



City of Richmond

Report to Committee

To: General Purposes Committee
From: Kim Somerville
Director, Community Social Development
Re: 2022 Child Care Grants

Date: December 15, 2021
File: 07-3070-01/2021-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 "2022 Child Care Grants," dated December 15, 2021, from the Director, Community Social Development;
2. That the Child Care Professional and Program Development Grants be awarded for the total recommended amount of \$7,400.00; and
3. That the grant funds be disbursed accordingly.

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

Att. 4

REPORT CONCURRENCE		
ROUTED TO: Finance Department	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 and supportive resources for child care providers.

This report supports Council's Strategic Plan 2018–2022 Strategy #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

2022 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. 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 2022 Capital Budget, an expenditure of \$50,000.00 from the Child Care Development Reserve for the 2022 Child Care Capital Grants and an expenditure of \$10,000.00 from the Child Care Operating Reserve for the 2022 Child Care Professional and Program Development Grants, were approved.

Notice Given and Applications Received

On September 15, 2021, the application window for the 2022 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 to share with their child care provider contacts. The deadline for submissions was October 20, 2021. A total of nine applications were received of which eight were for Child Care Capital Grants and one was for a Child Care Professional and Program Development Grant.

Analysis

Application Review Process

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Subcommittee to review the 2022 Child Care Grant applications and supporting materials. The Program Manager, Child Care and Youth (CCDAC staff liaison) and Child Care Planner met with the subcommittee on November 22 and December 1, 2021 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 2022 Child Care Grants applications received and outlined their recommendations to the CCDAC. The CCDAC approved the recommendations of the subcommittee which are reflected in the meeting minutes of December 1, 2021. The total requests for the 2022 Child Care Grants amount to \$96,518.54 and the grant allocations recommended amount to \$57,400.00.

Atira Women's Resource Society, East Richmond Community Association, Little Wings Daycare Centre Society, Richmond Society for Community Living – Treehouse Early Learning Centre, Richmond Society for Community Living – Youth Connections, Steveston Community Society, Steveston Society of Children's Centres and West Richmond Community Association are seeking funding for furnishings, equipment and playground improvements. 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, Preschool and Group Care School Age. The eight Child Care Capital Grant requests amount to \$89,118.54. The CCDAC is recommending that the eight Child Care Capital Grant applicants, as outlined in Table 1, be funded for a total amount of \$50,000.00.

Table 1: 2022 Child Care Capital Grant Applicants and Requests

2022 Child Care Grant Applicants and Requests		Requested Amount	Recommended Amount
Capital Grant Applicants and Requests			
1.	Atira Women's Resource Society	\$52,574.18	\$14,376.00
2.	East Richmond Community Association	\$1,847.83	\$1,848.00
3.	Little Wings Daycare Centre Society	\$13,185.90	\$13,186.00
4.	Richmond Society for Community Living – Treehouse	\$5,000.00	\$5,000.00
5.	Richmond Society for Community Living – Youth Connections	\$5,000.00	\$5,000.00
6.	Steveston Community Society	\$6,097.46	\$6,054.00
7.	Steveston Society of Children's Centres	\$1,965.60	\$1,088.00
8.	West Richmond Community Association	\$3,447.57	\$3,448.00
Total Amount Requested for Capital Grants		\$89,118.54	\$50,000.00

The one Professional and Program Development Grant request amounts to \$7,400.00. The Richmond Society for Community Living has requested \$7,400.00 to purchase resources and storage units to expand the Supported Child Development Program's lending library at the new Seedlings Early Childhood Development Hub. This lending library will be available for use by parents and child care providers in Richmond.

The Child Care Professional and Program Development Grant requested by the Richmond Society for Community Living is recommended for approval as outlined in Table 2. The total amount recommended for the 2022 Professional and Program Development Grants is \$7,400.00.

