



To: General Purposes Committee
From: Kim Somerville
Director, Community Social Development
Re: 2024 Child Care Grants

Date: January 3, 2024
File: 07-3070-01/2024-Vol 01

Staff Recommendations

1. That the Child Care Capital Grants be awarded for the total recommended amount of \$50,000.00 as identified in the staff report titled “2024 Child Care Grants” dated January 3, 2024, from the Director, Community Social Development;
2. That a second call for applications for the Child Care Professional and Program Development Grants be issued in March 2024 and recommendations for grant allocations be brought forward in a subsequent report for Council consideration; and
3. That the grant funds be disbursed accordingly following Council approval.

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

Att. 4

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

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 for residents, employers and employees in Richmond. 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, programs, equipment and supports. 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, supportive resources and the delivery of professional development for child care providers.

This report supports Council's Strategic Plan 2022–2026 Focus Area #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

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

2024 Child Care Grants Budget

The City has two Child Care Reserve Funds that are used to fund the two types of child care grants:

- Child Care Capital Grants are funded from the Child Care Development Reserve (Bylaw No. 7182), 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. 8827), 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 2024 Operating Budget, an expenditure of \$50,000.00 from the Child Care Development Reserve for the 2024 Child Care Capital Grants and an expenditure of \$10,000.00 from the Child Care Operating Reserve for the 2024 Child Care Professional and Program Development Grants, were approved.

Notice Given and Applications Received

On September 13, 2023, the application window for the 2024 Child Care Grants opened and information 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 Richmond Child Care Resource and Referral Program to share with their child care network. The deadline for submissions was October 19, 2023. A total of ten applications were received from nine organizations, all of which were for Child Care Capital Grants. Thompson Community Society submitted two separate applications which have been considered together as a single submission for a Child Care Capital Grant. There were no applications received for the 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 2024 Child Care Grant applications. City staff, including the CCDAC staff liaison, met with the subcommittee and prepared recommendations for the CCDAC voting members. The subcommittee reviewed and assessed each application for compliance with the Child Care Grant Program Guidelines (Attachment 2) and summarized their recommendations, which was then presented to the CCDAC and approved.

Child Care Capital Grants

All nine organizations who applied for Child Care Capital Grants deliver licensed child care programs offering a range of services, including Group Care Under 36 Months, Group Care 30 Months to School Age, Preschool and Group Care School Age. The ten Child Care Capital Grant requests amount to \$87,657.13. The CCDAC recommends funding eight grant applicants for \$50,000.00, as outlined in Table 1 below.

One application for \$25,000.00, submitted by the Az-Zahraa Islamic Academy Society, is not recommended at this time. The funds requested are to contribute towards a significantly larger project with an overall budget of \$900,000.00 for which the remaining funding has not yet been secured. Staff will work with this organization regarding an application in a subsequent year as the overall project is closer to initiation.

There are two applications, Aspire Richmond and Thompson Community Association, where the recommended amount is lower than the requested amount. As there were insufficient funds to approve all requests, staff worked with these two organizations with the largest requests to identify amended items that could be purchased with an amount lower than the original requests. Aspire Richmond amended their request to fund the same project but with a reduced scope. Thompson Community Association made revisions to their request to reflect a reduction in the items requested reflecting a shared smaller amount based on their two applications. As a result, all revised items have been recommended for funding.

Table 1: 2024 Child Care Capital Grant Applicants and Requests

2024 Child Care Grant Applicants and Requests		Requested Amount	Recommended Amount
Capital Grant Applicants and Requests			
1.	Aspire Richmond (formerly Richmond Society for Community Living)	\$20,000.00	\$14,262.00
2.	Az-Zahraa Islamic Academy Society	\$25,000.00	\$0.00
3.	Connections Community Services Society	\$3,015.44	\$3,015.44
4.	East Richmond Community Association	\$1,613.44	\$1,613.44
5.	Little Wings Day Care Centre Society	\$3,243.09	\$3,243.09
6.	Richmond Jewish Day School Society of British Columbia	\$4,693.16	\$4,693.16
7.	Steveston Community Society	\$3,629.65	\$3,629.65
8.	Thompson Community Association	\$13,386.50	\$14,263.57
9.	Thompson Community Association	\$7,796.20	
10.	West Richmond Community Association	\$5,279.65	\$5,279.65
Total Amount Requested for Capital Grants		\$87,657.13	\$50,000.00

Child Care Professional and Program Development Grants

There were no applications for the 2024 Professional and Program Development Grants and there is \$10,000.00 that remains available for this purpose. Organizations who had applied in the past were contacted prior to the application deadline and, due to the timing of other organizational priorities, none were able to submit an application for funding at that time. Staff recommend that a second call for applications for the Child Care Professional and Program Development Grants be issued in March 2024 and recommendations for grant allocations be brought forward in a subsequent report to Council for consideration.

Staff support the CCDAC recommendations as proposed in the attached list of 2024 Child Care Grants Requests and Recommendations (Attachment 3). For reference, summaries of the 2024 Child Care Grant applications are included with this report (Attachment 4). As the content of the summaries are taken verbatim from the applicants’ submissions, they replicate any errors or omissions made by the applicants.

Financial Impact

The 2024 Child Care Grants budget of \$60,000.00 was approved as part of the City's 2024 Operating Budget. This funding 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 \$50,000.00 in allocations is being recommended for the 2024 Child Care Grants, subject to City Council's approval.

Conclusion

Child care is an important service that supports Richmond's children, families and employees. The City's Child Care Grants will enhance the provision of quality, affordable and accessible child care in Richmond. This is consistent with the 2017–2022 Richmond Child Care Needs Assessment and Strategy and the 2021–2031 Richmond Child Care Action Plan. Staff recommend approval of the proposed recommendations for the City's 2024 Child Care Grants for a total of \$50,000.00 allocated to eight Child Care Capital Grant applicants.



Chris Duggan
Acting Manager, Community Social Development
(604-204-8621)

- Att. 1: Policy 4017 - Child Care Development Policy
- 2: Child Care Grants Program Guidelines
- 3: 2024 Child Care Grants Requests and Recommendations
- 4: 2024 Child Care Grants Summary Reports



Adopted by Council: January 24, 2006

Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015,
November 18, 2019

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



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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		

schools where appropriate, and to liaise with the Child Care Development Advisory Committee,

- (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)



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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		

- (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



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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.

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:



Adopted by Council: January 24, 2006

Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015,
November 18, 2019

- (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.

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

2024 Child Care Grant Information Session:

September 26, 2023

4:00 pm to 5:00 pm

This will be a virtual event. Please RSVP to

childcare@richmond.ca to be included.

This session is mandatory for all new applicants.

City of Richmond – Planning and Development

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Child Care Grants - Program Guidelines

Introduction

The City of Richmond provides grants to non-profit societies providing child care services within the City's geographic boundaries. Child care grants are funded by voluntary community amenity contributions from land developers. These funds are held in the City's Child Care Development Reserve or the Child Care Operating Reserve. The City's 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, building 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 necessity and benefits of the initiative 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 ChildCareBC 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’s [Child Care Operating Funding](#) website.*
- *Training and Professional Development Funding – to assist with professional development and upgrading: To learn more about these funding opportunities, view the Province’s [Child Care Recruitment and Retention Strategy](#); or*
- *Visit Westcoast Child Care Resource Centre’s [funding webpage](#).*

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 an organizational contribution from the applicant, 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 and, if eligible, participate in the Child Care Fee Reduction Initiative,
- Projects that align with current priorities based on most recent EDI data for Richmond as identified by the Child Care Development Advisory Committee.

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 – **Grant Applicant User Guide*** which is posted on the City’s [website](#) 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 ready 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 website that should 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 two quotes for each item (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 to be considered for a new grant in a future intake year.*

Application Inclusions

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.
 - A detailed explanation of why audited statements are not available must be provided.
- h) Describe how this request aligns with current City priorities
- i) Attach an operating budget for the current year including all sources of revenue (e.g. Child Care Operating Funding, Fee Reduction, other grants, fundraising).
- j) 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 *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).
- f) Provide a detailed budget for the proposal (using the *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 identifying two quotes for how grant funds will be used (using the *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); and
 - A timeline for completing the project and using the grant funds.

