs.

### ELIGIBILITY

#### **Primary Criteria**

All organizations applying to a City of Vancouver social policy grant program must meet the following criteria:

- 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;
- 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;
- 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;

- The Organization must be in compliance with the [Canadian Charter of Rights and Freedoms](#) and the [British Columbia Human Rights Code](#).
- Have demonstrated functional capacity and sufficient resources to deliver the programs to which the City is being asked to contribute;
- Deliver the funded program in Vancouver to Vancouver residents.

Exceptions to the above 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.

### **Secondary Criteria**

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

- Monthly fees may not be greater than 2.5% above the previous year's city-wide average, based on the most recent Westcoast Childcare Resource Centre Society's fee surveys. See Appendix A for the maximum allowable fees under the City's 2021 childcare grants programs. Any fee increase must be consistent with the guidelines of the Province's *Child Care Fee Reduction Initiative*.
- 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;
- Serve a high need, 'at risk' population or neighbourhood as determined through census information and Early Development Instrument (EDI) data (available online at <http://earlylearning.ubc.ca/maps/edi/sd/39/>); and,
- Demonstrate a need for the funding through program budgets and financial statements.

### **Areas of Focus**

The Human Early Learning Partnership (HELP) (<http://earlylearning.ubc.ca/>) has identified early childhood vulnerability in neighbourhoods across the city of Vancouver. Detailed profiles of Vancouver neighbourhoods can be found on the HELP site at [HELP Vancouver Demographic Reports](#).

The *Civic Childcare Enhancement Grant* program is intended to provide funding to childcare programs that provide services to children with the highest need and, as such, applicants are in part evaluated on their actual enrollment. In the application, organizations are asked to provide a snapshot of the actual enrollment in October 2019 for each program for which they are seeking *Civic Childcare Enhancement Grant* funding.

City staff assess actual enrollment against threshold percentages of children from families in **three** or more of the following areas:

1. Children from single parent families;
2. Children who receive full or prorated Affordable Child Care Benefit;
3. Children who receive full Affordable Child Care Benefit and the parent portion is paid by the Ministry of Children and Family Development;<sup>1</sup>
4. Indigenous children;
5. Children from new immigrant or refugee families (in Canada less than 5 years);
6. Children from immigrant or refugee families who are unable to access Provincial Childcare subsidy due to reasons other than financial eligibility;
7. Children who have been assessed as having extra support needs but who do not receive additional funding through the Ministry of Children and Family Development; and/or,
8. Children who speak a language other than English at home.

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<sup>1</sup> Note: do not count one child as falling within both #2 & #3.

## APPLICATION and ADJUDICATION PROCESS

If your program received a grant in 2020, you will receive instructions and a 2021 application package via email the week of September 14<sup>th</sup>. Please ensure we are aware of any contact/email address changes by emailing [socialpolicygrants@vancouver.ca](mailto:socialpolicygrants@vancouver.ca).

If you did not receive a 2020 *Civic Childcare Enhancement Grant* but, after reviewing the program eligibility criteria, believe that your childcare program may qualify for a 2021 grant, please contact Eric Kowalski, Social Planner, at [eric.kowalski@vancouver.ca](mailto:eric.kowalski@vancouver.ca) or 604.871.6780 **well before the November 13<sup>th</sup> deadline for applications.**

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 February 2021 Council meeting. Successful applicants will receive the first installment of their grant shortly after Council approval.

## GRANT ALLOCATIONS

**The maximum grant is \$27,000 per qualifying program (maximum 3 programs per organization).**

Grant allocations are calculated to provide the same funding level to programs with equal types and numbers of spaces. For example, two different applicants with full-time group 3-5 care will receive the same amount of funding per space. The calculation is based on a mathematical formula that takes into account the type of care offered and the total number of full-time licensed spaces (see Table A). The total grant will depend on the total number of applications received each year, and the overall 2020 budget set by Council.

**Table A**

<b>Full Time Equivalent Space (FTES) Measure</b>			
The formula used to calculate the grant amount is called the Full Time Equivalent Space (FTES) measure. It uses full-day 3-5 care as the baseline for comparison, i.e., each 3-5 space is assigned an FTE factor of 1.			
Using this baseline, full-day infant/toddler spaces are approximately twice as expensive to deliver as 3-5 year old spaces; therefore, a typical infant/toddler program with a licensed capacity of 12 children (FTES factor = 2) would be calculated at $12 \times 2 = 24$ FTES. Part-day preschool programs are assigned an FTES factor of 0.33 (e.g., a licensed capacity of 20 = $20 \times .33 = 6.7$ FTES), while out-of-school care spaces are assigned an FTES factor of 0.5 (e.g., licensed capacity of 20 = $20 \times .5 = 10$ FTES).			
<b>Program Type</b>	<b>Space</b>	<b>FT Equivalent Space</b>	<b>Approx Cost to Deliver</b>
3-5 All Day Group Care	1	1	Baseline
Infant/ Toddler All Day Group Care	1	2	Twice as expensive as 3-5
Out of School Care	1	.5	Half as expensive as 3-5 Care
Preschool*	1	.33	One third as expensive as 3-5 Care
Child Minding	1	.33	One third as expensive as 3-5 Care
*In order to account consistently for the various preschool programs, the baseline (FTES factor of 0.33) reflects a licensed capacity of 20 with morning or afternoon sessions, five days per week, 2 ½ hours per day. This baseline results in 6.7 FTES (20 licensed capacity X 0.33).			

All City grants are awarded on an annual (one year) basis. It is necessary to apply each year and applications will be reviewed in light of enrolment, the families and neighbourhood served and Council's priorities for the year. There is no guarantee of funding beyond one year.

## HOW TO APPLY

Applications are available electronically from the City's web site at:  
<https://vancouver.ca/people-programs/childcare-enhancement-grants.aspx>

The application package 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.

We require **one electronic copy** of the application and its supporting documents.

**Email address:** [socialpolicygrants@vancouver.ca](mailto:socialpolicygrants@vancouver.ca)

## QUESTIONS?

If you would like more information about the City of Vancouver *Civic Childcare Enhancement Grant* and/or you are interested in applying, please contact:

Eric Kowalski, Social Planner  
Social Policy and Projects  
City of Vancouver  
604.871.6780  
[eric.kowalski@vancouver.ca](mailto:eric.kowalski@vancouver.ca)

**APPLICATION DEADLINE IS 4:30 PM FRIDAY, NOVEMBER 13<sup>th</sup>, 2020**

ALL required materials must be received  
by the City no later than the deadline.

## APPENDIX A

### 2021 City of Vancouver Childcare Enhancement Grants Table of Licensed Group Childcare Monthly Rates

#### Maximum Allowable MONTHLY Fee \* (before fee reduction)

GROUP CHILD CARE	
Infant (6 Wks – 18 Mos)	\$1,563
Toddler (19 Mos – 3 Yrs)	\$1,499
Preschool (3 – 5 Years)	\$1,060
PRESCHOOL	
2 Sessions/week	\$196
3 Sessions/week	\$269
4 Sessions/week	\$379
5 Sessions/week	\$482
Summer Session (monthly rate)	\$452
SCHOOL AGE CARE (OSC)	
Before School Only	\$173
After School Only	\$393
Before and After School	\$420

\* Based on most recent West Coast Child Care Resource Centre [fee surveys](#) plus 2.5% added annually to City-wide averages for inflation.