



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** May 7, 2019  
**From:** Kim Somerville **File:** 03-1085-01/2019-Vol  
 Manager, Community Social Development 01  
**Re:** 2019 Child Care Grants – Second Intake

### Staff Recommendation

That the Child Care Capital Grants, as outlined in the staff report titled “2019 Child Care Grants – Second Intake,” dated May 7, 2019, from the Manager of Community Social Development, be awarded for the recommended amounts and cheques be disbursed for a total of \$25,720.

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

Att. 5

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

## Staff Report

### Origin

In 2006, the City adopted the Child Care Development Policy 4017 (Attachment 3) which acknowledges that child care is an essential service in the community for residents, employers and employees. Policy 4017 directs staff to plan, partner and, as resources and budgets become available, support a range of quality, accessible and affordable child care including facilities, spaces, programming, equipment and support resources. The Child Care Development Statutory Reserve and the Child Care Operating Statutory Reserve were established to financially assist non-profit societies with providing child care grants for minor capital improvements and supportive resources for child care providers.

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

#### 2019 Child Care Grants Budget

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

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

Following the approval and distribution of the 2019 Child Care Capital Grants there was an additional \$25,720 remaining. City Council approved an additional Child Care Capital Grant Intake for 2019 to utilize the balance of unspent capital funds.

To identify potential changes to better support child care providers to access these funds within a single intake process in future years, staff will undertake a review in the third quarter of 2019.

This will include gathering information directly from previous grant recipients regarding the timing and communication of this valuable funding opportunity.

### Notice Given and Applications Received

On March 4, 2019, the second intake for the Child Care Grant Program was opened on the City's website. The availability of the grants was promoted through the City's social media channels and news releases. In addition, notices were forwarded to the Vancouver Coastal Health Community Care Facilities Licensing and to the Richmond Child Care Resource and Referral to share with their child care provider contacts. The deadline for submissions was April 15, 2019. A total of eight applications were received for the second intake of the Child Care Capital Grants.

### **Analysis**

#### Application Review Process

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Subcommittee to review the 2019 Child Care Grant–Second Intake applications and supporting materials. The subcommittee met on April 23, 2019 with the Program Manager, Child Care (CCDAC staff liaison) and Child Care Planner to prepare recommendations for consideration by the CCDAC voting members. The subcommittee assessed each application for compliance with the Child Care Grant Guidelines (Attachment 4) and used a rating form (Attachment 5) to score the applications from the following organizations:

**Table 1: 2019 Child Care Capital Grant – Second Intake Applicants and Requests**

<b>2019 Child Care Grant – Second Intake - Applicants and Requests</b>		<b>Requested Amount</b>	<b>Recommended Amount</b>
<b>Capital Grant Applicants and Requests</b>			
1.	<b>Atira Women's Resource Society</b>	\$1,249.29	\$1,249.00
2.	<b>Family Services of Greater Vancouver</b>	\$3,522.00	\$3,477.00
3.	<b>Little Wings Daycare Society</b>	\$6,905.00	\$5,734.00
4.	<b>Richmond Youth Services Agency/Community Connections</b>	\$2,146.58	\$2,147.00
5.	<b>Richmond Society for Community Living</b>	\$5,000.00	\$5,000.00
6.	<b>Society of Richmond Children's Centres</b>	\$2,100.00	\$1,880.00
7.	<b>Thompson Community Association</b>	\$7,195.00	\$5,733.00
8.	<b>True Light School of British Columbia</b>	\$4,000.00	\$500.00

<b>2019 Child Care Grant – Second Intake - Applicants and Requests</b>	<b>Requested Amount</b>	<b>Recommended Amount</b>
<b>Total Amounts for Capital Grants</b>	<b>\$32,117.87</b>	<b>\$25,720.00</b>

The Child Care Grants Subcommittee summarized their review of the 2019 Child Care Grants–Second Intake applications received and outlined their recommendations to the CCDAC. CCDAC approved the recommendations of the subcommittee which is reflected in the minutes of the meeting on May 1, 2019. The total requests for the 2019 Child Care Grants–Second Intake amount to \$32,117.87.

