



# Guide

## 2021 Special Purpose Funding Purpose

The 2021 Special Purpose Funding Application form has been consolidated to include all funding types in 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 available funding, or are experiencing issues obtaining the required documentation, 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 form 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*. Play-based material and equipment funding may be used to purchase **non-consumable supplies/equipment** to support the ongoing regular operation of the child care program (e.g. kitchen supplies, IT etc.).

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 material, equipment and furnishings.

#### Repairs and Maintenance (Health and Safety)

This funding is intended to support licensed child care centres and home child care centres 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 (CCEYA), 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.

Documentation can be included from the Ministry, Health Department, Quality Assurance or Training Specialists to support compliance or recommendations.

## **Transformation**

This funding is intended to support program viability and facilitates child care transformation. Business transformation supports include the following one-time expenses:

- Legal costs (available only to licensees that are amalgamating)
- Lease termination costs (available only to licensees that are amalgamating and/or relocating)
- Moving costs (available only to licensees that are amalgamating and/or relocating)
- Technology upgrades (up to \$350/tablet)
- Operating funding to support the viability of licensees that are transforming their business model
- Funding to home child care agencies for home visitors to help support recruitment of home child care providers in under-served area

Please refer to the Special Purpose Funding Guide for more details.

## **Applicant Information**

### **Organization Legal Name**

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**

Provide the name your organization is known as. This may be the same as the organization legal name.

### **Site name**

Provide the name of the specific site included in this application

### **Site Address**

Provide the full mailing address of the site included in this application.

### **Contact**

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

## Program Capacity

Use the table on the application form 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 where your license capacity has expanded or changed. These values should reflect the enrollment changes that the funding would provide, if approved.

**Please be clear if your licensing capacity has expanded or changed as this may increase the funding allocation you receive.**

## Project/Purchase Details

### Current status:

Select whether the project/purchase being proposed is currently in-progress or has already been completed.

### Description

Provide a point form description with supporting documentation and actual estimates (excluding all taxes) 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, 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:

#### A. 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.

#### B. 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, training specialist involvement, playground inspections or other documentation as applicable.

## **C. 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 a strategic planning process has occurred.

## **Estimated Expenses**

Provide three official estimates for the project/purchase for projects over \$3,000.00 for Health and Safety and Transformation only. (Toys and equipment are not included). Copies of the estimates must be included in your application.

If unable to provide three estimates, please explain why.

If you have a preference on which estimate you prefer, please explain why.

## **Authorized Signature**

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 to:

The Regional Municipality of Durham, Children's Services Division  
Attention: Janine Keith, Program Manager, Early Learning  
605 Rossland Rd. E.  
Level 1, P.O. Box 623  
Whitby, ON L1N 6A3

Please note:

Incomplete applications will not be accepted.

Successful applications will be notified once the approval process is completed.