



To: General Purposes Committee **Date:** December 3, 2020
From: Kim Somerville **File:** 07-3070-01/2020-Vol
 Director, Community Social Development 01
Re: 2021 Child Care Grants

Staff Recommendation

1. That the Child Care Capital Grants be awarded for the recommended amounts and cheques for a total of \$45,519 be disbursed as per the staff report titled "2021 Child Care Grants," dated December 3, 2020, from the Director, Community Social Development only if the proposed 2021 Child Care Grants capital budget is approved as part of the 2021 budget process and once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by Council; and
2. That the Child Care Professional and Program Development Grant be awarded for the recommended amount and a cheque for a total of \$1,500 be disbursed only if the proposed 2021 Child Care Grants capital budget is approved as part of the 2021 budget process and once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by Council.

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: M O	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 in the community for residents, employers and employees. Policy 4017 directs staff to plan, partner and, as resources and budgets become available, support a range of quality, accessible and affordable child care including facilities, spaces, programming, equipment and support resources. The Child Care Development Reserve Fund and the Child Care Operating Reserve Fund were established to financially assist non-profit societies by providing child care grants for minor capital improvements and supportive resources for child care providers.

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

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

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

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

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

Strategic Direction 2 – Creating and supporting child care spaces.

Findings of Fact

2021 Child Care Grants Budget

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

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

As part of the 2021 Capital Budget, a request was made to City Council to approve an expenditure of \$50,000 from the Child Care Development Reserve to be used for the 2021 Child Care Capital Grants and an expenditure of \$4,000 from the Child Care Operating Reserve to be used for the 2021 Child Care Professional and Program Development Grants. The \$4,000 from the Child Care Operating Reserve will be combined with the \$6,000 surplus available following the 2020 grant allocations for a total of \$10,000 for Child Care Professional and Program Development Grants and \$50,000 for Child Care Capital Grants for 2021.

Notice Given and Applications Received

On September 23, 2020, the application window for the 2021 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 28, 2020. A total of eight applications were received of which six were for Child Care Capital Grants and two were for Child Care Professional and Program Development Grants.

Analysis

Application Review Process

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Subcommittee to review the 2021 Child Care Grant applications and supporting materials. The Program Manager, Child Care (CCDAC staff liaison) and Child Care Planner met with the subcommittee on November 19 and November 30, 2020 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 2021 Child Care Grants applications received and outlined their recommendations to the CCDAC. The CCDAC approved the recommendations of the subcommittee which is reflected in the meeting minutes of December 2, 2020. The total requests for the 2021 Child Care Grants amount to \$62,019 and the grant allocations recommended amount to \$47,019.

City Centre Community Association, Family Services of Greater Vancouver, Little Wings Day Care Centre Society, Richmond Society for Community Living – Treehouse Early Learning Centre, Richmond Society for Community Living – Youth Connections, and West Richmond Community Association are seeking funding for playground equipment, facility renovations, program equipment and furnishings. All six applicants deliver licensed child care programs offering a range of services including Group Care Under 36 Months, Group Care 30 Months to School Age and Group Care School Age. The six Capital Grant requests amount to \$45,519. The CCDAC is recommending that the six Child Care Capital Grants applicants, as outlined in Table 1, be funded for a total amount of \$45,519.

Table 1: 2021 Child Care Capital Grant Applicants and Requests

2021 Child Care Grant Applicants and Requests		Requested Amount	Recommended
Capital Grant Applicants and Requests			
1.	City Centre Community Association	\$11,813	\$11,813
2.	Family Services of Greater Vancouver	\$10,962	\$10,962
3.	Little Wings Daycare Society	\$5,268	\$5,268
4.	Richmond Society for Community Living – Treehouse	\$3,500	\$3,500
5.	Richmond Society for Community Living – Youth Connections	\$7,500	\$7,500
6.	West Richmond Community Association	\$6,476	\$6,476
Total Amount Requested for Capital Grants		\$45,519	\$45,519

The two Professional and Program Development Grant requests amount to \$16,500. The Richmond Society for Community Living has requested \$1,500 to purchase books and materials to expand the Supported Child Development Program's lending library for parents and child care providers. The Steveston Society of Children's Centres is seeking \$15,000 in funding to conduct quality assessments of twenty-five child care programs in Richmond.

