



# City of Richmond

## Report to Committee

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**To:** General Purposes Committee **Date:** January 16, 2026  
**From:** Kim Somerville **File:** 03-1085-01/2025-Vol 01  
Director, Community Social Development  
**Re:** 2026 Child Care Grants

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### Staff Recommendations

1. That the 2026 Child Care Capital Grants be awarded for the total recommended amount of \$46,295.05 as identified in the report titled “2026 Child Care Grants”, dated January 16, 2026, from the Director, Community Social Development; and
2. That the grant funds be disbursed accordingly following Council approval.

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

Att. 4

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

**Staff Report****Origin**

The Child Care Grants provide funding for eligible non-profit child care operators and community organizations and support a range of quality, accessible and affordable child care, including facilities, spaces, programs, equipment and supports. The Child Care Development Policy 4017 (Attachment 1), adopted in 2006, recognizes child care as an essential service for residents, employers and employees in Richmond and outlines criteria for the provision of Child Care Grants subject to available resources and budgets. The Child Care Development Reserve Fund and the Child Care Operating Reserve Fund were established to assist non-profit organizations with capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements; and non-capital expenses, such as professional and program development to support the development and quality of child care within the city.

The purpose of this report is to recommend the disbursement of 2026 Child Care Grants to Council for consideration.

This report supports Council's Strategic Plan 2022–2026 Focus Area #6 A Vibrant, Resilient and Active Community:

*Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.*

This report supports the Richmond Social Development Strategy 2025–2035, Strategic Direction #2 Enhance Inclusion and Belonging:

*Action 2.10 Support the expansion of universal, quality and affordable child care, including flexible and non-traditional hours, through collaboration with the private and public sector, non-profit organizations and senior levels of government.*

This report also supports the Richmond Child Care Strategy 2024–2034 Strategic Direction #2 Quality, Inclusivity and Accessibility:

*Action 2.6 Continue to offer the City of Richmond Child Care Grant Program and undertake regular reviews of this program to promote quality, equity and inclusivity.*

**Findings of Fact**

On September 10, 2025, the application window for the 2026 Child Care Grants opened. Information was posted on the City's website, communicated using social media channels and distributed through a news release to community organizations, local partners and the public. In addition, notices were sent to the Richmond Child Care Resource and Referral Program to share with their child care network. An information session was held on September 23, 2025 for interested parties to learn about the Child Care Grant process and eligibility criteria. The deadline for submissions was October 15, 2025. A total of nine eligible applications were received from eight organizations for the Child Care Capital Grants. One organization, Atira Women's Resource Society (Atira), submitted two separate applications, one for Willow Early Care and Learning Centre and one for River Run Early Care and Learning Centre. No applications were received for the Professional and Program Development Grants.

## 2026 Child Care Grants Budget and Funding Mechanisms

The Child Care Grant Program is funded through voluntary amenity contributions to the City's Child Care Development Reserve and Child Care Operating Reserve secured through the development process in keeping with City policies.

These two Child Care Reserves fund the two types of child care grants:

- Child Care Capital Grants are funded from the Child Care Development Reserve (Bylaw No. 7812), established in 2004, for capital expenses including grants to non-profit societies for capital purchases and improvements (e.g. equipment, furnishings, renovations and playground development); and
- Child Care Professional and Program Development Grants are funded from the Child Care Operating Reserve Fund (Bylaw No. 8877), established in 2012, to assist with non-capital expenses, including grants to non-profit societies to support child care professional and program development within Richmond.

As part of the City's 2026 Operating Budget, an expenditure of up to \$50,000.00 from the Child Care Development Reserve for the 2026 Child Care Capital Grants and an expenditure of up to \$10,000.00 from the Child Care Operating Reserve for the 2026 Child Care Professional and Program Development Grants, were approved. All unallocated funds will be returned to the corresponding Child Care reserve accounts.

## **Analysis**

### Application Review Process

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Sub-committee to review the 2026 Child Care Grant applications. City staff, including the CCDAC Staff Liaison, met with the sub-committee and reviewed and assessed each application for compliance with the Child Care Grant Guidelines. Recommendations were identified and summarized, which the CCDAC endorsed. The total requests for the 2026 Child Care Capital Grants amount to \$68,690.16 and the recommended grant allocations total \$46,295.05.

### Child Care Capital Grants

All nine applications for the Child Care Capital Grants are from organizations who deliver licensed child care programs offering a range of services, including Group Care Under 36 Months, Group Care 30 Months to School Age, Preschool and Group Care School Age. The nine Child Care Capital Grant requests amount to \$68,690.16 and there is \$50,000.00 available for allocation. The CCDAC recommends funding eight of the grant applicants for a total of \$46,295.05 as outlined in Table 1 below.

There were several applications for the 2026 Child Care Capital Grants that have resulted in recommendations for less funding than the amounts requested due to:

- Ineligible items;
- Items that have already been provided by the City and are available in the program;

- Requests to fund a higher priced item, when a lower cost comparable alternative is available; and
- Oversubscription, with funding requests exceeding the available Child Care Grant budget by \$18,690.16.

Based on a detailed review of the applications, the CCDAC recommendations are for less than the total \$50,000.00 in funding available and the proposed allocations are outlined in the list of 2026 Child Care Grant Requests and Recommendations (Attachment 3). Summaries of the 2026 Child Care Grant applications are also included with this report (Attachment 4). As the content of the summaries is generated directly from the City's online grant system and are taken verbatim from the applicants' submissions, they will replicate any errors or omissions made by the applicants and will not reflect additional information provided following the original submission. As per standard practice and in keeping with the Child Care Grant Program Guidelines, none of the ineligible or duplicate items are recommended for funding and lower priced items have been recommended unless there was reasonable justification as to the merit of the higher priced item. Funding is not recommended for Aspire Richmond's application and is only recommended for one of the two applications submitted by Atira as these both reflect a duplication of items already funded by the City.

Table 1 outlines the requested and recommended amounts for Council's consideration.

Table 1: 2026 Child Care Capital Grant Applicants – Requests and Recommendations

2026 Child Care Grant Applicants and Requests		Requested Amount	Recommended Amount
<b>Capital Grant Applicants and Requests</b>			
1.	Aspire Richmond	\$7,500.00	\$0.00
2.	Atira Women's Resource Society (River Run Early Care and Learning Centre)	\$9,290.29	\$9,049.34
3.	Atira Women's Resource Society (Willow Early Care and Learning Centre)	\$9,290.29	\$0.00
4.	Connections Community Services Society	\$12,926.44	\$10,658.32
5.	Little Wings Day Care Centre Society	\$3,958.84	\$3,908.88
6.	Richmond City Centre Community Association	\$9,055.32	\$6,775.26
7.	Richmond Jewish Day School Society of British Columbia	\$5,080.00	\$5,080.00
8.	Steveston Community Society	\$4,788.98	\$4,023.25
9.	Thompson Community Association	\$6,800.00	\$6,800.00
<b>Total Amount Requested and Recommended for Capital Grants</b>		<b>\$68,690.16</b>	<b>\$46,295.05</b>

### Child Care Professional and Program Development Grants

There were no applications for the Child Care Professional and Program Development Grants received for 2026.