The CCDAC is recommending that the following eight Child Care Capital Grants applicants be funded for a total amount of \$25,720 as outlined in Table 1: Atira Women’s Resource Society, Family Services of Greater Vancouver, Little Wings Daycare Society, Community Connections, Richmond Society for Community Living, Society of Richmond Children’s Centres, Thompson Community Association and True Light School of British Columbia.

Staff support the CCDAC recommendations as proposed in the list of 2019 Child Care Grants–Second Intake (Attachment 1). Six of the applicants are recommended for a reduced amount than originally requested. Reasons for this include additional information being provided after the application was submitted, recalculation of quotes provided resulting in reduced funds needed and the total amount requested exceeded the budget available. Additional details on the specific recommendations and the rationale for them is contained in Attachment 1 for reference.

For reference, summaries of the 2019 Child Care Grant–Second Intake applications are included with this report (Attachment 2). 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 2019 Child Care Grants budget of \$60,000 was requested as part of the City’s 2019 Capital Budget and to support the two grant streams: the Child Care Capital Grants and the Child Care Professional and Program Development Grants. This was supplemented by an additional \$19,907 carried forward from the City’s 2018 Child Care Grants for a total of \$79,907. In January 2019, \$54,187 was approved and distributed. Following the approval and distribution of the 2019 Child Care Capital Grants, \$25,720 of remaining funds was available for a second intake of the Child Care Capital Grants for 2019. A total of \$25,720 in allocations is being recommended for the 2019 Child Care Grants second intake, subject to City Council’s approval.

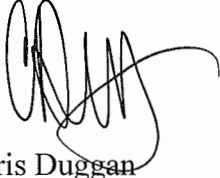
### **Conclusion**

The Child Care Grants will assist with enhancing the provision of quality, affordable and accessible child care in Richmond. These grants support sustaining priority types of child care programs and enhancing the quality of child care in Richmond. This is consistent with the 2017–2022 Richmond Child Care Needs and Assessment Strategy.

May 7, 2019

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Staff recommend approval of the proposed recommendations for the City's 2019 Child Care Grants–Second Intake amounting to \$25,720 be allocated to the eight organizations requesting Child Care Capital Grants.



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

- Att. 1: 2019 Child Care Grant Requests – Second Intake
- 2: 2019 Child Care Grants – Second Intake, Summary Reports
- 3: Child Care Development Policy 4017
- 4: Child Care Grants Program Guidelines
- 5: Child Care Development Advisory Committee Grant Review Rating Form

## 2019 CHILD CARE GRANT REQUESTS - Second Intake

**CCDAC Recommended Grant Allocations and Comments**

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	RECOMMENDED AMOUNT	COMMENTS / CONDITIONS	SEE ATT. 2 PAGE NO.
Atira Women's Resource Society	Child Care Capital Grant	<b>Furniture - staff desk</b> The purpose of this grant application is to provide us with a staff desk for each of the classrooms (3) of the new River Run ECLC. This grant application has since been revised to request only one staff desk.	\$5,000.00  Revised to \$1,249.29	\$1,249.00	- Three originally requested, only one needed now. - Recommended amount sufficient to provide items needed in revised request.	1
Family Services of Greater Vancouver	Child Care Capital Grant	<b>Furniture - Replacement of 6 cribs</b> Our cribs are in a state where they either need repairs or total replacement. This budget is for a crib model that is designed for use in a daycare facility.	\$3,522.00	\$3,477.00	- Quotes provided add up to revised total. - Recommended amount sufficient to provide all items requested.	2
Little Wings Daycare Society	Child Care Capital Grant	<b>Furniture - lifecycle replacement of items</b> The purpose of this grant is to purchase new and durable equipment and furnishings for the expansion of our 3-5 program. New furnishings and equipment include: 12 chairs, 2 tables, 2 shelves, 20 mat dividers, 12 mats and 1 couch.	\$6,905.00	\$5,734.00	- All items eligible but insufficient funds available to fund full request.	4
Richmond Youth Services Agency/ Community Connections	Child Care Capital Grant	<b>Furniture and Equipment – dishwasher, chairs, tables, rug, storage</b> To update old and unsafe furnishings and equipment to keep childcare more safe, clean and hygienic. Including purchase of a countertop dishwasher, 20 chairs, 2 tables, a rug, a book and toy storage units. Community Connections is contributing \$500 towards these items.	\$2,146.58	\$2,147.00	- Recommended amount sufficient to provide all items requested.	5

