



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** January 10, 2017
From: Cathryn Volkering Carlile **File:** 07-3070-01/2017-Vol
 General Manager, Community Services 01
Re: 2017 Child Care Grants

Staff Recommendation

1. That, as outlined in the report from the General Manager of Community Services, dated January 10, 2017, the Child Care Capital Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$8,536.62; and
2. That, as outlined in the report from the General Manager of Community Services, dated January 10, 2017, the Child Care Professional and Program Development Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$10,000.

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

Att. 4

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

Staff Report

Origin

In 2006, the City adopted the Child Care Development Policy 4017 (Attachment 3) which acknowledges that quality and affordable 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, affordable childcare 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 the City's Social Development Strategy Action #10 Support the establishment of high quality, safe child care services in Richmond through:

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

Findings of Fact

2017 Child Care Grants Budget

The City has two Child Care Reserve Funds:

- The Child Care Development Reserve Fund (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 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 12, 2016, as part of the 2017 Capital Budget, City Council approved the expenditure of \$50,000 from the Child Care Development Reserve to be used for the 2017 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 2017 Child Care Professional and Program Development Grants.

Notice Given and Applications Received

Through October and November 2016, a call for applications for the 2017 Child Care Grants was posted on the City Page and City Website. An advertisement was placed in the Richmond News on three separate publication dates to promote the 2017 Child Care Grants. A notice about the 2017 Child Care Grants was also sent to the Richmond Child Care Resource and Referral Centre to share with their child care operator contacts. The deadline for submissions was November 20, 2016. A total of six applications were received of which two were for Child Care Capital Grants and four were for Child Care Professional and Program Development Grants. Applicants to the 2017 Child Care Grants Program submitted their proposals using the City's online web based grant application system.

Analysis

Application Review Process

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Subcommittee to review the 2017 Child Care Grant applications and supporting materials. The subcommittee met on November 30, 2016 with the staff liaison. They discussed the grant applications and requests from the following organizations:

2017 Child Care Grant Applicants and Requests		Requested Amount
Capital Grant Applicants and Requests		
1.	Little Wings Day Care Centre Society	\$4,836.62
2.	Richmond Society for Community Living	\$3,700.00
	Total Amount Requested for Capital Grants	\$8,536.62
Professional and Program Development Grant Applicants and Requests		
3.	Child Care Training and Professional Development Society of Richmond	\$6,000.00
4.	Richmond Society for Community Living	\$2,000.00
5.	The Perfect Present Daycare and Inter-generational Learning Project	\$5,000.00
6.	Volunteer Richmond Information Services Society	\$2,500.00
	Total Amount Requested for Professional and Program Development Grants	\$15,500.00
	Total Amount Requests for 2017 Child Care Grants	\$24,036.62

The Child Care Grants Subcommittee assessed each application for eligibility in compliance with the Child Care Grant Guidelines (Attachment 3). Applications were also scored by the subcommittee members using a rating sheet (Attachment 4). The subcommittee prepared recommendations for consideration by the CCDAC voting members.

On December 14, 2016, the CCDAC received a report from its Child Care Grants Subcommittee about the 2017 Child Care Grant applications. The total requests for the 2017 Child Care Grants amount to \$24,036.62.

The two Capital Grant requests amount to \$8,536.62. Applicants are seeking funding to replace furnishings and equipment, and purchase new outdoor play equipment.

The four Professional and Program Development Grant requests amount to \$15,500. Two of the applicants are seeking funding to provide training opportunities for Richmond child care providers (e.g. Circles of Caring Conference 2017 and Loose Parts 2 Workshops: Inspiring Play with Infants and Toddlers). One applicant is requesting funding to purchase adaptive equipment and toys to add to their existing lending library which is used by Richmond-based child care programs serving children with developmental disabilities. Another applicant is seeking funding to develop an inter-generational child care program within a seniors centre.

The CCDAC is recommending that the two Child Care Capital Grants be funded as requested for a total amount of \$8,536.62. Staff will explore a second grant intake in 2017 as a way to use the remaining capital grant funds of \$41,463.38.