### **Financial Impact**

The 2026 Child Care Grants budget of up to \$60,000.00 was approved as part of the City's 2026 Operating Budget. This funding is sufficient to support the two grant streams: the Child Care Capital Grants and the Child Care Professional and Program Development Grants. A total of \$46,295.05 is recommended to be allocated to seven organizations for Capital Grants through the 2026 Child Care Grant Program subject to Council's approval.

### **Conclusion**

The Child Care Grant Program supports non-profit organizations delivering licensed child care and professional development for Early Childhood Educators and child care providers in Richmond. It is recommended that the 2026 Child Care Capital Grants be awarded for the total amount of \$46,295.05. The provision of Child Care Grants supports the development and maintenance of high quality, affordable child care for families who work or live in Richmond.



Chris Duggan  
Manager, Community Social Development  
(604-204-8621)

- Att. 1: Policy 4017 – Child Care Development Policy
- 2: Child Care Grants Program Guidelines
- 3: 2026 Child Care Grants Requests and Recommendations
- 4: 2026 Child Care Grants Summary Reports



# City of Richmond

Attachment 1

## Policy Manual

Page 1 of 5	Adopted by Council: January 24, 2006 Amended by Council: April 10, 2012; December 8, 2014; September 14, 2015, November 18, 2019	<b>Policy 4017</b>
File Ref: 3070	<b>Child Care Development Policy</b>	

### **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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- 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) 70% of the amount will be deposited to the Child Care Development Reserve Fund, and
- (b) 30% 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.



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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.



# City of Richmond

## Policy Manual

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### 10. INFORMATION

10.1 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.

### 11. PROMOTION

11.1 The City will:

- (a) Promote and support child care initiatives and awareness activities.



# **Child Care Grants**

## **Program Guidelines**

### ***Child Care Grant Information Session***

*September 23, 2025*

*4:00 – 5:00 p.m.*

*This event will be held virtually.*

*RSVP to [ChildCare@richmond.ca](mailto:ChildCare@richmond.ca)*

City of Richmond – Planning and Development  
Community Social Development

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# Child Care Grants – Program Guidelines

## Introduction

The City of Richmond provides grants to non-profit societies providing child care services within the City's geographic boundaries. Child care grants are funded by voluntary community amenity contributions from land developers. These funds are held in the City's Child Care Development Reserve or the Child Care Operating Reserve. The City's ability to provide grants is subject to available funding and there may be years when the grant program(s) are not offered.

For more information about the City of Richmond's approach to supporting child care services, please see the [City of Richmond's Child Care Development Policy](#) and the [Richmond Child Care Strategy 2024-2034](#).

## Purpose

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

### a) Capital Grants

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



b) Professional and Program Development Grants

Non-profit societies developing or providing professional and program development opportunities in Richmond (e.g. training, workshops) are eligible to apply for funding. The initiatives must be available and of benefit to the broader child care community in Richmond, rather than to a few specific individuals or centres. The necessity and benefits of the initiative to the child care community must be demonstrated. Funding for individual staff to register for or attend courses or workshops is not eligible under this grant program.

**NOTE:** *The City of Richmond recognizes the need for both capital and operating funding to support child care programs. Funds are available to support child care operators through the Provincial ChildCareBC Program, including:*

- *Child Care Operating Funding - to assist with the day-to-day costs of running a licensed child care facility: To learn more about operating funding opportunities, visit the Provincial Government's [Child Care Operating Funding](#) website.*
- *Training and Professional Development Funding – to assist with professional development and upgrading: To learn more about these funding opportunities, view the Province's [Child Care Recruitment and Retention Strategy](#); or*
- *Visit Westcoast Child Care Resource Centre's [funding webpage](#).*

## **Eligibility**

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

Applicants may be either:

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

## **Ineligible Activities or Services:**

- Political activities including, but not limited to:
  - Promoting or serving a political party or organization; or
  - Lobbying of a political party, or for a political cause.
- Programs and services delivered in partnership with political parties and organizations. For clarity, this does not exclude programs and services that receive funding from other levels of government, including funding provided by the Province of British Columbia and the Government of Canada.

## Priorities

Priority will be given to applications for facilities or programs that:

- Support the vision, priorities and actions in the Richmond Child Care Strategy 2024-2034;
- Demonstrate diverse funding sources or funding partnerships, including an organizational contribution from the applicant, Child Care Operating Funding, ChildCareBC Maintenance Fund, ChildCareBC Relocation Fund, or ChildCareBC New Spaces Grant funding; and
- Enrol families who are receiving the Affordable Child Care Benefit and, if eligible, participate in the Child Care Fee Reduction Initiative;
- Deliver inclusive programming and enrol children who require extra support; and
- Align with current priorities for the community based on the most recent EDI data for Richmond, as identified by the Child Care Development Advisory Committee.

## Grant Application Process

### 1) Review the [Program Guidelines](#)

This document is critical in ensuring the application is complete, contains the required elements and does not contain ineligible projects or expenses.

### 2) Attend the Information Session

This is an opportunity to confirm the organization's understanding of the grant program, eligible and ineligible expenses, required documents or elements to include and to ask any questions that may arise. The Information Session will also be used to highlight any changes to the questions or process from the prior year.

### 3) Submit [Grant Use Report](#) for any prior grants received from the City

If the Society previously received a child care grant, the organization will need to submit a Grant Use Report to explain how the funds were used. This information must be submitted to be considered for a new grant in a future intake year.

### 4) Prepare the application well in advance

In preparation for submitting an application, please have electronic documents ready to attach as requested. The [Grant Applicant User Guide](#) lists the preferred file formats for documents, spreadsheets and pictures. There are also [forms](#) posted on the City's website that should be used to provide information on licensed capacity, project budgets and project timelines.

The following electronic documents will be needed for the application:

- Certificate of Incorporation for the Society;
- Society's Constitution and Bylaws;
- Contact list for the Society's Board of Directors, Officers and Executive Director;
- Most recent Annual General Meeting minutes;
- Provincial Child Care License(s), if applicable;
- Last year's financial statements or audited statement;

- Current year operating budget;
- Itemized project budget, including two quotes for each item (details included in *Proposed Project Budget* form available on the City's grant website);
- Project timeline; and
- Licensed capacity and current enrolment by program.