2019 CHILD CARE GRANT REQUESTS - Second Intake

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	RECOMMENDED AMOUNT	COMMENTS / CONDITIONS	SEE ATT. 2 PAGE NO.
Richmond Society for Community Living	Child Care Capital Grant	<b>Lifecycle replacement - counters, cabinets, cabinet doors</b> The purpose of this grant is to make replacements and repairs to the Treehouse including replacing countertops, cabinets and cabinet doors in the entrance cubbies, bathroom, kitchen, art area and nap room to ensure safety and improve the overall appearance.	\$5,000.00	\$5,000.00	- Request combined with Child Care BC Maintenance Fund application and contribution from RSCL. - Recommended amount sufficient to provide all items requested.	7
Society of Richmond Children's Centres	Child Care Capital Grant	<b>Furniture - replacement of 3 sensory tables</b> All three programs at West Cambie need new sensory tables for the children to use.	\$2,100.00	\$1,880.00	- Quotes provided add up to revised total. - Recommended amount sufficient to provide all items requested.	9
Thompson Community Association	Child Care Capital Grant	<b>Furniture and Equipment</b> The funds will enhance the indoor and outdoor learning experiences. Equipment includes an outdoor easel, outdoor art panel, outdoor musical drum set, water table, library rack, and shelving.	\$7,195.00	\$5,733.00	- All items eligible but insufficient funds available to fund full request.	10
True Light School of British Columbia	Child Care Capital Grant	<b>Furniture and Computers</b> Original grant application was modified. Revised request includes two new MacBook laptops that will be used in the classroom to enhance essential teaching.	\$4,000.00	\$500.00	- Furniture requested in original submission has already been purchased and no second quote provided, not eligible for grant. Program requested substitution of second Mac laptop in lieu of furniture. - Recommended amount sufficient to provide one comparable laptop computer.	12
<b>TOTAL 2019 CHILD CARE GRANTS REQUESTS &amp; RECOMMENDED</b>			<b>\$32,117.87</b>	<b>\$25,720.00</b>		
			<b>AMOUNT AVAILABLE</b>	<b>\$25,720.00</b>		
			<b>BALANCE REMAINING</b>	<b>\$0.00</b>		



**Capital Assistance Application for 2019  
Childcare Grants Program**

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

**Society:** Atira Women's Resource Society  
**Title:** River Run Early Care & Learning Centre  
**Amount:** \$5,000.00

**Purpose:** Furnishings

The purpose of this grant application is to provide us with a staff desk for each of the classrooms of the new River Run ECLC.

**Service Delivery Benefits:**

This is an essential piece of furniture for the classroom as it will provide the staff a space to contain their work related documentation for licensing purposes; it will be placed below the video entrance phone and will have the classroom phone on top of it.

**Beneficiaries:**

All of the educators and children in the River Run ECLC.

**Partners (if applicable):**

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

Year	Amount	Grant Program
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**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$1,249.00

**Recommendation:** That Atira Women's Resource Society be funded for \$1,249.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:**

Request reduced by Atira after submission to \$1249 as only one desk needed.





**Capital Assistance Application for 2019  
Childcare Grants Program**

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

**Society:** Family Services of Greater Vancouver

**Title:** Good sleep for babies

**Amount:** \$3,522.00

**Purpose:** Equipment

The Colt Daycare provides quality on-site daycare for young parents attending Richmond Secondary and working to complete their highschool education. The babies and toddlers at the Colt daycare need a restful and restorative nap each day. The cribs in our daycare are very old, suffering heavy wear and tear after years of regular use. Our cribs are in a state where they either need repairs, or total replacement. HealthLink BC advises against doing any repairs to cribs, but rather says replacement is necessary to ensure the safety of children using the cribs.

**Service Delivery Benefits:**

Family Services of Greater Vancouver is in partnership with the Richmond School District No. 38 since 1991 to provide the Colt Daycare and Young Parents program. Through this program Young parents have the opportunity to upgrade and complete their high school education while their children are cared for in the daycare on the school site of Richmond Secondary School.