The Child Care Professional and Program Development Grant requested by the Richmond Society for Community Living's grant is recommended for approval and the application by the Steveston Society of Children's Centres is not recommended for funding at this time. The application submitted by the Steveston Society of Children's Centres was missing required financial information and was deemed ineligible for funding at this time.

These recommendations are outlined in Table 2. The total amount recommended for the 2021 Professional and Program Development Grant is \$1,500.

Table 2: 2021 Child Care Professional and Program Development Applicants and Requests

2021 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	\$1,500	\$1,500
2.	Steveston Society of Children’s Centres	\$15,000	\$0
Total Amount Requested for Professional and Program Grants		\$16,500	\$1,500

Staff support the CCDAC recommendations as proposed in the attached list of 2021 Child Care Grants Requests and Recommendations (Attachment 3). For reference, summaries of the 2021 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 2021 Child Care Grants budget of \$54,000 was requested as part of the City’s 2021 Capital Budget. These funds are supplemented with \$6,000 of unallocated funds from 2020 for a total of \$60,000 in total funding available. 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 \$47,019 in allocations is being recommended for the 2021 Child Care Grants, subject to City Council’s approval. Disbursement of grant funds will only be made if the proposed 2021 Child Care Grants capital budget is approved as part of the 2021 budget process and once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by City Council.

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. 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. Staff recommend approval of the proposed recommendations for the City’s 2021 Child Care Grants totaling to \$47,019 with \$45,519 allocated to the six Child Care Capital Grant requests and \$1,500 allocated to the Child Care Professional and Program Development Grant request.

December 3, 2020

- 6 -



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

- Att. 1: Child Care Development Policy 4017
- 2: Child Care Grants Program Guidelines
- 3: 2021 Child Care Grants Requests and Recommendations
- 4: 2021 Child Care Grants Summary Reports



Page 1 of 5	Child Care Development Policy	Policy 4017
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	Child Care Development Policy	Policy 4017
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;



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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.



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	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;



Page 5 of 5	Child Care Development Policy	Policy 4017
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- (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

2021 Child Care Grant Information Session:

Monday, October 5, 2020

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 - Community Services
Community Social Development
August 2020

Child Care Grants - Program Guidelines

Introduction

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

Eligibility

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

Applicants may be either:

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

Purpose

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

(1) Capital Grants

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

(2) Professional and Program Development Grants

Non-profit societies developing or providing professional and program development opportunities in Richmond (e.g. training, workshops) are eligible to apply for funding. The initiatives must be available and 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, Child Care BC Relocation Fund, New Spaces Grant; and
- enroll families who are receiving the Affordable Child Care Benefit (formerly Child Care Subsidy) and, if eligible, participate in the Child Care Fee Reduction Initiative.

Grant Application Process

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

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

The following electronic documents will be needed for your application:

- Certificate of Incorporation for the Society;
- Society's Constitution and Bylaws;
- Contact list for the Society's Board of Directors, Officers and Executive Director;
- Most recent Annual General Meeting minutes;

- Provincial Child Care License(s), if applicable;
- Last year's financial statements or audited statement;
- Current year operating budget;
- Itemized project budget, including quotes (details included in *Proposed Project Budget* form available on the City's grant website);
- Project timeline;
- Licensed capacity & current enrolment by program; and
- If the organization received a grant in the previous year, a grant-use report.

