



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Kim Somerville  
 Director, Community Social Development  
**Re:** 2020 Child Care Grants

**Date:** December 11, 2019  
**File:** 07-3070-01/2019-Vol  
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### Staff Recommendation

That, as per the staff report titled “2020 Child Care Grants,” dated December 11, 2019, from the Director, Community Social Development:

1. The Child Care Capital Grants be awarded for the recommended amounts and cheques be disbursed for a total of \$50,000; and
2. The Child Care Professional and Program Development Grant be awarded for the recommended amount and a cheque be disbursed for a total of \$4,000.

Kim Somerville  
 Director, Community Social Development  
 (604-247-4671)

Att. 4

REPORT CONCURRENCE		
<b>ROUTED TO:</b> Finance Department	<b>CONCURRENCE</b> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b> 
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

In 2006, the City adopted the Child Care Development Policy 4017 (Attachment 1) which acknowledges that child care is an essential service in the community for residents, employers and employees. Policy 4017 directs staff to plan, partner and, as resources and budgets become available, support a range of quality, accessible and affordable child care including facilities, spaces, programming, equipment and support resources. The Child Care Development Reserve Fund and the Child Care Operating Reserve Fund were established to financially assist non-profit societies by providing child care grants for minor capital improvements and supportive resources for child care providers.

This report supports Council's Strategic Plan 2018–2022 Strategic Focus Area #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

This report supports the City's Social Development Strategy Action #10 - Support the establishment of high quality, safe child care services in Richmond through:

*Administering the City's Child Care Grant Program to support the provision of quality, affordable, accessible child care in Richmond.*

This report also supports the 2017–2022 Richmond Child Care Needs Assessment and Strategy:

*Strategic Direction 2 – Creating and supporting child care spaces.*

### Findings of Fact

#### 2020 Child Care Grants Budget

The City has two Child Care Reserve Funds that are used as a source of funding for the two types of child care grants:

- Child Care Capital Grants are funded from the Child Care Development Reserve (Bylaw No. 6367), established in 1994, for capital expenses including grants to non-profit societies for capital purchases and improvements (e.g. equipment, furnishings, renovations and playground development); and
- Child Care Professional and Program Development Grants are funded from the Child Care Operating Reserve Fund (Bylaw No. 8877), established in 2012, to assist with non-capital expenses including grants to non-profit societies to support child care professional and program development within Richmond.

As part of the 2020 Capital Budget, a request was made to City Council to approve an expenditure of \$50,000 from the Child Care Development Reserve to be used for the 2020 Child

Care Capital Grants and an expenditure of \$10,000 from the Child Care Operating Reserve to be used for the 2020 Child Care Professional and Program Development Grants.

#### Notice Given and Applications Received

On August 20, 2019, a call for applications for the 2020 Child Care Grants was posted on the City's website. The availability of the grants was promoted through the City's social media channels and news releases. In addition, notices were forwarded to the Vancouver Coastal Health Community Care Facilities Licensing and to the Richmond Child Care Resource and Referral to share with their child care provider contacts. The deadline for submissions was October 28, 2019. Due to technical issues with the grant system a one week extension was given for applications that were in process at the time of the original deadline. The revised deadline for submission was November 4, 2019. A total of nine applications were received of which eight were for Child Care Capital Grants and one was for Child Care Professional and Program Development Grants.

#### **Analysis**

##### Application Review Process

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Subcommittee to review the 2020 Child Care Grant applications and supporting materials. The Program Manager, Child Care (CCDAC staff liaison) and Child Care Planner met with the subcommittee on November 18, 2019 to prepare recommendations for consideration by the CCDAC voting members. The subcommittee reviewed and assessed each application for compliance with the Child Care Grant Guidelines (Attachment 2).

The Child Care Grants Subcommittee summarized their review of the 2020 Child Care Grants applications received and outlined their recommendations to the CCDAC. The CCDAC approved the recommendations of the subcommittee which is reflected in the meeting minutes of December 4, 2019. The total requests for the 2020 Child Care Grants amount to \$57,778.64 and the grant allocations recommended amount to \$54,000.00.

The Developmental Disabilities Association of Vancouver - Richmond, La Societe de la Garderie et de la Prematernelle les Moussaillons, Little Wings Daycare Society, Richmond Society for Community Living – Treehouse Early Learning Centre, Richmond Society for Community Living – Youth Connections, the Society of Richmond Children's Centres – Gardens Children's Centre, the Society of Richmond Children's Centres – West Cambie Children's Centre and Thompson Community Association are seeking funding for playground equipment, facility renovations, program equipment and furnishings. All eight applicants deliver licensed child care programs offering a range of services including Group Care Under 36 Months, Group Care 30 Months to School Age and Group Care School Age. The eight Capital Grant requests amount to \$53,778.64. The CCDAC is recommending that the eight Child Care Capital Grants applicants, as outlined in Table 1, be funded for a total amount of \$50,000.

