



# 2019 One Time Funding Application Guide

## **Purpose**

The 2019 One Time Funding Application Form has been consolidated to include all funding types into one form.

The purpose of this guide is to provide step-by-step instructions for completing the application. The application is a fillable PDF and can be completed electronically, or printed and completed by hand. If completing by hand, please print neatly to ensure the application details are legible.

**For multi-site operators:** Each application must be approved by your head office and signed by the head office contact.

## **Contact**

If you have any questions about the application or the available funding, or are experiencing issues obtaining the required documentation, please contact Janine Keith at (905) 668-4113 ext. 2755 or [Janine.Keith@Durham.ca](mailto:Janine.Keith@Durham.ca).

## **Application**

### **Type of Funding Requested**

**Please select the type of funding you would like to apply for.** You may only select one option. If you would like to apply for more than one type of funding, a separate form **must** be filled out for each purchase/project.

The following descriptions provide more information about each of the funding types available:

- **Play-Based Materials and Equipment**

This funding is intended to support licensees in creating enriching environments both indoors and outdoors with open ended materials that promote children's learning and development through exploration, play, and inquiry consistent with the views, four foundations and pedagogical approaches of *How Does Learning Happen? Ontario's Pedagogy for the Early Years*. Please see the Child Care Licensing Portal on the [Ministry of Education Website](#) for additional information and refer to Section 19 of the Child Care and Early Years Act, 2014 (O. Reg. 137/15 General) for provincial requirements of play-based materials, equipment and furnishings.

- **Repairs and Maintenance (Health and Safety)**

This funding is intended to support licensees 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*. Funding is intended to cover one-time repair and maintenance costs. This may include repair or replacement of major systems, play areas, or to maintain compliance with fire, building or health codes.

- **Transformation**

This funding is intended to cover one-time costs for licensees involved in business transformation activities and/or requiring business transformation supports such as:

- Amalgamation of 2 or more licensees (including legal and lease termination fees)
- Relocation of a centre (including moving costs)
- Retrofitting an existing centre to serve younger age groups
- Technology upgrades
- Funding to home child care agencies for home visitors to facilitate potential movement of providers from unlicensed to licensed child care

## **Applicant Information**

### Organization Legal Name

- **Please provide the full legal name of the organization your centre belongs to.**
- This may be different than the name of your specific site, and may be a series of numbers.

### Head Office Name

- **Please provide the name your organization is known as. This may be the same as the organization legal name.**

### Site Name

- **Please provide the name of the specific site included in this application.**

### Site Address

- **Please provide the full mailing address of the site included in this application.**

### Contact:

- **Please provide the name (first and last), phone number, and email address of a contact person for this purchase/project.**
- If necessary, this person may be contacted requesting further information and/or questions regarding this application.

## Organization and Enrollment Information

Auspice:

- **Please select whether your organization is not-for-profit, commercial, or government operated.**

Organizational Setup:

- **Please select whether your organization is a single site, or has multiple sites.**

Service Type:

- **Please select the services your site provides.**
- Select all that apply.

Program Capacity:

- **Please use the table to provide the Licensed and Operating Capacities for each age group at your site.**
  - **Licensed Capacity** refers to the potential number of children your centre is licensed for in each age group. This may be higher than your Operating Capacity.
  - **Operating Capacity** refers to the number of children your centre currently serves for each age group.
- **Note:** Only fill out the bottom greyed-out portion of the table if you are applying for **transformation** funding. These values should reflect the enrollment changes that the funding would provide, if approved.

## Project/Purchase Details

Current Status:

- **Please select whether the project/purchase is being proposed, is currently in-progress, or has already been completed.**

Description:

**Please provide a detailed description with supporting documentation and actual estimates to demonstrate how the funds will be used to support the objective of the type of funding you are applying for.**

If you require additional space, please attach additional pages to the application with the appropriate documentation.

The following descriptions provide more information about the necessary documentation for each of the funding types:

- **Play-Based Materials and Equipment**

Applications must clearly state how purchases have been or will be used to support children's active exploration and learning through play.

Approved funding may be used to purchase non-consumable supplies or equipment that support the regular operation of the Child Care program.

- **Repairs and Maintenance (Health and Safety)**

Applications must clearly state how the program is or may be at risk of non-compliance without completing the identified project.

This may include copies of licensing, health, fire, quality assurance, or playground inspections, or other documentation as applicable.

- **Transformation**

Applications must clearly state how funding has been or will be utilized to support long-term program viability.

This may include information that demonstrates an analysis and/or strategic planning process has occurred.

## **Estimated Expenses**

- **Please provide three official estimates for the project/purchase.**
- Copies of the estimates **must** be included in your application.
- If unable to provide three estimates, please explain why.

## **Authorized Signature**

- **Please provide a full name, signature, and date for the application.**
- The person signing the application must have legal signing authority for the organization.
- A digital signature is acceptable.
- Please note that submitting an application does not guarantee a funding allocation. The Regional Municipality of Durham does not take responsibility for any financial investments the agency makes prior to entering into an agreement. Any financial or contractual agreement the agency undertakes is at its own risk.

## **Submission**

Applications may be submitted via email or regular mail to Janine Keith:

**Email:**

[Janine.Keith@Durham.ca](mailto:Janine.Keith@Durham.ca)

**Mail:**

The Regional Municipality of Durham, Children's Services Division

**Attention:** Janine Keith, Program Manager, Children's Services Division – Early

Learning 605 Rossland Road East

Level 1, P.O. Box 623

Whitby, ON

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Please note:

- Incomplete applications **will not** be accepted and will be returned for completion.
- Successful applicants will be notified once the approval process is complete.