Additional Documentation to Support your Application

- a) 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, photographs of an item needing repair or replacement).
- b) Two letters of support from parents, community partners or others are required. Please note letters from staff will not be accepted.

Terms and Conditions

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

- Successful applicants must use the funds for the stated, approved purpose as outlined in the approval letter and within one year of approval. Should items change in price, or function, prior City approval is required.
- 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 of capital items and itemized receipts for all expenses.
- 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 website for more information on the grant program and important application deadlines:
www.richmond.ca/culture/citygrant

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

Chris Duggan
Program Manager, Child Care and Youth
City of Richmond – Community Social Development
Phone: 604-204-8621
E-mail: cduggan@richmond.ca

Grant Writing Tips and Frequently Asked Questions

Writing Tips

- Read the Grant Program Guidelines carefully to make sure your organization and proposed grant purpose are eligible for a grant. Pay attention to what items are not eligible for funding. If you have questions or are unsure, reach out to the Grant Administrator early in the process.
- Think about what is your organization, program or project's core purpose? Talk about what is unique about it, and how it impacts the community.
- Does your proposed grant align with the City's principles and objectives for the grant program? Find ways to highlight this in your application.
- Assume that whoever is reviewing your application is not familiar with your organization, program, service or project. The Grant Review Committees are comprised of staff from a variety of different departments, many of which are not involved with your field. Advisory Committee members, who are appointed from the community, may also be involved in the review and not be familiar with your work.
- Make sure your budget makes sense and supports the objective you are proposing to accomplish. Often, a realistic budget is more convincing than a disconnected one.
- Don't send unnecessary attachments. If an application contains a lot of unrelated or unconnected information, your relevant, important points will often get lost in the crowd.

Application Tips

- Write out your application answers and save them in a separate document or file. That way, if you lose internet connection or have issues with the online grant system, your work is saved.
- Save your work often!
- Do not open the submitted application from a previous year and the current application at the same time to copy information over. The system can behave unpredictably and may overwrite your data.
- Give yourself adequate time. If you can, start planning early. Rushing to complete an application right before the deadline can often lead to mistakes, or missed documents.
- Gather your supporting documents ahead of time, including budget, quotes (where needed) and required signatures.

Appendix A: City Priorities

In response to the most recent Early Development Instrument (EDI) data collected and shared with the community by the Human Early Learning Partnership (HELP) at UBC, the City will prioritize initiatives that support and respond to the opportunities, challenges and needs identified in this report.

For the 2024 Child Care Grants, projects that support **social competence** and **emotional maturity** in children will be prioritized, as these have been identified as areas where children are presenting as the most vulnerable in Richmond. The following information is to assist in planning for the grant application. The information and resources that follow are not a complete copy of the findings from the Early Development Instrument or a complete listing of all possible resources available for support.

What is the Early Development Instrument?

The Early Development Instrument (EDI) is a population level monitoring tool that enables the community to understand the vulnerabilities of children in their kindergarten year at the community level. The questionnaire has 103 questions and measures five core areas of early child development that are known to be good predictors of adult health, education and social outcomes: social and emotional development, health and well-being, language and cognitive development, and communication skills. In British Columbia, the Ministries of Children and Family Development, Education and Child Care, and Health have funded the collection and use of the EDI for over 19 years.

EDI questionnaires are completed by kindergarten teachers from across British Columbia for all children in their classes. They are filled out in February, after teachers have had the chance to get to know their students. This ensures that teachers are able to answer the questions knowledgeably.

The EDI is a population-level research tool. It measures developmental change or trends in populations of children at varied geographies: provincial, regional and neighbourhood. This allows us to see variations in children's vulnerability across time and location. Understanding how populations of children are doing allows program delivery organizations and policy makers to make informed decisions about investments in new or adapted programs and in broad policies that support children and families.

EDI data can provide insight into how Kindergarten children are doing and encourage discussions about the factors affecting children's early development in neighbourhoods across the province. The information from the EDI is used to increase awareness of the ways in which we can create environments in which all children can thrive and develop.

EDI data are collected in groups called waves. Each wave is comprised of data collected from several consecutive school years. Data is reported based on children's home postal codes and represents children attending public schools and participating independent and on-reserve schools. To access EDI Reports for Richmond, visit <http://earlylearning.ubc.ca/maps/edi/sd/38/>

The Data: Wave 8 (2019-2022)

The EDI Wave 8 (2019-2022) Wave 8 EDI data for Richmond shows that 39.7% of kindergarten children were on track in their overall development, 39.3% were vulnerable on one or more EDI scales, and 21.1% were in flux (neither vulnerable on any scale, nor on track on all).

The EDI found that Richmond had higher rates of vulnerability than the province overall on 3 of the 5 EDI scales:

- Social Competence
- Emotional Maturity
- Communication Skills and General Knowledge

The below tables show the difference between the results of Wave 8 Vulnerability Rates, for Richmond compared with the Province Overall.

Richmond Wave 8, Overall Vulnerability = 39.3%

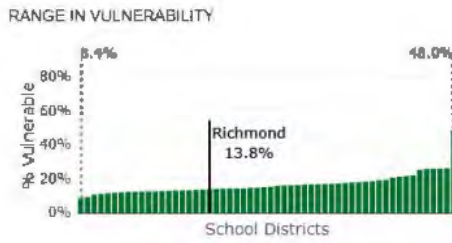
Physical Health & Well-being	Social Competence	Emotional Maturity	Language & Cognitive Development	Communication Skills & General Knowledge
13.8%	23.5%	21.4%	10.1%	20.7%

BC Wave 8, Overall Vulnerability = 32.9%

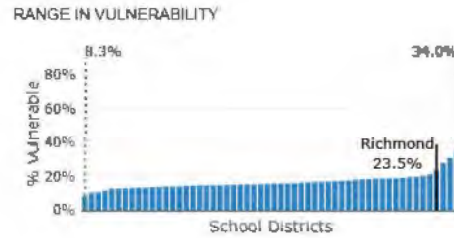
Physical Health & Well-being	Social Competence	Emotional Maturity	Language & Cognitive Development	Communication Skills & General Knowledge
14.7%	16.3%	17.5%	10.5%	14.3%

The below graphs show how SD38 Richmond faired against other school districts in the Province.