**Table 1: 2020 Child Care Capital Grant Applicants and Requests**

<b>2020 Child Care Grant Applicants and Requests</b>		<b>Requested Amount</b>	<b>Recommended Amount</b>
<b>Capital Grant Applicants and Requests</b>			
1.	Developmental Disabilities Association of Vancouver - Richmond	\$8,000.00	\$8,000.00
2.	La Societe de la Garderie et de la Prematernelle les Moussaillons	\$9,978.00	\$9,978.00
3.	Little Wings Daycare Society	\$5,001.44	\$4,514.00
4.	Richmond Society for Community Living – Treehouse	\$5,000.00	\$5,000.00
5.	Richmond Society for Community Living – Youth Connections	\$7,500.00	\$7,500.00
6.	Society of Richmond Children’s Centres – Gardens	\$4,149.60	\$3,877.00
7.	Society of Richmond Children’s Centres - West Cambie	\$4,149.60	\$3,877.00
8.	Thompson Community Association	\$10,000.00	\$7,254.00
<b>Total Amount Requested for Capital Grants</b>		<b>\$53,778.64</b>	<b>\$50,000.00</b>

The one Professional and Program Development Grant requests amount to \$4,000. The Child Care Training and Professional Development Society of Richmond, is seeking funding to provide professional development for educators through the provision of the Circles of Caring Conference 2020. The Child Care Professional and Program Development Grant requested by the Child Care Training and Professional Development Society of Richmond, is also recommended for the amount outlined in Table 2 totalling \$4,000.

**Table 2: 2020 Child Care Professional and Program Development Applicants and Requests**

<b>2020 Child Care Grant Applicants and Requests</b>		<b>Requested Amount</b>	<b>Recommended Amount</b>
<b>Professional and Program Development Grants</b>			
1.	Child Care Training and Professional Development Society of Richmond	\$4,000.00	\$4,000.00

<b>Total Amount Requested for Professional and Program Grants</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>
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Staff support the CCDAC recommendations as proposed in the attached list of 2020 Child Care Grants (Attachment 3). For reference, summaries of the 2020 Child Care Grant applications are included with this report (Attachment 4). As the content of the summary sheets are taken verbatim from the applicants submissions, they will replicate any errors or omissions made by the applicants.

### **Financial Impact**

The 2020 Child Care Grants budget of \$60,000 was requested as part of the City's 2020 Capital Budget and is sufficient to support the two grant streams: the Child Care Capital Grants and the Child Care Professional and Program Development Grants. A total of \$54,000 in allocations is being recommended for the 2020 Child Care Grants, subject to City Council's approval.

### **Conclusion**

The Child Care Grants will assist with enhancing the provision of quality, affordable and accessible child care in Richmond. These grants support sustaining priority types of child care programs and enhancing the quality of child care in Richmond. This is consistent with the 2017–2022 Richmond Child Care Needs and Assessment Strategy. Child care is an important service that supports Richmond's children, families and employees.

Staff recommend approval of the proposed recommendations for the City's 2020 Child Care Grants totaling to \$54,000 with \$50,000 allocated to the eight Child Care Capital Grant requests and \$4,000 allocated to the Child Care Professional and Program Development Grant request.



Chris Duggan  
Program Manager, Child Care  
(604-204-8621)

- Att. 1: Child Care Development Policy 4017  
2: Child Care Grants Program Guidelines  
3: 2020 Child Care Grants  
4: 2020 Child Care Grants Summary Reports



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Adopted by Council: January 24, 2006  
 Amended by Council: April 10, 2012; December 8,  
 2014; September 14, 2015, November 18, 2019

**Policy 4017**

File Ref: 3070

**Child Care Development Policy****POLICY 4017:**

It is Council policy that:

**1. GENERAL**

- 1.1 The City of Richmond acknowledges that quality and affordable child care is an essential service in the community for residents, employers and employees.

**2. PLANNING**

- 2.1 To address child care needs, the City will: plan, partner and, as resources and budgets become available, support a range of quality, affordable child care.

**3. PARTNERSHIPS**

- 3.1 The City of Richmond is committed to:

- (a) Being an active partner with senior governments, stakeholders, parents, the private and non-profit sectors, and the community, to plan, develop and maintain a quality and affordable comprehensive child care system in Richmond.

Working with the following organizations and groups to facilitate quality child care in Richmond:

- (i) Community Associations and Societies - to assess whether or not child care services can be improved in community centres, and new spaces added to existing and future community centres.
- (ii) Developers - to encourage developers to provide land and facilities for child care programs throughout the City.
- (iii) Employers - to encourage employers' involvement in advocating and planning for child care.
- (iv) Intercultural Advisory Committee - to investigate and report on child care concerns, needs and problems facing ethno cultural groups in the City.
- (v) School Board – to continue providing space for child care programs on school sites; to co-locate child care spaces with schools where appropriate, and to liaise with the Child Care Development Advisory Committee,

**CNCL - 318**



- (b) Monitoring the need for new child care spaces to support Richmond residents, employee and student populations.
- (c) Providing, when appropriate, new child care spaces and/or facilities to meet existing needs and future population growth.
- (d) Requesting senior governments and other stakeholders to provide ongoing funding for affordable child care facilities, spaces, operations and programming.

**4. RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE (CCDAC)**

- 4.1 The City will establish and support the Richmond Child Care Development Advisory Committee.

**5. CHILD CARE RESERVE FUNDS**

- 5.1 The City has established two Child Care Reserve Funds as described below.

- (a) Child Care Development Reserve Fund (established by Reserve Fund Establishment Bylaw No. 7812)

The City will administer the Child Care Development Reserve Fund to financially assist with the following capital expenses:

- (i) Establishing child care facilities and spaces in:
    - City buildings and on City land.
    - Private developments.
    - Senior government projects.
    - Community partner projects.
  - (ii) Acquiring sites for lease to non-profit societies for child care; and
  - (iii) Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements.
- (b) Child Care Operating Reserve Fund (established by Child Care Operating Reserve Fund Establishment Bylaw No. 8827)
- (i) The City will administer the Child Care Operating Reserve Fund to financially assist with non-capital expenses relating to child care within the City, including the following:



- Grants to non-profit societies to support child care professional and program development within the City;
- Studies, research and production of reports and other information in relation to child care issues within the City; and
- Remuneration and costs, including without limitation expenses and travel costs, for consultants and City personnel to support the development and quality of child care within the City.

