

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

#

**Intended for**

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

 **2020**

**Application Submission Due:**

**March 9, 2020**

**Interested applicants are encouraged to review the application package *immediately* upon receipt as the required documents and associated criteria will take time to obtain**

**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

Click or tap to enter a date.

Is your Agency a Registered Charity? Yes [ ]  No [ ]

**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, 2020 may be eligible for retroactive funding.

To be eligible to apply for ELCC Capital Funding, child care providers are required to satisfy the following:

* 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 the Early Years and Child Care Fee Subsidy and Funding Agreement;
	+ 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
* 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.

For your application to be processed please refer to **Section 6: Required Documents**

**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 Choose an item. Early Years Specialist was completed on ­ Click or tap to enter a date.

Name of Preferred Vendor:

Estimated Project Cost (based on Preferred Vendor): **$0.00**

Provider financial contribution to the project, if applicable: **$0.00**

Capital funding amount requested: **$0.00**

Planned construction start dateClick or tap to enter a date.

Planned project completion date: Click or tap to enter a date.

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: Click or tap to enter a date. 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 2020-01-01** |
|  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 |
|       |       |       |       |       |
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| **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 operational **cash flow** (template provided)

**SECTION 6: REQUIRED DOCUMENTS**

Please refer to the Capital Funding Guideline for additional important information. This checklist is to serve as a guide for the documents that are **required** during capital project progression, and are not meant to be an inclusive list and is subject to change. Please refer to your funding agreement to ensure allrequirements are being met.

1. Consultation with an Early Years Specialist **prior** to submitting a completed application
2. A completed and signed application form (one application per site)
3. Operational Cash Flow Statement for the site (template provided by the Region)
4. Articles of incorporation/letters patent
5. Copy of lease agreement between landlord and service provider, or proof/details of building ownership (minimum 5-year commitment to the space for early years and child care operations)
6. Original As-Built drawings for the site
7. Class C or Class D (dependent on information available at the time) cost estimate completed by a Professional Quantity Surveyor. Please note, the service provider is to use the cost estimate for their budget purposes and to help inform the Region of the cost of the capital expenses. The service provider is not to share the cost with their architect or contractor; doing so will result in the disqualification of the project for any capital funding.
8. Capital Budget - Inclusive of all capital costs (template provided)
9. Parcel Register from Service Ontario (to demonstrate lien status of the property)
10. Most recent available financial statement (if not already provided to the Region of Peel)
11. A copy of your communication to the Ministry of Education informing them about your project with an intent to follow up requesting a Floor Plan Approval Letter (e.g. email, screen shot of CCLS upload of your floor plan). Please note that the Floor/Site Plan Approval letter from the Ministry of Education will be required for approved projects before any payments are issued.
12. **Retain the services of consultants including a project manager and an architect/planner/engineer to oversee the scope, extent and schedule of work to be completed and to provide administration of all Contractor contracts.**
13. Ensure projects are created to accommodate a maximum group size for each age grouping for children aged 0 to 6 years
14. Complete the approved capital project by December 31, 2020

If your application is approved, the following documents would be required if not already on file with the Region:

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.

 Any work procured and/or conducted at a non- arms length transaction will not be eligible for funding. A non-arms length transaction is a transaction between persons who were not dealing with each other at arm's length at the time of the transaction. This includes transactions between people who are related, such as members of a family, or anyone connected by blood relationship, marriage, or adoption legal or in fact.

|  |
| --- |
| **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.