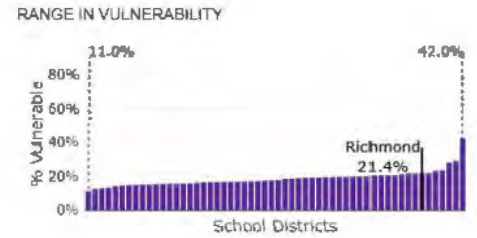
Physical Health & Well-being



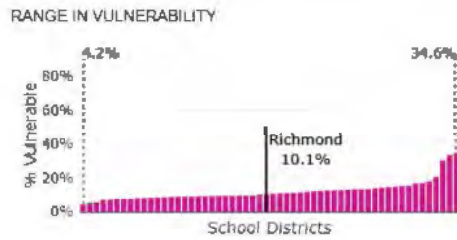
Social Competence



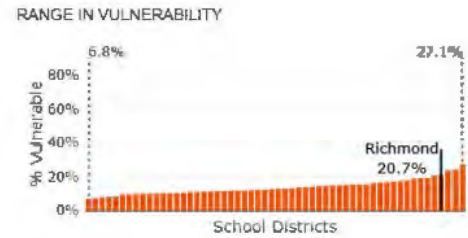
Emotional Maturity



Language & Cognitive Development

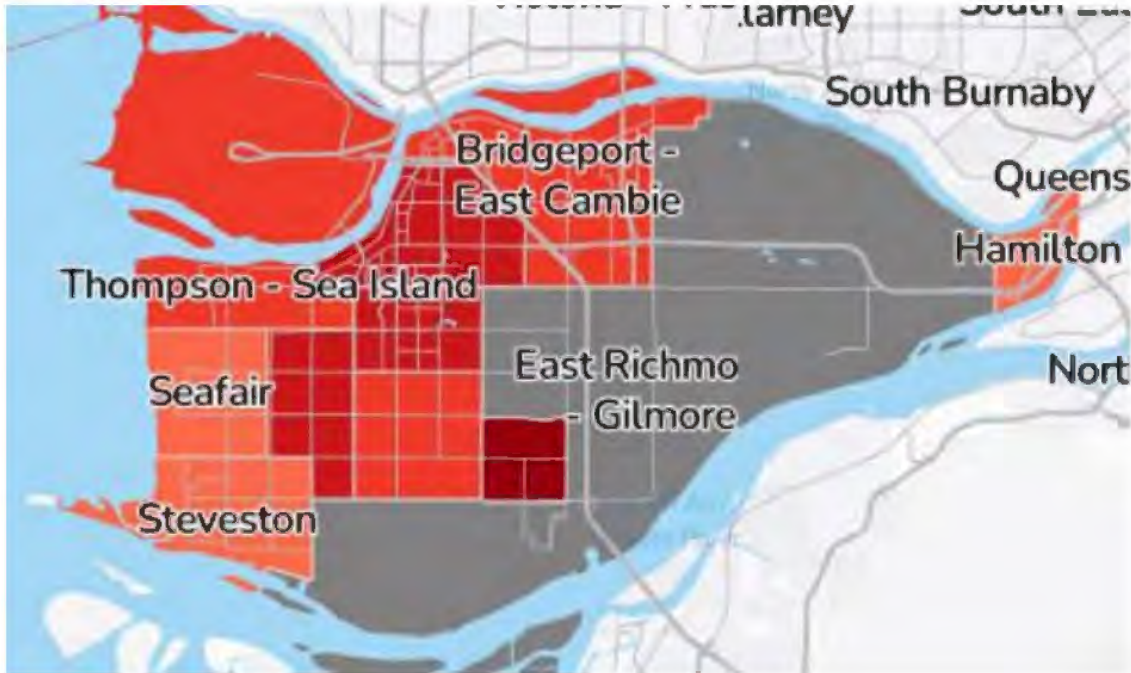


Communication Skills & General Knowledge



This Map shows the variability between vulnerability rates on all scales in neighbourhoods in Richmond.

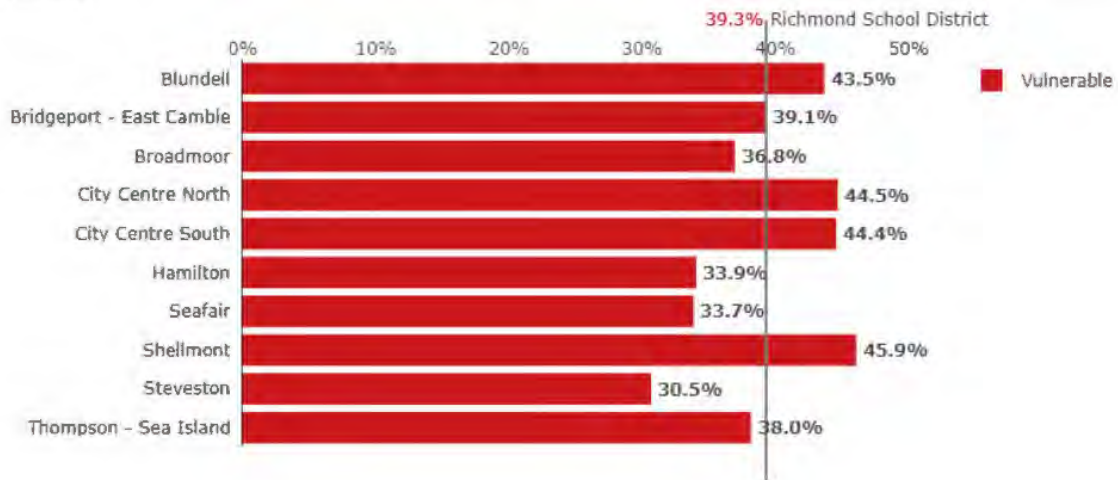
The darker the colour, the higher rate of vulnerability on all scales.