5.2 Developer cash contributions and child care density bonus contributions to the City's Child Care Reserve Funds will be allocated as follows:

- (a) 70% of the amount will be deposited to the Child Care Development Reserve Fund, and
- (b) 30% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.

5.3 All expenditures from the Child Care Reserve Funds must be authorized by Council.

## **6. DEVELOPMENT OF CHILD CARE FACILITIES**

6.1 To facilitate consistent, transparent and sound planning, the City will:

- (a) Undertake periodic child care needs assessments to update its child care strategy.
- (b) Use its powers through the rezoning and development approval processes to achieve child care targets and objectives.
- (c) Prepare Child Care Design Guidelines which articulate the City's expectations for the design and development of City-owned or leased child care facilities, whether they are built as City capital projects or by developers as community amenity contributions.
- (d) Make the Child Care Design Guidelines available to members of the public as a resource, and to City staff, developers, and architects as a guide for planning child care spaces in City-owned or leased facilities or developer-built community amenities being contributed to the City.





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Adopted by Council: January 24, 2006  
Amended by Council: April 10, 2012; December 8, 2014; September 14, 2015, November 18, 2019

Policy 4017

File Ref: 3070

**Child Care Development Policy**

- 6.2 The City will further facilitate the establishment of child care facilities by:
- (a) Encouraging adequate child care centre facilities throughout the City where needed, particularly in each new community.
  - (b) Providing City land and facilities for child care programs in locations throughout the City.
  - (c) Encouraging child care program expansion through the enhancement of existing community facilities.

**7. CHILD CARE GRANTS POLICY**

- 7.1 Through City child care grants, support child care:
- (a) Facilities.
  - (b) Spaces.
  - (c) Programming.
  - (d) Equipment and furnishings.
  - (e) Professional and program development support.

**8. PROFESSIONAL CHILD CARE SUPPORT RESOURCES**

- 8.1 Support resources for child care providers as advised by the Child Care Development Advisory Committee and as the need requires and budgets become available.

**9. POLICY REVIEWS**

- 9.1 From time to time, the City will:
- (a) Review child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.
  - (b) As appropriate, develop targets for the required number, type and location of child care services in Richmond.



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2014; September 14, 2015, November 18, 2019

Policy 4017

File Ref: 3070

**Child Care Development Policy**

**10. INFORMATION**

10.1 The City will, with advice from the Child Care Development Advisory Committee:

- (a) Generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;
- (b) Determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;
- (c) Review, update and distribute City produced public information material to the public on child care.

**11. PROMOTION**

11.1 The City will:

- (a) Promote and support child care initiatives and awareness activities.



# **Child Care Grants Program Guidelines**

*Child Care Grant Information Session:  
Tuesday September 10, 2019 at 6:00pm  
Location: M.1.002 Meeting House at City Hall*

City of Richmond - Community Services  
Community Social Development  
August 2019

**CNCL - 323**

# Child Care Grants - Program Guidelines

## Introduction

The City of Richmond provides grants to non-profit societies who provide child care services within the City's geographic boundaries. Child Care grants are funded by voluntary community amenity contributions from developers. These funds are held in the City's Child Care Development Reserve or the Child Care Operating Reserve. The ability to provide grants is subject to available funding and there may be years when the grant program(s) are not offered. For more information about the City of Richmond's approach to supporting child care services, please see the [City of Richmond's Child Care Development Policy](#).

## Eligibility

Non-profit societies that either (1) provide child care services or (2) support the provision of child care services are eligible for Child Care Grants.

Applicants may be either:

- non-profit child care providers delivering licensed child care in Richmond and seeking to improve the quality or capacity of care in their facility, or
- non-profit societies supporting quality programming and/or providing professional development opportunities for the broader child care community in Richmond.

## Purpose

Child care grants are available for both: (1) capital and (2) professional and program development expenses. These purposes are outlined below.

### (1) Capital Grants

Capital grants are provided to acquire or upgrade physical assets in licensed child care facilities such as property, buildings and equipment. Funding is available for a **one-time capital expense** that will improve the quality, availability and accessibility of licensed child care in Richmond, such as: equipment, furnishings, renovations or playground improvements. For equipment to qualify as a capital expenditure, it must be for long-term use (e.g. an easel would qualify; art supplies would not).

### (2) Professional and Program Development Grants

Non-profit societies developing or providing professional and program development opportunities in Richmond (e.g. training, workshops) are eligible to apply for funding. The initiatives must be available and of benefit to the broader child care community in Richmond, rather than to a few specific individuals or centres. The need for and benefit to the child care community must be demonstrated. Funding for individual staff to register for or attend courses or workshops is not eligible under this grant program.

**NOTE:** The City of Richmond recognizes the need for both capital and operating funding to support child care programs. Funds are available to support child care operators through the Provincial Child Care BC Program, including:

- *Child Care Operating Funding-* to assist with the day-to-day costs of running a licensed child care facility. To learn more about operating funding opportunities, visit [the Provincial Government- Child Care Operating Funding website](#).
- *Training and Professional Development Funding –* to assist with professional development and upgrading. To learn more about funding opportunities, visit <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/recruitment-retention-strategy> or Westcoast Child Care Resource Centre at <https://www.wstcoast.org/pd-funding-2019-2020>

### **Priorities**

Priority will be given to applications for facilities or programs that:

- support infant/toddler and school-age care, identified as priorities in the 2017 – 2022 Richmond Child Care Needs Assessment and Strategy;
- have accessed, or are willing to access other available sources of funding, including Child Care Operating Funding, Child Care BC Maintenance Fund, Child Care BC Relocation Fund, New Spaces Grant; and
- enroll families who are receiving the Affordable Child Care Benefit (formerly Child Care Subsidy) and, if eligible, participate in the Child Care Fee Reduction Initiative.