Table 2: 2022 Child Care Professional and Program Development Applicants and Requests

2022 Child Care Grant Applicants and Requests		Requested Amount	Recommended Amount
Professional and Program Development Grants			
1.	Richmond Society for Community Living – Supported Child Development Program	\$7,400.00	\$7,400.00
Total Amount Requested for Professional and Program Grants		\$7,400.00	\$7,400.00

Staff support the CCDAC recommendations as proposed in the attached list of 2022 Child Care Grants Requests and Recommendations (Attachment 3). For reference, summaries of the 2022 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 2022 Child Care Grants budget of \$60,000.00 was approved as part of the City's 2022 Capital 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 \$57,400.00 in allocations is being recommended for the 2022 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 assist with enhancing the provision of quality, affordable and accessible child care in Richmond. This is consistent with the *2017–2022 Richmond Child Care Needs and Assessment Strategy* and the *2021–2031 Richmond Child Care Action Plan*. Staff recommend approval of the proposed recommendations for the City's 2022 Child Care Grants for a total of \$57,400.00; a total of \$50,000.00 allocated to the eight Child Care Capital Grant applicants and \$7,400.00 allocated to the one Child Care Professional and Program Development Grant applicant.


 Rachel Ramsden
 Planner I
 (604-247-4663)

- Att. 1: Child Care Development Policy 4017
 2: Child Care Grants Program Guidelines
 3: 2022 Child Care Grants Requests and Recommendations
 4: 2022 Child Care Grants Summary Reports



Page 1 of 5

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,



- (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:



Page 3 of 5	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	
<ul style="list-style-type: none">• 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. <p>5.2 Developer cash contributions and child care density bonus contributions to the City's Child Care Reserve Funds will be allocated as follows:</p> <p>(a) 70% of the amount will be deposited to the Child Care Development Reserve Fund, and</p> <p>(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.</p> <p>5.3 All expenditures from the Child Care Reserve Funds must be authorized by Council.</p> <p>6. DEVELOPMENT OF CHILD CARE FACILITIES</p> <p>6.1 To facilitate consistent, transparent and sound planning, the City will:</p> <p>(a) Undertake periodic child care needs assessments to update its child care strategy.</p> <p>(b) Use its powers through the rezoning and development approval processes to achieve child care targets and objectives.</p> <p>(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.</p> <p>(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.</p>		
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- 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.



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

2022 Child Care Grant Information Session:

Wednesday, September 29, 2021

4:00-5:00 p.m.

*This event will be held virtually. Please RSVP to
childcare@richmond.ca to request log in details.*

City of Richmond - Planning & Development
Community Social Development
June 2021

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](#).

Eligible applicants for child care grants may be either:

- Registered 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
- Registered 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 beneficial 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 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, New Spaces Fund; 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*](#) 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 and 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, in any previous grant year, you will need to submit a grant use report to explain how the funds were used. This information must be completed prior to a new grant application submission in order to be considered and eligible for a new grant.*

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).
- i) 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, New Spaces Fund, 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 *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:

- Successful applicants must use the funds for the stated purpose as outlined in the approval letter and 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 of capital items and itemized receipts for all expenses.
- 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.
- In addition, the grant received should be mentioned in any newsletter or related publicity published by the organization.