5) Enter the application into the City's grant system.  
The City of Richmond uses an **online** grant application process. Only electronic applications will be accepted. Please refer to the *City of Richmond Child Care Grant Program - Grant Applicant User Guide* which is posted on the City's [website](#) for instructions on using the system. The guide provides tips and illustrations for all sections of the grant application.

6) Submit your application **PRIOR** to the deadline  
Late applications will not be accepted. In order to avoid last minute issues, all applicants are encouraged to submit their application before the deadline to allow time to address any issues that may arise.

## **Application Requirements**

The following information about the APPLICANT must be included:

### **Step 1 – Applicant Contacts**

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

### **Step 2 – Applicant Information**

- Briefly outline the Society's history, mandate, goals and objectives.
- Describe the programs and services provided in the last five years.
- 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).
- Attach a copy of the Society's Provincial Child Care License(s) as issued by Vancouver Coastal Health - Community Care Facilities Licensing.
- Attach a list of the Society's Board of Directors, Officers and Executive Director, including their addresses and contact information.
- Attach minutes of the Society's most recent annual general meeting.
- 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; and
- A detailed explanation of why audited statements are not available must be provided.

h) Describe how this request aligns with Richmond Child Care Strategy 2024-2034 and the current City Child Care priorities.

i) Attach an operating budget for the program for the current year including all sources of revenue (e.g. Child Care Operating Funding, Fee Reduction, other grants, fundraising).

j) Provide information on signing officers to represent the Society's endorsement of the grant application and attach a completed signature form.

### **Step 3 – Grant Request Details – Proposal Information**

The following items are required for the GRANT PROPOSAL:

#### **Capital Grant Requests**

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

## **Professional and Program Development Grant Requests**

- a) Proposal title
- b) Purpose of the grant – describe how the project meets the identified City priorities, how funds will be used to enhance the child care service delivery, support skill development of early childhood educators, and benefit the broader Richmond child care community.
- c) Describe who will benefit from the grant, if received, including the anticipated number of people directly participating.
- d) Describe the expected outcomes for this project and how this project will be evaluated.
- e) List any partners who will be assisting with the project (e.g. any other funders, volunteers or companies who will provide money, services, in-kind assistance or other contributions).
- f) Provide a detailed budget for the proposal (using the *Project Budget* form available on the City grant website) including:
  - Dollar figure for the total requested grant amount;
  - Two quotes for each outlined expense including source of the quote; and
  - All sources of revenue for this event (e.g. participant fees, organizational contributions, fundraising, grants), the amount and the status (e.g. secured, anticipated, unconfirmed).

## **Supporting Documents for All Grant Applications**

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

## **Additional Documentation to Support All Grant Applications**

- a) Documentation to demonstrate the need for funds (Examples include: a letter from the Board, a letter from a building consultant/inspector or an inspection report from Child Care Facilities Licensing, photographs of an item needing repair or replacement).
- b) Two letters of support from parents, community partners or others are required. Please note letters from Board members or staff will not be accepted.

## **Terms and Conditions**

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

- Successful applicants must use the funds for the stated, approved purpose as outlined in the approval letter and within one year of approval. Should items change in price, or function, prior City approval is required.

- All grant recipients must provide a report documenting the use of the funds and the benefits received (at the latest, one year following receipt) through a Grant-Use Report on the online City grant system. Capital Grant Use reports must also include a photo of capital items and itemized receipts for all expenses.
- The grant received should be mentioned in any newsletter or related publicity published by the organization.
- Any grant applicant who is applying for new funding must submit a report documenting use of previously awarded funds before their current application can be considered.

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

### **Review Process and Approval Process**

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

### **Application Deadlines and Decisions**

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

If you have questions or wish clarification on any aspect of the Child Care Grant Program Guidelines or the grant application, please contact Chris Duggan, (Manager, Community Social Development).

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

## Appendix A: Grant Writing Tips and Frequently Asked Questions

Ensure the proposed project aligns with the information outlined in the Program Guidelines

- Read the Grant Program Guidelines carefully to make sure your organization and proposed grant purpose are eligible for a grant. Pay attention to what items are not eligible for funding. If you have questions or are unsure, reach out to the Grant Administrator early in the process.
- Attend the Grant Information Session and ask questions.

### Writing Tips

- Think about the core purpose of your organization, program or project. Talk about what is unique about it, and how it impacts the community.
- Does your proposed grant align with the City's principles and objectives for the grant program? Find ways to highlight this in your application.
- Assume that whoever is reviewing your application is not familiar with your organization, program, service or project. The Grant Review Committees are comprised of staff from a variety of different departments, many of which are not involved with your field. Advisory Committee members, who are appointed from the community, may also be involved in the review and not be familiar with your work.
- Make sure your budget makes sense and supports the objective you are proposing to accomplish. Often, a realistic budget is more convincing than a disconnected one.
- Don't send unnecessary attachments. If an application contains a lot of unrelated or unconnected information, your relevant, important points will often get lost in the crowd.

### Application Tips

- Write out your application answers and save them in a separate document or file. That way, if you lose internet connection or have issues with the online grant system, your work is saved.
- Save your work often!
- Do not open the submitted application from a previous year and the current application at the same time to copy information over. The system can behave unpredictably and may overwrite your data.
- Give yourself adequate time. If you can, start planning early. Rushing to complete an application right before the deadline can often lead to incomplete applications, mistakes or missed documents.
- Gather your supporting documents ahead of time, including budget, quotes (where needed) and required signatures.

## Appendix B: City and Community Priorities

### What is the Richmond Child Care Strategy 2024-2034?

The [Richmond Child Care Strategy 2024–2034](#) is intended to identify, analyze and provide valuable insights into the current and future needs for child care in Richmond. Extensive engagement with the community, including online surveys, interviews, focus groups, committee presentations and outreach sessions, has helped to identify the key strengths, challenges and opportunities for the child care sector in Richmond and for the City.

The vision of this Child Care Strategy is that ‘the community has access to a range of affordable, accessible, inclusive and quality child care options, that support and enhance child development, learning and growth and meets the needs of families who work or live in Richmond.’ To address this vision, the Strategy prioritizes five strategic directions:

- Create and maintain child care spaces;
- Promote high quality, diversity, inclusivity and accessibility within the child care sector;
- Advocate for a universal and affordable child care system;
- Collaborate with stakeholders to address child care needs; and
- Increase education and information-sharing between the City of Richmond and child care stakeholders.

