



INFORMATION GUIDE: 2024 CIVIC CHILDCARE ENHANCEMENT GRANT

Deadline: Friday, May 17, 2024 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

WHAT IS THE CIVIC CHILDCARE ENHANCEMENT GRANT?

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

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

This grant has four main objectives:

- 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 three childcare programs should select their top three priority programs, and will need to submit a separate application on the grants management system for each program.

ELIGIBILITY

City of Vancouver General Eligibility Criteria

All organizations applying to the City of Vancouver's social grant programs 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:

- 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 document. 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 March 2024, 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 whose parent portion is paid by the Ministry of Children and Family Development;
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.

APPLICATION and ADJUDICATION PROCESS

If your program received a grant in 2023, you will receive instructions and a 2024 program budget form via email the week of April 15th. Please ensure we are aware of any contact/email address changes by emailing socialpolicygrants@vancouver.ca.

If you did not receive a 2023 *Civic Childcare Enhancement Grant* but, after reviewing the program eligibility criteria, believe that your childcare program may qualify for a 2024 grant, please contact Karen Quinn Fung, Social Planner, at karenquinn.fung@vancouver.ca **well before the May 17th 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 Summer 2024 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 2024 budget set by Council.

Table A

Full Time Equivalent Space (FTES) Measure			
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).			
Program Type	Space	FT Equivalent Space	Average Cost to Deliver
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).			

This grant is 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 will be made online via the City's grants management system VanApply. Emailed or paper applications will not be accepted.

You will be asked to provide information about the program, along with a program and organization budget. Additional required supporting materials are required, such as your childcare license.

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:

Karen Quinn Fung, Social Planner
Social Policy and Projects
City of Vancouver
karenquinn.fung@vancouver.ca

APPLICATION DEADLINE IS 4:30 PM FRIDAY, MAY 17, 2024

2024 Allowable Childcare Fee Schedule

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

Allowable Childcare Fee Schedule for Non-\$10/day sites * (before Provincial Child Care Fee Reduction Initiative)	
GROUP CHILD CARE**	
Infant (6 Wks – 18 Mos)	\$2,123
Toddler (19 Mos – 3 Yrs)	\$2,066
Preschool (3 – 5 Years)	\$1,273
PRESCHOOL***	
2 Sessions/week	\$239
3 Sessions/week	\$326
4 Sessions/week	\$444
5 Sessions/week	\$535
SCHOOL AGE CARE (OSC)	
Before School Only	\$237
After School Only	\$423
Before and After School	\$459

* Based on 2023 Westcoast Child Care Resource Centre [fee surveys](#).

** Figures are before any provincial or other fee reduction

*** Based on 2022 Westcoast Child Care Resource Centre plus adjustment for inflation