### **Grant Application Process**

The City of Richmond uses an **online** grant application process. Only electronic applications will be accepted. Please refer to the *City of Richmond Child Care Grant Program - City Grants Web-based System Grant Applicant User Guide* which is posted on the City's web site for instructions on using the system. The guide provides tips and illustrations for all sections of the grant application.

In preparation for submitting an application, please have electronic documents to attach as requested. The user guide lists the preferred file formats for documents, spreadsheets and pictures. There are also forms posted on the City's web site that can be used to provide information on licensed capacity, project budgets and project timelines.

The following electronic documents will be needed for your application:

- Certificate of Incorporation for the Society;
- Society's Constitution and Bylaws;
- Contact list for the Society's Board of Directors, Officers and Executive Director;
- Most recent Annual General Meeting minutes;
- Provincial Child Care License(s), if applicable;
- Last year's financial statements or audited statement;
- Current year operating budget;

- Itemized project budget, including quotes (details included in *Proposed Project Budget* form available on the City's grant website);
- Project timeline;
- Licensed capacity & current enrolment by program; and
- If the organization received a grant in the previous year, a grant-use report.

***NOTE:*** *If your Society previously received a child care grant, you will need to submit a grant use report to explain how the funds were used. This information must be submitted in order to be considered for a new grant in a future intake year.*

### **Applications must include the following:**

#### **Step 1 - Applicant Contacts**

- a) Society name
- b) Society number issued by the BC Registry Services at the time of incorporation
- c) Society website if applicable
- d) Contact names for the Society, e.g. an executive director, program manager or Board member and authorized signing officers
- e) Contact members' role in the Society
- f) Society's address, postal code, phone number and e-mail address

#### **Step 2 - Applicant Information**

- a) Briefly outline the Society's history, mandate, goals and objectives.
- b) Describe the programs and services provided in the last five years.
- c) If the Society delivers licensed child care programs, provide the licensed capacity and current enrolment by type for each program offered, referred to in the Society's Provincial Child Care License(s).
- d) Attach a copy of the Society's Provincial Child Care License(s) as issued by Vancouver Coastal Health - Community Care Facilities Licensing.
- e) Attach a list of the Society's Board of Directors, Officers and Executive Director, including their addresses and contact information.
- f) Attach minutes of the Society's most recent annual general meeting.
- g) Attach Last Year's Financial Statements or Audited Statement including balance sheet for the recently completed fiscal year, including the auditor's report signed by external auditors, or one of the following alternatives:
  - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors;
  - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors; or

- If none of the above are available, financial statements for the most recently completed fiscal year endorsed by two signing officers of the Board of Directors.
- h) Attach an operating budget for the current year including all sources of revenue (e.g. Child Care Operating Funding, Fee Reduction, Prototype Funding, other grants, fundraising).
- a) Provide information on signing officers to represent the Society's endorsement of the grant application and attach a completed signature form.

### **Step 3 - Grant Request Details – Proposal Information**

The following items are required:

#### Capital Grant Requests

- a) Proposal title
- b) Purpose of the grant - what is the intent of the proposed grant (e.g. for equipment, furnishings, playground improvements, other)? If you select "other" please provide a description of what capital project you wish to undertake.
- c) Provide a detailed description of how the funds would be used to enhance the delivery of licensed child care in Richmond (e.g. improve quality, availability, accessibility).
- d) Describe who will benefit from the grant if received (e.g. the number and age groups of children who will benefit).
- e) List any partners who will be assisting with the project (e.g. any other funders, volunteers, or companies who will provide money, services, in-kind assistance or other contributions).
- f) Provide a detailed budget for the proposal (using the *Proposed Project Budget* form available on the City grant website) including:
  - dollar figure for the total requested grant amount.
  - 2 quotes for each outlined expense including source of the quote.
  - all other sources of revenue or funding approved or requested for this project (e.g. Child Care BC Maintenance Fund, Child Care BC Relocation Fund, New Spaces Grant), the date of application, amount of funding requested and the status of the application.

#### Professional and Program Development Grant Requests

- a) Proposal title
- b) Purpose of the grant – describe how the funds will be used to enhance the child care service delivery, support skill development of early childhood educators, and benefit the broader Richmond child care community.
- c) Describe who will benefit from the grant, if received including the anticipated number of people directly participating.
- d) Describe the expected outcomes for this project and how this project will be evaluated.
- e) List any partners who will be assisting with the project (e.g. any other funders, volunteers or companies who will provide money, services, in-kind assistance or other contributions).

- g) Provide a detailed budget for the proposal (using the *Proposed Project Budget* form available on the City grant website) including:
- dollar figure for the total requested grant amount.
  - 2 quotes for each outlined expense including source of the quote.
  - all sources of revenue for this event (e.g. participant fees, organizational contributions, fundraising, grants), the amount and the status (e.g. secured, anticipated, unconfirmed).

#### Supporting Documents

- a) Attach copies of the following:
- An itemized budget for how grant funds will be used (using the *Proposed Project Budget* form available on the City grant website);
  - Additional supporting information for the projected costs (e.g. workshop presenters quotes or 2 quotes from suppliers/trades for Capital projects);
  - A timeline for completing the project and using the grant funds.