The Child Care Professional and Program Development Grant requests exceed the available budget. One application is not eligible as the organization is not a registered society in BC. The CCDAC is recommending that the available \$10,000 budget for this grant stream be allocated to three organizations with one receiving a lower than requested amount. Staff support the CCDAC recommendations as proposed in the attached list of 2017 Child Care Grants (Attachment 1).

For reference, summaries of the 2017 Child Care Grant applications are included with this report (Attachment 2). As the contents of the summary sheets are taken verbatim from the applicants submissions, they will replicate any errors or omissions made by the applicant.

Financial Impact

The 2017 Child Care Grants budget of \$60,000 approved by City Council on December 12, 2016 as part of the 2017 Capital Budget is sufficient to support two grant streams: the Child Care Capital Grants and the Child Care Professional and Program Development Grants. A total of \$18,536.62 in allocations is being recommended for the 2017 Child Care Grants, subject to City Council's approval. Staff will explore providing a second grant intake in 2017 to utilize the remaining capital grant funds of \$41,463.38.

Conclusion

The Child Care Grants will assist with enhancing the provision of quality, affordable and accessible child care throughout Richmond. Staff recommend approval of the proposed CCDAC's recommendations for the 2017 Child Care Capital Grants amounting to \$18,536.62 with \$8,536.62 allocated to the two Child Care Capital Grant requests and \$10,000 allocated to three of the 2017 Child Care Professional and Program Development Grant requests.



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

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

2017 CHILD CARE GRANTS

Applicant	Program	Purpose	Request	Recommended Amount	Comments /Conditions	Att.2 Page
Child Care Capital Grants						
Little Wings Day Care Centre Society	Child Care Capital Grant	To purchase equipment and furnishings for the centre's Group Care 30 Months to School Age Program	\$4,836.62	\$4,836.62		1
Richmond Society for Community Living	Child Care Capital Grant	To purchase equipment and furnishings of both the indoor and outdoor play areas	\$3,700.00	\$3,700.00		3
Total Requested/ Recommended			\$8,536.62	\$8,536.62		
Total Available				\$50,000		
Total Remaining				\$41,463.38*	*staff will explore a second 2017 child care capital intake to utilize these unspent funds	
Child Care Professional and Program Development Grants						
Child Care Training and Professional Development Society of Richmond	Professional and Program Development Grant	To provide professional development training workshops at the 2017 Circles of Caring Conference	\$6,000.00	\$5,500.00	CONDITION: Funds to be used for presenters and cost of the venue	6
Richmond Society for Community Living	Professional and Program Development Grant	To purchase adaptive equipment and toys for the Supported Child Care Development lending library	\$2,000.00	\$2,000.00		8

Applicant	Program	Purpose	Request	Recommended Amount	Comments /Conditions	Att.2 Page
The Perfect Present Daycare and Intergenerational Learning Project	Professional and Program Development Grant	To establish a group child care within a seniors centre	\$5,000.00	\$0.00	Comment: The application is ineligible because the organization is not a registered society in BC	11
Volunteer Richmond Information Services Society	Professional and Program Development Grant	To provide a series of three 2 hour professional development workshops on Loose Parts 2: Inspiring Play with Infants and Toddlers	\$2,500.00	\$2,500.00		13
Total Requested/ Recommended			\$15,500.00	\$10,000.00		
Total Available				\$10,000.00		
Total Remaining				\$0.00		
2017 Child Care Grants – Summary of Both Grants						
Total Requested/ Recommended			\$24,036.62	\$18,536.62		
Total Available				\$60,000.00		
Total Remaining				\$41,463.38	*staff will explore a second 2017 child care capital grant intake to utilize these unspent funds	



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

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

Society: Little Wings Day Care Centre Society

Title: Little Wings Daycare Improvements

Amount: \$4,836.62

Purpose: Equipment

The purpose of this grant is to revitalize and restore play areas in the 3-5 program. Some of the furnishings and play equipment are showing signs of age and need to be replaced in order to offer safe and fun play opportunities for the children.