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

Applications must include the following:

Step 1 - Applicant Contacts

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

Step 2 - Applicant Information

- a) Briefly outline the Society's history, mandate, goals and objectives.
- b) Describe the programs and services provided in the last five years.
- c) If the Society delivers licensed child care programs, provide the licensed capacity and current enrolment by type for each program offered, referred to in the Society's Provincial Child Care License(s).
- d) Attach a copy of the Society's Provincial Child Care License(s) as issued by Vancouver Coastal Health - Community Care Facilities Licensing.
- e) Attach a list of the Society's Board of Directors, Officers and Executive Director, including their addresses and contact information.
- f) Attach minutes of the Society's most recent annual general meeting.
- g) Attach Last Year's Financial Statements or Audited Statement including balance sheet for the recently completed fiscal year, including the auditor's report signed by external auditors, or one of the following alternatives:
 - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors;

- If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors; or
 - If none of the above are available, financial statements for the most recently completed fiscal year endorsed by two signing officers of the Board of Directors.
- h) Attach an operating budget for the current year including all sources of revenue (e.g. Child Care Operating Funding, Fee Reduction, Prototype Funding, other grants, fundraising).
- a) Provide information on signing officers to represent the Society's endorsement of the grant application and attach a completed signature form.

Step 3 - Grant Request Details – Proposal Information

The following items are required:

Capital Grant Requests

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

Professional and Program Development Grant Requests

- a) Proposal title
- b) Purpose of the grant – describe how the funds will be used to enhance the child care service delivery, support skill development of early childhood educators, and benefit the broader Richmond child care community.
- c) Describe who will benefit from the grant, if received including the anticipated number of people directly participating.

- d) Describe the expected outcomes for this project and how this project will be evaluated.
- e) List any partners who will be assisting with the project (e.g. any other funders, volunteers or companies who will provide money, services, in-kind assistance or other contributions).
- g) Provide a detailed budget for the proposal (using the *Proposed Project Budget* form available on the City grant website) including:
 - dollar figure for the total requested grant amount.
 - 2 quotes for each outlined expense including source of the quote.
 - all sources of revenue for this event (e.g. participant fees, organizational contributions, fundraising, grants), the amount and the status (e.g. secured, anticipated, unconfirmed).

Supporting Documents

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

Additional Documentation to Support your Application (optional)

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

Terms and Conditions

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

- 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.
- In addition, the grant received should be mentioned in any newsletter or related publicity published by the organization.
- Any grant applicant who is applying for new funding must submit a report documenting use of previously awarded funds before their current application can be considered.

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

Review Process and Approval Process

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

Application Deadlines and Decisions

The deadline for submitting a grant application will be determined annually. Late applications are not accepted. Please visit the City's grants web site for more information on the grant program and important application deadlines:

www.richmond.ca/citygrants

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 RECOM. AMOUNT	CONDITIONS	Page #
Family Services of Greater Vancouver	Child Care Capital Grant	COLTS - Playground Improvement Funds will increase the quality of care for the children at COLTS by providing sturdy and engaging playground equipment. Items include a custom gazebo for sandbox and playground equipment.	\$10,962.00	\$10,962.00		1
Little Wings Day Care Centre Society	Child Care Capital Grant	Infant & Toddler (I/T) Program - Equipment The purpose of this grant is to purchase new equipment for the I/T program. This will ensure the infants and toddlers have inviting, safe, durable equipment that is accessible for all ranges of development.	\$5,268.00	\$5,268.00		3
Richmond City Centre Community Association	Child Care Capital Grant	Circle of Friends Preschool - Equipment The purpose of this project is to replace and upgrade essential safety supplies including floor mats and appropriate seating, in addition to improving the quality of program by acquiring new discovery and learning equipment.	\$11,813.00	\$11,813.00		5
Richmond Society for Community Living	Child Care Capital Grant	Treehouse Early Learning Centre Replacement - Equipment The purpose of this grant is to make capital replacements for two items at Treehouse early Learning Centre. Funds received from the City of Richmond Child Care Capital Grant will allow RSCL to replace an out-dated creative play area with a new and larger play kitchen as well as replacing traditional faucets with manual taps with touchless options. These replacements will enhance safety for the centre as they will allow for increased physical distancing and choice in our creative play area, as well as improved hand hygiene for our children and staff.	\$3,500.00	\$3,500.00	Condition - must submit all prior Child Care Grant Use Reports prior to new funds being released.	7