#### Additional Documentation to Support your Application (optional)

- b) Documentation to demonstrate the need for funds (this could be a letter from the Board, a letter from a building consultant/inspector or an inspection report from Child Care Facilities Licensing).
- c) Letters of support from parents, community partners or others.

### **Terms and Conditions**

The Terms and Conditions section of the grant application discusses the following expectations for grant applicants:

- Funds must be used by successful applicants within one year of approval.
- All grant recipients must provide a report documenting the use of the funds and the benefits received (at the latest, one year following receipt) through a Grant-Use Report on the online City grant system. Capital Grant Use reports must also include a photo.
- In addition, the grant received should be mentioned in any newsletter or related publicity published by the organization.
- Any grant applicant who is applying for new funding must submit a report documenting use of previously awarded funds before their current application can be considered.

Consent to these terms will be requested as part of the application process.

### **Review Process and Approval Process**

Grant submissions are first reviewed by City staff to determine eligibility and completeness. The City of Richmond's Child Care Development Advisory Committee also reviews grant applications and makes recommendations to City Council. These are summarized into a report that is presented to Council for their consideration. All decisions concerning the approval of Child Care grants are made by Council. These decisions are final and there is no appeal process.



## **Application Deadlines and Decisions**

The deadline for submitting a grant application will be determined annually. Late applications are not accepted. Please visit the City's grants web site for more information on the grant program and important application deadlines:  
[www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)

If you are unclear on any part of the grant application please contact Chris Duggan, (Program Manager, Child Care) for clarification.

Chris Duggan  
Program Manager, Child Care  
City of Richmond – Community Social Development  
Phone: 604-204-8621  
E-mail: [cduggan@richmond.ca](mailto:cduggan@richmond.ca)

## CCDAC Recommended Child Care Grant Allocations

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	CCDAC RECOMMENDED AMOUNT	CONDITIONS	Page Number
Developmental Disabilities Association	Child Care Capital Grant	<b>Washroom and Kitchen Upgrade</b> Riverside's recent BC CC Maintenance fund application covered the replacement of the counter and sinks in the children's washroom. There are other washroom and kitchen repairs that are needed which no longer fall within the Province's grant criteria.	\$8,000.00	\$8,000.00		1
La Societe de la Garderie et de la Prematernelle les Moussaillons	Child Care Capital Grant	<b>Playground Improvements</b> The purpose is to build a new playground structure for the younger children enrolled at Les Moussaillons. A playground was recently installed for the school age children.	\$9,978.00	\$9,978.00	<b>Conditional on:</b> receipt of BC Gaming Grant or other confirmed funding  <b>Conditional on:</b> Submission of completed grant use report from 2017	3
Little Wings	Child Care Capital Grant	<b>Furnishings and Equipment - Infant/Toddler Program</b> The purpose of this grant is to purchase new equipment and furnishings required for our Infant and Toddler programs. These new items will replace much needed furnishings that are old and starting to break down.	\$5,001.44	\$4,514.00	<b>Conditional on:</b> previously funded fence installation being completed, updated grant use report submitted.  <b>Funding Considerations</b> <b>Ineligible items:</b> toys <b>Change from requested:</b> Funding lesser quote for drying rack.	5
Richmond Society for Community Living - Treehouse	Child Care Capital Grant	<b>Facility Upgrades- Treehouse</b> The purpose of this grant is to make capital refurbishments and repairs to Treehouse Early Learning Centre. Funds received from the City of Richmond Child Care Capital Grant will allow RSCL to continue to make needed health and safety upgrades to the centre. Following recent completion of Phase 1 of the project replaced counter tops, sinks and faucets in the kitchen, art area and bathrooms, Phase 2 will include a minor upgrade to electrical and installation of new cabinet doors in all areas of the centre. This project will improve safety and the overall appearance of a centre.	\$5,000.00	\$5,000.00	<b>Conditional on:</b> grant funding is allocated towards capital costs.	7
Richmond Society for Community Living - Youth Connections	Child Care Capital Grant	<b>Furnishings- Youth Connections</b> Grant funds will be used to improve accessibility and safety of the kitchen located in our Youth Connections out of school program.	\$7,500.00	\$7,500.00	<b>Conditional on:</b> grant funding is allocated towards capital costs..	9

## CCDAC Recommended Child Care Grant Allocations

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	CCDAC RECOMMENDED AMOUNT	CONDITIONS	Page Number
Society of Richmond Children's Centres - Gardens	Child Care Capital Grant	<b>Furnishings and Equipment- Gardens</b> The Gardens infant room is in need of a) some more challenging equipment for infants to climb and b) more cozy space. The Natural Pod Infant Loft was designed to serve both those purposes and would be a wonderful addition to the classroom.	\$4,149.60	\$3,877.00	<b>Change from requested:</b> Revised budget amount submitted by applicant \$3889.60	11
Society of Richmond Children's Centres- West Cambie	Child Care Capital Grant	<b>Furnishings and Equipment- West Cambie</b> The West Cambie infant room is in need of a) some more challenging equipment for the infants to climb and b) more cozy space. The Natural Pod Infant Loft was designed to serve both those purposes and would be a wonderful addition to the classroom.	\$4,149.60	\$3,877.00	<b>Change from requested:</b> Revised budget amount submitted by applicant \$3889.60	12
Thompson Community Association	Child Care Capital Grant	<b>Playground Improvements</b> Grant funds will be used to purchase a mud kitchen, benches, an arbor and water play table.	\$10,000.00	\$7,254.00	<b>Funding Considerations</b> <b>Ineligible items:</b> garden tools and accessories. <b>Not funding:</b> one mud kitchen. <b>Change from requested:</b> will be funding lower quotes.	13
<b>Child Care Capital Grant Request Total</b>			<b>\$53,778.64</b>	<b>\$50,000.00</b>		
Child Care Training and Professional Development Society of Richmond	Professional and Program Development Grant	<b>Administer Workshop/Conference</b> Grant funds will support the costs of a professional development conference for child care providers and early childhood educators in Richmond and help subsidize the cost of the Keynote, workshop presenters, parking, and venue cost which will result in keeping delegates' fees low.	\$4,000.00	\$4,000.00	<b>Conditional on:</b> providing an updated budget form that is clear and accurate.	15
<b>Child Care Professional and Program Development Grant Request Total</b>			<b>\$4,000.00</b>	<b>\$4,000.00</b>		