VULNERABILITY & OUTCOMES

Chart View

Vulnerability

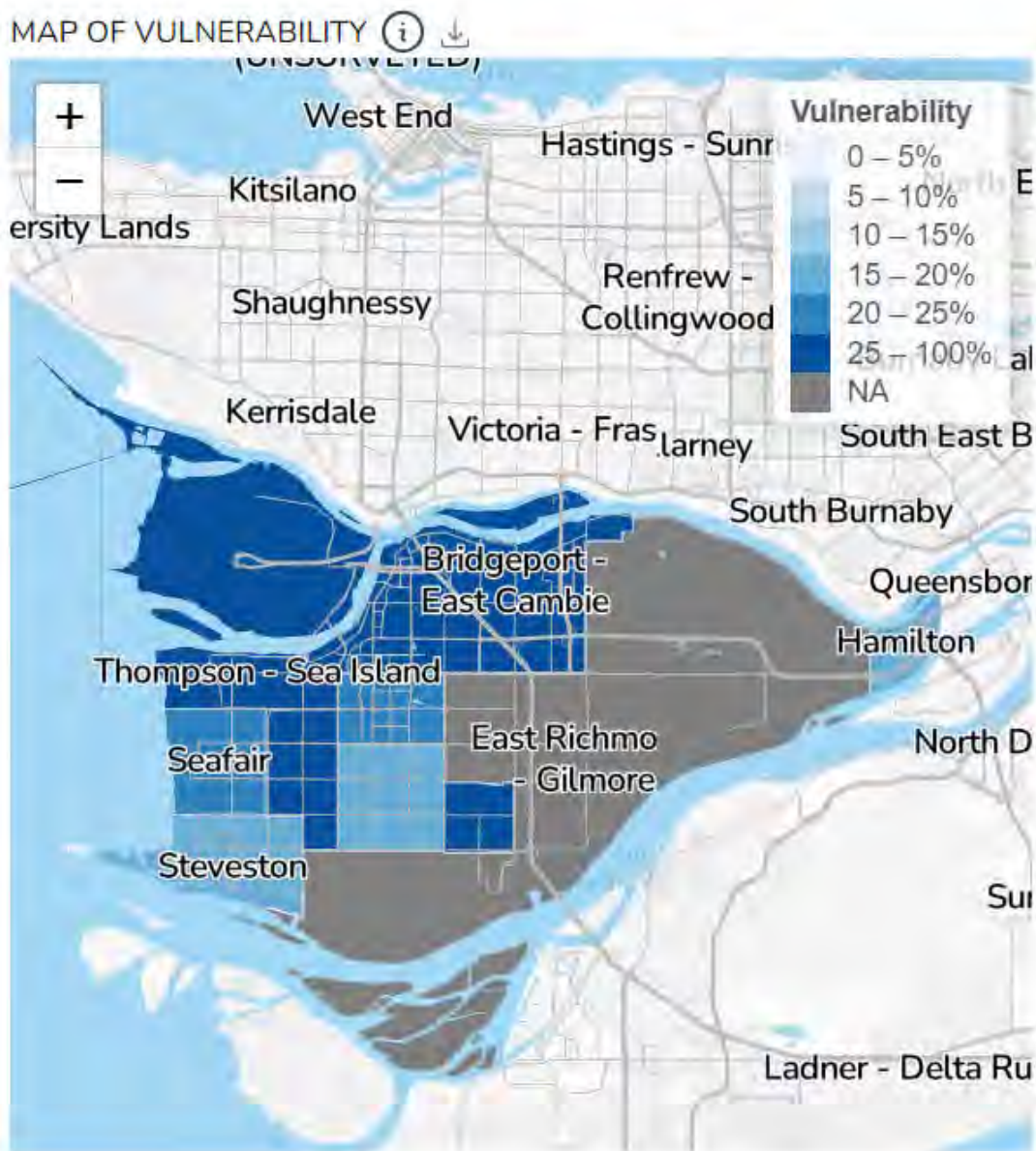


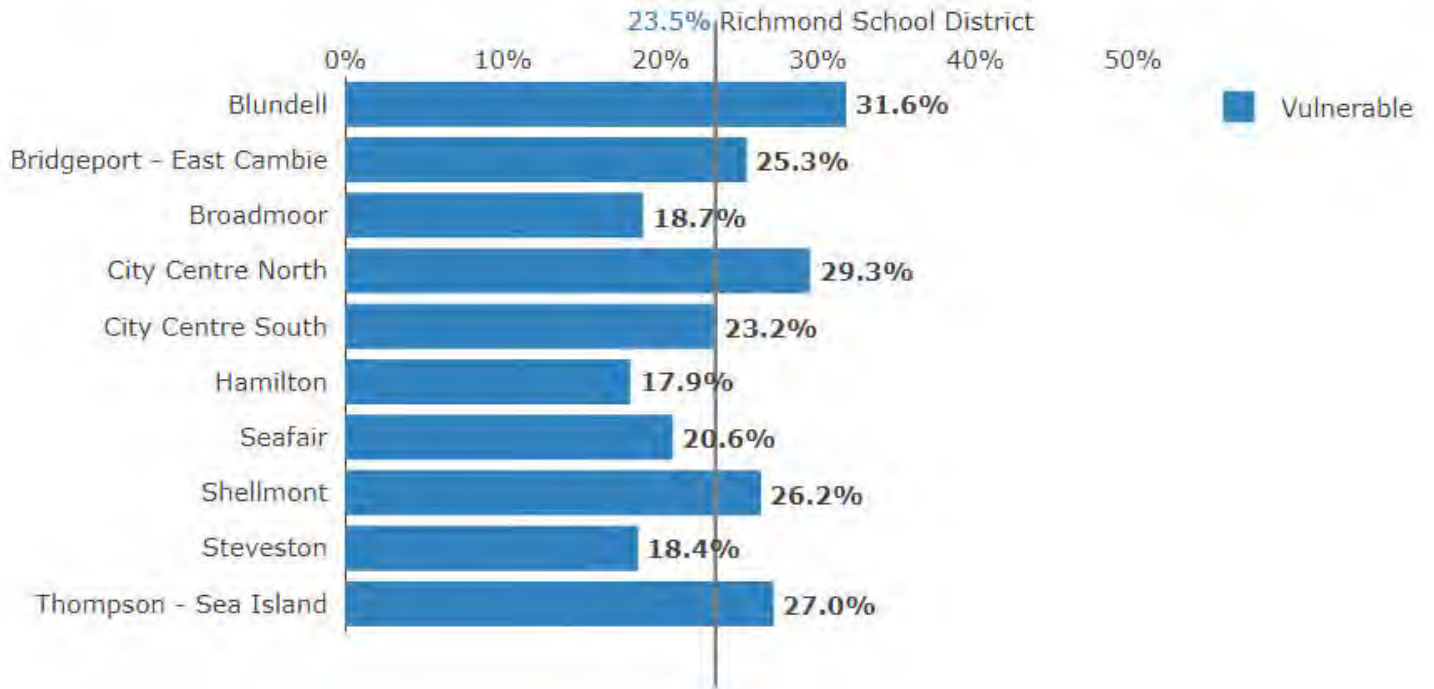
What is Social Competence?

***Social Competence** refers to children’s overall social competencies, capacity for respect and responsibility, approaches to learning, and readiness to explore new things. Children who are identified as vulnerable on this scale of the EDI are more likely to have problems getting along with other children on a regular basis and/or have difficulty following rules and class routines.

As with the rest of the province, the Social Competence vulnerability rate in Richmond increased significantly from 2004 (13%) to 2019 (16%). Vulnerability on this scale was highest in the Bridgeport - East Cambie (20%) and Blundell (17%) neighbourhoods, although both neighbourhoods saw a decrease in vulnerability from 2016 (26% and 21% respectively).

*(Human Early Learning Partnership, 2020)



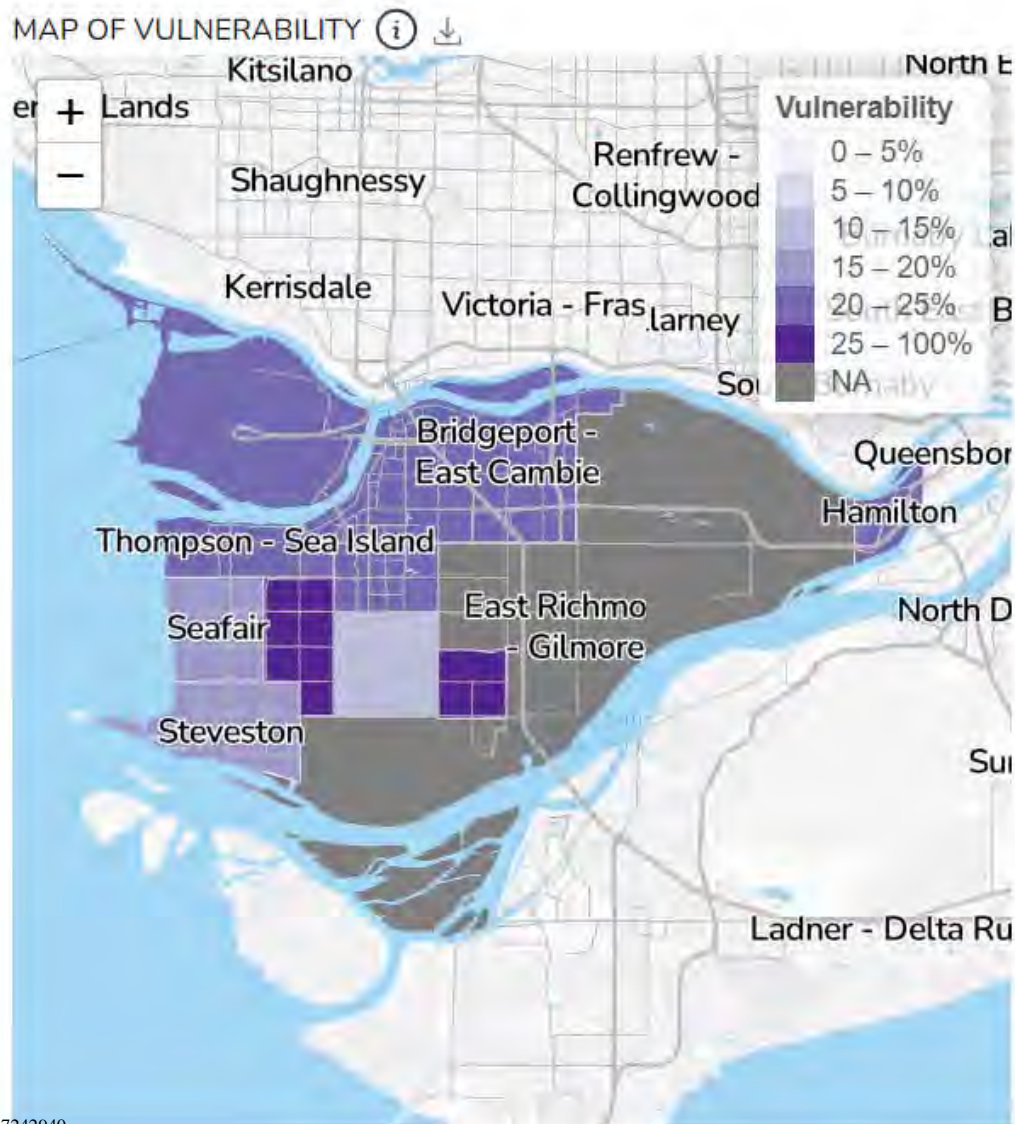


What is Emotional Maturity?