CCDAC Child Care Grants Subcommittee Recommended Grant Allocations and Comments

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	CCDAC RECOM. AMOUNT	CONDITIONS	Page #
Richmond Society for Community Living	Child Care Capital Grant	Youth Connections - Storage and Equipment - Grant funds will be used to improve accessibility and safety of the program by adding requisite bike storage outdoors, purchasing new adjustable tables and improved storage for program supplies.	\$7,500.00	\$7,500.00	Condition - must submit all prior Child Care Grant Use Reports prior to new funds being released.	9
West Richmond Community Association	Child Care Capital Grant	Prechool and Out of School Care (OSC) - Equipment The purpose of this grant is to purchase a sensory table for the Preschool and Junior OSC programs to use on the patio during outdoor play and to purchase cubbies for the offsite Senior OSC program to increase the supply of storage space for the children's belongings during program time.	\$6,476.00	\$6,476.00		11
Child Care Capital Grant Request Total			\$45,519.00	\$45,519.00		
Steveston Society of Children's Centres	Professional and Program Development Grant	Quality Assessment/Improvement Plan The purpose of this project is to conduct Quality Assessments on participating programs (Phase 1), support providers in accessing training in the BC Child Care Quality Assessment Standard (BCQAS) and creating their own Quality Improvement Plan (Phase 2) and then creating a professional network of support and resources for early childhood educators to support one another in reaching their quality improvement plan goals (Phase 3). The BCQAS has been used in one pilot project with 5 programs in three health regions, and is comparable to outcomes found using Toronto's Assessment for Quality Improvement (AQI) and the more common Early Childhood/Infant & Toddler Development Rating Scale (ECERS/ ITERS).	\$15,000.00	\$0.00	Not Eligible - application missing required financial information which is not available.	13

CCDAC Child Care Grants Subcommittee Recommended Grant Allocations and Comments

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	CCDAC RECOM. AMOUNT	CONDITIONS	Page #
Richmond Society for Community Living	Professional and Program Development Grant	Supported Child Development Program (SCDP) Lending Library 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 child care that+C12 allow all children to participate alongside their typically developing peers. The RSCL 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.	\$1,500.00	\$1,500	Condition - must submit all prior Child Care Grant Use Reports prior to new funds being released.	16
Professional & Program Development Grant Request/Recommended Total			\$16,500.00	\$1,500.00		
Child Care Capital Grant Requests/Recommended Total			\$45,519.00	\$45,519.00		
TOTAL 2019 CHILD CARE GRANTS REQUESTS & RECOMMENDED			\$62,019.00	\$47,019.00		
2020 Child Care Grants Program Budget:		Amount Available	Requests	Recom. Amount	Balance remaining	
Capital Grants		\$50,000.00	\$45,519.00	\$45,519.00	\$4,481.00	
Prof & Prog Dev't Grants		\$10,000.00	\$16,500	\$1,500.00	\$8,500.00	
Total		\$60,000.00	\$62,019.00	\$47,019.00	\$12,981.00	



ATTACHMENT 4
**Capital Assistance Application for 2021
Childcare Grants Program**

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

Society: Family Services of Greater Vancouver

Title: COLTS Daycare Playground Improvement

Amount: \$10,962.00

Purpose: Playground

COLTS Daycare provides on-site daycare for the children (aged 0-36 months) of young parents attending Richmond Secondary School and working to complete their high school education. The infants and toddlers need engaging playtime that is also safe during COVID, for the duration of the pandemic. For this reason, we're applying for outdoor playground equipment that is easily cleaned and sanitized, as play in outdoor spaces carries a lower risk of COVID transmission.

Service Delivery Benefits:

These funds will increase the quality of care for the children at COLTS by providing sturdy and engaging playground equipment.

Beneficiaries:

The beneficiaries will be the young children enrolled in COLTS, who will have high quality outdoor playground equipment, and their young parents who benefit from the daycare service so they can complete high school.