## CCDAC Recommended Child Care Grant Allocations

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	CCDAC RECOMMENDED AMOUNT	CONDITIONS	Page Number
<b>Professional &amp; Program Development Grant Request/Recommended Total</b>			<b>\$4,000.00</b>	<b>\$4,000.00</b>		
<b>Child Care Capital Grant Requests/Recommended Total</b>			<b>\$53,778.64</b>	<b>\$50,000.00</b>		
<b>TOTAL 2019 CHILD CARE GRANTS REQUESTS &amp; RECOMMENDED</b>			<b>\$57,778.64</b>	<b>\$54,000.00</b>		
<b>2020 Child Care Grants Program Budget:</b>		<b>Amount Available</b>	<b>Requests</b>	<b>Recommended</b>	<b>Balance remaining</b>	
<b>Capital Grants</b>		<b>\$50,000.00</b>	<b>\$53,778.64</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	
<b>Prof &amp; Prog Dev't Grants</b>		<b>\$10,000.00</b>	<b>\$4,000</b>	<b>\$4,000.00</b>	<b>\$6,000.00</b>	
<b>Total</b>		<b>\$60,000.00</b>	<b>\$57,778.64</b>	<b>\$54,000.00</b>	<b>\$6,000.00</b>	



**Capital Assistance Application for 2020  
Childcare Grants Program**

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Developmental Disabilities Association of Vancouver-Richmond

**Title:** Riverside Washroom/Kitchen upgrade

**Amount:** \$8,000.00

**Purpose:** Furnishings

Riverside's recent BC CC Maintenance fund application covered the replacement of the counter and sinks in the children's washroom. There are other washroom and kitchen repairs that are needed which no longer fall within the Province's grant criteria.

**Service Delivery Benefits:**

The kitchen counter and microwave shelf are in disrepair and cannot be properly sanitized due to wearing and cracks. The children's washroom cupboard doors are broken and the inside of the cabinets have water damage. The surfaces are buckled and were showing signs of mold. The sinks and counter were replaced so the water is no longer a problem but the resulting damage creates an unhealthy environment.

**Beneficiaries:**

The children and staff will have clean and healthy kitchen and washroom spaces, allowing for proper cleaning and pride in their environment.

**Partners (if applicable):**

Previously received \$2152.50 from MCFD for the children's washroom counter and sinks/taps. This work is noted on attached quote from Solid General Contractors.

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2019	\$10000.00	Child Care Capital
2017	\$2500.00	Child Care Capital
2016	\$4900.00	Child Care Capital

**GRANT RECOMMENDATIONS**

## Capital Assistance for 2020

**Recommended  
Amount:** \$8,000.00

**Recommendation:**

That the Developmental Disabilities Association of Vancouver-Richmond be funded for a total amount of \$8,000.00 for a Child Care Capital Grant.
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**Staff Comments/Conditions:**

Subject to the City of Richmond's (as landlord) review and approval of the materials to be used in this project.
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**Society: LA SOCIETE DE LA GARDERIE ET DE LA PREMATERNELLE LES****Title: Construction of a New Playground Structure****Amount: \$9,978.00****Purpose: Playground**

The purpose is to build a new playground structure for the youngest children enrolled at Les Moussaillons.

**Service Delivery Benefits:**

This is an issue of accessibility and safety of the children. The elementary school (Ecole Des Navigateurs) in which Les Moussaillons is located has just built a new playground structure for its students. Les Moussaillons also uses this playground, however, the equipment is not age appropriate for some of our smaller children.

These funds will be used to help build a new small playground structure to complement the larger playground structure that has already been built by the school in order to give the smaller children a safer, more age appropriate, playground for them to play on. Currently the youngest children at Les Moussaillons are unable to safely use the playground currently at the school.

**Beneficiaries:**

At least 18 children between the ages of 30 months and 5 years old enrolled at Les Moussaillons will directly benefit from the new playground equipment.

Furthermore, the playground will also benefit the children in the surrounding community who use the playground equipment during evenings and on weekends when school is not in session. Exact numbers are not known but it is estimated that these children number between 25 to 50.

**Partners (if applicable):**

Ecole Des Navigateurs (part of District 93), who is leasing the school from the Richmond School District (District 38), is providing Les Moussaillons the space on which to build its playground.

## Capital Assistance for 2020

We are also applying for funding from the Province of BC through their Community Gaming Grants program. We have received this funding in the past (2017) and we will be applying for it again this year.

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2017	\$6712.00	Child Care Capital

### GRANT RECOMMENDATIONS

**Recommended Amount:** \$9,978.00

**Recommendation:** That La Societe de la Garderie et de la Prematernelle les Moussaillons be funded for a total amount of \$9,978.00 for a Child Care Capital Grant.

#### Staff Comments/Conditions:

Conditional on receipt of BC Gaming Grant or other funding sufficient to complete project and conditional on the completed 2017 Grant Use Report being submitted.