Service Delivery Benefits:

The funds from this grant will allow the 3-5 program to offer an inviting and stimulating environment for children to socialize and play in. With the purchase of new toys and equipment along with an outdoor storage container, the children will have opportunities for social interactions while enjoying fun activities with their peers. We believe children should be encouraged and invited to explore their surroundings and that providing them with some new toys and equipment, they will be excited to investigate and create meaningful interactions with their peers.

Beneficiaries:

This grant will directly benefit 17 preschool aged children as well as 15 infants and 15 toddler aged children because we share our toys and equipment between our three programs. The staff will enjoy being able to provide opportunities for children to explore their environment with toys and activities that create a sense of wonder and excitement. Parents will be grateful knowing their children have interesting toys and equipment that 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

GRANT RECOMMENDATIONS

Recommended

Amount: \$4,836.62

Recommendation:

The purpose of the grant is to revitalize and restore play areas in the Little Wings Day Care Centre's 3-5 program. Some of the furnishings and play equipment are showing signs of age and need to be replaced in order to offer safe and fun play opportunities for the children. The funds from this grant will allow the 3-5 program to offer an inviting and stimulating environment for children to socialize and play in.

Staff Comments/Conditions:

None



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

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

Society: Richmond Society for Community Living

Title: Treehouse Play Space Improvement Project

Amount: \$3,700.00

Purpose: Equipment

Treehouse Early Learning Centre is one of two licensed child care centres operated by RSCL. It is an integrated program offering care for typically developing children, along with dedicated spots for children with disabilities or who have additional support needs. The program offers both full- and part-time pre-school and daycare using the Reggio Emilia (inquiry-based) approach to learning.

Reggio Emilia is rooted in the concept that the program does not offer a pre-set curriculum, rather the Early Childhood Educators introduce a process of inviting and sustaining learning. Once teachers have prepared an environment rich in materials and possibilities, they observe and listen to the children in order to know how to proceed with their work. By improving the space - both indoors and outdoors - to include natural materials as well as new equipment, we can offer the children an improved opportunity to explore their interests and develop active play in a more natural and soothing environment.

Service Delivery Benefits:

Funds received from the City of Richmond Child Care Capital Grant will allow RSCL to purchase new equipment and furnishings that align with the values of the Reggio Emilia approach to learning. We know that outdoor learning provides an opportunity for both development of creative and critical thinking, as well as for active play. When kids play out of doors, they are more likely to develop new games, they benefit from fresh air, and they are generally more active which reduces risk of childhood obesity.

During these early years, children also need to be encouraged to develop a range of body control. Active play (both indoors and outdoors) should encourage a range of activities to encourage gross motor, balance, and brain/body connection development.

Choosing natural products for items such as indoor tables allows us to create a connection between the indoors and outdoors. By removing man-made materials and synthetics from the classroom, it is more possible to create a flow of activity between the outdoors and indoors, maximizing on the benefits offered by our natural environment. The neutral, soft colors of these elements will serve as a backdrop for all of the color and beauty that the children create and the children will be inspired to use natural objects for discovery and learning.

These are both critical considerations when looking at the purchase of new equipment for the centre. The proposed items will offer improved quality of care as they allow the children to explore new opportunities for active play both indoors and outdoors. In addition, the equipment will be selected with

Beneficiaries:

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

Partners (if applicable):

RSCL will ear-mark \$1,000 raised through a third party fundraiser for this project. The Taste of India will take place on February 24th and is hosted by a family who has received support from more than 20 years.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$5892.49	Child Care Capital
2014	\$2161.00	Child Care Capital
2014	\$828.00	Child Care Capital

GRANT RECOMMENDATIONS

Recommended Amount: \$3,700.00

Recommendation:

