



# NEW WESTMINSTER

## 2019 Child Care Grant Program Guidelines

### 1. Purpose of the Child Care Grant Program

The City of New Westminster is committed to being an active partner in the development and maintenance of a comprehensive child care system. A comprehensive child care system is one that includes the provision of quality programs that are accessible and affordable. The Child Care Grant Program promotes quality, accessibility and affordability of highly needed child care services.

### 2. Objective of the Child Care Grant Program

To assist licensed, non-profit child care operators to develop, expand and/or enhance the delivery of child care services to families in New Westminster.

### 3. Eligibility

Licensed, non-profit child care operators are eligible to apply if:

- a. the project is located in New Westminster;
- b. the project promotes quality, accessible and affordable child care for families;
- c. the project is completed within the year of funding being approved;
- d. the project acknowledges the financial support of the City of New Westminster.<sup>1</sup>

Licensed, non-profit child care operators can apply for a second child care grant in a given grant year if they have more than one centre located in New Westminster. The project must adhere to the above provisions under eligibility and the operator will be required to complete a separate application form. Operators submitting two grant applications will need to indicate their preferred or primary project. If there are unallocated funds, then consideration will be given to funding secondary projects from operators submitting two grant applications.

### 4. Types of Eligible Projects

Child care grants will only be made for projects that are capital in nature.

Types of projects that are eligible include:

- a. physical expansion, renovation and/or repair to existing child care facilities;
- b. purchase of appliances, equipment and/or furnishings for the express use of a child care facility.

The maximum grant for a licensed, non-profit child care operator is \$5,000 per year.

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<sup>1</sup> For example, in brochures, literature, program and promotional materials.

**5. Types of Projects NOT Eligible**

- a. Ongoing operating costs such as salaries, benefits or taxes
- b. Conferences or other special events
- c. Education, professional development or training
- d. Needs assessments and research
- e. Programming
- f. Projects located outside of New Westminister
- g. Travel

**6. Payment of Grants/Evaluations**

- a. Funding will be forwarded upon completion of the project and upon receipt of acceptable verification of payment of expenses along with a brief report/evaluation – please use the Post Project/Event Form
- b. Receipts can be submitted for reimbursement at any time throughout the year
- c. The final deadline for submission of all receipts and reports is December 31 of each year – receipts submitted after this date will not be reimbursed.

For Additional Information contact:

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