



## 2019 Provincial Special Purpose Funding Program

# Guidelines

Children's Services  
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**Submission Due Date and Time: September 30, 2019 by 4:00PM**  
For additional information or assistance, please email [childcarefunding@ottawa.ca](mailto:childcarefunding@ottawa.ca)  
or call 613-580-2424 extension 24100.

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## 2019 Provincial Special Purpose Funding Program Guidelines

### Introduction

The purpose of these 2019 Provincial Special Purpose Funding Program Guidelines is to provide child care and early years service providers with information regarding the Special Purpose funding.

### Program Objectives

The Ministry of Education (the “ministry”) gives authority to City of Ottawa (the “City”) Children’s Services, as the designated Consolidated Municipal Service Manager, to plan and manage child care and early year’s services at the local level. This responsibility includes the administration of Special Purpose funding and the establishment of these Guidelines.

The authority and standards upon which these Guidelines are based follows provincial direction as per the Ministry’s and established local priorities.

[2019 Ontario Child Care Service Management and Funding Guideline](#)

[EarlyON Child and Family Centres Business Practices and Funding Guideline for Service System Managers](#)

### *Child Care*

Provincial Special Purpose Funding is available with the intent of increasing access and affordability to licensed child care programs and supporting the delivery of high-quality programs for children ages 0 to 12 through capacity building, repairs and maintenance, and transformation activities.

### *EarlyON*

Funding is available with the intent of supporting EarlyON Child and Family Centres in the delivery of high-quality programs for children ages 0-6 and their families through professional learning and capacity building.

### Application Information

The 2019 Provincial Special Purpose Funding which the City has been allocated includes four separate funding envelopes:

Application 1: Capacity Building Funding

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Application 2: Repairs and Maintenance Funding

Application 3: Transformation Funding

Application 4: EarlyON Funding

Child care applicants may apply for more than one funding envelope. Please read carefully the funding Guidelines prior to applying as each funding envelope has specific eligibility requirements and priorities.

EarlyON applicants may apply for Professional Development and Capacity Building only. Please read carefully the funding Guidelines prior to applying as the EarlyON funding envelope has specific eligibility requirements and priorities.

Please note that submitted applications do not guarantee funding approval for proposed, in progress or completed projects. Any financial or contractual agreement the applicant undertakes is at their own risk and the City takes no responsibility for any financial investments the applicant makes prior to entering into a contractual agreement.

### *Funding Priorities*

Due to the limited funding allocated to the City from the ministry, the following funding priorities have been established based on the Provincial and EarlyON Guidelines, and local priorities, including those outlined in the Children's Services Child Care and Early Years Service System Plan 2019-2023.

### *Child Care*

1. Capacity Building is intended to support professional learning and development as per the Provincial Guideline's allowable expenses to:
  - Centre-based and home-based licensees, i.e. non-profit, profit and directly operated (where funding availability is limited, priority will be given to non-profit child care service providers);
  - Agencies that provide early learning professional learning and development (including Special Needs Resourcing agencies); and/or
  - Post-secondary institutions to develop and deliver early years professional learning and development (e.g. certificate courses, workshops)

#### Established Priorities:

- a. First Aid Training – priority will be given to those who demonstrate collaboration training/leadership and professional development activities with other service providers.
- b. Child care centres that have limited capacity in business administration and/or serve children with special needs, Francophone and/or Indigenous families and children.

- c. Child care centres that have limited access to professional learning and development opportunities.
  - d. Child care centres that require support in improving program quality.
2. Repairs and Maintenance is intended to support licensed child care centres and home child care agencies that are not in compliance with licensing requirements or may be at risk of not being in compliance with licensing requirements under the *Child Care and Early Years Act, 2014 (CCEYA)*. Funding is intended to cover one-time repair and maintenance costs as per the Provincial Guideline's allowable expenses.

All licensed child care centres and home child care agencies, both non-profit and profit, are eligible for repairs and maintenance funding (where funding availability is limited, priority will be given to non-profit child care service providers). Applications will not be approved where the requested item is covered by the operator's lease agreement with their landlord.

Established Priorities:

- Providers can demonstrate they are not in compliance or are at risk of not being in compliance with licensing requirements under the *Child Care and Early Years Act, 2014*. (e.g. ministry licensing summary report);
  - Requirement or recommendation received in order to maintain legislative requirements from:
    - Ottawa Public Health;
    - Ontario Fire Code;
    - Ontario Building Code.
3. Transformation is intended to cover one-time costs for non-profit service providers only, including licensed child care centres and home child care agencies that are involved in business transformation activities and/or require business transformation supports as per the Provincial Guideline's allowable expenses.

Established Priorities:

- Amalgamation of two or more centres;
- Relocation of a child care centre;
- Retrofitting of an existing child care centre to serve younger age groups.

### *EarlyON*

Professional Development and Capacity Building Expense is intended to support professional learning and development that build the capacity of staff and non-profit volunteer board members to provide high-quality, inclusive EarlyON Child and Family

Centre programs and services. Priority may be given to EarlyON providers that serve Francophone and/or Indigenous families and children.

**Established Priorities:**

- Require support in improving quality and/or program alignment with How Does Learning Happen?
- Have limited access to professional learning.

*Conflict of Interest*

Applicants should refrain from applying for Special Purpose funding should there be a conflict of interest as per the following definitions:

- Conflict of interest is a situation where the other personal or business interests of a party are in conflict with the best interests of the operation. A conflict of interest may occur when:
  - a direct or indirect personal gain or benefit is given or received by a party or family member of a party, or;
  - a direct or indirect advantage or privilege is given to or received by a party, or a family member of a party.
- The applicant must closely monitor its relationships, arrangements, contracts and agreements and not engage in any that may result in a conflict of interest.

