



## 2020 Capacity Building Funding - Request for Training

### 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 secure training at an organizational level that will allow educators to attend professional learning sessions with their team. Through Capacity Building, the Children's Services Division is continuing to offer funding to child care organizations in order to secure training and development opportunities for their staff.

### 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 amounts will be capped per site depending on the number of applications received.
- Organizations may apply for funding to support training sessions that occur anytime in 2020. Any funds approved must be utilized during 2020.

### Process:

1. Submit a proposal with the details of the training including the topic, dates, costs, the number of staff to be trained and how the training aligns with 'How Does Learning Happen?'
2. Submit to the Program Manager Early Learning (see below for address details).
3. Applications may be submitted any time up to October 31, 2020.
4. Completed applications will be reviewed and funding amounts determined.
5. If your application is approved, two copies of the Letter of Agreement (LOA) will be forwarded to you for your signature. Sign and return both copies to Children's Services.
6. Funds will be forwarded to your organization when your LOA's have been returned.
7. A completed, signed copy will be returned to you after processing.
8. Applications received after October 31, 2020 will be considered if funding is available.

To access these funds, please submit your proposal electronically to Janine Keith at [Janine.Keith@durham.ca](mailto:Janine.Keith@durham.ca) or by mail to:

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

If you have any questions please contact Janine Keith at (905)668-4113 x 2755 or email [Janine.Keith@durham.ca](mailto:Janine.Keith@durham.ca)