

Early Learning and Child Care Trust Fund

Application for Funding to Create New Child Care Spaces

Submission of this application does not guarantee that funding will be approved. This program is subject to the financial resources available from the Early Learning and Child Care Trust Fund. This program can be changed at any time at the discretion of the Early Learning and Child Care Project Review Board Inc.

Applicants must demonstrate that they:

- ❑ Are committed to making the new child care spaces available within six months of receiving funding; and
- ❑ Are committed to maintaining the new child care spaces for a minimum of two years;
- ❑ Are licensed in compliance with Regulation 83-85 of the *New Brunswick Family Services Act* by providing a copy of the facility's Certificate of Approval or can provide evidence that they have submitted an application to the New Brunswick Department of Education and Early Childhood Development for approval to be a child care facility.
- ❑ Have not been an owner of a Child Day Care Facility in New Brunswick that received prior funding from the Early Learning and Child Care Trust Fund and then closed.

NOTE: No owner will receive a total amount of funding from the Early Learning and Child Care Trust Fund in excess of \$200,000 from all applications (including the *Application for Funding to Create New Child Care Facilities in Minority Language Communities*) submitted by that owner.

Existing facilities:

If a renovation is required applicants must:

1. Submit the completed **Early Learning and Child Care Trust Fund Application for Project Funding**,
2. Request that the **Confirmation of Request for Expansion** (page 7 of this form) is completed by your regional Early Childhood Services Coordinator and forwarded directly to the Trust Fund Project Review Coordinator. The Early Childhood Services Coordinator must confirm that the formal request for expansion has been forwarded to the other government agencies such as the Office of the Fire Marshall and Public Health Inspection Services (if applicable),
3. Upon approval, forward a copy of the Certificate of Approval to the Trust Fund indicating the increased number of approved child care spaces.

Note: If approved, 50% of the eligible funding will be disbursed immediately and the remaining 50% will be paid once the renovation is complete and a new Certificate of Approval is received reflecting the increase in approved spaces. If the renovation does not result in an increase to the number of approved spaces then all funds provided from the Early Learning and Child Care Trust Fund must be returned immediately.

If a renovation is not required applicants must:

1. Submit the completed **Early Learning and Child Care Trust Fund Application for Project Funding**
2. Provide their previous Certificate of Approval from the Department of Education and Early Childhood Development indicating their current number of approved child care spaces; and
3. Provide their new Certificate of Approval reflecting the increased number of approved spaces.

New facilities:

New child care facilities must submit the **Early Learning and Child Care Trust Fund Application for Project Funding** and their Certificate of Approval from the Department of Education and Early Childhood Development in order for their application to be reviewed.

Applicants must NOT:

Relocate an existing Child Day Care Facility to a new location in order to qualify for funding.

1. Child Day Care Facility Approval Status

Do you operate an approved:			
Child Day Care Facility	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Community Day Care Home	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
If YES, Date of Approval: _____ (DD/MM/YYYY) (Attach copy of Certificate of Approval)			
Current number of approved spaces:			
Infants (0-24 months)			_____
Preschool (2-5 years)			_____
After school aged (5 -12 years)			_____
If NO, have you applied for approval to operate a Child Day Care Facility? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If YES, Expected Date of Approval: _____ (DD/MM/YYYY)			
If NO, Do Not continue with this application for funds until you have applied for approval to operate a Child Day Care Centre.			

2. Applicant Information

Legal Name of Owner or Corporation		
Mailing Address	City/Town	Postal Code
Street Address or P.O. Box		
Contact Name and Position	Business Phone	Business Fax
Business E-mail	Preferred Language of Communication	
	<input type="checkbox"/> French <input type="checkbox"/> English	

Type of Organization: Non-Profit Commercial/Private Other (specify)

3. Project Site (if different from above)

Facility Name		
Physical Address	City/Town	Postal Code
Contact Name and Position	Business Phone	Business E-mail

4. Request for Funding

Select the type and level of funding requested. Please note that applications for new extended hours and/or rural spaces are **one-time** funding per facility.

New infant spaces (\$2,500 per space)

Child Day Care Centre - number of new spaces:

Infants 0-15 months: _____ Infants 15-24 months: _____

Community Day Care Home - number of new spaces:

Infants 0-15 months: _____ Infants 15-24 months: _____

Total funding requested for new infant spaces: \$_____

Extended hours spaces (open until at least 7:30 p.m. or on weekends)*

Child Day Care Centre - number of new spaces: _____ (\$7,500 per facility, minimum of 8 new spaces)

Community Day Care Home - number of new spaces: _____ (\$5,000 per facility, minimum of 3 new spaces)

Total funding requested for new extended hours spaces: \$_____

* Proof of hours of operation is required to receive funding for new extended hours spaces. Please include a copy of the hours of operation as outlined in the parent handbook or the *Application for Approval or Request for Renewal* form submitted to the Department of Education and Early Childhood Development.