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

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

CCDAC Child Care Grants Subcommittee Recommended Grant Allocations and Comments

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	CCDAC RECOMMENDED AMOUNT	CONDITIONS	Page #
Atira Women's Resource Society	Child Care Capital Grant	Furnishings and Equipment The purpose of this grant application C4is to purchase new equipment, furnishings, and learning toys for the Willow Early Care and Learning Centre (ECLC) in Richmond.	\$52,574.18	\$14,376.00		1
East Richmond Community Association	Child Care Capital Grant	Furnishings - Preschool Program The purpose of this grant application is to purchase 2 leather or vinyl couches for our preschool programs.	\$1,847.83	\$1,848.00		4
Little Wings Daycare Centre Society	Child Care Capital Grant	Equipment - Infant/Toddler Program The purpose of this grant application is to purchase three new furnaces in the facility.	\$13,185.90	\$13,186.00		6
Richmond Society for Community Living - Treehouse	Child Care Capital Grant	Playground Improvements- Treehouse The purpose of this grant application is to build a new storage shed for the Treehouse outdoor playground.	\$5,000.00	\$5,000.00	CONDITION: Subject to landlord and strata approval.	8
Richmond Society for Community Living - Youth Connections	Child Care Capital Grant	Furnishings- Youth Connections The purpose of this grant application is to support the demolition and removal of existing storage and cubbies and replace with custom millwork that provides improved capacity and accessibility for participants and staff in the Youth Connections program.	\$5,000.00	\$5,000.00		10
Steveston Community Society	Child Care Capital Grant	Equipment - Preschool Program The purpose of this grant application is to obtain high quality, safe and sturdy equipment in order to improve the quality of licensed preschool programs we offer, enhance the delivery of our licensed child care program and provide opportunities for preschoolers to learn through play.	\$6,097.46	\$6,054.00		12
Steveston Society of Children's Centres	Child Care Capital Grant	Furnishings and Equipment This purpose of this grant application is for funding to improve our programs ability to provide inclusive services, specifically meeting the sensory needs of autistic children and children with Sensory Processing Disorder.	\$1,965.60	\$1,088.00		14
West Richmond Community Association	Child Care Capital Grant	Furnishings - OSC Programs The purpose of this grant application is to purchase 3 Hinged Storage Shelves for the Preschool and Junior Out of School Care classrooms at West Richmond Community Centre.	\$3,447.57	\$3,448.00		16
Child Care Capital Grant Request Total			\$89,118.54	\$50,000.00		
Richmond Society for Community Living	Child Care Professional & Program Development Grant	Lending Library - Seedlings ECD Hub The purpose of this grant application is to purchase new resources and storage for the Supported Child Development Program (SCDP) Lending Library when the program moves to its new location at Seedlings Early Childhood Development Hub.	\$7,400.00	\$7,400.00		18
Professional & Program Development Grant Request/Recommended Total			\$7,400.00	\$7,400.00		
Child Care Capital Grant Requests/Recommended Total			\$89,118.54	\$50,000.00		
TOTAL 2022 CHILD CARE GRANTS REQUESTS & RECOMMENDED			\$96,518.54	\$57,400.00		
2022 Child Care Grants Program Budget:		Amount Available	Requests	Recommended	Balance remaining	
Capital Grants		\$50,000.00	\$89,118.54	\$50,000.00	\$0.00	
Prof & Prog Dev't Grants		\$10,000.00	\$7,400	\$7,400.00	\$2,600.00	
Total		\$60,000.00	\$96,518.54	\$57,400.00	\$2,600.00	



Capital Assistance Application for 2022 Childcare Grants Program

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

Society: Atira Women's Resource Society

Title: Capital Upgrades for Willow ECLC

Amount: \$52,574.18

Purpose: Equipment

The grant will fund the purchase of new equipment, furnishings, and learning toys for the Willow Early Care and Learning Centre (ECLC) in Richmond. Willow ECLC has been in operation since 2017, and much of the equipment and furnishing at the centre needs replacement due to years of wear. With this grant funding, AWRS will purchase and install new furniture at Willow, including cubby storage units, benches, toy storage carts, and activity tables. Funding is also required to purchase updated learning equipment and toys. The early childhood educators at Willow ECLC have identified a need for new equipment and toys to aid in children's development, including building blocks, mathematic/counting toys, alphabet learning tools, musical instruments, sand/water tactile equipment, and motor skills toys. In addition, AWRS intends to install wrapping boards to the outdoor play space. These boards will allow children to draw and engage in creative play while outside.