Our staff will also benefit from having new and engaging toys available for play time.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$48007.00	Health, Social & Safety
2019	\$3477.00	Child Care Capital

Capital Assistance for 2021

Family Services of Greater Vancouver

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2018	\$48007.00	Health, Social & Safety
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GRANT RECOMMENDATIONS

**Recommended
Amount:** \$10,962.00

Recommendation:

That Family Services of Greater Vancouver be funded for a total amount of \$10,962.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

None



**Capital Assistance Application for 2021
Childcare Grants Program**

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

Society: Little Wings Day Care Centre Society

Title: Little Wings Infant Room Equipment

Amount: \$5,267.91

Purpose: Equipment

The purpose of this grant is to purchase new equipment for our infant/toddler program now that we have relocated to our new space. The majority of our fundraising efforts have had to go towards the capital costs of building a new facility. Now that we have moved we would like to ensure the infants and toddlers have inviting, safe, durable equipment that is accessible for all ranges of development.

Service Delivery Benefits:

Little Wings Daycare Society relocated to a new facility in January 2020. This relocation project was a large endeavor and all funds raised needed to be used for the moving and building costs. Now that we are in our new space, we want to be able to provide ECE quality equipment for the Infants and toddlers to use in this new space.

We believe these items will help us support peer interaction, gross motor development and meet the needs of the range of abilities in our programs. The indoor loft and shelving units will help to provide accessible gross motor development opportunities as well as additional table space to ensure proper and safe social distancing measurements are being implemented into our programs.

The addition of an outdoor climber will help the infants and toddlers use their hands and feet to climb up the ladder and challenge the children to critically think and problem solve how they can independently get up and down from the climber. During these unprecedented times, being outside and having the opportunity to purchase a new small climber is safer to use than using playgrounds open to the public to decrease the spread of germs.

Capital Assistance for 2021

Little Wings Day Care Centre Society

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We would also like to purchase a sun shield for our 4 seat stroller to shield the children from sun and rain while out on daily walks.

Beneficiaries:

This grant will directly benefit 15 infants and 15 toddler aged children on a daily basis, along with 8 teachers and 60 parents.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

GRANT RECOMMENDATIONS

Recommended Amount: \$5,268.00

Recommendation: That the Little Wings Day Care Centre Society be funded for a total amount of \$5,268.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

None



**Capital Assistance Application for 2021
Childcare Grants Program**

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

Society: Richmond City Centre Community Association

Title: Safety & Education Supplies for Circle of Friends Licensed Preschool

Amount: \$11,813.45

Purpose: Furnishings

I am writing to you in hopes that you will consider "Circle of Friends" Preschool from the City Centre Community Association for a City of Richmond Child Care Capital Grant. The purpose of our project is to replace and upgrade essential safety supplies including floor mats and appropriate seating, in addition to improving the quality of program by acquiring new discovery and learning equipment.

Service Delivery Benefits:

Pre-COVID times "Circle of Friends" at Lang Centre serves between 60 to 70 families. Our building is located on the ground floor of a high rise in Richmond's downtown core. There isn't a dedicated outdoor space attached to the preschool, therefore we are forced to access the public park adjacent to the building, alongside the regular park attendees. Our preschool rooms have no windows, and many of the children who attend our programs live in near by apartment buildings. There is very little nature in the surrounding area and many of the children live with grandparents who can't always take the children to further away playgrounds or parks.

As a licensed preschool we are required to provide the children with opportunities for gross motor development. As often as possible we take the children outside however with our local weather conditions, the duration and opportunities to comfortably be outside are often limited. As an alternative we must provide the children with opportunities for gross motor activities indoors.

The Association acquired a small climber and other small indoor equipment for the children's big muscles needs. This equipment sits on floor mats as per Licensing Regulations requirements. On her last inspection the Centre's Licensing officer felt that the mats were not sufficient to cover the safety zone around the climber; She also felt that the ones that are being used currently are not safe as some of the vinyl is torn. They were also considered unsuitable to be properly sanitized to protect against COVID or other communicable diseases. Seeing the opportunity in this grant has provided us

Capital Assistance for 2021

with hopes to replace some of the damaged and unsafe equipment, particularly the mats to cushion the children's falls around our little climber.

Furthermore, we would like to replace our worn out plastic chairs for health

Beneficiaries:

Children who attend our Circle of Friends licensed preschools at Lang Centre will benefit from these safety and quality upgrades to our furnishings. In addition, preschoolers who participate in our licensed daycamps will also benefit and use these resources. Camps occur in July/August and during Winter Break and Spring Break.

