



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Kim Somerville  
 Manager, Community Social Development  
**Re:** 2018 Child Care Grants

**Date:** January 18, 2018  
**File:** 07-3070-01/2017-Vol  
 01

### Staff Recommendation

1. That, as outlined in the report titled "2018 Child Care Grants," dated January 18, 2018, from the Manager of Community Social Development, the Child Care Capital Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$31,093; and
2. That, as outlined in the report, the Professional and Program Development Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$9,000.

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

Att. 4

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

## Staff Report

### Origin

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

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.*

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

#### 2018 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

- The Professional and Program Development Grants are funded from the Child Care Operating Reserve Fund (Bylaw No. 8877), established in May 2012, to assist with non-capital expenses including grants to non-profit societies to support child care professional and program development within Richmond.

On December 11, 2017 as part of the 2018 Capital Budget, City Council approved an expenditure of \$50,000 from the Child Care Development Reserve to be used for the 2018 Child Care Capital Grants. On the same date, an expenditure of \$10,000 was also approved from the Child Care Operating Reserve to provide a budget for the 2018 Child Care Professional and Program Development Grants.

**Notice Given and Applications Received**

On October 10, 2017, a call for applications for the 2018 Child Care Grants 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 Vancouver Coastal Health Community Care Facilities Licensing and to the Richmond Child Care Resource and Referral to share with their child care provider contacts. The deadline for submissions was November 20, 2017.. A total of five applications were received of which two were for Child Care Capital Grants and three were for 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 2018 Child Care Grant applications and supporting materials. The subcommittee met on December 6, 2017 with the Child Care Coordinator (CCDAC staff liaison) and Child Care Planner to prepare recommendations for consideration by the CCDAC voting members. The subcommittee assessed each application for compliance with the Child Care Grant Guidelines (Attachment 3) and used a rating sheet (Attachment 4) to score the applications from the following organizations:

<b>2018 Child Care Grant Applicants and Requests</b>		<b>Requested Amount</b>	<b>Recommended Amount</b>
<b>Capital Grant Applicants and Requests</b>			
1.	Little Wings Day Care Society	\$5,297.30	\$5,297.00
2.	Society of Richmond Children’s Centres	\$25,796.60	\$25,796.00
<b>Total Amount Requested for Capital Grants</b>		<b>\$31,093.90</b>	<b>\$31,093.00</b>

<b>Professional and Program Development Grants</b>			
3.	Atira Women's Resource Society	\$10,000.00	\$0.00
4.	Child Care Training and Professional Development Society of Richmond	\$6,000.00	\$6,000.00
5.	Volunteer Richmond Information Services Society	\$3,000.00	\$3,000.00
<b>Total Amount Requested for Professional and Program</b>		<b>\$19,000.00</b>	<b>\$9,000.00</b>
<b>Total Amount of Requests for 2018 Child Care Grants</b>		<b>\$50,093.90</b>	<b>\$40,093.00</b>

On December 6, 2017, the CCDAC received a report from its Child Care Grants Subcommittee about the 2018 Child Care Grant applications. The total requests for the 2018 Child Care Grants amounted to \$50,093.90 and the grant allocations recommended amounted to \$40,093.00.

The two Capital Grant requests amounted to \$31,093.90. Little Wings Daycare Society and the Society of Richmond Children's Centres were seeking funding for equipment and furnishings. Both applicants deliver licensed child care programs offering Group Care Under 36 Months. This type of licensed child care is identified in the Child Care Grant Guidelines and the 2017-2022 Child Care Needs Assessment and Strategy as a high priority. The Society of Richmond Children's Centres is Council's selected operator for the Gardens Children's Centre and is requesting funding to assist with outfitting the new facility.

The three Professional and Program Development Grant requests amounted to \$19,000. The three applicants are: Atira Women's Resource Society; Child Care Training and Professional Development Society of Richmond; and Volunteer Richmond Information Services Society. All three applicants are seeking funding to provide professional development opportunities for Richmond early childhood educators. The Child Care Training and Professional Development Society of Richmond is seeking funding for a Circles of Caring Conference 2018 and the Volunteer Richmond Information Services Society is requesting a grant to provide a series of workshops on tools and strategies to use to encourage the social and emotional well-being of children. Atira is seeking funding for an educational series on trauma-informed practice for ECEs working with children who have complex behaviours. Unfortunately, Atira's application is missing a current and proposed year operating budget. Therefore, their application is incomplete and ineligible for funding consideration.