RSCL will use funds received from the City of Richmond Child Care Capital Grant to make capital improvements to the Treehouse Early Learning Centre. Funds received will allow RSCL to purchase new equipment and furnishings for both the indoors and outdoors offering the children an improved opportunity to explore their interests and develop active play in a more natural and soothing setting.
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Staff Comments/Conditions:

None



ATTACHMENT 2
**Program and Professional Development
 Child Care Grants Program 2017**

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

Society: Child Care Training and Professional Development Society of Richmond

Title: Circles of Caring Conference 2017

Amount: \$6,000.00

Purpose:

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

Service Delivery Benefits:

The grant funds will be dedicated to identify, assess, deliver, and facilitate professional development to the childcare community. Ie. Ann Pelo

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 and Program Development

GRANT RECOMMENDATIONS

Recommended Amount: \$5,500.00

Recommendation: The grant will to used to support the costs of the Circles of Caring Conference which offers professional development training to Richmond child care providers. It will help

subsidize the cost for the keynote speaker, workshop presenters, and venue.

Staff Comments/Conditions:

CONDITION: Grant to be used toward costs of the conference presenters and venue.



ATTACHMENT 2
**Program and Professional Development
Child Care Grants Program 2017**

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

Society: Richmond Society for Community Living

Title: SCDP - Lending Library Replacement and Refurbishment

Amount: \$2,000.00

Purpose:

Supported Child Development Program (SCDP) is a community-based, early intervention program that provides practical information, resources, and strategies for the inclusion of children (age 3-12) with disabilities in childcare settings. SCDP consultants assist families to access childcare in their community as well as supporting childcare facilities where a child with a developmental disability is enrolled. By providing information, resources and training to childcare providers, families are able to access group childcare and pre-school for their child(ren) to allow them to participate alongside their typically developing peers.

The RSCL Lending Library makes adaptive equipment and specialized toys to licensed Richmond childcare programs (pre-school, daycare, and out-of-school care) that support children with developmental disabilities through our Supported Child Development Program (SCDP).

Service Delivery Benefits:

Toys, books and equipment purchased for the SCDP Lending Library will be available to all Richmond childcare providers that care for children with developmental disabilities and who require adaptive equipment or extra supports 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 childcare provider. With use of equipment assessed on an individualized basis, childcare 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 childcare provider has the resources and training to provide quality care for their child with special needs. This allows single parents to maintain financial stability and allows families to maintain an improved quality of life. Further, the child is able to participate in a typical childcare setting

which adapts to meet specific needs. RSCL SCDP currently supports 276 children and youth ages 3-18. Due to funding shortfalls from government, there are currently 76 children/youth on a wait-list for services.

Very often families who have a child with special needs experience financial challenges due to costly intervention services or the need for one parent to stay at home to care for the child. The Lending Library ensures that lower income families are able to access specialized toys and adaptive equipment that they may not otherwise be able to afford.

The Lending Library also loans of toys and adaptive equipment to pre-schools, daycares and out-of-school programs that support children with developmental disabilities. The Lending Library allows programs to trial a particular item to assess the benefits for the individual child. By ensuring that programs are equipped to support a child with special needs, families are supported to access quality childcare programming for their child.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$5892.49	Child Care Capital
2014	\$2161.00	Child Care Capital
2014	\$828.00	Child Care Capital

GRANT RECOMMENDATIONS

Recommended Amount: \$2,000.00

Recommendation: The purpose of the grant is to purchase resource materials for the Supported Child Development Program Lending Library. The RSCL Lending Library makes adaptive equipment, specialized toys, and other resources available to all licensed

Richmond childcare programs that support children with development disabilities. The library helps alleviate the burden of cost to the childcare provider and enhances their training and development in supporting children with disabilities in a childcare setting.