***Emotional Maturity** refers to children's prosocial and helping behaviours, as well as hyperactivity and inattention, and aggressive, anxious and fearful behaviours. Children who are vulnerable on this scale may experience challenges related to emotion regulation. They may have problems managing aggressive behaviour, be inattentive and impulsive, and/or be worried or anxious.

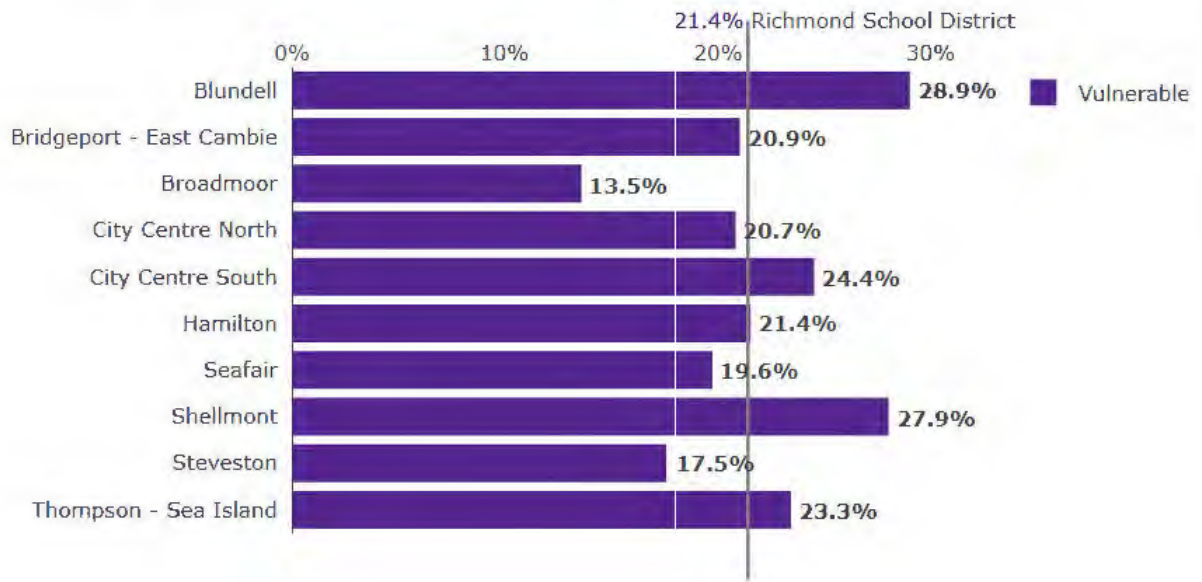
Provincially and locally, there was a significant and steady increase in the vulnerability rate for Emotional Maturity. The increase in vulnerability on this scale was the largest among all the EDI scales and at a provincial level constitutes a 49% increase since Wave 2 (2004-2007) (Human Early Learning Partnership, 2019). In Richmond the Emotional Maturity vulnerability rate increased from 11% in 2004 to 17% in 2019. As with Social Competence, vulnerability on this scale was highest in the Bridgeport - East Cambie neighbourhood (22% in 2019).

*(Human Early Learning Partnership, 2020).



VULNERABILITY & OUTCOMES ⓘ ↓

Chart View Vulnerability ▼



CCDAC Child Care Capital Grants Subcommittee Recommended Grant Allocations and Comments

SOCIETY	PURPOSE OF GRANT	NOTES FROM CCDAC	REQUESTED AMOUNT	CCDAC RECOMMENDED AMOUNT	PAGE #
Aspire Richmond	Outdoor Built Environment The purpose of the grant application is to purchase a new playground surface, an arbour over the bike path and boat area, a new play hut and benches for Treehouse Child Care Centre. Total cost \$24,150.00, partly funded by Aspire Richmond.	Insufficient funding to fund full request.	\$ 20,000.00	\$ 14,262.00	1
Az-Zahraa Islamic Academy Society	Furniture and Equipment The purpose of the grant application is to purchase furnishing and equipment for their proposed renovation. Total cost for works is \$1 million, to be funded partly by the Provincial New Spaces Fund.	Not recommended for approval as significant additional funding to be secured prior to project being implemented.	\$ 25,000.00	\$ -	4
Connections Community Services Society	Furniture and Equipment The purpose of the grant application is to purchase a portable sink, a dishwasher, a play mat, sittable cubbies, a play tent, a rack with shoe storage, a fridge, a bean bag chair and kids sofa for the Connections Kids Club.		\$ 3,015.44	\$ 3,015.44	6
East Richmond Community Association	Furniture and Equipment The purpose of the grant application is to purchase a book shelf, two toy shelves and a carpet to be used in the multipurpose rooms and to purchase walkie talkies for the Out of School Care at Cambie Community Centre.		\$ 1,613.44	\$ 1,613.44	7
Little Wings Day Care Centre Society	Equipment The purpose of the grant application is to purchase storage units for the beds in our 3-5 program at Little Wings.		\$ 3,243.09	\$ 3,243.09	9
Richmond Jewish Day School Society of British Columbia	Furniture and Equipment The purpose of the grant application is to purchase shelving, benches, a sensory table and a mobile folding shelf that that are toddler safe.		\$ 4,693.16	\$ 4,693.16	11
Steveston Community Society	Furniture and Equipment The purpose of the grant application is to purchase a play kitchen, a reading nook, a portable light table, a flexible road toy and a new deck box for outdoor toy storage.		\$ 3,629.65	\$ 3,629.65	13
Thompson Community Association - Rompers Preschool	Outdoor Built Environment The purpose of the grant application is to purchase artificial turf installed with a padded underlay and infill which will provide a long-lasting, safe, impact-absorbing surface, free of patches and holes, under the existing play equipment.	Applications from this organization considered together. Insufficient funding to fund full request.	\$ 13,386.50	\$ 14,263.57	15
Thompson Community Association - Terra Nova Nature School	Equipment The purpose of the grant application is to purchase seating and carpeting that support children's individual needs when attending group activities. As well as a shelf for books and wagons that are durable to haul down gravel paths, across fields and through ditches at the Terra Nova Nature School.		\$ 7,796.20		17
West Richmond Community Association	Equipment The purpose of the grant application is to purchase an Automated External Defibrillator (AED) for their off-site child care location, Replacement of rechargeable Two-way Radio Batteries with a 2-3 year lifespan, and an art easel and carpet for the out of school programs and the preschool programs at West Richmond Community Centre.		\$ 5,279.65	\$ 5,279.65	19
TOTAL 2024 CHILD CARE GRANTS REQUESTS & RECOMMENDED TOTAL			\$ 87,657.13	\$ 50,000.00	
2024 Child Care Grants Program Budget		Amount Available	Requested	Recommended	Balance remaining
Capital Grants		\$ 50,000.00	\$ 87,657.13	\$ 50,000.00	\$ -
Professional & Program Development Grants		\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Total		\$ 60,000.00	\$ 87,657.13	\$ 50,000.00	\$ 10,000.00



Society: Aspire Richmond

Title: Treehouse Playground Improvements

Amount: \$20,000.00

Purpose: Playground Improvements

The playground at Aspire's Treehouse Early Learning Centre is at the end of its lifespan, and a new replacement is planned that is safer, more accessible and engaging for children accessing childcare in the Steveston Community. The hard surface (asphalt) path is cracked and heaving from roots underground, posing tripping hazard for children and staff. This also poses a mobility challenge for children, staff and parents who use wheelchairs or other mobility devices. The play areas are surrounded by barriers and soft surfaces (mulch) which impedes access for children, staff and parents who use wheelchairs or other mobility devices. The climbing structure and swings do not provide an adaptive option for children with gross motor delays or physical disabilities. Treehouse offers integrated care for children 30 months-school age with dedicated spots for children with developmental disabilities. Replacement of the existing playground will allow all children to play together in a barrier-free space. Ground surfaces will allow for accessibility to all areas of the playground for those children, staff and parents who use wheelchairs or other mobility devices. Improved play equipment will allow for all children the accessibility they require to access creative recreation in this outdoor space. Outdoor play is so important for children. Outdoor play creates opportunities for social interaction and collaboration. It promotes physical health and better sleep. It invites new contexts for learning and gives children a chance to take appropriate risks. But most importantly children see playgrounds as something that is fun. Treehouse was the very first integrated child care program opened in Richmond. It opened in 1990, offering children with additional support needs the chance to play and learn alongside their typically developing peers. Treehouse moved to its current location in Steveston Village in 1999. The centre has had many interior updates over the past 23 years, however the main play structures have seen a lot of wear and tear. There are two phases to the Treehouse playground replacement. The first phase sees the development, remediation and building of play structures. This phase is covered by funding from Employment and Social Development Canada through the Enabling Accessibility Fund, of which Aspire received \$70,000. In addition, Aspire fundraising efforts have raised over \$20,000 for this project. For the second phase, Aspire is looking to the City of Richmond to provide funding that will go towards providing an about over the trike path and boat play structure, benches under the arbour and a new play hut.