New rural spaces (please see the Guidelines for areas that are eligible for rural funding)

Child Day Care Centre - number of new spaces: _____ (\$5,000 per facility, minimum of 5 new spaces)

Community Day Care Home - number of new spaces: _____ (\$3,000 per facility, minimum of 3 new spaces)

Total funding requested for new rural spaces: \$ _____

5. Child Day Care Facility Approval Status of Other Facilities

In addition to the proposed facility, do you currently operate any **other** approved Child Day Care Facilities:

Child Day Care Facility Yes No
Community Day Care Home Yes No

If YES, then please provide the following information:

Name of child care facility: _____

Address: _____

Current number of approved spaces by age category:

	Number of spaces available	Number of spaces occupied
Infants (0-24 months)		
Preschool (2-5 years)		
After school aged (5 -12 years)		
Total number of spaces		

Please include the current Certificate of Approval for this facility as part of your application.

In addition to the proposed facility, have you ever operated an approved Child Day Care Facility that closed:

Child Day Care Facility Yes No
Community Day Care Home Yes No

If YES, then please provide the following information:

Name of child care facility: _____

Address: _____

Date opened: _____ Date closed: _____

Reason for closure:

Declaration

As a representative of the facility owner, I declare that:

- The information in this application is complete and accurate.
- The application is made on behalf of the organization named below with its full knowledge and consent.
- If approved, the facility owner agrees to use these funds for the purposes identified in this application.
- If approved, the facility owner is committed to making the new child care spaces available within six months of receiving funding; and to maintaining the new child care spaces for a minimum of two years.
- If approved, and funded spaces are not occupied by the end of six months from the approval date or date of opening, the facility owner will repay an amount proportional to the number of unoccupied spaces.
- I have not been an owner of a Child Day Care Facility in New Brunswick that received prior funding from the Early Learning and Child Care Trust Fund and then closed.

Further, I am aware that:

As part of the application assessment process, information contained in this application will be shared with the Early Learning and Child Care Project Review Board Inc. Any or all licensing information will be verified with the Department of Education and Early Childhood Development. This includes verifying with Early Childhood Services Coordinators the hours of operation and occupancy of spaces by age category.

Name of Facility:	
Facility Owner Signing Authority	
Name and Title:	
Signature	Date (DD/MM/YYYY)

Application check-list

In order to process your application quickly, please ensure the following documents are included:

Existing Facilities:

- ❑ Completed **Application for Funding to Create New Child Care Spaces** form
- ❑ Certificate of Approval from the Department of Education and Early Childhood Development indicating previous number of maximum spaces
- ❑ New Certificate of Approval indicating the new number of maximum spaces OR the **Confirmation of Request for Expansion** (next page) is completed by your regional Early Childhood Services Coordinator and forwarded directly to the Trust Fund Project Coordinator.

New Facilities:

- ❑ Completed **Application for Funding to Create New Child Care Spaces** form
- ❑ Certificate of Approval from the Department of Education and Early Childhood Development

Please mail completed applications to:

**Early Learning and Child Care Trust Fund
P.O. Box 22024
Fredericton, New Brunswick
E3A 5T6
Telephone: 1-877-992-9898
Email: ELCCAGJE@nb.sympatico.ca
www.gnb.ca/0017/ELCC/trustfundindex-e.asp**

Confirmation of Request for Expansion
(To be completed by the Department of Education and Early Childhood Development
regional Early Childhood Services Coordinator)

Applicant Information

Type of Child Day Care Facility: <input type="checkbox"/> Child Day Care Centre <input type="checkbox"/> Community Day Care Home		
Legal Name of Owner or Corporation		
Mailing Address	City/Town	Postal Code
Street Address or P.O. Box		
Contact Name and Position	Business Phone	Business Fax

Current number of spaces at this facility:

Infants 0-15 months: _____ Infants 15-24 months: _____
 Preschool aged: _____ After-school aged: _____

Application to increase to the following number of spaces at this facility:

Infants 0-15 months: _____ Infants 15-24 months: _____
 Preschool aged: _____ After-school aged: _____

Has this facility made a formal request to renovate or expand this facility: YES NO

If YES, have the plans been forward to the Office of the Fire Marshall the Public Health Inspection Services (if applicable) for their review?

YES – date forwarded _____

NO – date to be forwarded _____

If NO, please ask the Applicant to formally request approval to the Department of Education and Early Childhood Development for this renovation or expansion.

Once the Trust Fund Project Review Board Inc. has received this confirmation form, 50% of the eligible funding will be disbursed immediately to the applicant and the remaining 50% will be paid once the renovation is complete and a new Certificate of Approval is received reflecting the increase in approved spaces.

Comments:

 Early Childhood Services Coordinator
 (please print)

 Early Childhood Services Coordinator
 (signature)

 Date

Please mail completed form to:

Early Learning and Child Care Trust Fund
P.O. Box 22024
Fredericton, New Brunswick
E3A 5T6

Telephone: 1-877-992-9898
 Email: ELCCAGJE@nb.sympatico.ca
<http://www.gnb.ca/0000/ECHDPE/ELCC-TrustFund.asp>