The Colt Daycare provides quality on-site daycare for young parents attending school. The daycare staff are qualified and licensed with the Provincial Community Care facilities licensing board. They are trained early childhood educators and are knowledgeable in all areas of child growth and development. The daycare serves children under the age of 3 years old and the staff plan and implement the daily program to meet the changing needs of the children which will enhance their total growth and development. The daycare is an essential element of this program because it allows the young parents to focus on their school work while knowing that their children are safely cared for, happy and close by.

The funds provided by the City of Richmond will be used to replace six cribs at the daycare. Cribs are necessary for a daycare that serves very young children because each child will need time to sleep as they become fatigued throughout the day. Safe, sturdy and comfortable cribs allow us to provide the environment each child needs so that they can comfortably recharge their energy. This also allows us to return the children to their parents happy, healthy and ready for quality time with their family.

We have chosen a crib model designed to be used in daycare facilities.

**Beneficiaries:**

The babies and toddlers at the Colt daycare will directly benefit from this grant. The babies and toddlers use the cribs every day. They are in poor condition and are in great need of replacement.

**Partners (if applicable):**

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

Year	Amount	Grant Program
2013	\$46600.00	Health, Social & Safety
2012	\$46600.00	Health, Social & Safety
2011	\$45675.00	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$3,477.00

**Recommendation:**

That Family Services of Greater Vancouver be funded for \$3,477.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:**

Quote provided to purchase 6 cribs totals \$3,477.



**Capital Assistance Application for 2019  
Childcare Grants Program**

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

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

**Title:** 3-5 Room Expansion

**Amount:** \$6,905.00

**Purpose:** Furnishings

The purpose of this grant is to purchase new and durable equipment and furnishings for the expansion of our 3-5 program. We will be adding an additional 10 childcare spots to our centre and would like to provide quality furnishings for the 3-5 year olds to use on a daily basis. We believe these new furnishings and equipment will allow the 3-5 program to offer an inviting and stimulating environment for children to socialize and play in.

**Service Delivery Benefits:**

These grant funds will allow Little Wings Daycare Society to provide an engaging and fun environment that is welcoming, safe, and meets licensing regulations for children. New tables, chairs and shelving units will help us deliver a program that meets specific developmental needs and size requirements.

**Beneficiaries:**

Funds received from this grant will directly benefit 49 children between the ages of 12 months to 5 years as well as 14 teachers. Current parents and future families will be pleased with the new, sturdy furnishings their children will be using on a daily basis.

**Partners (if applicable):**

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

Year	Amount	Grant Program
2015	\$5000.00	Child Care Capital
2016	\$5103.22	Child Care Capital

**GRANT RECOMMENDATIONS**

**Recommended**

**Amount:** \$5,734.00

**Recommendation:**

That Little Wings Day Care Centre Society be funded for \$5,734.00 for a Child Care Capital Grant.
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**Staff Comments/Conditions:**

None
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**Capital Assistance Application for 2019  
Childcare Grants Program**

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

**Society:** Richmond Youth Service Agency

**Title:** Connections Kids Club

**Amount:** \$2,146.58

**Purpose:** Furnishings

To update old and unsafe furnishings and equipment to keep our childcare more safe, clean and hygenic.

**Service Delivery Benefits:**

These funds will be used to improve the quality of service at our daycare centres by ensuring furnishing and equipment is safe, clean and hygenic.

**Beneficiaries:**

The children in the program will be most benefitted by having a cleaner and safer environment. It will also help our child care staff to do their jobs more efficiently.

**Partners (if applicable):**

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

Year	Amount	Grant Program
2016	\$5000.00	Professional and Program Development
2013	\$12500.00	Health, Social & Safety
2012	\$12500.00	Health, Social & Safety

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$2,147.00

**Recommendation:** That Richmond Youth Services Agency/Community Connections be funded for \$2147.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:**

None



**Capital Assistance Application for 2019  
Childcare Grants Program**

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

**Society:** Richmond Society for Community Living

**Title:** Treehouse early Learning Centre Refurbishment

**Amount:** \$5,000.00

**Purpose:** Other

The purpose of this grant is to make capital refurbishments, replacements and repairs to Treehouse early Learning Centre.

