

## CANADA-ONTARIO EARLY LEARNING AND CHILD CARE CAPITAL FUNDING APPLICATION

#

**Intended for**

#  Peel Region Non-Profit Community-Based Licensed Child Care Providers & Government Agencies

 **2018**

**Application Submission Due:**

**March 2, 2018**

**SECTION 1 PROVIDER INFORMATION**

### Head Office Legal Name

Site Name

Site Address City

Province Postal Code

Telephone Number

Email Address

Contact Name & Position

Incorporation Number Date of Incorporation

2018-01-01

**SECTION 2 ELIGIBILITY CRITERIA**

Ontario-Canada Early Learning and Child Care (ELCC) Capital Funding can be used to create new non-profit community based capital projects for children 0-6 years of age, excluding capital projects for programs that run during school hours for kindergarten and school-age children. Capital funds may be used for retrofits, renovations or expansion projects, but cannot be used to purchase land or buildings. Projects that began after January 1, 2018 may be eligible for retroactive funding.

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| To be eligible to apply for ELCC Capital Funding, child care providers are required to satisfy the following requirements: |
| Be a licensed non-profit child care provider in Peel Region  |
| Have a current Fee Subsidy and Funding Agreement with the Region of Peel  |
| Meet the following requirements under Peel’s Funding and Policy Framework;* Engagement in continuous quality enhancement practices;
* Inclusion of children with special needs by participating in Peel Inclusion Resource Services (PIRS); and
* Inclusion of children in receipt of fee subsidy through a Purchase of Service Agreement
 |
| Have sound business management practices and be in good standing with respect to financial/contract reporting requirements for all funds provided by the Region of Peel  |
| Note: Government agencies in Peel Region are also eligible to apply for this funding. The Region will work with our partner municipalities that are interested in renovating or retrofitting existing space to create/expand licensed child care programs. |
|  |
| Providers submitting an application will be required to: |
| Submit only **one** **application per site**  |
| Consult with an Early Years Specialist prior to submitting a completed application |
| Retain the services of a consultant that is an architect/planner/engineer (or someone with comparable expertise) to oversee the scope, extent and schedule of work to be completed and to provide administration of all Contractor contracts. |
| Ensure projects are created to accommodate a maximum group size for each age grouping for children aged 0 to 6 years |
| Complete the approved capital project by **December 31st, 2018**  |

**SECTION 3 PROJECT PLAN**

**Project Purpose**

(I.e. new child care spaces that increase the number of children served by a program)

**Project Description** (provide details of the proposed project and include supporting documents i.e. Business/Project Plan)

[ ] Proposed [ ] In Progress [ ]  Completed

Consultation with      Early Years Specialist was completed on ­ 2018-01-01

Estimated Project Cost:

**$0.00**

Provider financial contribution to the project, if applicable:

**$0.00**

Capital funding amount requested:

**$0.00**

Planned project start date: 2018-01-01

Planned project completion date: 2018-01-01

Is the proposed capital project located on leased space [ ]  or owned space [ ] ?

If leased, please provide the following:

Term of Lease (years):

Site lease expiration date: 2018-01-01, option to renew lease: Yes [ ]  No [ ]

Site lease cost per square foot (including TMI):

**$0.00**

**SECTION 4 SERVICE GAP AND DEMAND**

|  |  |  |
| --- | --- | --- |
|  |  | **SERVICE LEVELS AS OF 2018-01-01** |
| Infant Toddlers Preschool JK/SK (Before and After) | Current Licensed Capacity (Before Retrofits) | Current Operating Capacity | Number of Children on Waitlist (if applicable) | Licensed Capacity After Retrofits | Net Increase in Licensed Capacity | Estimated Cost to Increase Licensed Capacity (By Age Group) |
|       |       |       |       |       | $0.00 |
|       |       |       |       |       | $0.00 |
|       |       |       |       |       | $0.00 |
|       |       |       |       |       | $0.00 |
| **Total** |  |  |  |  |  |  |

**SECTION 5 FINANCIAL INFORMATION**

 **YES NO**

1. Has your agency filed for bankruptcy or defaulted on any debt? [ ]  [ ]

If yes, please explain

1. Has your agency guaranteed loans or financial commitments of others? [ ]  [ ]

If yes, please explain

1. Does your agency have any arrears in payroll deduction or taxes? [ ]  [ ]

If yes, please explain

1. Does your agency have any arrears in rent? [ ]  [ ]

If yes, please explain

1. Please complete the projected monthly **cash flow** (attached)

**SECTION 6 REQUIRED DOCUMENTS**

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| Documents Required with your Application: |
| * Completed and signed application form
* Cash Flow Statement including projected information for the next 12 months on a monthly basis (Regional template provided)
* Most recent available Financial Statement
* Floor Plan Approval letter request to Ministry of Education
* Minimum of two (2) quotes
 |
| If your application is approved, the following documents would be required if not already on file with the Region: |
| * Region of Peel Certificate of Insurance (Liability Insurance of $5 million is required) for current year
* Articles of Incorporation & Letters Patent
* Vendor Direct Deposit Form
* Verification of non-profit status
* A Floor Plan Approval Letter from EDU
* A copy of the Board of Directors resolution or authorized person approving the capital project
* An occupancy letter from the owner, in cases where the provider leases or rents the premises in which the ELCC Capital Funding will be used, that:
* Authorizes the provider to complete the proposed ELCC Capital project; and
* States that the provider has a commitment for the continued use of the space for a minimum of 3 years following the completion of renovations

Please submit the required documents for each program site to EarlyYearsSystemDivision@peelregion.ca Please specify "Request for Community Based Capital Funding" in the subject line. |

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| **PART F : SIGNATURE\*** |
| Signature | Date |
| Signature | Date |

\*I/we have authority to bind the Agency.

**Please Note:** The amount of ELCC Capital Funding is limited; therefore the Region of Peel is not able to guarantee that funding will be available for all applications received.