Staff Comments/Conditions:

None



ATTACHMENT 2
Program and Professional Development
Child Care Grants Program 2017

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

Society: The Perfect Present Daycare and Inter-generational Learning Project

Title: The Perfect Present Daycare introduces Inter-generational Learning

Amount: \$5,000.00

Purpose:

My vision and purpose of this grant is to establish a group day care within a seniors center to help people be healthy addressing the needs of an aging population

- supporting Richmond children, youth and families
- facilitating establishment of a more equitable, inclusive community (i.e. facilities that have linked day care on site)

acknowledging that gaps exist between young and the old and to close those gaps and create new ways of thinking in the future of our seniors

improve access to children and seniors, wage enhancement for staff, for resources, supplies and to support professional learning and development opportunities

Service Delivery Benefits:

For occupancy costs, supplies, wage increase, materials. Complement interests, policies, programs, services and get access for these types of programs. My program is cost-effective and it is probably cheaper to link to a pre-existing facility than build a new group daycare

Beneficiaries:

For the community: Closer ties and friendships within the community. promote partnerships among different groups/organizations. break down barriers and stereotypes that exist between generations. For the families: re-integration into family life, closer to home facility with perhaps grandparents and daycare for the same family in one combined facility. For the elderly reducing the risk of loneliness, depression and isolation. This grant will far outweigh the benefits than the challenges

Partners (if applicable):

Possibility of access in a resident care home.

I keep interviewing directors of care and I am hopeful I will get an agreement with a senior care home and partner, I want to try and mesh all this together as I go forward and secure an agreement , while applying for a grant because the deadline is near, and then be successful and have everything fall into place and grow and develop this project. This group day care is credible and with community partnerships we plan to achieve results.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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GRANT RECOMMENDATIONS

Recommended Amount: \$0.00

Recommendation: The purpose of the grant is to establish a group daycare within a seniors centre, to help people be healthy; to address the needs of an aging population; to support Richmond's children, youth and families; to facilitate establishment of a more equitable and inclusive community (i.e. seniors, facilities that have daycare linked on site).

Staff Comments/Conditions:

No grant: The grant application does not meet the City grant eligibility criteria (e.g., applicant is not a non-profit society registered in BC).



**Program and Professional Development
Child Care Grants Program 2017**

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

Society: Volunteer Richmond Information Services Society

Title: Loose Parts 2: Inspiring Play with Infants and Toddlers

Amount: \$2,500.00

Purpose:

To provide child care providers, parents, and service providers the tools, strategies, and vocabulary to engage very young children in intentional play.

Service Delivery Benefits:

Child care providers, parents, and service providers will have the opportunity to explore new and cutting-edge resources and activities based on Heuristic and Loose Parts Play. Resource books will be provided for all participants that will assist them to create an optimal learning environment for very young children.

Beneficiaries:

This series of three 2 hour workshops will provide child care providers and 6 hours of professional development. Parents and service providers who attend will learn the value of intentional play with younger children thus benefitting the children in their care.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$10000.00	Professional and Program Development
2015	\$5000.00	Professional and Program Development
2016	\$5000.00	Professional and Program Development

GRANT RECOMMENDATIONS

Recommended Amount: \$2,500.00

Recommendation:

The purpose of the grant is to provide child care providers, parents, and service providers with a series of workshops, Loose Parts 2: Inspiring Play with Infants and Toddlers. Participants will learn about tools, strategies and vocabulary to engage very young children in intentional play. Participants will receive resource books. The series of three 2 hour workshops will provide child care providers with 6 hours of professional development training.

Staff Comments/Conditions:

None



Child Care Grants Program Guidelines

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

Child Care Grants - Program Guidelines

Introduction

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

Eligibility

Non-profit societies that either (1) provide child care services or (2) support the provision of child care services are eligible. Applicants may be either non-profit child care providers seeking to improve the quality or capacity of care in their facility, or non-profit societies supporting quality programming and/or providing professional development opportunities for the broader child care community in Richmond.

