



2019 Funding Form – Backfill Costs (Capacity Building)

Purpose

The Ministry of Education has been providing funding to support Capacity Building within the early learning and child care sector. Your feedback provided during this time has highlighted the need for financial support to hire back-fill staff that will allow educators to attend professional learning sessions. Through Capacity Building, the Children’s Services Division is once again offering back-fill funding to support front-line educators in attending capacity building professional learning sessions.

Funding details

- Not-for-profit and commercial operators that have a current Service agreement with the Region of Durham are entitled to apply for this funding.
- Funding of \$50 for a half day and \$100 for a full day is available to support the costs of back-filling staff to attend a professional learning session.
- Funding amounts will be capped per site depending on the number of applications received.
- Organizations may apply for backfill for sessions occurring any time in 2019.
- Proof of Attendance must be submitted before payment can be made.
- Not applicable for mandatory training sessions.

Process

1. Complete the attached chart including all sessions requiring backfill funds for 2019.
2. Submit to the Program Manager Early Learning (see below for address details).
3. Applications (including proof of attendance) may be submitted any time on or before October 31, 2019.
4. Completed applications will be reviewed and funding amounts determined.
5. If your application is approved, two copies of the Letter of Agreement (LOA’s) will be forwarded to you for your signature.
6. Return both signed copies of the LOA to Children’s Services.
7. Funds will be forwarded to your organization when your LOA is returned and processed.
8. Applications received after October 31, 2019 will be reviewed if funding is available.

To access these funds, please complete the attached form, sign and return to by email to Janine.Keith@durham.ca or by mail:

The Regional Municipality of Durham
Children’s Services Division
605 Rossland Rd. E.
P.O. Box 623, Whitby, ON L1N 6A3
Attention: Janine Keith



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Organization:

Site Name:

Contact Name:

Contact Phone:

Contact Email:

Date of PD Session	Name of Employee	Name of Session	# of half Days (x\$50)	# of Full Days (x\$100)	Total
<i>Feb 6&7/15</i>	<i>Jane Doe</i>	<i>Sample Session</i>	<i>1</i>	<i>1</i>	<i>\$150</i>

Grand Total	
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Attach additional pages as necessary

Signature of director / operator

Date

If you have any questions or require support please contact

Janine Keith at (905)668-4113 x 2755 or email

Janine.Keith@durham.ca