Service Delivery Benefits:

Much of the equipment and furniture at Willow ECLC is now worn out, and many of the toys are breaking or broken. Equipment, furniture, and toys for both the Infant Toddler Program and the Preschool (ages 3-5) program need replacement. By replacing the equipment, furniture, and toys at Willow, staff anticipates that the children will benefit from feeling valued and deserving of new toys. New equipment, furniture, and toys will excite the children, and likely increase the quality of their engagement with toys, other children, and staff.

By purchasing equipment and toys that assist in children's development, this project will directly enhance the quality of the child care offered at Willow ECLC. The equipment and toys have been carefully selected by Willow's Early Childhood Educators (ECEs) to benefit the learning development of the

Capital Assistance for 2022

Atira Women's Resource Society

Summary Page 2

children served at Willow. Because children learn through play, the equipment and toys will directly increase the quality of care and education provided at Willow ECLC.

Beneficiaries:

This grant will directly benefit the 36 children receiving child care at the Willow ECLC, as well as the program's staff. Willow ECLC is a community-accessible, high-quality licensed care centre for infants, toddlers, and children ages 3-5. This includes families living at the adjoining AWRS program Cadence, who have experienced forms of violence and abuse. At present, 14 families at the Willow ECLC receive the Affordable Child Care Benefit and all 21 families participate in the Child Care Fee Reduction Initiative.

The children served at Willow ECLC face unique challenges, including poverty-related issues, intergenerational trauma, multicultural and immigration issues, and environmental factors related to witnessing violence. Staff work to understand and meet the developmental needs of each child served. Through this grant funding, these children will be provided with equipment and toys that encourage early growth and development, while promoting a sense of play and joy. The impacts of engaging with such equipment and toys in a safe, healthy, and nurturing environment can have beneficial short- and long-term impacts for children, especially those whose mothers are survivors of violence or for children who have experienced violence themselves. Many children who witness abuse can absorb lessons through their traumatic experiences, including feelings of guilt, difficulty managing emotions, and ideas around gender dynamics. If these ideas are addressed with care and play, negative developmental impacts can be minimized, ultimately ending cycles of violence.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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Capital Assistance for 2022

Atira Women's Resource Society

Summary Page 3

GRANT RECOMMENDATIONS

Recommended
Amount: \$14,376.00

Recommendation:

Staff Comments/Conditions:

None



**Capital Assistance Application for 2022
Childcare Grants Program**

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

Society: East Richmond Community Association

Title: Couches

Amount: \$1,847.83

Purpose: Furnishings

We are looking to purchase 2 couches leather or vinyl for our preschool programs. Our current couches have been removed as they are in poor shape and are unable to be sanitized.

Service Delivery Benefits:

The furniture in a classroom provides the fundamental, underlying structure in the room. Children spend several hours a day in our classroom. Creating a relaxing, home-like environment is critical. It can be overwhelming to spend time in spaces that are visually overwhelming, with bright lights or bright colors. A home-like environment, in addition to places for privacy and quiet areas, offer children the opportunity to seek calm when they need it

The staff use the couches for story time and to add comfort to the program. The preschool children use the couches as a quiet area and also for a comfort/calm down space

Beneficiaries:

The preschool children and staff will benefit from the couches in the classroom

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$1800.00	Parks, Rec and Community Events
2018	\$950.00	Parks, Rec and Community Events
2017	\$2384.00	Child Care Capital

GRANT RECOMMENDATIONS

Capital Assistance for 2022

East Richmond Community Association

Summary Page 2

Recommended

Amount: \$1,848.00

Recommendation:

Staff Comments/Conditions:

None



**Capital Assistance Application for 2022
Childcare Grants Program**

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

Society: Little Wings Day Care Centre Society

Title: Little Wings Furnace Replacement

Amount: \$13,185.90

Purpose: Equipment

The purpose of this grant is to purchase a new furnace in our toddler program. We were advised that the furnaces were original and would eventually need replacing when we purchased our trailers.

