



Creation or Expansion of Licenced Childcare Spaces

BEST START GRANT APPLICATION PROCESS GUIDELINES AND FORMS

Since 2005 the provincial Best Start Initiative has financially assisted with the creation of new childcare spaces in our community. Community and Family Services, Childcare Programs, in consultation with the Kingston, Frontenac, Lennox and Addington Best Start Network, is pleased to provide grant funding for further expansion of childcare spaces within the City of Kingston and County of Frontenac.

The Best Start Expansion Grant is intended for the creation or expansion of childcare spaces. Childcare program operating costs are not eligible for this funding and likewise, provision of these expansion funds neither guarantees nor implies any priority status for access to public funding for related provincial childcare programs.

Application and Approval Process

- STEP 1** Submit two (2) completed Application Forms with original signatures to Community and Family Services, Childcare Programs, 362 Montreal Street, Kingston, ON K7K 3H5. Deadline for Submissions is September 4, 2009.
- STEP 2** Applications will be reviewed by the Best Start Network Expansion Working Group who will forward their recommendations for approval to City of Kingston Community and Family Services.
- STEP 3** Applicants will be notified by September 25, 2009, if their submission will be recommended to City Council for approval.
- STEP 4** Successful Applications will be notified by October 16, 2009.

Funding Criteria Guidelines

- Funding is only available for spaces created within the geographic area of the City of Kingston and County of Frontenac.
- Each expansion project is eligible to apply for a maximum grant of \$200,000. Grant Applications may be submitted for future project costs or actual expenses incurred since February 13, 2008 or a combination of both.
- Applicants must meet all the requirements under the Day Nurseries Act.
- To support parental choice and accessibility regardless of income, applicants that receive a Best Start Expansion Grant, must have, or will enter into, a Fee Subsidy agreement with the City of Kingston.
- Successful applicants will be required to enter into a Formal Contract satisfactory to the Legal Division of the City of Kingston.
- New spaces created must be operational by March 31, 2010.
- Applicants are eligible to apply for funding based on their “Commercial” or “Non-Profit” status. Specific criteria is outlined on the Application Form.

The Application Process

Applicants will apply using the Best Start Expansion Grant Application Form (attached). All sections of the application must be completed in order for the grant application to be considered for approval.

Accountability and Reporting

Applicants are required to provide quarterly progress reports. Cash disbursements will be associated with the submission of these reports.

Applicants will be asked to report back at the end of their project, at a minimum, on the following:

- number of new spaces created
- types of spaces created (i.e. infant, toddler etc)
- opportunities and challenges
- a financial cost summary of the actual costs incurred

Creation or Expansion of Licenced Childcare Spaces

BEST START GRANT APPLICATION FORM

A. Organization

Legal Name: _____

Mailing Address: _____
(all correspondence and payments will be mailed to this address)

Contact Person: _____

Telephone: _____

Email: _____

Please add my email to Childcare Program's Distribution List to receive timely information and updates.

B. Expansion Site

Name of Facility: _____

Street Address or legal description: _____

Registered Holder of Land Title: _____

Facility Operator: _____

Existing Facility

Proposed New Facility

C. Project Information

1. Are you an existing DNA Licenced Agency? Yes No

If Yes, please attach a copy of your current licence.

If No, please contact the Ministry of Children and Youth Services Southeast Regional office before proceeding.

C. Project Information Continued

2. How many **new** licenced spaces will you create with this project?

NUMBER OF NEW SPACES _____

3. What will your **total** licenced capacity be once the new spaces have been created?

TOTAL LICENCED CAPACITY _____

4. What type of new spaces will you create (i.e. infant, toddler, etc)?

5. What date do you expect the new spaces to open (project completion date)?

COMPLETION DATE: _____

6. Please describe your company principles and key project leads qualifications and local experience with childcare services:

7. How will the proposed new spaces meet the need of the Kingston Frontenac childcare community?

C. Project Information Continued

8. Does this project fulfill any of the following identified service gaps:

- Geographic: EAST KINGSTON Program: INFANT
 WEST KINGSTON FRANCOPHONE
 SOUTH FRONTENAC ABORIGINAL

9. If you are an existing licenced childcare provider, please attach your previous year’s financial statement. FINANCIAL STATEMENT ATTACHED

If you do not yet have a licence to operate a day nursery please attach a detailed proposed budget. PROPOSED BUDGET ATTACHED

10. Have you applied for funding from other sources? If yes, please complete the following chart:

NAME OF ORGANIZATION	STATUS OF APPLICATION	AMOUNT OF FUNDING *
	<input type="radio"/> APPROVED <input type="radio"/> NOT APPROVED <input type="radio"/> PENDING	\$
	<input type="radio"/> APPROVED <input type="radio"/> NOT APPROVED <input type="radio"/> PENDING	\$
	<input type="radio"/> APPROVED <input type="radio"/> NOT APPROVED <input type="radio"/> PENDING	\$
	<input type="radio"/> APPROVED <input type="radio"/> NOT APPROVED <input type="radio"/> PENDING	\$

* If funding is approved, please enter the amount in the Proposed Budget

D. Detailed Funding Request

11. What is the status of your organization?

- Commercial** - Complete chart ‘A’ on page 4
 Non-Profit - Complete chart ‘B’ on page 4