**Capital Assistance Application for 2020  
Childcare Grants Program**

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Little Wings Day Care Centre Society

**Title:** Infant Toddler Upgrades

**Amount:** \$5,001.44

**Purpose:** Furnishings

The purpose of this grant is to purchase new equipment and furnishings required for our Infant and Toddler programs. These new items will replace much needed furnishings that are old and starting to break down.

**Service Delivery Benefits:**

These child care funds will be used to enhance child care service delivery by providing quality furnishings that meet the needs of daily use in our Infant and Toddler programs. With the purchase of solid and well-built equipment, the children will have opportunities to play and explore their environment that will encourage social interactions as well as allow for parallel play. The addition of 3 new cribs for our infant nap room will ensure that the children have an appropriate space to rest each day.

**Beneficiaries:**

By providing new durable furnishings, as well as some sensory toys, this grant will directly benefit 12 infants and 12 toddlers as well as 8 educators. Forty-eight parents will be happy knowing their children are in an environment that is safe and nurturing and that their development needs and size requirements are being met.

**Partners (if applicable):**

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2019	\$17687.00	Child Care Capital
2019	\$5734.00	Child Care Capital
2018	\$5297.00	Child Care Capital

**GRANT RECOMMENDATIONS**

## Capital Assistance for 2020

Little Wings Day Care Centre Society

Summary Page 2

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**Recommended**

**Amount:** \$4,514.00

**Recommendation:** That Little Wings Daycare Society be funded for a total amount of \$4,514.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:**

That the Little Wings Daycare Society submits and updated grant use report for their 2019 Child Care Capital Grant and confirms that all previously funded grants are complete.

**Society:** Richmond Society for Community Living

**Title:** Treehouse early Learning Centre Refurbishment

**Amount:** \$5,000.00

**Purpose:** Other

The purpose of this grant is to make capital refurbishments and repairs to Treehouse early Learning Centre. Funds received from the City of Richmond Child Care Capital Grant will allow RSCL to continue to make needed health and safety upgrade to the centre. Following recent completion of Phase 1 of the project which saw replaced counter tops, sinks and faucets in the kitchen, art area and bathrooms, Phase 2 will include a minor upgrade to electrical and installation of new cabinet doors in all areas of the centre.

This project will improve safety and the overall appearance of a centre that has received no major renovations in the past two decades.

**Service Delivery Benefits:**

Treehouse early Learning Centre was built more than 20 years ago. The playground area has no grounded electrical outlets and the staff currently run an extension cord from the utility closet to the play areas to power equipment. In addition to posing a tripping hazard for the children and staff, there is a risk of overload to the outlet with multiple items plugged in at one time.

In addition, wear and tear on the cabinets throughout the centre has resulted in loose hardware, with cabinet hinges/pulls completely broken in some areas. Laminate coating on some doors has degraded completely, leaving the doors with sharp edges and discoloured. New cabinet doors will include upgraded hardware to ensure safety and a uniform appearance throughout the centre.

**Beneficiaries:**

Beneficiaries of this grant will be the children currently enrolled at Treehouse early Learning Centre and their families, as well as those who will attend the program in the future. Treehouse is a community child care centre with dedicated spots for children with disabilities or additional support needs.

**Partners (if applicable):**

## Capital Assistance for 2020

Ability - to off-set the costs of this project

### MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$15500.00	Health, Social & Safety
2019	\$3500.00	Child Care Capital
2019	\$5000.00	Child Care Capital

### GRANT RECOMMENDATIONS

**Recommended Amount:** \$5,000.00

**Recommendation:** That the Richmond Society for Community Living be funded for a total amount of \$5,000.00 for a Child Care Capital Grant.

#### Staff Comments/Conditions:

Subject to the City of Richmond's (as the landlord) review and approval of the proposed materials to be used in the project and that the grant funding is used towards capital costs.



**Capital Assistance Application for 2020  
Childcare Grants Program**

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Richmond Society for Community Living

**Title:** Youth Connections Kitchen Renovation

**Amount:** \$7,500.00

**Purpose:** Other

Grant funds will be used to improve accessibility and safety of the kitchen located in our Youth Connections out of school program.

**Service Delivery Benefits:**

Located in Richmond Caring Place, Youth Connections ensures that youth with developmental disabilities receive supervision and support while their parents are at work. Each individual is encouraged to set goals, and program staff work to plan activities and outings to support participants to achieve their goals.

Achieving and maintaining a healthy lifestyle is often a focus. Good nutrition and healthy eating is an important component of the program that is reinforced in a variety of ways. Youth Connections maintains a garden plot at Terra Nova Community Gardens and also grows produce in their yard. Cooking classes where participants are supported to learn skills to contribute to their own health and well-being.

The current Youth Connections kitchen is not adequate for this purpose. The facility lacks a proper cook top/oven and participants and staff rely on a counter top convection oven and microwave for cooking. Additionally, the area of the kitchen is very small, restricting access for those who use wheelchairs for mobility.

A renovation to the space would see the space widened by moving the peninsula counter top and creating a dual height surface to accommodate those who use wheelchairs. In addition, we will undertake to install a proper

stove/oven appliance which will require moving plumbing and upgrading electrical. These improvements will provide greater accessibility and safety of the space, allowing for more program participants to benefit.