Service Delivery Benefits:

Little Wings Daycare Society relocated to a new facility in January 2020. Now that we are in our new space, we are seeing the need to update older equipment (furnaces) that we knew would need eventual replacement.

During the pandemic it has been recommended that child care facilities have good ventilation to ensure the air quality is maintained. The Public Health Guidance for Child Care Settings states 'good indoor ventilation may reduce risk when used in addition to other preventive measures. All mechanical heating, ventilation and air conditioning (HVAC) systems should be checked to ensure they are working properly'.

We want to ensure the furnace in our toddler program is replaced and working properly to ensure good air quality.

Beneficiaries:

This grant will directly benefit 28 Infant/Toddler aged children on a daily basis, along with 8 teachers.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program

Capital Assistance for 2022

Little Wings Day Care Centre Society

Summary Page 2

2019	\$17687.00	Child Care Capital
2019	\$5734.00	Child Care Capital
2018	\$5297.00	Child Care Capital

GRANT RECOMMENDATIONS

Recommended
Amount: \$13,186.00

Recommendation:

Staff Comments/Conditions:

None



Capital Assistance Application for 2022 Childcare Grants Program

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

Society: Richmond Society for Community Living

Title: Treehouse Shed Replacement

Amount: \$5,000.00

Purpose: Playground

Funds received through the City of Richmond Child Care Capital Grant will be used to build a new storage shed for the Treehouse outdoor playground. The previous shed was more than 20 years old and was recently removed due to health and safety concerns.

A new shed will ensure that toys and outdoor play equipment are kept in a secured structure which will prevent theft and preserve the longevity of use of equipment due to protection from weather.

The existing space for the shed is located between the sand box with a covered structure and a fence, making the need for a custom-built structure necessary.

Service Delivery Benefits:

The wooden shed in the outdoor playground was built when the centre was constructed in 1998. The shed was constructed of wood with a relatively flat roof with no proper drainage, resulting in rotting in the walls and floor boards. Due to an unpleasant smell and concerns for safety for the children and teachers at Treehouse, earlier this year due to the condition of the shed, the decision was made to remove it.

We require a replacement shed to securely store the children's outdoor toys and equipment to prevent theft, damage from weather and to organize the toys and equipment. The teachers involve children to help both setting up and cleaning up the space. This develops the children's social and helping skills and sense of responsibility.

A replacement shed will address the health and safety concerns presented by our previous structure and will ensure that all the equipment will be kept in an enclosed and secure location.

Beneficiaries:

Treehouse offers both full and part-time daycare and preschool and is license to care for 25 children ages 2.5 to 5 years. Treehouse is an integrated

Capital Assistance for 2022

Richmond Society for Community Living

Summary Page 2

program offering care for typically developing children with dedicated spots for children with disabilities or who have additional support needs. Treehouse operates with five staff members and one supervisor who are certified Early Childhood Educators and trained in the Reggio Emilia approach to emergent curriculum. The program is based on principles of respect, responsibility, and community and the curriculum focuses on the interests of the children. Self-guided learning occurs through exploration and discovery in a supportive and enriching environment.

Partners (if applicable):

n/a

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:

Staff Comments/Conditions:

None



**Capital Assistance Application for 2022
Childcare Grants Program**

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

Society: Richmond Society for Community Living

Title: Youth Connections - Capital Renovation Storage Solutions

Amount: \$5,000.00

Purpose: Other

The proposed project will see the demolition and removal of existing storage and cubbies in the program to be replaced by custom millwork that provides improved capacity and accessibility for participants and staff in the program.

Funds received through the City of Richmond Child Care Capital Grant will be used to replace existing storage units with more accessible cabinetry for program supplies, garbage and recycling to improve accessibility, health and safety at the 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. Improved accessibility is vital during Covid 19 as we work toward improving available space indoors.