Purpose

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

(1) Capital

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

(2) Professional and Program Development

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

Priorities

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

Online Grant Application Process

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

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

Applications are to include the following:

Step 1 - Applicant Contacts:

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

Step 2 - Applicant Information:

- a) Briefly outline the Society's history, mandate, goals and objectives of your organization.
- b) Describe the programs and services provided in the last 5 years.
- c) If the Society delivers licensed child care programs provide the licensed capacity and current enrolment by type for each program offered, referred to in the Society's Provincial Child Care License(s).
- d) Attach a copy of the Society's Provincial Child Care License(s) as issued by Vancouver Coastal Health Community Care Facilities Licensing.
- e) Attach a list of the Society's Board of Directors, Officers, and Executive Director, including their addresses and contact information.
- f) Attach minutes of the most recent annual general meeting.
- g) Attach Last Year's Financial Statements or Audited Statement including balance sheet for the recently completed fiscal year, including the auditor's report signed by external auditors, or one of the following alternatives:
 - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors;
 - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors; or
 - If none of the above are available, financial statements for the most recently completed fiscal year endorsed by two signing officers of the Board of Directors.
- h) Attach an operating budget for the current year.

Step 3 - Grant Program:

Capital Grants or Professional and Program Development Grants

Capital Grants:

- a) Purpose of the grant - what is the intent of the proposed grant (e.g., for equipment, furnishings, playground improvements, other?). If you select "other" please provide a description of what capital project you wish to undertake.
- b) Provide a detailed description of how the funds would be used to enhance the delivery of Richmond child care services (e.g., improve quality, availability, accessibility).
- c) Describe who will benefit from the grant if received, e.g., for Capital Grants: the number and age groups of children who will benefit.

Professional and Program Development Grants:

- d) Purpose of the grant – Describe how the funds will be used to enhance the child care service delivery, support skill development of early childhood educators, and benefit the broader Richmond child care community.
- e) Describe who will benefit from the grant, if received (e.g., child care educators).

For both Grants Programs:

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

Supporting Documents:

- h) Provide supporting documents - you will be asked to attach copies of the following:
 - An itemized budget for how grant funds will be used;
 - Additional supporting information for the projected costs (e.g., workshop presenters quotes or 3 quotes from suppliers/trades for Capital projects); and
 - Additional sources of funding or contributions that will be used to complete the grant project.
 - A timeline for completing the project and using the grant funds.
- i) Documentation to demonstrate the need for funds (this could be a letter from the Board, a letter from a building consultant/inspector or an inspection report from Child Care Facilities Licensing).
- j) Letters of support if applicable.

Terms and Conditions

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

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

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

Review Process and Approval Process

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

Submit an Application

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

Application Deadlines and Decisions

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

www.richmond.ca/citygrants

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

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



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

Policy 4017

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Child Care Development Policy

POLICY 4017:

It is Council policy that:

1. GENERAL

1.1 The City of Richmond acknowledges that quality and affordable child care is an essential service in the community for residents, employers and employees.

2. PLANNING

2.1 To address child care needs, the City will: plan, partner and, as resources and budgets become available, support a range of quality, affordable child care.

3. PARTNERSHIPS

3.1 The City of Richmond is committed to:

- (a) Being an active partner with senior governments, stakeholders, parents, the private and non-profit sectors, and the community, to plan, develop and maintain a quality and affordable comprehensive child care system in Richmond.

Working with the following organizations and groups to facilitate quality child care in Richmond:

- (i) Community Associations and Societies - to assess whether or not child care services can be improved in community centres, and new spaces added to existing and future community centres.
- (ii) Developers - to encourage developers to provide land and facilities for child care programs throughout the City.
- (iii) Employers - to encourage employers' involvement in advocating and planning for child care.
- (iv) Intercultural Advisory Committee - to investigate and report on child care concerns, needs and problems facing ethno cultural groups in the City.
- (v) School Board – to continue providing space for child care programs on school sites; to co-locate child care spaces with schools where appropriate, and to liaise with the Child Care Development Advisory Committee,



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- (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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Child Care Development Policy

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

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

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

5.3 All expenditures from the Child Care Reserve Funds must be authorized by Council.

6. DEVELOPMENT OF CHILD CARE FACILITIES

6.1 To facilitate consistent, transparent and sound planning, the City will:

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



- 6.2 The City will further facilitate the establishment of child care facilities by:
- (a) Encouraging adequate child care centre facilities throughout the City where needed, particularly in each new community.
 - (b) Providing City land and facilities for child care programs in locations throughout the City.
 - (c) Encouraging child care program expansion through the enhancement of existing community facilities.