D. Detailed Funding Request Continued

MAXIMUM GRANT AVAILABLE IS \$200,000

Please request the **ACTUAL** amount required for each category without exceeding the maximum. Where denoted with an * the maximum amount is "per space" (i.e. Toys & Equipment for 8 spaces, maximum amount = \$16,000)

Chart 'A' - Commercial Expansion

ELIGIBLE CATEGORY	MAXIMUM AMOUNT	TOTAL REQUESTED
Planning Fees, Drawings & Architect Fees	\$ 10,000	\$
Commercial Dishwasher (includes purchase and installation costs)	\$ 6,500	\$
Playground Structure (includes purchase and installation costs)	\$ 35,000	\$
Fire Alarm/Sprinkler System	\$ 8,000	\$
Fencing	\$ 10,000	\$
Toys, equipment and furniture.	* \$ 2,000	\$
TOTAL FUNDING REQUESTED:		\$

Chart 'B' - Non-Profit Expansion

ELIGIBLE CATEGORY	MAXIMUM AMOUNT	TOTAL REQUESTED
New Construction or Renovations Along with building costs the following costs are included in the Maximum Amount: <ul style="list-style-type: none"> • Plumbing • Electrical • Landscaping 	* \$ 12,500	\$
Planning Fees, Drawings & Architect Fees	\$ 10,000	\$
Commercial Dishwasher (includes purchase and installation costs)	\$ 6,500	\$
Playground Structure (includes purchase and installation costs)	\$ 35,000	\$
Fire Alarm/Sprinkler System	\$ 8,000	\$
Fencing	\$ 10,000	\$
Toys, equipment and furniture.	* \$ 2,000	\$
TOTAL FUNDING REQUESTED:		\$

E. Proposed Project Budget to Create New Spaces

12. Complete the following table with ALL costs anticipated/associated with the creation of new spaces and include revenue from ALL SOURCES.

COSTS (RELATED TO THE ESTABLISHMENT OF THE SPACES)	AMOUNT
Facility	\$
Staffing	\$
Furnishings and Equipment	\$
Materials and Supplies	\$
TOTAL COSTS	\$

REVENUE	AMOUNT
Best Start Grant	\$
Cash	\$
Other Revenue: <input type="radio"/> Private Lender <input type="radio"/> Other Grants <input type="radio"/> Other Revenue (please specify): _____	\$
TOTAL REVENUE	\$

13. Does your total budgeted revenue equal or exceed your costs? Yes No

If you answered **NO**, please contact Childcare Programs, Best Start Coordinator before submitting your Grant Application.

IMPORTANT

- Applications will not be reviewed until the application is **complete**.
- Applicant information will only be given to the contact person and application signator.
- Applicants are responsible for ensuring funding is used for eligible expenditures.
- Applicants are required to submit a final report once the project is complete.

F. Proposed Operating Budget

14. Complete the following table with anticipated operating expenses and revenue including any contingencies required to meet costs without additional supports from the City of Kingston or Ministry of Children and Youth Services.

EXPENDITURES	AMOUNT
Salaries	\$
Benefits _____%	\$
Other Costs (examples of other costs include: staff training, rent, property taxes, mortgage, office supplies, advertising, insurance, food costs, telephone, program supplies, utilities)	\$
TOTAL EXPENDITURES	\$

PROJECTED REVENUE	AMOUNT
Parent Fees (including Subsidy)	\$
Other Revenue Please Specify: _____	\$
TOTAL REVENUE	\$

PROJECTED SURPLUS/DEFICIT

Describe in detail your organizations strategy for managing a Projected Surplus or Deficit:

APPLICABLE LAW

This Grant Application and the Project itself are each subject to the provisions of all applicable law, including:

- the *Municipal Freedom of Information and Privacy Act*, RSO 1990, c. M54,
- *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1, Each proponent warrants that they have the experience training and equipment to ensure all work performed under the contract is done safely and in accordance with all applicable health and safety legislation and that they have control over the workplace and is fully responsible for the health and safety of all employees and others present on the site. Each proponent also acknowledges that the City is relying on this warranty in its decision to award the contract to the proponent
- *Ontarians with Disabilities Act, 2001*, S.O. 2001, c.32, section 13 of which statute states:
In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the council of every municipality shall have regard to the accessibility for persons with disabilities to the goods or services.

E. Declaration

I DECLARE THAT:

- I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE ORGANIZATION.
- The information contained in this application and supporting documents is true and accurate and endorsed by the applying organization.
- Any childcare spaces created will be open to children with special needs and families eligible for subsidized care.
- An accounting of spending, showing compliance with the conditions of the grant, shall be provided at completion of the project.
- Any grant awarded shall be used solely for the purposes stated within this application.
- As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted to The City of Kingston and/or its representatives.

Name: _____
(PLEASE PRINT CLEARLY)

Contact Numbers: Work: _____ Home: _____ Cell: _____

Email: _____

Signature: _____

Title: _____

Date: (DAY/MONTH/YEAR) _____



PLEASE KEEP A COPY OF THIS GRANT APPLICATION FOR YOUR REFERENCE