



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** May 17, 2017
From: Cathryn Volkering Carlile **File:** 07-3070-01/2017-Vol
 General Manager, Community Services 01
Re: **2017 Child Care Capital Grants - Second Intake**

Staff Recommendation

That the report titled “2017 Child Care Capital Grants – Second Intake”, dated May 17, 2017 from the General Manager, Community Services, be awarded for the recommended amounts and cheques be disbursed for a total of \$64,594.00.

Cathryn Volkering Carlile
 General Manager, Community Services
 (604-276-4068)

Att. 4

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

Staff Report

Origin

On February 14, 2017, City Council approved 2017 Child Care Grants noting that after all allocations were approved residual funds would be remaining in the Child Care Capital Grants budget. Typically, the annual budget for this grant program is \$50,000. Staff advised that a second 2017 Child Care Capital Grant intake would be conducted in the spring to utilize the remaining funds for additional projects.

The City's Child Care Development Policy 4017, adopted in 2006, directs staff to plan, partner and, as resources and budgets become available, support a range of quality, affordable child care including: facilities, spaces, programming, equipment, and support resources. The Child Care Development Statutory Reserve was established to financially assist non-profit societies with providing child care grants for minor capital improvements. It provides the source funding for the Child Care Capital Grants.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

This report supports Council's 2014-2018 Term Goal #5 Partnerships and Collaboration:

Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.

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.

Findings of Fact

2017 Child Care Capital Budget for the Second Intake

The Child Care Capital Grants are funded from one of the City's two Child Care Reserve Funds:

- The Child Care Development Reserve Fund (Bylaw 6367), was 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).

On December 12, 2016, as part of the 2017 Capital Budget, Council approved the expenditure of \$50,000 from the Child Care Development Reserve to be used for the 2017 Child Care Capital Grants. An initial grant intake took place in the fall of 2016 which resulted in \$8,536.62 being

allocated to successful grant applicants, as approved by Council at the Council meeting held on February 14, 2017.

As presented in the previous staff grant report, the remaining funds of \$41,463 are now being used to contribute to a budget for a second intake of 2017 Child Care Capital Grant applications. These funds are being supplemented by \$23,131 of unspent funds remaining from the 2014 Child Care Capital Grant process for a total budget of \$64,594 for the second intake of the 2017 Child Care Capital Grants.

Notice Given and Applications Received

During April and May 2017, a call for applications for the second intake of the 2017 Child Care Capital Grants was posted on the City website, announced in a news release, promoted on social media (e.g. Facebook, Twitter), and circulated in e-mail blasts, by Vancouver Coastal Health and Richmond Child Care Resource and Referral, to licensed child care programs in Richmond. The deadline for submissions to the City's online web application system was Friday, May 5, 2017. A total of eight applications were received (Attachment 1).

Analysis

Application Review Process

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Subcommittee to review the 2017 Child Care Capital Grant second intake applications and supporting materials. For reference, summaries of the 2017 Child Care Capital Grant applications are included with this report (Attachment 2). As the contents of the summary sheets are taken verbatim from the applicants submissions, they will replicate any errors or omissions made by the applicant.

The subcommittee met on May 10, 2017 with City staff. They discussed the grant applications from the following organizations:

2017 Child Care Capital Grant Second Intake - Applicants and Requests		Requested Amount
Capital Grant Applicants and Requests		
1.	Atira Women's Resource Society	\$30,000.00
2.	Developmental Disabilities Association of Vancouver- Richmond	\$2,500.00
3.	East Richmond Community Association	\$2,384.79
4.	La Societe de la Garderie et de la Prematernelle les Moussaillons	\$6,712.94
5.	Society of Richmond Children's Centres	\$2,837.62
6.	Thompson Community Association	\$26,200.00
7.	Tomorrow's Topkids Child Care Society	\$14,305.49
8.	True Light School of British Columbia	\$4,000.00
Total Amount Requested		\$88,940.84

The Child Care Grants Subcommittee assessed each application for eligibility in compliance with the Child Care Grant Guidelines (Attachment 3). They reviewed the purpose of the grant, the

project proposals, and project budgets. Applications were scored by the subcommittee members using a rating sheet (Attachment 4).