**Beneficiaries:**

Youth Connections is an innovative out-of-school program designed exclusively for young people with disabilities aged five to nineteen. Operating after school weekdays during the school year and for full days during the summer, spring, and winter breaks, the program offers school-aged children and teens the opportunity for social interaction and recreation. Therapeutic recreation offered through Youth Connections allows participants to expand their independence skills and improves overall quality of life. With a focus on adventure, excitement, friendship, and fun, Youth Connections is living proof that some of life's greatest lessons are taught in a recreational setting.

**Partners (if applicable):**

RSCL will submit a grant application to BC Maintenance Fund in support of this project. In addition, RSCL will direct funds received from fundraising activities and MCFD one time only funding to this project.

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2019	\$15500.00	Health, Social & Safety
2019	\$3500.00	Child Care Capital
2019	\$5000.00	Child Care Capital

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$7,500.00

**Recommendation:** That the Richmond Society for Community Living be funded for a total amount of \$7,500.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:**

The grant funding is to be used towards capital costs.



**Capital Assistance Application for 2020  
Childcare Grants Program**

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Society of Richmond Children's Centres

**Title:** Infant Loft - Gardens IT

**Amount:** \$4,149.60

**Purpose:** Equipment

The purpose is to add this climbing equipment to add play value for the infants and toddlers at Gardens Infant/Toddler Program.

**Service Delivery Benefits:**

We have found this room with it's slanting glass walls to be very tricky to arrange in a way that is safe and challenging for the children. This loft which we have used in our other infant/toddler classrooms will be free standing and allow for more exploration and challenge in this classroom.

**Beneficiaries:**

All the children using the services at Garden's Children's Centre

**Partners (if applicable):**

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2019	\$12000.00	Child Care Capital
2019	\$4000.00	Professional and Program Development
2019	\$1880.00	Child Care Capital

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$3,877.00

**Recommendation:** That the Society of Richmond Children's Centres be funded for a total amount of \$3,877.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:** None.



**Capital Assistance Application for 2020  
Childcare Grants Program**

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Society of Richmond Children's Centres

**Title:** Infant Loft - West Cambie

**Amount:** \$4,149.60

**Purpose:** Equipment

The West Cambie infant room is in need of a) some more challenge for the climbing infants and b) more cozy space. The NaturalPod Infant Loft was designed to serve both those purposes and would be a wonderful addition to the classroom.

**Service Delivery Benefits:**

The loft would add an important element to the classroom and give the infants more play value in their physical space.

**Beneficiaries:**

All the infant children and families using West Cambie Children's Centre now and for years to come.

**Partners (if applicable):**

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2019	\$12000.00	Child Care Capital
2019	\$4000.00	Professional and Program Development
2019	\$1880.00	Child Care Capital

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$3,877.00

**Recommendation:** That the Society of Richmond Children's Centres be funded for a total amount of \$3,877.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:**

None.



**Society:** Thompson Community Association

**Title:** Playground enhancement project

**Amount:** \$10,000.00

**Purpose:** Playground

While the playground underwent a major improvement in 2017, the teaching staff have recommended improvements that will enhance play and active learning experiences for the children. These are specifically around the outdoor mud kitchen, which would benefit from more play space, stainless steel equipment, storage, and enhanced facilities. As we increase the focus exploring food - where it comes from, how to grow and care for it and the land - we also include in our application an arbor, which will create a cozy quiet place for children's reflection, and serve as a frame for growing runner beans or sweet peas to surround them. Lastly we envision a water activity table as a vehicle to enhance sensory exploration and the science found in everyday play.

**Service Delivery Benefits:**

These funds will enhance the quality of play experience for the Rompers students, by improving upon the outdoor play elements. With the success and popularity of the Terra Nova Nature School (another preschool program overseen by Thompson Community association), we recognize the intrinsic value realized when a robust active outdoor environment is provided, and the teachers are actively engaged in building a curriculum around it.

**Beneficiaries:**

The beneficiaries of this grant include the students and families of Rompers Preschool and summer camps, as well as the teaching staff, and the association. The students will benefit by an enhanced outdoor learning environment in which to discover the natural world; the teachers will benefit through an improved and more satisfying work environment in which to utilize their skills and knowledge, and the association will benefit by improving their reputation and ensuring their investment in the playground maintains its value.

**Partners (if applicable):**

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

## Capital Assistance for 2020

Thompson Community Association

Summary Page 2

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Year	Amount	Grant Program
2019	\$5733.00	Child Care Capital
2017	\$8600.00	Child Care Capital
2015	\$10000.00	Child Care Capital

### GRANT RECOMMENDATIONS

**Recommended**

**Amount:** \$7,254.00

**Recommendation:**

That the Thompson Community Association be funded for a total amount of \$7,254.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:**

Funding to be allocated to the lower priced quotes for capital items only.



**Program and Professional Development  
Child Care Grants Program 2020**

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Child Care Training and Professional Development Society of Richmond

**Title:** Circles of Caring Conference 2020

**Amount:** \$4,000.00

**Purpose:**

Provide a low cost but high quality conference for ECE and School Age providers in Richmond.

**Service Delivery Benefits:**

- provide high quality workshop presenters and be able to host a large amount of people in one venue

**Beneficiaries:**

- Early Childhood Educators and School Age providers in Richmond, BC

**Partners (if applicable):**

City Association Coordinators - set-up/take down, meet and greet

Richmond High Students - set-up/take down

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2019	\$4000.00	Professional and Program Development
2018	\$6000.00	Professional and Program Development
2017	\$5500.00	Professional and Program Development

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$4,000.00

**Recommendation:** That the Child Care Training and Professional Development Society of Richmond be funded for a total amount of \$4,000.00 for a Child Care Professional and Program

**Program and Professional Development Assistance for 2020**

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Development Grant.

**Staff Comments/Conditions:**

None