Service Delivery Benefits:

The new playground will be 100% accessible and barrier free, allowing all children to play together in all areas, regardless of their need for mobility supports. At the same time, staff and parents who may have mobility challenges will be able to easily access the space in order to support play and provide

guidance as needed. These will allow Aspire to accommodate more children with disabilities and gross motor challenges in addition to their parent's staff and family members. The new playground will also bring together natural elements so that the children will develop a greater connection to nature. This is important as ideas around sustainability and climate awareness are best fostered at a young age to ensure a lifelong appreciation of the natural world and the way that people's actions and choices directly affect the environment. The playground will truly offer an inclusive learning experience for everyone at Treehouse and will serve as an example for other child care centres in Richmond.

Beneficiaries:

This grant will benefit the children and families who access Treehouse childcare by providing a safe, engaging and accessible play environment. Each year over 40 families are served by the childcare programs at this location. Having an accessible and barrier free playground is especially important for children with physical and developmental disabilities for which Aspire is known and able to support. These families often face barriers of access when looking for appropriate childcare to support their children with unique needs and challenges. By creating this play space, Aspire is able to support people in our community who are more vulnerable and at a disadvantage. This playground will serve as a model for other childcare centres as they look to building and expanding their play areas so that they too can be safe, accessible and fun.

Partners (if applicable):

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$10,000.00	Child Care Capital Grant
2023	\$1,606.88	Child Care Professional & Program Development Grant
2022	\$15,857.00	Health, Social & Safety
2022	\$5,000.00	Child Care Capital Grant
2022	\$7,400.00	Child Care Professional & Program Development Grant
2022	\$5,000.00	Child Care Capital Grant
2021	\$15,500.00	Health, Social & Safety
2021	\$3,500.00	Child Care Capital Grant
2021	\$1,500.00	Child Care Professional & Program Development Grant
2021	\$7,500.00	Child Care Capital Grant

Grant Recommendations

Recommended Amount: \$14,262.00

Recommendation:

That Aspire Richmond be funded for a Child Care Grant in the amount of \$14,262.00.

Grant Conditions:

N/A

Society: AZ-ZAHRAA ISLAMIC ACADEMY SOCIETY

Title: Equipment for Junior Kindergarten Classroom

Amount: \$25,000.00

Purpose: Equipment

The purpose of the grant is to expand our current junior Kindergarten program. We are currently licensed for 25 children and would like to expand another part of our school to accommodate another classroom for 25 additional children. We understand there is a need in the community and currently have a waitlist for the program. In order to accomplish this we need to move the current library to a new location (create a new space with three skylights) and new shelving. We would renovate the open space into a classroom, install a bathroom inside the class, install a kitchen area and art sink for the children. We would have to build in cubbies, storage and purchase supplies. We would also be creating a natural playground for the junior kindergarten and it will double as a natural outdoor classroom for the whole school.

Service Delivery Benefits:

The program thrives to be available to members of the community providing inclusive, accessible care for children ages 3 to 5. Being able to provide this service will help families have both parents in the workforce, this will in turn increase their quality of life and contribute to the greater community.

Beneficiaries:

The grant will directly benefit 25 families, as this will provide a secured childcare space for their child. It will also create three new staffing positions that would be filled by educators in the field or new graduates from the program. This will create a more enrolment of young children that will then lead into the grade school at the same location and be able to build on the skills they have been taught in JK, such as communication skills, general knowledge, self esteem, emotional maturity and socially competent.

Partners (if applicable):

Provincial New Spaces Grant -- we will apply for funding now that our plans have been approved by Vancouver Coastal Child Care Licensing Parent and Community Members -- through fundraising efforts the families in the school and community members will raise funds to contribute to this essential service

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

Grant Recommendations

Recommended Amount: \$0.00

Recommendation:

That Az-Zahraa Islamic Academy Society reapplies for funding in the future once the remainder of their funding is secured. The recommendation is to decline their application.

Grant Conditions:

N/A

Society: Connections Community Services Society

Title: Connections Kids Club

Amount: \$3,015.44

Purpose: Furnishings

This fund will be used to update furnishings and equipment to ensure a safer and more comfortable environment and to support the programs' overall quality and community involvement. Our capacity at Cook and Blundell has expanded from 20 to 24 students, while Tait has increased from 18 to 24 students since September 2023. More furnishings and equipment are needed to accommodate the increased number of students.

Service Delivery Benefits:

The grant aims to enhance three licensed before and after-school programs in Richmond, improving safety and comfort, cleanliness, and hygiene.

Beneficiaries:

The children in the program will derive the greatest benefit from a cleaner and safer environment. Additionally, it will enable our childcare staff to perform their duties more effectively.

Partners (if applicable):

Gaming Fund supports the Connections Kids Club Program, covering expenses related to program delivery, including mostly wages and other essential costs.

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2022	\$14,650.00	Health, Social & Safety
2021	\$14,321.00	Health, Social & Safety

Grant Recommendations

Recommended Amount: \$3,015.44

Recommendation:

That Connections Community Services Society be funded for a Child Care Grant in the amount of \$3,015.44.

Grant Conditions:

N/A

Society: East Richmond Community Association

Title: Cambie's Multipurpose Room Supply Project

Amount: \$1,613.44

Purpose: Equipment

The grant will be used to purchase a book shelf, two toy shelves and a carpet to be used in our Multipurpose Rooms. These rooms house both Licensed Preschool Programs (Little Explorers and Junior Kindergarten) and Out of School Care (Middles, grades 1-2). Additional variety programs run in this space outside of licensed program hours. Currently, there is not adequate storage space in Multipurpose Room 2. Having appropriate access to materials in the program space allows educators and child care instructors to focus on the programs they are facilitating. In addition, having a carpet will enhance children's comfort in the programs. In addition, Cambie's Out of School Care program looks to purchase new walkie talkies for staff us to replace the falling apart and not all functional devices currently in use. Staff use the walkie talkies to communicate within and between the Juniors, Middles and Seniors programs both on-site, and during off-site school pick-ups.

Service Delivery Benefits:

The quality of programs will increase as children having a designated space to store their belongings will give them an increased sense of security while participating in Cambie's programs. This sense of security will ensure that participants are more comfortable and enjoy using the Cambie facilities more than if they did not have adequate storage space. Having shelving for books and toys also teaches children responsibility in putting toys away. Another benefit will be both the safety of the room, and accessibility of the space. In creating a more organized flow of the room, additional space is created at the entryway. This allows for both additional space to evacuate in the case of an emergency, and increased accessibility in room access. Something as simple as having a carpet in the room increases program quality immensely. Children will sit and collaborate together as a group in this space. Circle times are a time for children and educators to connect, and allows preschoolers to develop their emotional maturity. One of the requirements in Kindergarten is to be able to sit on a carpet using special awareness with others, which the carpet would allow.