On May 10, 2017, the CCDAC received a report from its Child Care Grants Subcommittee about the 2017 Child Care Capital Grant (second intake) applications. A total of \$88,940.84 was requested from eight organizations. These organizations are seeking funding for the following types of projects: outdoor playground improvements, indoor and outdoor equipment and furnishings.

CCDAC is recommending that all eight applicants receive funding for their projects. However, as the requests exceeded the available budget some adjustments have been made in order to ensure projects could proceed while utilizing the available funding in a fair manner to address all requests.

Financial Impact

The 2017 Child Care Capital Grants budget of \$64,594 was previously approved by City Council as part of the 2017 and 2014 Capital Plans. The funds being used are residual monies that were unspent in the previous Child Care Capital grant intakes for 2014 and 2017. A total of \$64,594 in allocations is being recommended for the 2017 Child Care Capital Grants – Second Intake, subject to City Council’s approval.

Conclusion

The Child Care Capital Grants will provide direct support to eight (8) non-profit organizations. The physical environments of five-hundred and fifty-four (554) licensed spaces will be enhanced and the children accessing these programs will benefit from new furnishings, equipment and playground upgrades. Staff recommend approval of the proposed CCDAC’s recommendations for the 2017 Child Care Capital Grants – Second Intake and the allocation of \$64,594 to the eight (8) applicants.



Coralys Cuthbert
Child Care Coordinator
(604-204-8621)

- Att. 1: 2017 Child Care Capital Grants - Second Intake
- 2: 2017 Child Care Capital Grants – Second Intake Summary Reports
- 3: Child Care Grants Program Guidelines
- 4: Child Care Development Advisory Committee Grant Review Rating Form

2017 CHILD CARE CAPITAL GRANTS – SECOND INTAKE

Applicant Program Name/ Type of Care/ Licensed Capacity	Purpose	Request	Recommended Amount	Comment/ Conditions	Attach 2 Page #'s Grant Summaries
Atira Women's Resource Society <i>Willow Early Care and Learning Centre</i> Group Care Under 36 Months (12 spaces) Group Care 30 Months to School Age (25 spaces) 37 spaces total – licensing application in process)	Grant funds will be used to purchase long-term, durable furnishings for the Willow Early Care and Learning Centre.	\$30,000.00	\$25,000.00		1
Developmental Disabilities Association of Vancouver- Richmond <i>Riverside Early Development Centre</i> Group Care 30 Months to School Age (25 licensed spaces)	Grant funds will be used to purchase play materials and to refurbish a fixed piece of outdoor play equipment known as the "Crazy Daisy".	\$2,500.00	\$2,500.00		3
East Richmond Community Association <i>Cambie Community Centre Out of School Care</i> School Age Care (64 licensed spaces)	Grant funds will be used to furnish one new room with child appropriate materials supporting the expansion of Summer Camp and Out of School Care programs.	\$2,384.79	\$2,384.00		5
La Societe de la Garderie et de la Prematernelle les Moussaillons <i>La Garderie/ Prematernelle les Moussaillons</i> Group Care 30 Months to School Age (24 licensed spaces) School Age Care (24 licensed spaces)	Grant funds will be used to upgrade equipment and furnishings to benefit the children of Richmond who attend the Society's two child care programs.	\$6,712.94	\$6,712.00		7
Society of Richmond	Grant funds will be used to purchase	\$2,837.62	\$2,837.00		9