Partners (if applicable):

n/a

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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GRANT RECOMMENDATIONS

Recommended Amount: \$11,813.00

Recommendation: That the Richmond City Centre Community Association be funded for a total amount of \$11,813.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

None

Society: Richmond Society for Community Living**Title: Treehouse early Learning Centre Replacement****Amount: \$3,500.00****Purpose: Equipment**

The purpose of this grant is to make capital replacements for two items at Treehouse early Learning Centre. Funds received from the City of Richmond Child Care Capital Grant will allow RSCL to replace an out dated creative play area with a new and larger play kitchen as well as replacing traditional faucets with manual taps with touchless options.

This replacements will enhance safety for the centre as they will allow for increased physical distancing and choice in our creative play area, as well as improved hand hygiene for our children and staff.

Service Delivery Benefits:

Our new play kitchen area will enhance children's creative/pretend play, encourage social interaction, language and cognitive development. The proposed equipment is moveable, allowing staff to create different spatial environments, to accommodate different type of plays and have the children involved.

Because the equipment is larger, children will be able to space out appropriately, while continuing to play together.

Replacement faucets will not only benefit children with gross/fine moto challenges which make operating manual taps difficult, it will also allow for improved hand hygiene with a goal to reduce the spread of germs at the centre.

Beneficiaries:

Treehouse offers both full and part-time daycare and preschool for 25 children ages 2.5 to 5 years. Treehouse is an integrated program offering care for typically developing children with dedicated spots for children with disabilities or who have additional support needs.

Capital Assistance for 2021

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):

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: \$3,500.00

Recommendation: That the Richmond Society for Community Living be funded for a total amount of \$3,500.00 for a Child Care Capital Grant for Treehouse Early Learning Centre.

Staff Comments/Conditions:

Subject to the City of Richmond's review and approval (as landlord) of the materials to be used in this project.

Subject to the completion of all previously funded Child Care Grant Projects and the submission of all Grant Use Reports.

Society: Richmond Society for Community Living**Title: Youth Connections Capital Improvement Purchases****Amount: \$7,500.00****Purpose: Equipment**

Grant funds will be used to improve accessibility and safety of the program by adding requisite bike storage outdoors, purchasing new adjustable tables and improved storage for program supplies.

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. With the theft of all our adaptive bikes several years ago, YC has been storing our replacement bikes in the program. Even leaving them outside during program hours has resulted in theft. Recently, Child Care Licensing has indicated a requirement to remove the bikes from licensed program space. In order to move the bikes outdoor, it is necessary to purchase closed bike storage which will deter theft more effectively than an open bike rack and locks. At the same time, YC will undertake to improve the accessibility and flow of people indoors by purchasing new (adjustable height) tables and a storage unit for program materials and supplies. The laminate top on our existing tables is worn through, and the existing cupboards are also worn adequate cleaning and sanitizing is compromised.

Beneficiaries:

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

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

GRANT RECOMMENDATIONS

Recommended Amount: \$7,500.00

Recommendation:

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

Staff Comments/Conditions:

Subject to completion of all previously funded Child Care Grant projects and submission of all Grant Use Reports.



**Capital Assistance Application for 2021
Childcare Grants Program**

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

Society: West Richmond Community Association

Title: West Richmond Child Care Program I

Amount: \$6,475.56

Purpose: Equipment

To purchase a sensory table for the Preschool and Junior OSC program to use on the patio during outdoor play.

To purchase cubbies for the offsite Senior OSC program to increase the supply of storage space for the children's belongings during program time.

Service Delivery Benefits:

The Outlast Cascade sensory table will be used outdoors on the West Richmond Community Centre patio. The Preschool and Junior OSC program spaces have access to the patio space and use it for outdoor play. Increased outdoor program time is part of the BCCDC Covid-19 child care guidelines and the programs are in need of high quality outdoor learning materials. The sensory table will improve the quality of the learning experiences in this outdoor space as there is currently limited equipment for outdoor play on the patio.

