



# School Age Care Expansion Grants Information Guide

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## INTENT

Grants up to **\$2,500** for every **new space** created may be available to support the creation of new licensed school age spaces operated by non-profit or public sector operators.

## TYPES OF PROJECTS

This grant supports the creation of new school age childcare spaces in three categories:

1. The **creation of new programs** on public property, or on sites that are publicly or non-profit owned/leased and operated under the following [categories of care](#):
  - Group Child Care - School age (before and after school care)
  - School Age Care on School Grounds
  - Recreational Care
2. The **expansion of existing programs** for organizations with an existing school-age care license.
3. New spaces created through the **relicensing of current programs** in public school or Park Board facilities under the new School Age Care on School Grounds or Recreational Care license categories.

## ELIGIBLE ORGANIZATIONS

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; OR, be a First Nations Band;
  - Please note that if you are not registered as one of the above you may partner with a fiscal sponsor that is a registered non-profit society or registered charity in order to meet this requirement.
- 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, underrepresented 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 bylaws must have provisions 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 resources to deliver the programs or work to which the City is being asked to contribute.
- Deliver the funded program in Vancouver to Vancouver residents or to Vancouver based non-profits.
- 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.
- Non-profit organizations are **NOT** eligible to apply for this grant if their primary purpose or activity is the provision of health care, education, sports, recreational or religious programs and services.
- Without limiting the ability of the Recipient or of any Recipient Personnel to hold or express positions on public policy matters, the Recipient and Recipient Personnel will not, in interactions with or in any communications with and about City officials (Mayor and Council) and City employees or contractors, make statements or engage in conduct that could be characterized as threatening, intimidating, harassing, or discriminatory. If the City becomes aware that a Recipient or Recipient Personnel has engaged in communication that, in the City's sole discretion, constitutes a breach of this obligation, the City may require the Recipient to return the Grant to the City pursuant to Section 3 of this Agreement.

### **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.

## ELIGIBLE EXPENSES

Funding can be used to cover:

1. All capital expenditures required to make spaces (on or off school grounds) suitable for licensed school age care per the Childcare Licensing Regulation Act under the following categories of care:
  - Group Child Care - School age (before and after school care)
  - School Age Care on School Grounds
  - Recreational Care
2. Furniture, equipment, and supply expenses. Supplies may include computer or telephone equipment, small appliances, program materials, etc.
3. Project management costs, permitting fees, and licensing costs associated with the project.

If your program expanded or was newly created earlier this year in 2024 and the work was complete before the application deadline, you may still be eligible for funding. Please contact us to discuss.

## INELIGIBLE EXPENSES

1. Non-capital-related costs of opening a program (e.g. staff recruitment and training, policy and curriculum development, etc).
  - Applicants are also encouraged to apply for the [Childcare Program Development Grants](#) for funding associated with the non-capital-related costs of opening a program (e.g. staff recruitment and training, policy and curriculum development, etc.). Please visit the website for more information and timelines.
2. Recoverable taxes (GST in BC): the City will only support net project costs after tax credits/rebates that Non-Profit Organizations may be able to receive/recover on the related capital project costs.

## APPLICATION INTAKE & COUNCIL DECISION DATE

We are currently accepting applications on an ongoing basis until further notice, subject to available funds. Applications can be submitted through [VanApply](#).

Council decision dates posted on our website are for expected funding confirmation. Please submit your complete application by the dates suggested on the website if you wish to have your application recommendation brought to Council for decision on those decision dates.

## ASSESSMENT AND DECISION-MAKING CONSIDERATIONS

Applications are reviewed and assessed by Social Policy staff using standard criteria. Staff present recommendations to City Council where final funding decisions are made.