The CCDAC is recommending that the two Child Care Capital Grants applicants, Little Wings Daycare Society and the Richmond Society of Children's Centres be funded as requested for a total amount rounded of \$31,093. The Child Care Professional and Program Development Grant requests exceed the available budget of \$10,000, but given that one organization is not eligible the remaining two applications are recommended for the requested amounts totalling \$9,000.

Staff support the CCDAC recommendations as proposed in the attached list of 2018 Child Care Grants (Attachment 1).

For reference, summaries of the 2018 Child Care Grant applications are included with this report (Attachment 2). As the content of the summary sheets are taken verbatim from the applicants submissions, they will replicate any errors or omissions made by the applicants.

### **Financial Impact**

The 2018 Child Care Grants budget of \$60,000 approved by City Council on December 11, 2017 as part of the 2018 Capital Budget 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 \$40,093 in allocations is being recommended for the 2018 Child Care Grants, subject to City Council's approval. Staff will carry forward the remaining unspent funds of \$19,907 to supplement the 2019 Child Care Grants budgets.

### **Conclusion**

The Child Care Grants will assist with enhancing the provision of quality, affordable and accessible child care in Richmond. These grants support sustaining priority types of child care programs and enhancing the quality of child care in Richmond. This is consistent with the 2017-2022 Richmond Child Care Needs and Assessment Strategy. Staff recommend approval of the proposed CCDAC's recommendations for the 2018 Child Care Grants amounting to \$40,093 with \$31,093 allocated to the two Child Care Capital Grant requests and \$9,000 allocated to two of the Child Care Professional and Program Development Grant requests.



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

- Att. 1. 2018 Child Care Grants
- 2. 2018 Child Care Grants Summary Reports
- 3. Child Care Grants Program Guidelines & Child Care Development Policy 4017
- 4. Child Care Development Advisory Committee Grant Review Rating Form

## 2018 CHILD CARE GRANTS

Applicant	Program	Purpose	Request	Recommended Amount	Comments/ Conditions	Att. 2 Page
<b>Child Care Capital Grants</b>						
Little Wings Day Care Society	Child Care Capital Grants	To purchase furnishing and equipment for the Little Wings Day Care	\$5,297.30	\$5,297.00		1
Society of Richmond Children's Centres	Child Care Capital Grants	To purchase furnishing and equipment for the Gardens Children's Centre	\$25,796.60	\$25,796.00		3
<b>Total Requested/ Recommended</b>			<b>\$31,093.90</b>	<b>\$31,093.00</b>		
<b>Total Available</b>				<b>\$50,000.00</b>		
<b>Total Remaining</b>				<b>\$18,907.00*</b>	<b>*The unspent funds will be carried forward to supplement the 2019 Child Care Capital Grants budget</b>	
<b>Child Care Professional and Program Development Grants</b>						
Atira Women's Resource Society	Professional and Program Development Grant	The purpose of the grant is to fund a 4-part educational series for the Richmond ECE community in trauma-informed practice when working with children who have complex behaviours	\$10,000.00	\$0.00	Comments: The application is ineligible as it was not complete (e.g. missing the Current and Proposed Year Operating Budget). A future application would benefit from having a more detailed plan for the educational series (i.e. who are the key speakers, a plan for the workshops, a detailed project budget showing in-kind contributions and other sources of funding)	5
Child Care Training and Professional Development Society of	Professional and Program Development Grant	The purpose of the grant is to help with costs for the Circles of Caring Conference 2018	\$6,000.00	\$6,000.00		7

Applicant	Program	Purpose	Request	Recommended Amount	Comments/ Conditions	Att. 2 Page
Richmond		which provides professional development workshops for Richmond ECEs				
Volunteer Richmond Information Services Society	Professional and Program Development Grant	The purpose of the grant is to provide a workshop series for Richmond ECEs, Kindergarten teachers, parents and service providers on tools and strategies to support children's social and emotional well-being	\$3,000.00	\$3,000.00		9
<b>Total Requested/ Recommended</b>			<b>\$19,000.00</b>	<b>\$9,000.00</b>	<b>Grants budget</b>	
<b>Total Available</b>				<b>\$10,000.00</b>		
<b>Total Remaining</b>				<b>\$1,000.00</b>	<b>**The unspent funds will be carried forward to supplement the 2019 Professional and Program Development</b>	
<b>2018 Child Care Grants – Summary of Both Grants</b>						
<b>Total Requested/ Recommended</b>			<b>\$50,093.00</b>	<b>\$40,093.00</b>		
<b>Total Available</b>				<b>\$60,000.00</b>		
<b>Total Remaining</b>				<b>\$19,907.00</b>		

**Capital Assistance Application for 2018  
Childcare Grants Program**

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

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

**Title:** Little Wings Furnishing Replacements

**Amount:** \$5,297.30

**Purpose:** Furnishings

The purpose of this grant is to replace aging furniture and equipment in our Infant program. The tables, chairs and cribs have been at Little Wings for over 20 years and are showing signs of deterioration and need to be replaced.