### What is the Early Development Instrument?

The Early Development Instrument (EDI) is a population level monitoring tool that enables the community to understand the vulnerabilities of children in their kindergarten year at the community level. The questionnaire has 103 questions and measures five core areas of early child development that are known to be good predictors of adult health, education and social outcomes: social and emotional development, health and well-being, language and cognitive development and communication skills. In British Columbia, the Ministries of Children and Family Development, Education and Child Care and Health have funded the collection and use of the EDI for over 19 years.

EDI questionnaires are completed by kindergarten teachers from across British Columbia for all children in their classes. They are filled out in



February, after teachers have had the chance to get to know their students. This ensures that teachers are able to answer the questions knowledgeably.

The EDI is a population-level research tool. It measures developmental change or trends in populations of children at varied geographies: provincial, regional and neighbourhood. This allows us to see variations in children's vulnerability across time and location. Understanding how populations of children are doing allows program delivery organizations and policy makers to make informed decisions about investments in new or adapted programs and in broad policies that support children and families.

EDI data can provide insight into how Kindergarten children are doing and encourage discussions about the factors affecting children's early development in neighbourhoods across the province. The information from the EDI is used to increase awareness of the ways in which we can create environments in which all children can thrive and develop.

EDI data are collected in groups called waves. Each wave is comprised of data collected from several consecutive school years. Data is reported based on children's home postal codes and represents children attending public schools and participating independent and on-reserve schools. To access EDI Reports for Richmond, visit <http://earlylearning.ubc.ca/maps/edi/sd/38/>.

The EDI Wave 8 (2019–2022) data for Richmond shows that 39.7% of kindergarten children were on track in their overall development, 39.3 % were vulnerable on one or more EDI scales and 21.1% were in flux (neither vulnerable on any scale, nor on track on all).

The EDI found that Richmond had higher rates of vulnerability than the province overall on 2 critical EDI scales: Social Competence and Emotional Maturity.

## **What are Community Priorities?**

The City will prioritize initiatives that support and respond to the opportunities, challenges and needs identified in both the Richmond Child Care Strategy 2024–2034 and the EDI Report for School District 38 (Richmond). This approach reflects the vision, principles and actions outlined in the Strategy and considers the most recent Early Development Instrument (EDI) data shared by the Human Early Learning Partnership (HELP) at UBC.

In relation to the EDI Report, current projects that support children's social competence and emotional maturity will be prioritized. These areas have been identified as the most significant vulnerabilities among children in Richmond and are recognized as key priorities for the community.

**Social Competence** refers to children's overall social competencies, capacity for respect and responsibility, approaches to learning and readiness to explore new things. Children who are identified as vulnerable on this scale of the EDI are

more likely to have challenges getting along with other children on a regular basis and/or have difficulty following rules and class routines.

As with the rest of the province, the Social Competence vulnerability rate in Richmond increased significantly from 2004 (13%) to 2019 (16%). Vulnerability on this scale was highest in the Bridgeport - East Cambie (20%) and Blundell (17%) neighbourhoods. Although, both neighbourhoods saw a decrease in vulnerability from 2016 (26% and 21% respectively).

**Emotional Maturity** refers to children's prosocial and helping behaviours, as well as hyperactivity and inattention, and aggressive, anxious and fearful behaviours. Children who are vulnerable on this scale may experience challenges related to emotional regulation. They may have problems managing aggressive behaviour, be inattentive and impulsive, and/or be worried or anxious.

Provincially and locally, there was a significant and steady increase in the vulnerability rate for Emotional Maturity. The increase in vulnerability on this scale was the largest among all the EDI scales and, at a provincial level, constitutes a 49% increase since Wave 2 (2004–2007) (Human Early Learning Partnership, 2019). In Richmond, the Emotional Maturity vulnerability rate increased from 11% in 2004 to 17% in 2019. As with Social Competence, vulnerability on this scale was highest in the Bridgeport - East Cambie neighbourhood (22% in 2019).

\*(Human Early Learning Partnership, 2020).

## 2026 Child Care Capital Grants Requests and Recommendations

APPLICANT NAME	2026 REQUEST	2026 RECOMMENDATION	APPLICATION SUMMARY	ATT. 4 PAGE #
Aspire Richmond	\$7,500.00	\$0.00	<b>Furnishings</b> This request is for additional dedicated storage cubbies for seasonal weather gear, such as rainwear and snow clothing to help with transitions to outdoor activities and promote organization. As a complete set of cubbies for the same purpose is already located in the room, this request duplicates existing equipment and is not required for compliance with the Child Care Licensing Regulation. Funding is not recommended.	1
Atira Women's Resource Society (River Run Early Care and Learning Centre)	\$9,290.29	\$9,049.34	<b>Furnishings</b> This request is for an infant and toddler loft/climber and a loft for children aged three to five to create safe, engaging and developmentally appropriate play and learning spaces in their child care program. Funding is recommended at the lowest quoted amount.	3
Atira Women's Resource Society (Willow Early Care and Learning Centre)	\$9,290.29	\$0.00	<b>Furnishings</b> This request is for an infant and toddler loft/climber and a loft for children aged three to five to create safe, engaging and developmentally appropriate play and learning spaces in their child care program. Funding is recommended for the organization to purchase one set of this equipment as outlined above that can ideally be rotated across the two sites. Funding is not recommended for a second set of identical equipment for Atira.	5
Connections Community Services Society	\$12,926.44	\$10,658.32	<b>Furnishings</b> Connections Community Services Society is requesting funding for new equipment and furnishings for their recently opened child care centre at Spul'u'Kwuks as well as their other three programs at Tait, Blundell and Cook Elementary. This request is to replace aging and damaged furniture, purchase child-friendly tables, chairs and storage units, and to purchase and upgrade program equipment.  Connections Community Services Society is contributing \$500.00 to this project. Funding is recommended for eligible items at the lowest quoted amount.	7
Little Wings Day Care Centre Society	\$3,958.84	\$3,908.88	<b>Furnishings</b> Little Wings is requesting furnishings for their infant and toddler programs including an indoor play kitchen, storage shelves, chairs and an outdoor easel for their playground. Funding is recommended at the lowest quoted amount.	9