**Restrictions**

- The total costs for goods or services may not be divided into two or more parts to avoid the need to submit multiple quotes.
- Successful applicants may not pay with/or use any dividend or benefit card for personal gain (e.g. Air Miles, points).
- Funding can only be used for items which have been approved. Re-allocation of funds will not be approved.

**Eligibility Criteria**

All applicants must meet the applicable Provincial Guidelines and local practice to be considered for funding:

- Be located in Ottawa;
- Demonstrate financial viability, program sustainability and be in good standing with the City;
- Be a licensed child care service provider by the Ministry of Education and subject to the requirements of all pertinent legislation including the *Child Care and Early Years Act\**;

- Be incorporated and operate under a provincial or federal legislative act governing not-for-profit corporations, or be directly operated by a municipality or school board\*;
- Submit request and details of short-term project(s) or initiative(s);
- Complete capacity and transformation projects within 12 months of receiving funding;
- Complete repairs and maintenance projects by December 31, 2019;
- Enter into a funding contribution agreement with the City for the provision of funding and agree with terms and conditions of the agreement which may be adapted based on the Provincial Guidelines and local priorities including those outlined in the Children's Services Child Care and Early Years Service System Plan 2019-2023.

\*The following exceptions apply to only those applying for capacity building funding:

- Be an agency that provides early learning professional learning and development (including Special Needs Resourcing agencies);
- Be an EarlyON service provider; and/or
- Be a post-secondary institution to develop and deliver early years professional learning and development (e.g. certificate courses, workshops).

## **Application Process**

Applicants may apply for more than one funding envelope. Prior to submitting your application, please review carefully the eligibility requirements and priorities within each funding envelope to assist in the submission of a completed application.

Applications that do not provide the required information and/or do not meet the submission due date and time, will not be considered for funding.

### *Submission*

Applicants must complete the following for each funding envelope they apply to:

- Complete an online application provided by the City;
- Provide the required information/documentation for the funding envelope;
- Complete a Cost Summary Form including a detailed project description with a list of associated costs for each project within the funding envelope
- Identify highest-priority projects in the project description box and list expenses in order (highest being first) on the cost summary form;
- Submit electronic application(s) within prescribed timelines.

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### *Evaluation and Allocation*

Applications may be submitted within prescribed timelines and approval is subject to the submission of a complete application, eligibility, established priorities and availability of funding. In addition, the amount approved successful projects may be less than requested depending on the number of applications received.

All applications are subject to a three-step evaluation process:

1. Pre-screening Review to ensure eligibility criteria has been met and applicable documents (see Eligibility Checklist) have been submitted as per funding envelope requirements.
2. Project Analysis to confirm project submissions support the established priorities set by the City and determine allocation.
3. Management Approval

Applicants will receive notification of the outcome of their funding application by email. All decisions are final and there is no appeal process.

### **Payment**

Payment of approved funding will be processed once the contribution agreement is completed and signed by the applicant and City.

### **Reporting Requirements**

Recipients must keep all original receipts pertaining to approved applications for a minimum of seven years.

Recipients are required to demonstrate maintained eligibility and use of funding by reporting annually in accordance with the terms and conditions set out in the contribution agreement.

Reporting can include, but is not limited to Audited Financial Statements, a Review Engagement that verifies funding was used for its intended purpose, and a valid certificate of insurance identifying the City of Ottawa as an additional insured of the certificate holder.

### **Contact Information**

For any questions regarding the 2019 Special Purpose Funding Program Guidelines, please contact Children's Services by email at [childcarefunding@ottawa.ca](mailto:childcarefunding@ottawa.ca) or call 613-580-2424 extension 24100.



## APPLICATION CHECKLIST

**Please use this checklist to ensure that your application is complete.**

- Complete the electronic “Funding Application” form specific to the funding you are requesting:
  - Application 1: [Capacity Building Funding](#)
  - Application 2: [Repairs and Maintenance Funding](#)
  - Application 3: [Transformation Funding](#)
  - Application 4: [EarlyON Funding](#)
  
- Acknowledgement of information on application and submission to be true and accurate. Declaration to be completed/signed by a Director (Board Member) or Officer of your organization with authorized signing authority who can legally bind the organization able to certify.
- A completed Cost Summary form for each project requested. Within the Cost Summary Form, six project tabs have been provided.
- A minimum of three (3) separate written competitive quotes must be submitted for all projects more than \$2,500.00 All quotes must be for comparable items/services and must be detailed on the Cost Summary form. Quotes must be submitted via the completed electronic application form.
- Quotes must include the name of the company providing the service. Client name and address (site address for agencies with multiple sites). Reference number. Date and length of time quote is valid. Description of work. Total cost-plus tax amount. Payment terms, if applicable.
- Non-profit incorporation number are required for Transformation funding projects.
- Applicants without Contribution Agreements with Children’s Services must also include the following documents with their application:
  - Most recent Audited Financial Statements
  - A copy of liability insurance
  - A copy of lease (where applicable)
  - A complete list of the current board of directors of the child care centre. List includes the names, positions, contact information and confirmation of signing authority
  - Corporate Profile - up to date certified true copy

- Ensure all required questions in the electronic funding application form are complete.
- Supporting documents if the request for funding is related to a Child Care and Early Years Act /licensing or health and safety issues.
- Funding will support a short-term project or initiative (funding is not meant to support core funding of the organization).