The Senior Out-of-School program, which operates offsite at Gilmore Elementary, will benefit from increased storage for children's personal items. With the addition of two new cubby units, the children in our program will access to individual storage for their belongings. With Covid-19 guidelines, clearly defined space for personal items is imperative for a safe child care experience.

Beneficiaries:

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Participants registered in childcare programs at West Richmond Community Centre.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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GRANT RECOMMENDATIONS

Recommended Amount: \$6,476.00

Recommendation: That the West Richmond Community Association be funded for a total amount of \$6,476.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

None

Society: Steveston Society of Children's Centres

Title: Quality Assessment Standard project

Amount: \$15,000.00

Purpose:

This project has three phases, and we are applying for funding to be used for phase 1 and 2.

Quality in child care is instrumental in ensuring positive public health outcomes. A recent large-scale study in Australia found that quality child care was not related to auspice or care type (which supports earlier research in BC and AB), but rather related to using a learning framework, accreditation assessments and strong administrative support. Child Care in Richmond is heavily in-home or stand-alone operators, leaving these programs without the structures or support that larger providers have access to.

In response to this issue, we are proposing a project that conducts Quality Assessments on participating programs (Phase 1), supports providers in accessing training in the BCQAS and creating their own Quality Improvement Plan (Phase 2) and then creating a professional network of support and resources for early childhood educators to support one another in reaching their quality improvement plan goals (Phase 3).

Service Delivery Benefits:

These funds will be used to enhance child care service delivery by supporting 25 child care facilities in assessing the quality of their service and creating a quality improvement plan for each facility / licensed program to implement.

These funds will support skill development of early educators by providing extensive training in how to administer the quality assessment themselves and

in receiving coaching / mentorship in how to interpret the results of a quality assessment and then apply those results to transform daily practice.

This supports the greater Richmond community through changing the dominant discourse about child care - moving from "availability" and "cost" (which in itself, has little relevance to the day to day work of front line educators) and moving towards quality, inclusion, pedagogical narrations, professional capacities and parent community. As the discourse within a community changes, the demand for quality over simple availability will increase. As a group of educators works collaboratively within their facility team and a network on in-home providers works collaboratively in support of one another as they wrestle with ideas and measures of quality, the capacity of educators and facilities to deliver quality care will improve.

Beneficiaries:

We propose that 25 programs participate in this program - 16 in home care providers and 4 group care programs (stand-alone, with 1-4 classrooms).

Benefit a large group of educators and administrators with hands-on, tangible quality assessments and coaching about their program.

Benefit a large group of ECE's with 32 hours of direct pro-d hours that focuses on how as a team, administrators, parents and educators work together to create and sustain quality child care.

Benefits for children and families within the programs, as quality of the child care program improves.

Benefits for the viability of the child care programs - as quality improves, registration will improve and child/family turnover decreases (as seen in programs who participated in the original pilot project).

As programs begin to share their quality rating and quality improvement plan with families, this will build an increased awareness of what quality child care is (and isn't). Increased parental awareness around quality will increase parental demand for quality - over time, causing a sector-wide change in dominant discourse, benefiting the Richmond community as a whole.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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GRANT RECOMMENDATIONS

Recommended Amount: \$0.00

Recommendation: That this application be deemed ineligible due to the absence of required financial information and not be funded at this time.

Staff Comments/Conditions:

None

Society: Richmond Society for Community Living

Title: SCDP - Lending Library Replacement and Refurbishment

Amount: \$1,500.00

Purpose:

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. The RSCL 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.

Service Delivery Benefits:

Toys, books and equipment purchased for the SCDP lending library will be 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.

Beneficiaries:

RSCL 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. RSCL SCDP currently supports 499 children and youth ages 3-18 at 75 child care centres 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

Program and Professional Development Assistance for 2021

Richmond Society for Community Living

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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):

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: \$1,500.00

Recommendation: That the Richmond Society for Community Living be funded for a total amount of \$1,500.00 for a Child Care Professional and Program Development Grant for the Supported Child Development Program.

Staff Comments/Conditions:

Subject to completion of all previously funded Child Care Grant Projects and the submission of all Grant Use Reports.