



NEW WESTMINSTER

2015 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.¹

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.

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 Westminster
- g. Travel

¹ For example, in brochures, literature, program and promotional materials.

6. Application Information

- a. Applications are available at the following locations:
 - i. City Hall Reception – 511 Royal Ave
 - ii. New Westminister City Website – www.newwestcity.ca
- b. **Deadline for all applications is December 1, 2014**

7. Payment of Grants/Evaluation

- 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
- 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

Please use one of the following methods to submit a grant application:

Drop off or mail to:

City of New Westminister
Development Services Department
511 Royal Ave
New Westminister, BC V3L 1H9

Email to:

plnpost@newwestcity.ca

For Additional Information contact:

City of New Westminister
Development Services
604-527-4532