APPLICANT NAME	2026 REQUEST	2026 RECOMMENDATION	APPLICATION SUMMARY	ATT. 4 PAGE #
Richmond City Centre Community Association	\$9,055.32	\$6,775.26	<p><b>Equipment</b>            This request is for new furnishings to replace old, broken and no longer functioning equipment. This includes an easel, play kitchen, light table, water table, carpet, bike and vinyl blocks.</p> <p>Richmond City Centre Community Association is contributing \$500.00 to this project. Funding is recommended for eligible items at the lowest quoted amount.</p>	10
Richmond Jewish Day School Society of British Columbia	\$5,080.00	\$5,080.00	<p><b>Playground Improvements</b>            Richmond Jewish Day School's Early Learning Centre is requesting a new washer and dryer set, and a fridge/freezer. Their current appliances, which were donations and already aging, are no longer functioning properly.</p> <p>Richmond Jewish Day School is contributing \$250.00 to this project. Funding is recommended.</p>	12
Steveston Community Society	\$4,788.98	\$4,023.25	<p><b>Equipment</b>            Steveston Community Society is requesting new equipment to replace old furniture including a new mobile cabinet and block set, acrylic mirror and carpet.</p> <p>Steveston Community Society is contributing \$200.00 to this project. Funding is recommended for eligible items at the lowest quoted amount.</p>	14
Thompson Community Association	\$6,800.00	\$6,800.00	<p><b>Furnishings</b>            Thompson Community Association is requesting the installation of cubbies inside their preschool classroom. Having cubbies inside the classroom will support supervision of children, as their storage space for personal belongings is currently located outside the classroom. Funding is recommended for the required amount.</p>	16
<b>Total</b>	<b>\$68,690.16</b>	<b>\$46,295.05</b>		

Total 2026 Child Care Grants Requests and Recommended Totals				
	Amount Available	Requested	Recommended	Balance remaining
Capital Grants	\$50,000.00	\$68,690.16	\$46,295.05	\$3,704.95
Professional & Program Development Grants	\$10,000.00	\$0.00	\$0.00	\$10,000.00
<b>Total</b>	<b>\$60,000.00</b>	<b>\$68,690.16</b>	<b>\$46,295.05</b>	<b>\$13,704.95</b>



**Society:** Aspire Richmond

**Title:** Storage space project

**Amount:** \$7,500.00

## Purpose: Furnishings

Seedlings Early Childhood Hub, established in 2022, offers an inclusive daycare program with 25 child care spaces. The children enrolled at Seedlings Daycare represent a range of abilities, with some requiring mobility equipment to support their daily activities. The daycare occupies the full length of the south-facing side of the building. Children access the outdoor play area through east-facing doors, while their personal cubbies used to store belongings are located across the room near the main entrance of the classroom. To better support both children and educators, the addition of dedicated storage for seasonal weather gear, such as rainwear and snow clothing, would be highly beneficial. This enhancement would promote greater organization and accessibility, particularly during transitions to outdoor activities.

### Service Delivery Benefits:

This storage enhancement in the Daycare classroom will directly improve child care service delivery by, creating organized and accessible storage that will streamline transitions, reduce clutter, and support a more efficient and nurturing learning environment. Educators will spend less time managing gear and more time engaging with children. All children will benefit from clearly designated, reachable storage areas that accommodate clothing and equipment, promoting independence and dignity. By ensuring all children have equal access to appropriate outdoor gear, regardless of ability, the program reinforces its commitment to inclusive practices and equitable participation in outdoor activities. Efficient storage will help maintain the integrity and longevity of shared gear, allowing the educators to support more children with appropriate clothing resources during inclement weather. This storage will strengthen Seedlings' ability to deliver high-quality, inclusive child care and ensure that all children can safely and comfortably participate in outdoor learning experiences year-round.

### Beneficiaries:

The grant funding will benefit a wide range of people connected to Seedlings Daycare, both now and in the future. Specifically:

- All currently enrolled children (25 in total), who will experience improved accessibility, organization, during daily transitions and outdoor activities.
- Educators working at Seedlings Daycare, who will gain practical support through enhanced storage solutions, allowing them to focus more on quality interactions and inclusive programming.
- Practicum students, who will benefit from a well-equipped and thoughtfully organized learning environment that models best practices in early childhood education.
- Future children, educators, and practicum students, as the improvements funded by the grant will have lasting impact on the quality and inclusivity of the daycare space.

Partners (if applicable):

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2025	\$12,500.00	Health, Social & Safety
2025	\$4,700.00	Child Care Capital Grant
2024	\$14,262.00	Child Care Capital Grant
2023	\$10,000.00	Child Care Capital Grant
2023	\$1,606.88	Child Care Professional & Program Development Grant



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

**Title:** River Run ECLC Loft Additions

**Amount:** \$9,290.29

## Purpose: Furnishings

The purpose of this grant is to enhance the quality, accessibility, and inclusivity of our childcare program by purchasing an infant and toddler loft and a loft for children ages three to five. These resources will be used to create safe, engaging, and developmentally appropriate play and learning spaces that foster exploration, imaginative play, social interaction, and cognitive development. Specifically, the infant and toddler loft will support the needs of children under three, providing a secure environment for physical activity, problem-solving, and early social skills. The loft for ages three to five will offer preschool-aged children opportunities for cooperative play, creativity, and confidence-building. The funds will directly enhance program delivery by improving classroom infrastructure, supporting staff in providing high-quality care, and creating inclusive environments that accommodate diverse learning needs and abilities. Ultimately, this investment strengthens the overall quality of care, supports children's development and learning, and aligns with the City of Richmond's priorities to provide safe, inclusive, and high-quality childcare options for families.

### Service Delivery Benefits:

The grant funds will be used to purchase an infant and toddler loft and a loft for children ages three to five, which will directly enhance the quality of our childcare services. These lofts create safe, engaging, and developmentally appropriate play and learning spaces that encourage exploration, imaginative play, and social interaction. By enriching the classroom environment, the lofts support children's cognitive, social, and emotional development, while also improving inclusion by providing varied learning opportunities that meet the needs of children with different abilities and learning styles. This investment strengthens the overall quality of care and ensures our program continues to offer accessible, nurturing, and stimulating experiences for all children.

### Beneficiaries:

If received, this grant will benefit the children enrolled in our childcare program, their families, and the staff who support them. The infant and toddler loft will serve 12 children under three, while the loft for ages three to five will benefit 17 preschool-aged children. In total, the investment will enhance 2 classrooms, supporting 15 early childhood educators in delivering high-quality care. Families will also benefit from the enriched learning environment, knowing their children are engaging in safe, developmentally appropriate play that supports school readiness and overall well-being.