Storage spaces at Youth Connections have not been updated for at least 15 years and the children's/youth's cubby area has not been updated in more than 20 years. As the program has grown and adapted to the changing needs of the children/youth supported, so too has the need for adaptive equipment and additional program supplies. These items have outgrown the space available which is also aged and in disrepair.

The grant will allow us to update the storage and cubby area to create functional storage and ease of access to daily activity items without having to dig through Rubbermaid bins. In addition, with use of funds through fundraising activities RSCL will remove the existing cubby area and replace with personalized and private cubbies for the children/youth's belongings.

Beneficiaries:

Capital Assistance for 2022

Richmond Society for Community Living

Summary Page 2

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):

n/a

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:

Staff Comments/Conditions:

None



Capital Assistance Application for 2022 Childcare Grants Program

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

Society: Steveston Community Society

Title: Serving Our Community

Amount: \$6,097.46

Purpose: Equipment

The purpose of our grant application is to be successful in obtaining funds that can be used to purchase high quality, safe and sturdy equipment in order to improve the quality of licensed preschool programs we offer, enhance the delivery of our licensed child care program in Richmond and serve our community at hand.

Due to the COVID-19 pandemic, registration in our preschool programs in the past two years has been lower than what we are used to which has led to budget constraints and affected our ability to purchase new equipment for our programs. With the Capital Grant, we hope to receive funds to assist with the purchasing of equipment in order to improve and enhance the quality of our programs and in turn attract more families to join our programs and boost our enrollment.

Service Delivery Benefits:

These funds would help us purchase high quality, sturdy and safe equipment that would in turn improve the quality of program offered, enhance our communities experience in our programs and provide more opportunities for our preschoolers to learn through play.

The children in our care love imaginative play and are deeply engaged in the workings of a kitchen setup. An outdoor mud kitchen for our preschool playground and its accessories will facilitate life-long learnings of using nature and their surroundings as tools in their creations, or delicacies. A bench and picnic table will complete the experience, giving children the opportunity to actively take turns being patrons and the chefs! These pieces of equipment will enhance our preschool playground through countless open-ended play experiences and will be used by all our preschool programs.

The most used play equipment in the classroom is the imaginative play area, namely the kitchen and its tables. An upgrade to an existing set is needed, as it has seen much love from many children through the years, has been worn down and patched many times.

A light and flower table would be a welcomed new addition to our preschool programs and would be used to illuminate the children's work and see other perspectives.

Wagons will provide our programs the capability to take our activities to other

Beneficiaries:

Approximately 73 preschoolers ages 3 to 5 years in our community who attend our three preschool programs offered during the school year would benefit from this grant if received. Another approximately 50 preschoolers aged 3-5 years who attend our licensed daycare programs offered in Winter, Spring, and Summer would also benefit from this grant if received.

Partners (if applicable):
MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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GRANT RECOMMENDATIONS

Recommended
Amount: \$6,054.00

Recommendation:

Staff Comments/Conditions:

None



**Capital Assistance Application for 2022
Childcare Grants Program**

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

Society: Steveston Society of Children's Centres

Title: Inclusion - sensory processing support

Amount: \$1,965.60

Purpose: Equipment

This grant application is for funding to improve our programs ability to provide inclusive services, specifically meeting the sensory needs of autistic children and children with Sensory Processing Disorder. The items requested are all for long term use, and have been suggested by PACE and OT professionals working together with us to support some of our registered children.

Service Delivery Benefits:

These items would support the quality of our programs through supporting inclusive practice. The materials will support specific children when dysregulated, as well as all children within the program by providing specific sensory processing outlets and reducing sensory triggers through lighting concerns.

Beneficiaries:

All children within our programs.