Applicant Program Name/ Type of Care/ Licensed Capacity	Purpose	Request	Recommended Amount	Comment/ Conditions	Attach 2 Page #'s Grant Summaries
Children's Centres <i>Cook Road Children's Centre</i> Group Care 30 Months to School Age (25 licensed spaces)	new appliances to replace broken original fridge, washer and dryer.				
Thompson Community Association <i>Rompers Preschool</i> Preschool (51 licensed spaces)	Grant funds will be used to install a new fence as part of improvements for the outdoor playground space for Thompson Community Association's Rompers Preschool.	\$26,200.00	\$8,600.00	CONDITION : to be used for fencing materials	10
Tomorrow's Topkids Child Care Society <i>Tomorrow's TopKids Clubhouses:</i> Errington, Ferris, Graur, Jessie Wowk, McKinney, Spul'u'kwuks, and Westwind School Age Care (265 licensed spaces)	Grant funds will be used to purchase new couches for our 7 centres; portable dishwashers for 5 of our 7 centres; 2 in 1 laptops for our 7 centres.	\$14,305.49	\$12,801.00		12
True Light School of British Columbia <i>True Light Montessori Children's Centre</i> Group Care 30 Months to School Age (39 licensed spaces)	Grant funds will be used to purchase new shelving and chairs and repair a playground shed.	\$4,000.00	\$3,760.00		14
Total Requested/ Recommended		\$88,940.84	\$64,594.00		
Total Available			\$64,594.00		
Total Remaining			\$0.00		



Capital Assistance Application for 2017

Childcare Grants Program

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

Society: Atira Women's Resource Society

Title: Willow Early Care and Learning Center Furniture Proposal

Amount: \$30,000.00

Purpose: Furnishings

The purpose of this application is to purchase long-term, durable furnishings for the Willow Early Care and Learning Center. Currently the newly built child care facility is equipped with appliances and some built in furnishings however it is our intention to use these funds, if successful, to purchase a significant amount of the other required furnishings in order to open our doors to the community and the women and children living in the Affordable Housing units at Cadence, September 1st, 2017.

Service Delivery Benefits:

It is our belief Willow Early Care and Learning Center will enhance the delivery of Richmond child care services by addressing many of priorities outlined in the Richmond Childcare Needs Assessment and Strategy, intended to inform planning between 2009 and 2016. Located in the City Center neighborhood, Willow will be a support for community at large, including many City of Richmond employees, as well as the women and children who have been impacted by violence and are living in the co-located affordable housing units owned by Atira. Working in partnership with Vancouver Coastal Health and with the collaborative support of the Ministry of Children and Family Services, The Richmond Foodbank, AVIA Employment as well as others, it is our vision Willow will serve as a pillar in the community for inclusive support for those women and children most vulnerable in our community. With our commitment to provide child care support to the families in Cadence, the affordable housing program, we will be able to support Mom's to identify and seek further support for any complex behaviors their children may be managing. This early identification and support will promote school readiness and success for children as they transition into the school system.

Beneficiaries:

If we are successful with this application we will be supporting 37 children. WECLC will have 12 spaces for children under 36 months and 25 spaces for children 30 months to school age. If the initial interest is an indicator we will be opening Willow at capacity September 1, 2017.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year Amount Grant Program

GRANT RECOMMENDATIONS

**Recommended
Amount:**

Recommendation:

Staff Comments/Conditions:

None



Capital Assistance Application for 2017

Childcare Grants Program

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

Society: Developmental Disabilities Association of Vancouver-Richmond

Title: Riverside's Outdoor Play Improvements

Amount: \$2,500.00

Purpose: Equipment

Riverside's ongoing efforts to improve the centre's outdoor play space would benefit greatly with a purchase of play materials and a refurbishment of a fixed piece of equipment known as the "Crazy Daisy" (photos attached to this application).

Service Delivery Benefits:

With updated supplies for interesting and interactive play opportunities, the children's quality of play will be improved. The piece of equipment needing repair is a threat to splinters and possible breakage, it does not meet safety standards and is becoming an eyesore.