### Partners (if applicable):

### Most Recent Previous Grant(s) (if applicable)

**GP - 640**

Year	Amount	Grant Program
2025	\$3,232.22	Child Care Capital Grant
2025	\$9,777.86	Child Care Capital Grant
2023	\$3,911.79	Child Care Capital Grant



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

**Title:** Willow ECLC Loft Installation

**Amount:** \$9,290.29

## Purpose: Furnishings

The purpose of this grant is to enhance the quality, accessibility, and inclusivity of our childcare program by purchasing an infant and toddler loft and a loft for children ages three to five. These resources will be used to create safe, engaging, and developmentally appropriate play and learning spaces that foster exploration, imaginative play, social interaction, and cognitive development. Specifically, the infant and toddler loft will support the needs of children under three, providing a secure environment for physical activity, problem-solving, and early social skills. The loft for ages three to five will offer preschool-aged children opportunities for cooperative play, creativity, and confidence-building. The funds will directly enhance program delivery by improving classroom infrastructure, supporting staff in providing high-quality care, and creating inclusive environments that accommodate diverse learning needs and abilities. Ultimately, this investment strengthens the overall quality of care, supports children's development and learning, and aligns with the City of Richmond's priorities to provide safe, inclusive, and high-quality child care options for families.

### Service Delivery Benefits:

The grant funds will be used to purchase an infant and toddler loft and a loft for children ages three to five, which will directly enhance the quality of our childcare services. These lofts create safe, engaging, and developmentally appropriate play and learning spaces that encourage exploration, imaginative play, and social interaction. By enriching the classroom environment, the lofts support children's cognitive, social, and emotional development, while also improving inclusion by providing varied learning opportunities that meet the needs of children with different abilities and learning styles. This investment strengthens the overall quality of care and ensures our program continues to offer accessible, nurturing, and stimulating experiences for all children.

### Beneficiaries:

If received, this grant will benefit the children enrolled in our childcare program, their families, and the staff who support them. The infant and toddler loft will serve 12 children under three, while the loft for ages three to five will benefit 12 preschool-aged children. In total, the investment will enhance 2 classrooms, supporting 12 early childhood educators in delivering high-quality care. Families will also benefit from the enriched learning environment, knowing their children are engaging in safe, developmentally appropriate play that supports school readiness and overall well-being.

### Partners (if applicable):

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2025	\$3,232.22	Child Care Capital Grant
2025	\$9,777.86	Child Care Capital Grant
2023	\$3,911.79	Child Care Capital Grant



**Society:** Connections Community Services Society

**Title:** Connections Kids Club

**Amount:** \$12,926.44

## Purpose: Furnishings

The purpose of this grant is to enhance the quality, safety, and overall environment of our Connections Kids Club – Before and After School Care Program and Childcare Centre. The funding will be used to update furnishings, replace damaged or worn equipment, and purchase essential program materials and supplies that support both safety standards and the developmental needs of children in our care. With our program sites now operating at full capacity (24 children per location) and the recent opening of a new Childcare Centre at Spul'u'kwuks Elementary, there is a growing need for additional equipment and furnishings to ensure a safe, comfortable, and engaging learning environment. Specifically, the funds will be allocated toward:

- Replacing aging and damaged furniture to meet current safety standards.
- Purchasing child-friendly tables, chairs, and storage units to create a more functional and organized space.
- Acquiring new educational and recreational materials to enhance play-based learning.
- Upgrading program equipment to support both indoor and outdoor activities.

These improvements will directly benefit the children by creating a safe, welcoming, and developmentally appropriate environment, supporting their physical, social, and emotional well-being, while also enhancing the overall quality and sustainability of the program.

## Service Delivery Benefits:

The grant will be used to enhance childcare service delivery across all four licensed Connections Kids Club sites by improving the quality, safety, comfort, and inclusiveness of our childcare environments. The funding will allow us to replace aging or damaged equipment, upgrade furnishings, and purchase essential materials that promote a safe, hygienic, and engaging learning space for children. These upgrades will help ensure that all program areas meet the highest standards of safety, cleanliness, and functionality, in line with childcare licensing requirements. By improving the physical environment, we will enhance the overall quality of care—providing children with well-maintained spaces that encourage creativity, learning, and positive social interactions. The improvements will also increase accessibility and inclusion by creating welcoming, comfortable spaces that support children of all backgrounds, including those from vulnerable or low-income families. Furthermore, upgraded resources will allow staff to deliver more diverse, developmentally appropriate activities, ensuring that every child feels safe, supported, and engaged. Ultimately, this project will strengthen our ability to provide high-quality, equitable childcare services that foster belonging and well-being for all children and families we serve.

## Beneficiaries:

**GP - 644**

The primary beneficiaries of this grant will be the children and families served through our four licensed Connections Kids Club sites and the newly opened Childcare Centre at Spul'u'kwuks Elementary. Collectively, these programs support more than 90 children and their families each year, providing essential before- and after-school care for working parents. The funding will directly improve the safety, comfort, and cleanliness of our childcare environments—ensuring that every child enjoys a nurturing, stimulating space where they can learn, play, and grow. A safe and welcoming environment is especially crucial for children from vulnerable or low-income families, who may face additional barriers to accessing high-quality childcare. Beyond benefiting the children, the improvements will also support our dedicated team of our childcare staff by giving them access to better equipment, ergonomically designed furniture, and more efficient workspaces. This will enable them to perform their duties more effectively and comfortably, ensuring that each child receives the highest standard of care. In turn, families will experience greater peace of mind knowing that their children are cared for in a safe, well-equipped, and professionally managed environment—allowing parents to focus on work and other responsibilities with confidence. Ultimately, this grant will strengthen the entire childcare ecosystem at Connections Kids Club by enhancing program quality, supporting staff well-being, and improving outcomes for children and families across the Richmond community.

#### **Partners (if applicable):**

At this stage, we are actively seeking additional funding and in-kind sponsorship from local businesses, private merchants, and community partners to further support this initiative. These potential partners may contribute through donations of furniture, equipment, or program materials, as well as financial sponsorships to enhance the quality and safety of our childcare environments.

#### **Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2025	\$14,334.00	Health, Social & Safety
2024	\$3,015.44	Child Care Capital Grant
2024	\$14,039.20	Health, Social & Safety



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

**Title:** Little Wings Infant Toddler Furnishings

**Amount:** \$3,958.84

## Purpose: Furnishings

The purpose of this grant is to use the funds to purchase furnishings for our infant and toddler programs that include a play kitchen along with some storage units and an outdoor easel for our playground.

### Service Delivery Benefits:

The benefits of playing with an indoor kitchen and outdoor easel include social/emotional intelligence, cognitive/language skills, as well as fine motor/gross motor skills. We believe these two play structures will enhance quality learning opportunities for the children at Little Wings by allowing them to participate in role playing and using their imagination. They will be able to engage in social interactions and sensory experiences while using their fine motor skills. The requested new storage units will assist the teachers with being able to have toys easily accessible to the play areas while not creating visual clutter that could be overly stimulating for some of our children who require extra support.