Beneficiaries:

The programs that directly benefit from having additional shelving and a carpet in the space are Preschool Programs Little Explorers and Junior Kindergarten, and the "Middles" Out of School Care program. The number of staff in these programs is approximately 7, and program participants is up to 78. Materials will be shared between the programs using these spaces. Indirectly, participants in the "Juniors" and "Seniors" Out of School Care programs will also benefit from the walkie talkies with increased staff interconnectivity and communication lines between programs.

Partners (if applicable):

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$2,000.00	Parks, Recreation & Community Events
2022	\$1,848.00	Child Care Capital Grant
2022	\$1,500.00	Parks, Recreation & Community Events
2021	\$1,800.00	Parks, Recreation & Community Events

Grant Recommendations

Recommended Amount: \$1,613.44

Recommendation:

That East Richmond Community Association be funded for a Child Care Grant in the amount of \$1,613.44.

Grant Conditions:

N/A

Society: Little Wings Day Care Centre Society

Title: Little Wings Bed Storage

Amount: \$3,243.09

Purpose: Furnishings

The purpose of this grant is to purchase storage units for the beds in our 3-5 program at Little Wings. These storage shelves will help with the transition time to prepare and disassemble the beds used during naptime daily.

Service Delivery Benefits:

Every day we provide a rest/nap time opportunity for the children at our centre. A staff member prepares each bed by putting a bed sheet on 25 individual cots before naptime. Once the children are awake we stack the beds (cots) on top of one another and due to licensing regulations we are required to strip the bed sheets and sanitize the beds after each use. This task was manageable before the pandemic (daily sanitizing) and when we only had 15 children in our 3-5 program. Now with the addition of 10 child care spots it is taking a staff member away for an extended period of time. It is our wish to reduce this time dramatically so we can have a teacher back on the floor and engaging with the children in the morning and afternoon activities. We believe it would be beneficial to have teachers complete this duty quickly so they can facilitate and join the children as they interact with their peers.

Beneficiaries:

This grant will directly benefit 25 children on a daily basis, along with 4 teaching staff.

Partners (if applicable):

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$4,226.41	Child Care Capital Grant
2022	\$13,186.00	Child Care Capital Grant
2021	\$5,268.00	Child Care Capital Grant

Grant Recommendations

Recommended Amount: \$3,243.09

Recommendation:

That Little Wings Day Care Centre Society be funded for a Child Care Grant in the amount of \$3,243.09.

Grant Conditions:

N/A

Society: Richmond Jewish Day School Society of British Columbia

Title: Child Care Equipment Quality and Safety Upgrades

Amount: \$4,693.16

Purpose: Equipment

Over the past year and a half, we worked with a budget to furnish and equip the child care space. Over this time, it became apparent that our aging building needed serious upgrades, so while much of the budget had to be reallocated, we found ways to cut some costs. Unfortunately, we are already seeing the shortfalls of these inexpensive items that were either purchased from IKEA, or from Facebook Marketplace. They are already starting to break down and we need to replace these items with much higher quality ones.

Service Delivery Benefits:

Some of these funds will go towards durable, high-quality shelving to display the children's materials in the classrooms. It will be specifically designed for child care, as the edges are rounded, they are low to the ground for easy access, and the benches are even low enough for toddlers to climb onto safely. Some of these benches will be used in the cubby space so children have somewhere clean to sit while they change their shoes or wait during transitions. The sensory table will be used in the infant/toddler classroom, as it is lower and more stable than the IKEA one we previously purchased. The folding shelf we would like to purchase would be specifically for the 3-5 year-old classroom. They do not have a separate naproom, and there are lots of materials out that cause distractions during transitions, group times, and nap. Having at least one mobile unit that can store away the materials out of sight will set the children up for more success as it will reduce temptations. Having this kind of flexibility can make the classroom much more inclusive.

Beneficiaries:

The funds from the grant would be used for equipment in the early learning programs - Infant/Toddler and 3-5 - however, we intend to use some of the old furniture for School Age Care storage, so it will benefit them as well. As of November, 2023 there will be 11 staff members (including the Director), 45 children (36 full-time, 5 part-time, and 4 drop-in) and 33 families benefiting from the 3 programs.

Partners (if applicable):

Yes and no. If we are unable to make enough from the sale of our old equipment and furniture, then we will either attempt a fundraiser, or save some of our monthly supply funding to cover the costs. Unfortunately, we still don't have full enrollment in our programs, but to cover ratios, we require full staffing. And the school as a whole is not in a strong enough financial position to commit to covering any balances this year.

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$4,810.55	Child Care Capital Grant

Grant Recommendations

Recommended Amount: \$4,693.16

Recommendation:

That Richmond Jewish Day School Society of British Columbia be funded for a Child Care Grant in the amount of \$4,693.16.

Grant Conditions:

N/A

Society: Steveston Community Society

Title: Supporting children's experiences

Amount: \$3,629.65

Purpose: Equipment

The purpose of our grant application is to obtain funds that can be used to purchase high quality, safe and sturdy equipment. This will improve and enhance the delivery of our licensed preschool programs in Richmond and serve the community at hand in Steveston. Due to the COVID-19 pandemic and the many centres in our area are offering full-day child care, registration in our preschool programs in the past three years has been lower than normal. This year, we reduced our licensed preschool programs from three to two, and this had led to budget constraints which has affected our ability to purchase new equipment. By purchasing new equipment to use in our licensed preschool programs, we will be able to improve and enhance the quality of our programs and hopefully attract more families to join our programs and boost our enrollment.

Service Delivery Benefits:

These funds will help us purchase high quality, sturdy and safe equipment, enrich our community's experience in our licensed preschool programs and provide more opportunities for our preschoolers to learn through play. The child in our care love imaginative play and using open-ended materials. The Gluckskafer Play Kitchen without Upper Structure is a sturdy wooden toy kitchen that provides the ideal height for our preschoolers. It encourages collaborative imaginary play and deepens the children's interest in the workings of a kitchen. The Quiet Corner Reading Nook with two storage shelf units and Canopy and Playhouse Cube will provide preschoolers a sturdy and safe space that encourages self-regulation, like if a child needs time away from the group or for some quiet exploration. Huion A2 Adjustable brightness LED Light is a portable light table that illuminates children's work and encourages other perspectives. Waytoplay Flexible Roads (24 pieces) encourages collaborative imaginative play through multiple ways of assembling and connecting the roads. It is made of high grade, child safe rubber that is durable and easy to clean. This can be used on almost any surface. This also encourages turn-taking, problem-solving and negotiating among children. Lifetime Outdoor Deck Box is a sturdy box that is weather-ready and a lockable lid. This is a great storage solution for outdoor materials and toys in the playground.

Beneficiaries:

Approximately 52 to 60 preschoolers with ages from 3 to 5 years old in our community who attend our two licensed school year preschool programs will benefit from this grant, if received. Another approximately 50 to 60 preschoolers with ages 3 to 5 years old who attend our licensed daycamp programs offered in winter, spring and summer will also benefit from this grant, if received.

Partners (if applicable):

Steveston Community Society

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$5,673.58	Child Care Capital Grant
2022	\$6,054.00	Child Care Capital Grant

Grant Recommendations

Recommended Amount: \$3,629.65

Recommendation:

That Steveston Community Society be funded for a Child Care Grant in the amount of \$3,629.65.

Grant Conditions:

N/A

Society: Thompson Community Association

Title: Rompers Preschool Playground Surfacing

Amount: \$13,386.50

Purpose: Playground Improvements

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. We have been encountering major challenges with maintaining the existing natural ground cover, which has been unable to withstand the impact of wear and tear from high traffic, drainage issues and natural elements. In March of 2023, our Child Care Licensing Officer also observed that the preschool playground lacks ample/adequate opportunities for climbing and safe risky and gross motor play. We would eventually hope to add equipment that facilitates such experiences; in the meantime, installing artificial turf ground surfacing would be a solution in providing a long-lasting, safe, impact-absorbing surface and clean play space for gross motor play such as running, ball playing (kicking/catching, etc), dancing and obstacle-course type play, etc.