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

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

- Neighbourhood Supply:** While School Age care is in short supply across the city, priority will be given to projects that serve neighbourhoods with lower coverage rate for school age care.
- **Impact of Grant Dollars:** Projects that are able to provide significantly expanded programs (20 spaces or more), or which introduce a new program into a school setting.
  - **Student Population:** Projects that serve a high need population or neighbourhood as determined through census information and [Early Development Instrument \(EDI\)](#) and [Middle Development Instrument \(MDI\)](#) data; and projects that serve high populations of vulnerable children, including children with any of following family characteristics:
    - Children from single parent families
    - Children who receive full or prorated Affordable Child Care Benefit
    - Children whose parent portion is paid by the Ministry of Children and Family Development
    - Indigenous children
    - Children from new immigrant or refugee families
    - Children from immigrant or refugee families who are unable to access Provincial Childcare subsidy due to reasons other than financial eligibility
    - 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,
    - Children who speak a language other than English at home.
  - **Program Sustainability:** Projects that offer the greatest likelihood of creating stable, long-term childcare programs. Projects receiving this funding must commit to operating the new spaces for a minimum of two years after completion of the work.
  - Organizational health
  - Financial needs and support from other sources
  - Cost of project
  - Length of lease (if facility not owned by applicant)
  - Amount of grant requested in the context of available funds

## PAYMENT SCHEDULE

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

If the City approves the Grant, subject to the Recipient meeting any conditions imposed by the City, the City will release 50% of the Grant to the Recipient. The City will release the remaining 50% upon completion of the Project and submission of a final report that includes all receipts and any other items requested by the City.

## PROJECT REPORTING

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.

Grant recipients must provide the City with **updates on the status of the Project at least twice a year**, and the Recipient must respond to any of the City's questions about the Project.

**A final report** will be required upon completion of project. It includes:

- All receipts/invoices related to the project.
- Summary of expenses/Receipts tally showing detailed transactions/accounting of the constructions within the project completion timeline.
- Photos of the completed project, and/or promotional materials highlighting the new space/facility/components (if available).
  - Copy of the feasibility report if the City's grant funded a planning study.
- Copy of occupancy permit (if applicable)

## 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://vancouver.ca/people-programs/vanapply-online-grant-application-system.aspx), you can find resources here: <https://vancouver.ca/people-programs/vanapply-online-grant-application-system.aspx>.

**Note: before registering a new account, please confirm your organization does not have an existing account**

The application will consist of following sections:

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

Application Tasks:	Content:
	<ul style="list-style-type: none"> <li>Annual Report (optional)</li> </ul>
<b>Agreement</b>	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 a social planner via phone or email listed below.

## **ADDITIONAL RESOURCES OUTSIDE OF THE CITY**

Please note the following provincial funding opportunities for capital expenses. You may want to visit their website for program eligibility and application process:

- [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. Please visit their website for detailed program eligibility criteria.
- [Child Care Operating Base Funding](#): Assists childcare providers with the day-to-day costs of running a facility.

If you are applying for IT or technology needs (ie. Computers), you may find the following resources useful:

- Workplace accessibility needs for individuals with disabilities: [Neil Squire](#)
- Computers for schools, low-income students, those on income assistance, or on disability assistance: [BC Technology for Learning Society](#)
- Capital grant requests in the Downtown Eastside: [Downtown Eastside Grants Program](#)
- Donated and discounted tech software: [TechSoup](#)

Other capital funding sources that may interest you:

- [BC Community Gaming Grants](#): Capital Project Grants
- [Central City Foundation](#)

## 2024 Allowable Childcare Fee Schedule

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

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<b>2024 Allowable Childcare Fee Schedule for Non-\$10/day sites *</b> (before Provincial Child Care Fee Reduction Initiative)	
<b>GROUP CHILD CARE - FULL FEE</b>	
Infant (6 Wks - 18 Mos)	\$2,123
Toddler (19 Mos - 3 Yrs)	\$2,026
Preschool age (3 - 5 Years)	\$1,273
<b>PRESCHOOL</b>	
2 Sessions/week	\$239
3 Sessions/week	\$326
4 Sessions/week	\$444
5 Sessions/week	\$535
<b>OUT OF SCHOOL CARE (OSC)</b>	
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 Center plus adjustment for inflation.

## QUESTIONS?

If you have any additional questions, please contact [SocialPolicyGrants@vancouver.ca](mailto:SocialPolicyGrants@vancouver.ca).