### Beneficiaries:

This grant will directly benefit 49 children on a daily basis along with 13 teachers. These funds will allow us to purchase quality items that will last for many years to be enjoyed by many families.

### Partners (if applicable):

We have many fundraisers throughout the year that our families and community members participate in. We also receive generous donations from companies on Sea Island, along with many individual families.

### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2025	\$4,294.02	Child Care Capital Grant
2024	\$3,243.09	Child Care Capital Grant
2023	\$4,226.41	Child Care Capital Grant



**Society:** Richmond City Centre Community Association

**Title:** Lang Centre - Grant Application

**Amount:** \$9,055.32

## Purpose: Furnishings

Reasons for Grant Request Easel: Our current easel has been heavily used over the years and is now covered in layers of paint. The clips are outdated and broken, making it difficult for children to secure their artwork properly. A new easel would provide a clean, functional, and safe space for children to express their creativity and engage in art-based learning experiences. Kitchen Area: The kitchen cabinet is broken and unstable, often falling apart after only a few uses—even after being repaired. For safety, it now remains taped up as a temporary measure. This poses a safety concern for both staff and children. Replacing it would create a safer, more organized environment and allow us to properly store materials to support cooking and food-preparation activities that build important life skills. Light Table: Our current light table is outdated and no longer functioning. Even after repairs and a cord replacement, it continues to break easily. A new, reliable light table would enhance sensory and exploratory play, allowing children to engage in hands-on learning experiences that explore light, color, and shadow in creative ways. Water Table: The wood on our water table has swollen and warped over time, and the attached hose has become dirty and difficult to clean. Although it remains one of the most loved and frequently used items, its current condition gives an unpleasant appearance to families because of the “rotting” wood. Water play is an essential sensory activity that supports science learning, social interaction, and fine motor development. A new water table would ensure that children can safely explore and learn through play in a clean, durable, and hygienic environment. Carpet: Our current carpet has served our classroom for many years and has been through countless preschool activities and accidents—including spills, dirt, and playdough. We would like to replace it with a new, nature-inspired rug that creates a calm, welcoming, and aesthetically pleasing environment for the children, contributing to both comfort and classroom atmosphere. Bikes: Many of our children enjoy biking together outdoors, but with limited bikes available, not everyone gets a turn. Adding another bike would promote inclusion and ensure that more children can participate at once. It would also support physical activity, coordination, and cooperative play, helping children develop gross motor and social skills through shared outdoor experiences. Soft Blocks: We would like to add more soft blocks so that our children have access to the same variety of materials available at other center locations. Soft blocks encourage imaginative play, problem-solving, and teamwork while providing a safe option for building and gross motor exploration.

## Service Delivery Benefits:

The funds will be used to enhance the quality, accessibility, and inclusion of our preschool program by adding new equipment that supports children's growth and development. An easel, light table, and water table will provide opportunities for creative expression, sensory exploration, and STEM-based play. A new carpet will create a safe, welcoming gathering space that fosters group learning and inclusion. The upgraded play kitchen will encourage imaginative play, collaboration, and social-emotional skill building. Finally, the addition of a bike will promote physical activity, gross motor development, and outdoor play, ensuring children have a well-rounded and engaging learning experience. Together, these improvements will strengthen the preschool environment, making it more dynamic, inclusive, and responsive to children's diverse needs.

#### **Beneficiaries:**

Children, staff and families who attend programs at Lang Centre will benefit from these upgrades to our furnishings. This includes 5 staff, approximately 30 children and their families. In addition, preschoolers who attend our licensed preschool day camps during winter, spring and summer breaks will also benefit and use these resources.

#### **Partners (if applicable):**

Richmond City Centre Community Association-contributing \$500

#### **Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2023	\$1,000.00	Parks, Recreation & Community Events



**Society:** Richmond Jewish Day School Society of British Columbia

**Title:** Large Appliance Replacements

**Amount:** \$5,080.00

## Purpose: Equipment

The purpose of this grant application is to enhance the RJDS Early Learning Centre by replacing aging, donated appliances that are essential to the daily operation of our programs. The funds will be used to purchase a new washer and dryer set, as well as two new refrigerator/freezer units. These upgrades will ensure that our child care programs continue to run safely, efficiently, and reliably.

### Service Delivery Benefits:

Our current washer and dryer were donated when the centre opened and were already used and aging at that time. The dryer's timer no longer functions, which requires staff to monitor and manually shut it off before closing each day, even if loads are not fully dry. Parts have already been replaced due to wear and age. Since both appliances are used daily, exclusively by the child care programs, their reliability is essential for maintaining hygiene and meeting licensing and health standards. Each of the early learning classrooms also depends on a fridge/freezer for safe food storage. One unit was donated at opening and is of unknown age, while the other was donated many years ago and used for decades by the school before the ELC opened, and now leaks water regularly. Replacing these with new, energy-efficient models will reduce the risk of food spoilage, increase safety, and improve overall reliability and functionality. Together, these upgrades will allow educators to focus on programming and child engagement rather than managing equipment issues, strengthening the consistency and quality of care provided each day.

### Beneficiaries:

The grant funds and the replacement of these aging appliances would directly benefit the children, educators, and families in our child care programs, particularly in our "Under 36 Months" and "30 Months to School-Age" programs. The improvements will support cleaner, safer, and more efficient operations, ensuring that important supplies and food items are handled in sanitary and reliable conditions.

### Partners (if applicable):

If unexpected additional costs arise, we will rely on the support of our parent community to assist with delivery or installation tasks and may organize a small fundraiser to help cover any shortfall. We are committed to completing this necessary project, as the reliability of these appliances is essential to maintaining daily operations. However, with limited flexibility in our operating budget, additional costs would present a challenge, and community support would be critical in ensuring the project's

completion. We will attempt to sell the old appliances for some additional revenue, if any of them are still functional.

#### Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2025	\$5,053.05	Child Care Capital Grant
2024	\$4,693.16	Child Care Capital Grant
2023	\$4,810.55	Child Care Capital Grant



**Society:** Steveston Community Society

**Title:** Steveston Preschool Transition

**Amount:** \$4,788.98

## **Purpose: Equipment**

The purpose of our grant application is to obtain funds that can be used to purchase high quality, safe and sturdy equipment. This will improve and enhance the delivery of our licensed preschool programs and serve the community at hand in Steveston. The existing Steveston Community Centre building is set to close on December 1, 2025. The new Steveston Community Centre building is to be completed in the Fall of 2026. Our Preschool programs will relocate to a portable building in the East Hope Parking Lot in the interim until the new community centre is ready for occupancy. This school year is a transition year for our programs where we will be transitioning from the old building to the new building. In this transition year, we are running one licensed preschool program called Steveston Preschool and one Time for Twos program. A significant portion of the old furniture will not be relocated to either the temporary portable building or the new facility - highlighting the need to purchase new equipment that can serve us during the transition and that we can take to the new facility. Due to the COVID-19 pandemic and many centres in our area offering full-day child care, registration in our preschool programs in the past five years has been lower than normal. We reduced our preschool offerings from two to one licensed preschool this school year. This led to budget constraints that affected our ability to purchase new equipment. Through the City of Richmond Child Care Grant, if received, we will be able to purchase new equipment to use in our licensed preschool programs. This can ensure that the children in our program have access to quality, safe and sturdy equipment. This will improve and enhance the quality of our programs and hopefully attract more families to join our programs and boost our enrollment.

## **Service Delivery Benefits:**

These funds will help us purchase high quality, sturdy and safe equipment, which will in turn, enrich our community's experience in our licensed preschool program. The requested equipment: Carpets for Kids, Childcraft mobile cabinet and block set and the Childcraft 2-position Acrylic Mirror will improve the quality of materials being offered in the preschool program. The new equipment will be replacing the existing well-loved but worn equipment that has been in the program for many years. The Carpet for Kids is a versatile gathering space for all children in the program. A safe space for all abilities to rest, recharge, create, brainstorm or just be. The carpet increases warmth, comfort and is a soft spot in the classroom. Carpets also reduce noise in the room by absorbing noise and brightening up the room at the same time through its design and print. The Childcraft 2-position acrylic mirror is a durable material that is used by everyone in the program for imaginative play, emotional regulation and self-awareness.

A game called “Mirror Mirror” for imitation and “Emotions Detective” are some games that can be played for emotion recognition and awareness. The Childcraft mobile cabinet and block set is readily available in the program by simply rolling it to the desired location and children can engage with it. Block sets improve hand-eye coordination, fine motor skills and spatial reasoning of where and why objects are placed, how shapes and sizes fit or do not fit together while building. The requested equipment will provide more opportunities for our preschoolers to learn through play. The children in our care benefit greatly from imaginative play and are learning to use open-ended materials. All the equipment mentioned would be used on a daily basis throughout the current school year and years to come. These pieces of equipment will enhance our participants’ learning and experience in our programs through countless open-ended play experiences.

#### **Beneficiaries:**

Approximately 20 to 35 preschoolers aged 3 to 5 years old in our community who attend our licensed school year preschool program will benefit from this grant, if received. Another approximately 50 to 60 preschoolers aged 3 to 5 years old who attend our licensed daycamp programs offered in winter, spring and summer will also benefit from this grant, if received. The future participants of the Preschool programs will benefit from this high quality and sturdy equipment as well.

#### **Partners (if applicable):**

Steveston Community Society budgets for, funds and operates the Steveston Community Centre - Preschool. The Society will be responsible for any additional costs or purchases related to the project.

#### **Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2025	\$2,264.53	Child Care Capital Grant
2024	\$3,629.65	Child Care Capital Grant
2023	\$5,673.58	Child Care Capital Grant



**Society:** Thompson Community Association

**Title:** Preschool Cubbies

**Amount:** \$6,800.00

## Purpose: Furnishings

The purpose of this grant is to enhance the learning environment and daily routines within our preschool classroom by installing secure, developmentally appropriate cubbies inside the classroom. This project is designed to improve safety (reduce flight risk / ease of monitoring children), organization, and the overall quality of the preschool experience for our students. Currently, storage space for personal belongings is located outside the classroom, which can lead to several challenges, including crowded hallways, decreased supervision during transitions, and disruptions to the flow of the day. By relocating storage into the classroom, we aim to create a more structured, secure, and student-centered environment that supports both learning and independence. In addition, the current cubbies are the original ones installed since the preschool opened, and are experiencing considerable wear and tear (water damage, cracks, etc). Grant funds will be used to: - Purchase high-quality, child-sized cubbies: Each child will have an individual cubby promoting personal responsibility and organization. - Cover installation and setup costs: To ensure the cubbies meet licensing requirements and are fully integrated into the classroom space. - Enhance classroom SAFETY and supervision: With cubbies inside the room, teachers can maintain direct oversight of students during arrival, transitions, and dismissal, reducing hallway congestion and ensuring a safer environment.

### Service Delivery Benefits:

In a preschool environment, having cubbies located inside the classroom—rather than in the hallway—supports safety, organization, and the development of important early learning skills. Cubbies provide each child with a clearly defined personal space for belongings such as backpacks, coats, and comfort items. When these storage spaces are inside the classroom, teachers can closely supervise children during arrival, transitions, and dismissal, ensuring that personal items are secure and that children remain safe and accounted for. Having cubbies in the classroom also helps create smooth and calm daily routines. Preschoolers can unpack and pack up their belongings independently with gentle guidance, building early self-help skills, responsibility, and confidence. Because the cubbies are nearby, children can easily access needed items (such as change of clothing, snack or water bottle) without leaving the learning environment, reducing disruptions and maximizing instructional and play time. Additionally, in-class cubbies contribute to a warm, welcoming atmosphere. Personal spaces help children feel a sense of belonging and ownership in the classroom, which is essential for their emotional security and readiness to learn. By keeping the hallway clear, this design also reduces congestion and noise, creating a calmer, safer school environment overall. In short, in-class cubbies

support preschoolers' independence, strengthen classroom routines, enhance safety, and foster a nurturing, organized learning space.

### **Beneficiaries:**

This grant will directly benefit our entire preschool community, including students, families, and staff. - Students: The children enrolled in our program will benefit from having individual, accessible cubbies inside the classroom. These cubbies will support students' growing independence, organizational skills, and sense of belonging. Children will experience smoother daily transitions and increased safety as personal belongings are stored within the supervised classroom environment. - Families: Having clearly designated storage for each child creates a more organized and predictable arrival and dismissal process, reducing confusion and lost items. Families can trust that their child's personal items are safe and easily accessible throughout the day. - Staff: Teachers and support staff working in the preschool program will experience more efficient classroom management and improved supervision during daily routines. With cubbies inside the classroom, educators can maintain better oversight of students, spend less time managing hallway congestion, and focus more on the program and student engagement. This grant will be a long-term investment that positively impacts the entire preschool community by improving safety, organization, and daily routines, creating a more nurturing and effective learning environment for both current and future students.

### **Partners (if applicable):**

### **Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2024	\$14,263.57	Child Care Capital Grant