**Service Delivery Benefits:**

Funds received from the City of Richmond Child Care Capital Grant will allow RSCL to replace broken cabinet doors in the entrance cubbies, bathroom, kitchen, art area and nap room to ensure safety and improve the overall appearance of a centre that has received no major renovations in the past two decades. RSCL has also submitted an application to BC Maintenance Fund in support of this project which will also include the replacement of worn and damaged counter tops in the bathroom, nap room and kitchen and the necessary replacement of sinks and faucets.

Lastly, RSCL will commit funds raised through our annual Drive for Ability to purchase adjustable tables and chairs, most of which were purchased 20 years ago and are in need of replacement and to install additional electrical outlets in program areas to improve accessibility and program delivery.

The result will be a refreshed and safe learning environment for the children and families with improved accessibility for children with disabilities attending the program.

**Beneficiaries:**

Beneficiaries of this grant will be the children currently enrolled at Treehouse early Learning Centre and their families, as well as those who will attend the program in the future. Treehouse is a community child care centre with dedicated spots for children with disabilities or additional support needs. The proposed equipment purchase takes into consideration accessibility for children with varying abilities to ensure full participation for all children.

**Capital Assistance for 2019**

**Partners (if applicable):**

RSCL has submitted a grant application to the BC Maintenance Fund in support of this project. In addition, funds raised through the Drive for Ability fundraiser will be directed to this project.

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

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$5892.49	Child Care Capital
2014	\$2161.00	Child Care Capital
2014	\$828.00	Child Care Capital

**GRANT RECOMMENDATIONS**

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

**Recommendation:** That the Richmond Society for Community Living be funded for \$5,000 for a Child Care Capital Grant.

**Staff Comments/Conditions:**

None



**Capital Assistance Application for 2019  
Childcare Grants Program**

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

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

**Title:** 3 Sensory Tables

**Amount:** \$2,100.00

**Purpose:** Equipment

All three programs at West Cambie need new sensory tables for the children to use. The Infant/Toddler program needs one sized to their needs.

**Service Delivery Benefits:**

Sensory play is an important component of a quality child care program and is used every day with a variety of materials. These 3 new sensory tables will replace ones that are showing significant wear and tear and are becoming less functional as a result.

**Beneficiaries:**

All the West Cambie children from infants to preschoolers.

**Partners (if applicable):**

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

Year	Amount	Grant Program
2013	\$5104.34	Child Care Capital
2014	\$9639.00	Child Care Capital
2015	\$4000.00	Child Care Capital

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$1,880.00

**Recommendation:** That the Society of Richmond Children's Centres be funded for \$1,880.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:**

Quote provided to purchase 3 sensory tables totals \$1880.00





**Capital Assistance Application for 2019**

**Childcare Grants Program**

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

**Society:** Thompson Community Association

**Title:** Terra Nova Nature School - Classroom and Outdoor Equipment

**Amount:** \$7,195.00

**Purpose:** Equipment

Terra Nova Nature School employs a philosophy of place-based education valuing connecting children to the natural world. Through frequent and repeated visits to the same outdoor environment, children develop a better understanding of themselves in relation to their surroundings.

**Service Delivery Benefits:**

The chosen equipment supports learning in all developmental domains (i.e. intellectual, physical, spiritual, emotional and creative).  
Some of the equipment includes an outdoor easel, outdoor acrylic art panel, outdoor musical drum set, shelving and racks to house educational materials.

**Beneficiaries:**

The funds will enhance the indoor and outdoor learning experiences for preschool-aged children, the educators and the families.  
Through offering an emergent, responsive and reflective program, we strive to grow a community that shares a foundation in ecological awareness. We want the next generation to be caring stewards of their planet!

**Partners (if applicable):**

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

Year	Amount	Grant Program
2014	\$10040.00	Child Care Capital
2015	\$10000.00	Child Care Capital
2015	\$8000.00	Child Care Capital

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$5,733.00

**Recommendation:**

That Thompson Community Association be funded for \$5,733.00 for a Child Care Capital Grant.
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**Staff Comments/Conditions:**

None
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**Capital Assistance Application for 2019  
Childcare Grants Program**

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

**Society:** True Light School Of British Columbia

**Title:** Upgrade classroom materials and furniture and upgrade laptop

**Amount:** \$4,000.00

**Purpose:** Equipment

Our upstairs classroom furniture and materials have been in used for the past 15 years. We need to replace the existing unsafe furniture. Also the desk top we have been using for the past 12 years is getting very slow and it's time to upgrade for more efficient use.