Beneficiaries:

The children will benefit from actual use of the new play supplies and materials. The teachers will benefit from knowing their requests for the improvements were heard and can have increased pride in the environment we will have to offer.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$4201.00	Child Care Capital
2015	\$11000.00	Child Care Capital
2016	\$4900.00	Child Care Capital

GRANT RECOMMENDATIONS

**Recommended
Amount:**

Recommendation:

Staff Comments/Conditions:

None



Capital Assistance Application for 2017

Childcare Grants Program

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

Society: East Richmond Community Association

Title: Out of School Care Expansion

Amount: \$2,500.00

Purpose: Furnishings

With our plan to expand our Summer Camp and Out of School Care programs , we will be using these funds to furnish one new room with child appropriate materials.

Service Delivery Benefits:

By creating this new space during the summer, we are adding 12 new child care spaces. These materials will also be included into our Child Care rooms at the end of summer which will be used by both Out of School Care and Preschool children.

Beneficiaries:

Our Preschool and Out of School Care programs share spaces and will both be utilizing these new materials during the school year. Throughout the summer these materials will be incorporated into a new space for children ages 5-7 years old.

Partners (if applicable):

ERCA fully supports the Out of School Care program.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$5723.20	Child Care Capital
2013	\$1000.00	Parks, Rec and Community Events
2012	\$1500.00	Parks, Rec and Community Events

GRANT RECOMMENDATIONS

Recommended Amount:

Recommendation:

Staff Comments/Conditions:

None



Capital Assistance Application for 2017

Childcare Grants Program

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

Society: LA SOCIETE DE LA GARDERIE ET DE LA PREMATERNELLE LES

Title: Les Moussaillons kids play equipment/furniture upgrading project

Amount: \$6,712.94

Purpose: Equipment

The purpose of this project is to allow Les Moussaillons to upgrade its equipment and furnishings to benefit the children of Richmond who attend the two programs of the society.

Service Delivery Benefits:

The equipment that we hope to acquire through this grant will allow Les Moussaillons to improve the quality and quantity of the equipment available for children to play and learn through, which target the development of gross motor skills. Additionally the grant will allow us to replace old and damaged equipment and furnishings that are no longer in use as they constitute a danger to the children.

Beneficiaries:

This grant will benefit the children who attend Les Moussaillons currently (a total of 33 children between the age of 3 to 12 years old) as well as future children who will join in the coming years. Since it's inception in 2005 Les Moussaillons has served more than 500 families in and around Richmond city.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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GRANT RECOMMENDATIONS

Recommended Amount:

Recommendation:

Staff Comments/Conditions:

None



**Capital Assistance Application for 2017
Childcare Grants Program**

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

Society: Society of Richmond Children's Centres

Title: Cook Road Appliances

Amount: \$2,837.62

Purpose: Other

Cook Road Childrens Centre has an original fridge and washer/dryer set and the washer is now broken. We need to replace all three appliances ASAP.

Service Delivery Benefits:

All three appliances are critical to the proper functioning and health and safety of the centre and as such contribute to the quality of the program.

Beneficiaries:

All the children and families and staff at Cook Rd Children's Centre

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:**

Recommendation:

Staff Comments/Conditions:

None



Capital Assistance Application for 2017

Childcare Grants Program

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

Society: Thompson Community Association

Title: Tot Lot Fence Installation

Amount: \$26,200.00

Purpose: Playground

The intent of this child care grant is to improve the outdoor playground space for Thompson Community Association's Rompers Preschool. Up to 1400 individual children aged 3 - 4 are registered in Rompers throughout the year.

Service Delivery Benefits:

The design of the new playground creates a natural play environment to enhance children's learning, appreciation of nature and improve the quality of their preschool experience. A new fence is an important element to enhance the natural environment and complement the "Secret Garden" design being developed. It will replace the current chain link fence that is unattractive, uninviting, and is topped with sharp wire ends.

Beneficiaries:

Rompers Preschool children, their families, Preschool Instructors, staff and the public will all benefit with the installation of the new fence.

Partners (if applicable):

Habitat Systems Incorporated will be designing and installing our new playground including our fence.

