

## INFORMATION GUIDE: 2025 CHILDCARE PROGRAM DEVELOPMENT GRANT

**Deadline: Friday, January 10, 2025 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 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

There will be three application intakes – Winter, Spring, and Fall. **Applications are by invitation only.** If you are interested in this grant, please contact Karen Quinn Fung, [karenquinn.fung@vancouver.ca](mailto:karenquinn.fung@vancouver.ca) for more information.

### 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. Have an independent, active governing body composed of volunteers. No staff member can be a voting member of the Board or Executive.
3. By-laws must have provisions that no Board member can be remunerated for serving as a director.
4. 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. Not act in the capacity of a funding body for, or make grants to, other groups or organizations.
6. Have the demonstrated functional capacity and sufficient financial resources to complete the project for which funding is sought.
7. The Organization must be in compliance with the [Canadian Charter of Rights and Freedoms](#) and the [British Columbia Human Rights Code](#).
8. 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 or the viability of a program;
- 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 2024/25. If your program expanded or was newly created earlier this year and the work was completed before the application deadline, you may still be eligible for funding. Please contact us to discuss.

## **GRANT ALLOCATIONS**

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

## **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.

## **HOW TO APPLY**

Please contact Karen Quinn Fung at [karenquinn.fung@vancouver.ca](mailto:karenquinn.fung@vancouver.ca) to discuss your project. If you are selected to proceed to an application you will be directed to the City's online grants management system using a custom code.

The online application will ask about your project, the net change in licensed spaces, and timeline. You will also be asked to upload a project budget listing relevant eligible expenses (as an Excel file) as part of the application.

## **QUESTIONS?**

For more information, please contact:

Karen Quinn Fung, Social Planner, [karenquinn.fung@vancouver.ca](mailto:karenquinn.fung@vancouver.ca)

## APPENDIX A

<b>2025 Childcare Program Development Grant Allowable Childcare Fee Schedule for Non-\$10/day sites</b> (all amounts before Provincial Child Care Fee Reduction Initiative)	
GROUP CHILD CARE <sup>1</sup>	
Infant (6 Wks – 18 Mos)	\$2,109
Toddler (19 Mos – 3 Yrs)	\$2,054
Preschool (3 – 5 Years)	\$1,409
PRESCHOOL <sup>2</sup>	
2 Sessions/week	\$240
3 Sessions/week	\$331
4 Sessions/week	\$428
5 Sessions/week	\$539
SCHOOL AGE CARE (OSC) <sup>3</sup>	
Before School Only	\$243
After School Only	\$434
Before and After School	\$470

<sup>1</sup> Full-fee average rates taken from Westcoast Child Care Resource Centre fee survey, September 2024.

<sup>2</sup> Full-fee average rates taken from Westcoast Child Care Resource Centre fee survey, September 2024.

<sup>3</sup> Full-fee average rates taken from Westcoast Child Care Resource Centre fee survey, September 2023, with a 2.5% increase for inflation.