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. Artificial turf installed with a padded underlay and infill will provide a long-lasting, safe, impact-absorbing surface, free of patches and holes, on which children can play. This will ensure Child Care Licensing safety requirements are met in order to reduce the risk of injury from falls and keep students safe. We believe this will provide a learning environment that is safe, inspires exploration, inquiry, and risky play and enhances children's social, emotional, cognitive and gross motor development.

Beneficiaries:

The beneficiaries of this grant include the students and families in both Rompers Preschool school-year program and licensed spring and summer camps, the teaching staff, as well as other seasonal programs offered by 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)

Year	Amount	Grant Program
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N/A

N/A

N/A

Grant Recommendations

Recommended Amount: \$14,263.57

Recommendation:

That Thompson Community Association be funded for a Child Care Grant in the amount of \$14,263.57 to be used towards both the Rompers program and Terra Nova Nature School as per the revised budget submitted.

Grant Conditions:

N/A

Society: Thompson Community Association

Title: Upgrades for Terra Nova Nature School as it turns 10 years old!

Amount: \$7,796.20

Purpose: Furnishings

TNNS has been operating for 10 years, and a number of items such as carpeting, shelving, and outdoor wagons are showing their age. Thanks to a committed staff team that has doubled from three to six Early Childhood Educators, over time we have gained considerable experience successfully implementing programs both indoors and out. We hesitated to over-purchase expensive equipment when we opened, uncertain what our needs and routines would be. What works? Quality wooden benches that will support adult weight; hold up to daily rain, and are smoothly built with rounded handholds for carrying over a distance, are a very worthwhile investment. What doesn't work? Although we switch to indoor footwear, a light coloured carpet that was aesthetically appealing when purchased 10 years ago is looking very shabby, thanks to the inevitable indoor/outdoor flow of people. Over the past 10 years, we have cemented some core values, and experimented with an optimum furniture layout in a very small space. We now require sturdy, permanent but portable shelving for books, as well as more varied seating options for children that foster a quality learning environment for literacy and social engagement amongst diverse learners. Well built wagons are essential for daily outdoor programming that takes us, and our equipment, to all regions of the park. Some of the cheaper wagons have not lasted, or no longer have replacement wheels or parts available.

Service Delivery Benefits:

Indoors, funds will be used to purchase seating and carpeting that support children's individual needs when attending to group activities, while ensuring that the group is not continuously disrupted (wobble cushions, various chair models, carpet with directional cues). A permanent but mobile shelf, for books and related literacy tools (i.e. props, flannel board) will make our extensive collection of children's books (Indigenous content, racial equity, seasonal change) more accessible to children and be used daily to support a curriculum of social and more-than-human inclusion. Outdoors, funds will be used to purchase wagons that are used daily when the preschoolers break into groups to explore various areas of the park, and which need to be well designed and sufficiently durable to haul down gravel paths, across fields, and through ditches. Children also assist with transporting benches for playtime and special events, another small example of how our program and expansive outdoor environment support social competency and emotional maturity.

Beneficiaries:

Although TNNS is licensed for 20 preschool children (with both morning and afternoon classes, we have capacity for 40), it's resources are accessible to educators who teach Chickadees (Caregiver & Infant); Parent & Tot, and beyond. With a reach of 170 children and their families attending TNNS each

week, we support a true community of learners. Infants grow into our licensed preschool; our preschoolers age out and fill our afterschool programs. Children who started as preschoolers 10 years ago are now becoming our volunteers and leaders in training. Parents borrow books, and grandparents volunteer their morning to read with children, indoors and out. Our community of families regularly gather outdoors for special events, such as our recent Harvest Soup lunch, held just before Thanksgiving.

Partners (if applicable):

use funds, if available, from donations/fundraising (Koyanagi family, Mabels labels dividends)

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

Grant Recommendations

Recommended Amount: \$0.00

Recommendation:

That Thompson Community Association be funded for a Child Care Grant for both projects through one application. Funding in the amount of \$14,263.57 will be awarded under their other application, therefore it is recommended that this application is declined.

Grant Conditions:

N/A

Society: West Richmond Community Association

Title: Equipment Upgrades for West Richmond Child Care Programs

Amount: \$5,279.65

Purpose: Equipment

Sr OSC Program: Purchase Automated External Defibrillator (AED) With our Sr OSC program operating off-site from West Richmond Community Centre at Gilmore Elementary, we do not have access to an automated external defibrillator (A.E.D.), which is used in emergency situations when someone is dealing with sudden cardiac arrest. Jr & Sr OSC Program: Purchase Replacement Two-way Radio Batteries Our collection of two-way radios are used extensively every day to keep staff in constant communication. All the units are 6+ years old and most have signs of reduced or unreliable functionality. Preschool: Purchase Art Easel and Carpet West Richmond Preschool would like to apply for the City of Richmond Child Care Grant to purchase a quality art easel for our programs and improve our classroom environment with a new carpet.

Service Delivery Benefits:

Sr OSC Program: Purchase Automated External Defibrillator (AED) All community centres in the City of Richmond have AEDs located in their buildings, however elementary schools in Richmond do not. Although these devices are only used in the case of a serious emergency, having access to one in programs is an area we would like to enhance. With our partner program Jr OSC operating at the community centre, our goal with this grant application is to bridge the gap and get an AED placed at Gilmore Elementary so that all participants from Kindergarten to Grade 7 have access to the same safety equipment. Jr & Sr OSC Program: Purchase Replacement Two-way Radio Batteries New batteries are needed to extend the usable life of the radios and restore full functionality. Because our large volume programs operate in multiple zones simultaneously (multiple rooms indoors, outdoors, playground), our two-way radios serve a critical role in maintaining staff communication. Child tracking, child pickups, first aid situations, and other important messaging are communicated in real-time amongst the staff via our radios. Preschool: Purchase Art Easel and Carpet Our programs follow a play-based philosophy that encourages open-ended self expression. Art play therapy is critical in supporting children's self expression and creativity. This multi-sided easel would also offer opportunities for meaningful social interactions through shared space while engaged in creative play. We hope to also update one of our large oval rugs to offer safe and accessible floor space for play and group time. Our vision is to maintain our classroom spaces to be clean and welcoming for the children who attend our programs.

Beneficiaries:

Sr OSC Program: Purchase Automated External Defibrillator (AED) Our Sr OSC program has a participant with the heart condition Long QT Syndrome Type 1 Heart Arrhythmia, and would greatly

benefit from having an AED readily available at all times. However, all participants, staff and visitors of our Sr OSC would benefit from this life-saving equipment being accessible. Jr & Sr OSC Program: Purchase Replacement Two-way Radio Batteries Having these two-way radios benefit our programs by providing clear and effective communication amongst our staff. This boosts the confidence of our team by knowing that we can deliver clear and important messages between each other throughout the day. A greater range of communication allows staff to be more comfortable supervising multiple areas at the same time knowing they can work together efficiently for tracking the children, assisting with child pickups and in situations of first aid. In turn, the children in programs benefit from having more options and areas to explore and enjoy. Additionally, the parents of participants benefit from the use of these radios because the radios streamline the process for getting children prepared for departure at the end of their day. Preschool: Purchase Art Easel and Carpet Preschool students will benefit from having communal art and gathering surface upgrades. These spaces will support social development opportunities in the classroom.

Partners (if applicable):

West Richmond Community Association. Should equipment or shipping costs increase by the time our grant request is approved, our organisation is willing to cover the increases.

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2023	\$4,984.38	Child Care Capital Grant
2022	\$3,448.00	Child Care Capital Grant
2021	\$6,476.00	Child Care Capital Grant

Grant Recommendations

Recommended Amount: \$5,279.65

Recommendation:

That West Richmond Community Association be funded for a Child Care Grant in the amount of \$5,279.65.

Grant Conditions:

N/A