**Service Delivery Benefits:**

The Child Care Grant funds from the City of Richmond will enhance the delivery of our programs by providing new and safe equipment to be used by the children. Daily routine activities that include eating, playing, sleeping and outdoor time require equipment and furnishings that are safe and appealing to use. We want to provide comfortable cribs and chairs for the infants to use while they rest or eat throughout the day. We take the children on walks every day which means our strollers get heavy use and eventually show signs of wear and tear. We share our runabout stroller with our toddler program and need to purchase a second stroller to accommodate the daily use of these strollers by two programs.

**Beneficiaries:**

Funds received from this grant will directly benefit 29 infant and toddler aged children as well as 8 Infant Toddler teachers. Current parents and future Richmond families will be pleased with the new and safe furnishings their children will be able to use on a daily basis.

**Partners (if applicable):**

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

Year	Amount	Grant Program
2015	\$5000.00	Child Care Capital
2016	\$5103.22	Child Care Capital
2017	\$4836.62	Child Care Capital

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$5,297.00

**Recommendation:**

A grant is recommended to assist Little Wings Day Care with the purchase furnishings and equipment.
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**Staff Comments/Conditions:**

None
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**Capital Assistance Application for 2018  
Childcare Grants Program**

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

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

**Title:** Gardens Furnishings

**Amount:** \$25,796.60

**Purpose:** Furnishings

To partly furnish Garden's Children's Centre with tables and benches and some program shelving from Naturalpod to match other SRCC centres and design aesthetic

**Service Delivery Benefits:**

These high quality, local, non-toxic and specifically designed pieces will create the conditions for the child care program to operate and will be in daily use for many years

**Beneficiaries:**

The children enrolled in Gardens Children's Centre and the staff and families.

**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
2015	\$3000.00	Child Care Capital
2015	\$1000.00	Child Care Capital
2016	\$3308.30	Child Care Capital
2016	\$2965.50	Child Care Capital
2017	\$2837.00	Child Care Capital

**GRANT RECOMMENDATIONS**

Recommended  
Amount: \$25,796.00

Recommendation: 

A grant is recommended to assist the Society of Richmond Children's Centres with the purchase of furnishings and equipment for the Gardens Children's Centre.
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Staff Comments/Conditions:

None
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**Program and Professional Development  
Child Care Grants Program 2018**

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

**Society:** Atira Women's Resource Society

**Title:** Atira Women's Resource Society and Vancouver Coastal Health 4-part educational series trauma-informed practice for ECE professionals

**Amount:** \$10,000.00

**Purpose:**

Willow Early Care & Learning Centre is an integrated daycare located in Richmond City Centre. Willow provides support to families who live in the community as well as families who have been impacted by violence and are residing in Cadence Second Stage Housing. Since opening in September 2017 we have been working diligently to coordinate the support of the Public Health Unit, the PACE program and Supported Child Development. Repeatedly throughout this process we have been identified by local child care resources as Richmond's first highly vulnerable daycare.

Children who have been impacted by violence often display complex behaviors. These complex behaviors do not follow a predictable pattern. One day a skills, intervention, re-direction can work and the next it doesn't. Supporting children with complex behaviors takes a team approach, it takes education and training that is not offered in early childhood education necessarily. It takes a collaborative community response to support our most vulnerable children. This project will bring together local psychiatrists, educators, experts and consultants who will be able to provide best practices to ECE professionals who are going to be working front line with our most vulnerable children.

**Service Delivery Benefits:**

If we are successful with this application for funding it is our intention to provide a learning opportunity to the early childhood educators in Richmond. With the support of the local champions in Early Childhood Mental Health, the Blundell Alternate program and others, Atira Women's Resource Society in partnership with Vancouver Coastal Health, will develop a 4-part educational series on how to identify, support and adapt/enhance our local child care programs to view behaviors through a trauma-informed lens. We will provide education, take-away materials and an opportunity to network and relationship build within our ECE community.