7. CHILD CARE GRANTS POLICY

7.1 Through City child care grants, support child care:

- (a) Facilities.
- (b) Spaces.
- (c) Programming.
- (d) Equipment and furnishings.
- (e) Professional and program development support.

8. PROFESSIONAL CHILD CARE SUPPORT RESOURCES

8.1 Support resources for child care providers as advised by the Child Care Development Advisory Committee and as the need requires and budgets become available.

9. POLICY REVIEWS

9.1 From time to time, the City will:

- (a) Review child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.
- (b) As appropriate, develop targets for the required number, type and location of child care services in Richmond.

10. AREA PLANS

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



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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					
Child Care Capital Grant Rating Sheet					
Assessment Criteria	Rating Criteria	Facility			
		Society Name		Society Name	
		Rating	Comments	Rating	Comments
Eligibility					
Complete application (documents provided, authorized signature)	0-5				
Quality of the application (clear, convincing)	0-5				
Designated non-profit & credibility of the organization and program	0-5				
Licensing requirements are up-to date & it is a licensed program	0-5				
Evidence of an AGM occurring	0-5				
Appropriate board of directors	0-5				
Primarily Richmond residents will be served	0-5				
Eligibility rating	<i>max pts = 35</i>				
Purpose of Proposal					
Grant request fits eligibility criteria	0-5				
Supporting documents (letters of support, quotes)	0-5				
Demonstrated need for the proposal	0-5				
Implementation plan is demonstrated	0-5				
Purpose rating	<i>max pts = 20</i>				
Financial Criteria					
Project budget (eg. matching funding provided)	0-5				
Past financial performance	0-5				
Operating budget	0-5				
Financial stability	0-5				
Funding sources other than the City have been sought	0-5				
Financial need for the proposal is demonstrated	0-5				
Financial rating	<i>max pts = 30</i>				
Previous Grant Use (if applicable)					
Use of previous grant funding	0-5				
Previous grant rating	<i>max pts = 5</i>				
FINAL RATING SCORE	<i>max pts = 90</i>				

* 0= Not sufficient/ ineligible

* 5= Sufficient/ qualified

Child Care Development Advisory Committee					
Child Care Professional & Program Development Grant					
Assessment Criteria	Rating Criteria	Facility			
		Society Name		Society Name	
		Rating	Comments	Rating	Comments
Eligibility					
Complete application (documents provided, authorized signature)	0-5				
Quality of the application (clear, convincing)	0-5				
Designated non-profit & credibility of the organization and program	0-5				
Evidence of an AGM occurring	0-5				
Appropriate board of directors	0-5				
Primarily Richmond residents will be served	0-5				
Eligibility rating	max pts = 30				
Purpose of Proposal					
Grant request fits eligibility criteria					
	0-5				
Supporting documents (letters of support, quotes)	0-5				
Demonstrated need for the proposal	0-5				
Implementation plan is demonstrated	0-5				
Purpose rating	max pts = 20				
Financial Criteria					
Project budget (eg. matching funding provided)					
	0-5				
Past financial performance	0-5				
Operating budget	0-5				
Financial stability	0-5				
Funding sources other than the City have been sought	0-5				
Financial need for the proposal is demonstrated	0-5				
Financial rating	max pts = 30				
Previous Grant Use (if applicable)					
Use of previous grant funding	0-5				
Previous grant rating	<i>max pts = 5</i>				
FINAL RATING SCORE	<i>max pts = 90</i>				

* 0= Not sufficient/ ineligible

* 5= Sufficient/ qualified