**Service Delivery Benefits:**

The proposed furniture will be saver and more workable for children.  
The new laptop will be used more often in the classroom to enhance essential teaching.

**Beneficiaries:**

Children

**Partners (if applicable):**

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

Year	Amount	Grant Program
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**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$500.00

**Recommendation:** That True Light School of British Columbia be funded for \$500.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:**

Requested furniture has already been purchased and is not eligible. Funds approved for purchase of laptop.



Adopted by Council: January 24, 2006

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

## 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,



Page 2 of 5	<b>Child Care Development Policy</b>	<b>Policy 4017</b>
Adopted by Council: January 24, 2006 Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015		

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

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

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

**5. CHILD CARE RESERVE FUNDS**

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

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

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

- (i) Establishing child care facilities and spaces in:
  - City buildings and on City land.
  - Private developments.
  - Senior government projects.
  - Community partner projects.
- (ii) Acquiring sites for lease to non-profit societies for child care; and
- (iii) Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements.

- (b) Child Care Operating Reserve Fund (established by Child Care Operating Reserve Fund Establishment Bylaw No. 8827)

- (i) The City will administer the Child Care Operating Reserve Fund to financially assist with non-capital expenses relating to child care within the City, including the following:
  - Grants to non-profit societies to support child care professional and program development within the City;



Adopted by Council: January 24, 2006

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

- 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) 90% of the amount will be deposited to the Child Care Development Reserve Fund, and
  - (b) 10% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.
- 5.3 All expenditures from the Child Care Reserve Funds must be authorized by Council.

## 6. DEVELOPMENT OF CHILD CARE FACILITIES

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



Adopted by Council: January 24, 2006

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

- (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. AREA PLANS

10.1 The City will ensure that area plans contain effective child care policies.

## 11. INFORMATION

11.1 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;



Adopted by Council: January 24, 2006

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

- (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.

## 12. PROMOTION

12.1 The City will:

- (a) Declare the month of May "Child Care Month" and support awareness and fund-raising activities during that month.





# **Child Care Grants Program Guidelines**

City of Richmond - Community Services  
Community Social Development  
August, 2018

# 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 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 attached *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. Applicants may be either non-profit child care providers 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

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

### (2) Professional and Program Development

Non-profit societies developing or providing professional and program development opportunities (e.g., training, workshops) are eligible to apply for funding. The initiatives must be of benefit to the broader child care community in Richmond, rather than to a few specific centres. The need for and benefit to the child care community must be demonstrated.

## **Priorities**

Priority will be given to applications supporting infant/toddler and school-age care, identified as priorities in the 2009 – 2016 Richmond Child Care Needs Assessment and Strategy.

## **Online Grant Application Process**

The City of Richmond has moved to an online grant application process. Please refer to the *City of Richmond Child Care Grant Program - City Grants Web-based System Grant Applicant User Guide* which is posted on the City's web site. The guide provides tips and illustrations for all sections of the grant application. In preparation for submitting an application, please have electronic documents in a location on your computer so they can be attached 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 you can use to provide information on licensed capacity, project budgets and project timelines. If your Society previously received a child care grant, you will need to submit a grant use report to explain how the funds were used. This information must be submitted in order to be considered for a new grant. Here is a list of the items to have ready for attaching to your application:

- Society Incorporation Certificate, Contact List for the Society's Board of Directors, Officers and Executive Director, Most Recent Annual General Meeting Minutes, Provincial Child Care License(s), Last Year's Financial Statements or Audited Statement, Current Year Operating Budget, Itemized Project Budget, Project Timeline, and Support Letters; and
- If you received a grant in the previous year, you will need to submit a grant-use report documenting how the awarded funds were used and to what benefit. This is required in order to be eligible to apply for a grant in the current funding year.

## **Applications are to 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 web site if applicable
- d) Contact names for the Society, e.g., an executive director, program manager or Board member
- 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 of your organization.
- b) Describe the programs and services provided in the last 5 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 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.