Partners (if applicable):

No, this does not qualify under MCFD inclusion or maintenance grants.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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GRANT RECOMMENDATIONS

**Recommended
Amount:** \$1,088.00

Recommendation:

Staff Comments/Conditions:

Capital Assistance for 2022

Steveston Society of Children's Centres

Summary Page 2

None



**Capital Assistance Application for 2022
Childcare Grants Program**

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

Society: West Richmond Community Association

Title: Hinged Storage Shelves

Amount: \$3,447.57

Purpose: Furnishings

To purchase 3 Hinged Storage Shelves for the Preschool and Junior Out of School Care classrooms at West Richmond Community Centre. One shelf will be placed in each classroom for additional material storage for the children to access during learning activities. These shelves will also alleviate the storage space and stacking of furniture by staff on a daily basis.

Service Delivery Benefits:

The three hinged storage shelves will enhance the child care programs as each shelf will be used for storing and displaying learning activities for the children.

Currently the preschool and out of school staff pack and unpack furniture into the storage rooms daily as the classrooms are shared spaces with recreation programs. The hinged shelves will reduce the daily movement of furniture and materials and allow more time for planning meaningful learning activities for the children.

Beneficiaries:

Participants registered in child care programs at West Richmond and the teachers of the child care programs.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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GRANT RECOMMENDATIONS

**Recommended
Amount:** \$3,448.00

Recommendation:

Capital Assistance for 2022

West Richmond Community Association

Summary Page 2

Staff Comments/Conditions:

None

Society: Richmond Society for Community Living**Title: SCDP - Lending Library Storage****Amount: \$7,400.00****Purpose:**

Funds received from the City of Richmond - Child Care Professional & Program Development Grant will be used to purchase new storage solutions for the Supported Child Development Program (SCDP) Lending Library when the program moves to its new location at Seedlings Early Childhood Development Hub.

The SCDP Lending Library makes adaptive equipment and specialized toys available to licensed Richmond child care programs (preschool, daycare and out of school care) that support children with developmental disabilities through SCDP. SCDP is a community based early intervention program that provides practical information, resources and strategies for the inclusion of children ages 3-12 with disabilities in child care settings.

SCDP consultants assist families to access child care in their community as well as supporting child care facilities where a child with a developmental disability is enrolled. By providing information, resources and training to child care providers, families are able to access group child care and preschool child (ren) to allow them to participate alongside their typically developing peers.

Service Delivery Benefits:

Toys, books and equipment purchased for the SCDP Lending Library are available to all Richmond child care providers that care for children with developmental disabilities and who require adaptive equipment or resources to fully participate in programming. By making equipment available through the Lending Library, RSCL is able to help alleviate the burden of cost to the child care provider. With use of equipment assessed on an individual basis, child care centres may have a particular piece of equipment for a short term or trial basis, or for as long as the child is participating in the program.

Program and Professional Development Assistance for 2022

Richmond Society for Community Living

Summary Page 2

In order to make keeping inventory organized and in good condition, it is necessary to purchase and install appropriate storage. This will ensure that items can be loaned in good condition. The storage area will also house training and resource tools for workshop facilitation for child care providers.

Beneficiaries:

SCDP helps working parents to maintain their employment with the comfort that their child care provider has the resources and training to provide quality care for their child with additional support needs. This allows single parents to maintain financial stability and allows families to maintain and improved quality of life. Further, the child is able to participate in a typical child care setting which adapts to meet specific needs. SCDP currently supports 430 children and youth ages 3-18 attending more than 90 child care programs throughout Richmond.

Very often, families who have a child with special needs experience challenges due to costly intervention services or the need for one parent to stay at home to care for the child. The Lending Library ensures that lower income families are able to access specialized toys and adaptive equipment that they may not otherwise be able to afford. This allows the child to trial a particular item to assess the benefits and ensures that their child care program is equipped to best support them to fully participate.

Partners (if applicable):

n/a

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

Program and Professional Development Assistance for 2022

Richmond Society for Community Living

Summary Page 3

Amount: \$7,400.00

Recommendation:

Staff Comments/Conditions:

None
