



## 2023 Capacity Building Funding - Request for Training

### Purpose

The Ministry of Education provides funding to support Capacity Building within the early learning and child care sector. Your feedback 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 2023. Any funds approved must be utilized during 2023.

### 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, 2023.
4. Completed applications will be reviewed and funding amounts determined.
5. If your application is approved, a Letter of Agreement (LOA) will be emailed to you for your signature. Sign and return to the Children's Services Division.
6. Funds will be forwarded to your organization when your LOA have been returned.
7. A completed, signed copy will be returned to you after processing.
8. Applications received after October 31, 2023 will be considered if funding is available.

Applications are submitted through the Operator Portal by uploading your documentation into the 'Budget and Funding' folder.

If you are having difficulty with the submission process, please email [Janine.Keith@durham.ca](mailto:Janine.Keith@durham.ca).

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)