## Step 3 - Grant Program:

### Capital Grants or Professional and Program Development Grants

#### Capital Grants:

- a) 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.
- b) Provide a detailed description of how the funds would be used to enhance the delivery of Richmond child care services (e.g., improve quality, availability, accessibility).
- c) Describe who will benefit from the grant if received, e.g., for Capital Grants: the number and age groups of children who will benefit.

#### Professional and Program Development Grants:

- d) 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.
- e) Describe who will benefit from the grant, if received (e.g., child care educators).

For both Grants Programs:

- f) List any partners who will be assisting with the project (e.g., any other funders, volunteers, or companies who will be money, services, in-kind assistance or other contributions).
- g) Provide a dollar figure for the requested grant amount.

Supporting Documents:

- h) Provide supporting documents - you will be asked to attach copies of the following:
  - An itemized budget for how grant funds will be used;
  - Additional supporting information for the projected costs (e.g., workshop presenters quotes or 3 quotes from suppliers/trades for Capital projects); and
  - Additional sources of funding or contributions that will be used to complete the grant project.
  - A timeline for completing the project and using the grant funds.
- i) 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).
- j) Letters of support if applicable.

## **Terms and Conditions**

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

- Any grant applicant who has awarded funds previously by the City must, if not already provided, submit a report documenting use of those funds and describe the benefits received before their current application can be considered.
- Funds must be used within one year of receipt by successful applicants.
- All grant recipients must provide a photo (for capital grants only) and a report documenting the use of the funds and the benefits received, as soon as complete (at the latest, one year following receipt) to the Child Care Development Advisory Committee.
- In addition, the grant received should be mentioned in any newsletter published by the organization and the City of Richmond logo included in any related publicity.

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 from the Community Social Development Division to determine eligibility and completeness. The City of Richmond's Child Care Development Advisory Committee reviews the grant applications and makes recommendations to City Council. These are summarized by staff 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.

## **Submit an Application**

The City of Richmond has an online web based grant application. The *Child Care Grants Program Guidelines* and the *Child Care Web-based System Grant Applicant User Guide* are useful resources to assist you with filing an online grant application. Only electronic applications will be accepted.

## **Application Deadlines and Decisions**

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

If you have questions about applying for a child care grant, please contact:

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

Child Care Development Advisory Committee

\*input rating score in yellow box

## Child Care Capital Grants Rating Sheet - 2019

		Applicant 1		Applicant 2		Applicant 3		Applicant 4	
		Rating	Comments	Rating	Comments	Rating	Comments	Rating	Comments
<b>Eligibility</b>									
Grant use report for previous year submitted (City Grant Administrator to complete)	yes/no/na								
Applicant is a registered non-profit BC Society (Soc. #, certificate of incorporation, constitution and bylaws provided)	0-5								
Authorized Signatures of Board Executive Members submitted	0-5								
Application is complete (e.g. all sections are filled out and supporting documents provided)	0-5								
Delivers a licensed child care program (copies of current licenses included or an application for a license in process is provided)	0-5								
List of Society Board of Directors, Officers and Executive Directors provided	0-5								
Minutes of AGM attached	0-5								
Project will primarily serve Richmond residents	0-5								
<b>Eligibility rating</b>	<i>max pts = 35</i>	/35		/35		/35		/35	
<b>Purpose of Proposal</b>									
Grant request fits the grant guidelines eligibility criteria	0-5								
Demonstrated need for the proposal	0-5								
Information is provided on who will benefit (must benefit Richmond ECE's re: professional dev't.)	0-5								
A timeline for completing the project is included	0-5								
Supporting documents provided (e.g. quotes, letters of support)									
<b>Purpose of Proposal rating</b>	<i>max pts = 25</i>	/25		/25		/25		/25	
<b>Financial Criteria</b>									
Financial Statement for Last Year provided	0-5								
Current and proposed year Operating budget attached	0-5								
Project budget has been completed (e.g. revenue and expenses balance, some funding from other sources is shown)	0-5								
Society is financially stable (i.e. not showing significant deficits)	0-5								
Financial need for the project is demonstrated	0-5								
<b>Financial rating</b>	<i>max pts = 25</i>	/25		/25		/25		/25	
<b>FINAL RATING SCORE</b>	<i>max pts = 85</i>	/85		/85		/85		/85	

\* 0= Not sufficient/ Ineligible

\* 5= Sufficient/ qualified