**Beneficiaries:**

# Program and Professional Development Assistance for 2018

Atira Women's Resource Society

Summary Page 2

The ECE Educators as a community of professionals who are supporting the most vulnerable children in our Richmond daycares.

**Partners (if applicable):**

Karen Barclay, Manager Addictions and Mental Health, Vancouver Coastal Health Authority.

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

Year	Amount	Grant Program
2017	\$25000.00	Child Care Capital Grant

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$0.00

**Recommendation:**

The purpose of this grant request is to fund a 4-part educational series on how to identify, support and adapt/enhance local child care programs to view behaviours through a trauma-informed lens. A grant is not recommended for the following reasons: the application is ineligible as the current and proposed year operating budget was not provided; the project can only proceed if the request is fully funded by the City as no other funding or in-kind contributions from other sources are shown; and a more fully developed project plan is required that demonstrates the project is ready to proceed. Staff will work with Atira to explore other funding options for this project that would allow it to advance this year or to be more fully developed for resubmission to the City in 2019.

**Staff Comments/Conditions:**

None



**Program and Professional Development  
Child Care Grants Program 2018**

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

**Society:** Child Care Training and Professional Development Society of Richmond

**Title:** Circles of Caring Conference 2018

**Amount:** \$6,000.00

**Purpose:**

The grant will help subsidize the cost for the keynote, workshop presenters, catering, parking and venue.

**Service Delivery Benefits:**

The grant funds will be dedicated to identify, assess, deliver, and facilitate professional development to the childcare community. This also allows us to pay the professionals presenting for their time accurately.

**Beneficiaries:**

With the grant, we can maintain a very affordable cost for delegates to attend the conference.

**Partners (if applicable):**

Richmond Child Care Training Committee - members volunteer their time at the conference

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

Year	Amount	Grant Program
2015	\$10000.00	Professional & Program Development
2017	\$5500.00	Professional & Program Development

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$6,000.00

**Recommendation:**

The purpose of the grant is to fund the Circles of Caring conference which offers professional development workshops to Richmond's early childhood educators. A grant is recommended with funding to be used to help subsidize the cost of a keynote speaker, workshop presenters, catering, venue, and parking expenses for participants.

**Staff Comments/Conditions:**

None



**Program and Professional Development  
Child Care Grants Program 2018**

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

**Society:** Volunteer Richmond Information Services Society

**Title:** Supporting Children's Social and Emotional Well-Being

**Amount:** \$3,000.00

**Purpose:**

To provide Kindergarten teachers, early childhood professionals, parents, and service providers the tools, strategies, understanding, and vocabulary to support children's social and emotional well-being.

**Service Delivery Benefits:**

Early childhood professionals, parents, kindergarten teachers, and service providers will explore how to set up the classroom to support the social and emotional well-being of the child. Participants will unpack the key elements of setting up a responsive room that nourishes children and supports the social aspects of learning and see actual examples of three unique settings- Strong Start, Kindergarten, and a school age studio.

**Beneficiaries:**

This workshop series of one full day (5 hours) and 2 - 2 hour workshops will provide Early Childhood professionals, and child care providers with 9 hours of professional development that can be used for recertification. Kindergarten teachers, parents, and service providers that attend will learn the value of creating a well-balanced environment that will benefit the children in their care. Participants will also learn about the Changing Results for Young Children project where the focus is on understanding what social and emotional learning looks like for young children.

**Partners (if applicable):**

School District 38 will provide in-kind space and custodial services for the full day workshop

# Program and Professional Development Assistance for 2018

Volunteer Richmond Information Services Society

Summary Page 2

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

Year	Amount	Grant Program
2015	\$5000.00	Professional & Program Development
2016	\$5000.00	Professional & Program Development
2017	\$2500.00	Professional & Program Development

## GRANT RECOMMENDATIONS

**Recommended Amount:** \$3,000.00

**Recommendation:** A grant is recommended to fund a series of workshops for Richmond early childhood educators, parents, Kindergarten teachers and community service providers on tools, strategies and vocabulary to support children's social and emotional well-being.

**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](http://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](mailto: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:



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File Ref: 3070	<b>Child Care Development Policy</b>	

- 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.



**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

\*input rating score in yellow box

**Child Care Professional and Program Development Grants Rating Sheet - 2018**

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

\* 0= Not sufficient/ ineligible

\* 5= Sufficient/ qualified