

INFORMATION GUIDE: 2021 CHILDCARE PROGRAM DEVELOPMENT GRANT

Deadline: Friday, April 30, 2021 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

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

There will be two application intakes in 2021 for *Childcare Program Development Grants*. The first application deadline is April 30, 2021. Subject to availability of funds, the second deadline will be in the Fall of 2021. 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. 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 2021. If your program expanded or was newly created earlier this year and the work was complete 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 in July 2021. Successful applicants will receive the first installment of their grant by the end of July 2021.

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 – Childcare Project Grant 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.

QUESTIONS?

For more information, please contact:
Annie Burkes, Social Planner, (604) 871-6429, annie.burkes@vancouver.ca

APPENDIX A

Vancouver Licensed Group Childcare Monthly Rates

2021 City of Vancouver Childcare Grant Table of Licensed Group Childcare Monthly Rates	
Maximum Allowable MONTHLY Fee * (before fee reduction)	
GROUP CHILD CARE	
Infant (6 Weeks – 18 Months)	\$1,683
Toddler (19 Months – 3 Years)	\$1,621
Full Day Preschool (3 – 5 Years)	\$1,100
PRESCHOOL	
2 Sessions/week	\$186
3 Sessions/week	\$267
4 Sessions/week	\$345
5 Sessions/week	\$460
Summer Session (monthly rate)	\$318
SCHOOL AGE CARE (OSC)	
Before School Only	\$162
After School Only	\$387
Before and After School	\$425

* Based on [Westcoast Child Care Resource Centre's Fee Surveys](#) released September 2020

Updated March 23, 2021- DOC/2021/058367