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
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GRANT RECOMMENDATIONS

**Recommended
Amount:**

Recommendation:

Staff Comments/Conditions:

None

**Capital Assistance Application for 2017****Childcare Grants Program**

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

Society: Tomorrow's Topkids Child Care Society**Title:** Clean, Comfort, Computer for TTK**Amount:** \$14,305.49**Purpose:** Equipment

We would like to the grant to purchase the following items. New couches for our 7 centres

Portable dishwashers for 5 of our 7 centres

2 in 1 laptops for our 7 centres

Service Delivery Benefits:

For the couches this will provide a clean and comfortable place for the children to sit and read books. It will also give the older children a "cool" place to be comfortable and socialize.

The dishwashers will keep all our dishes used for daily snacks and occasional lunches clean and properly sanitized. This will allow for less rewashing of dishes and ensure that we are meeting guidelines set out by VCH in the proper prep and clean up of food items in child care centres.

The computers will give our participants an opportunity to take their homework time in child care to the same level that they would complete at home. They can look up any questions they have, we have specialty programs that the children can use to enhance their school projects. This would also give them the benefit of being able to complete all their homework in the centre and give them more time to spend with their families in the evenings. For the staff team it would give an chance to better communicate from centre to centre sharing different activities and games. They could also look up new and different activities to for the children to do on the spot rather than waiting to look it up later. We could also keep daily attendance records online and have "live" attendance keeping. With the 2 in 1 laptop could be brought on field trips where all children's emergency files could be kept for easy reference when needed.

Beneficiaries:

Parents, children and staff members would all benefit from these items.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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GRANT RECOMMENDATIONS

**Recommended
Amount:**

Recommendation:

Staff Comments/Conditions:

None



Capital Assistance Application for 2017

Childcare Grants Program

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

Society: True Light School Of British Columbia

Title: replacement of furniture and repair of shed

Amount: \$4,000.00

Purpose: Furnishings

Most of the shelf and chairs are running down, requested by the licensing office that we need to replace them. There is a hole in the playground shed, need to repair.

Service Delivery Benefits:

Improvement of the facility and safety for children

Beneficiaries:

The centre and the children

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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GRANT RECOMMENDATIONS

Recommended Amount:

Recommendation:

Staff Comments/Conditions:

None



Child Care Grants Program Guidelines

City of Richmond - Community Services
Community Social Development
September, 2015

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

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

Coralys Cuthbert
Child Care Coordinator
City of Richmond – Community Social Development
Phone: 604-204-8621
E-mail: ccuthbert@richmond.ca



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:



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

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

- (a) 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.
 - (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.



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

Policy 4017

File Ref: 3070

Child Care Development Policy

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;
- (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 Development Advisory Committee Rating Sheet 2017 Child Care Capital Grants – Second Intake					
Assessment Criteria	Rating Criteria	Facility			
		Society Name		Society Name	
		Rating	Comments	Rating	Comments
Eligibility					
Complete application (documents provided, authorized signature)					
Quality of the application (clear, convincing)					
Designated non-profit & credibility of the organization and program					
Evidence of an AGM occurring					
Appropriate board of directors					
Primarily Richmond residents will be served					
Eligibility rating	max pts = 5				
Purpose of Proposal					
Grant request fits eligibility criteria 0-5					
Supporting documents (letters of support, quotes)					
Demonstrated need for the proposal					
Implementation plan is demonstrated					
Purpose rating	max pts = 5				
Financial Criteria					
Project budget (eg. matching funding provided) 0-5					
Past financial performance					
Operating budget					
Financial stability					
Funding sources other than the City have been sought					
Financial need for the proposal is demonstrated					
Financial rating	max pts = 5				
Previous Grant Use (if applicable)					
Use of previous grant funding rating	max pts = 3				
FINAL RATING SCORE	max pts = 18				

* 0= Not sufficient/ ineligible

* 5= Sufficient/ qualified