

Child Care Sustainability Trust 2023/2024 Application

About the Child Care Sustainability Trust

The Child Care Sustainability Trust provides annual one-time grant opportunities for Early Learning and Child Care (ELCC) facilities including; licensed child care centres, nursery schools and licensed family/group homes to undertake infrastructure and innovative programming improvements.

The three funding streams are:

1. **Infrastructure Improvement:** Improving the physical infrastructure of the facility including:
 - Minor repairs relating to health and safety concerns
 - Major repairs or maintenance for aging centres
2. **Program Enhancement:** Expanding and improving inclusive or accessible programming and practises in facilities through new and innovative approaches. For example:
 - Pilot projects that expand or shift hours to meet the needs of their families
 - Enhanced services, such as hosting parenting, behaviour, or nutrition classes for parents while providing child care on-site outside of operating hours
 - Projects that ensure compliance with the Accessibility for Manitoban's Act. This may include physical improvements to create accessible indoor and outdoor spaces, website enhancements, translation of policies to plain or other languages
 - Tools to support positive mental health strategies for children/staff such as, equipment/materials for promoting children's positive self-esteem, creation of a relaxation space for children, etc.
3. **Professional Development:** Initiatives or projects supporting ongoing skill development of staff to enhance programming or the provision of services in an innovative way including:
 - Registration fees for conferences, short courses/workshops or consultant/training costs specific to the following topics:
 - Diversity, equity and inclusion
 - Leadership development and/or advanced management skills
 - Positive mental health training/series to support children, educators and/or families
 - Curriculum, programming, nature education
 - Other professional development that enhances programming or the provision of services in an innovative way will be considered

The total available funds for granting in the 2023/2024 application process are \$384,534.

Eligibility

All licensed child care/nursery school facilities and licensed family/group home providers are eligible to apply. The maximum available per facility for grant funding is as follows:

- \$5,000 for family/group home
- \$20,000 for child care facilities with 50 spaces or less
- \$25,000 for child care facilities with 51 spaces or more

Purchases/expenses made prior to receiving confirmation of project approval from ELCC will not be considered for reimbursement. All eligible expenses are to be made prior to March 31, 2025.

Prioritization criteria includes:

- Facilities with an average minimum utilization rate of 80% of licensed spaces
- Facilities in or serving Manitoba communities that are Indigenous, low-income, newcomer, Francophone, rural/Northern
- Facilities in communities with low child care coverage (high waitlist, few centres)
- Projects that address health and safety concerns. For example, fence for outdoor play space, countertop replacement to prevent bacteria growth

Reporting

Facilities with approved projects will be provided with a Project Tracker Update form. The form is to be completed and submitted quarterly to provide an up-to-date status of your project(s). Copies of receipts for items purchased are to be submitted on a quarterly basis. Larger projects, will require an update every three months until completion.

Proof of payment options accepted: formal receipt, detailed invoice, detailed quote for purchase, credit card statement, agreement for service with costs details.

Eligible items/costs must be purchased between the date of approval and March 31, 2025. All projects are expected to be completed by March 31, 2025.

How to Apply

Deadline: September 30, 2023

Child care facilities must submit:

- A completed application form
- A clear description of the project and a description of the facility
- An itemized breakdown of costs and/or quotations (if applicable)

Child care facilities may only submit one application per facility number, but may include more than one project.

It is anticipated that more applications may be received than can be accommodated by available funds. All eligible projects will be reviewed based on the prioritization criteria and project outcomes.

Late/incomplete applications will not be considered. Expected processing time is six to eight weeks from closing date.

Submitting the application

For optimal use of the PDF application form, download Adobe Acrobat Reader or an Adobe Acrobat product as follows:

1. A free copy of Adobe Acrobat Reader can be downloaded at <https://get.adobe.com/reader/>.
2. Download this PDF and open in Adobe Reader.
3. Fill in the application form.

Please complete and submit the completed Early Learning and Child Care Sustainability Trust Application and supporting documentation by **September 30, 2023**, and send by email to:

ELCC-ISP@gov.mb.ca with “*Child Care Sustainability Trust Application*” in the email subject line.

Or by mail to:

Child Care Sustainability Trust

Attention: Diversity and Inclusion Unit
Early Learning and Child Care Division
Department of Education and Early Childhood Learning
210–114 Garry Street, Winnipeg, MB Canada R3C 4V4

For additional inquiries, email ELCC-ISP@gov.mb.ca with the subject line “Child Care Sustainability Trust” or learn more about the Early Learning and Child Care Sustainability Trust at: www.manitoba.ca/education/childcare/centres_homeproviders/providers_resources/grants.html#sustainability_trust.

Child Care Sustainability Trust 2023/2024 Application Form

Section 1: Facility information

Name of Facility: _____ Facility ID: _____

Address: _____ Postal Code: _____

Contact Person: _____ Phone number: _____

Email Address: _____

Section 2: Eligibility

Please select the stream(s) that best describes your project:

Infrastructure Improvement

Program Enhancement

Professional Development

Project Outcomes

Your project description should clearly identify how your project meets one or more of the expected project outcome(s). Please select all that apply:

Infrastructure improvement resulting in an increase to quality/accessibility of early learning and child care services.

Enhanced programming offered by expanding cultural/inclusive practices through new and innovative approaches to early learning and child care.

Increased capacity of child care staff and/or board of directors with improved skills and knowledge in specialized areas.

Priority Criteria

Your project description should clearly identify how your project meets one or more of the expected priority criteria(s). Please select the criteria below that applies to your facility:

Facilities with an average minimum utilization rate of 80% of licensed spaces

Facilities in or serving Manitoba communities that are Indigenous, low-income, newcomer, Francophone, rural/Northern

Facilities in communities with low child care coverage (high waitlist, few centres)

Projects that address health and safety concerns. For example, fence for outdoor play space, countertop replacement to prevent bacteria growth

Section 3: Project Description

In a separate document, please provide a clear description of your project(s), including how the project will meet the needs of your facility, the chosen criteria and the chosen outcome(s) in section 2 above.

Section 4: Project costs

Total Funds Requested: _____

In a separate document, attach an itemized breakdown of requested costs (including taxes) to support the assessment of your application. Check below to confirm your attachment.

Itemized costs attached.

Section 5: Declaration

I/We agree that the information provided in this application and supporting documentation is true, accurate, and complete and agree to fulfill the required reporting expectations.

Board Chair or Delegate/Owner/Operator Name: _____

Board Chair or Delegate/Owner/Operator Signature: _____ Date: _____

Director Name (non-profit child care centre): _____

Director (non-profit child care centre) Signature: _____ Date: _____

**Child Care facilities authorize the Department of Education and Early Childhood Learning to collect information and documentation considered necessary: to verify that funds have been used to support their intended purpose and ensure accountability for provincial and federal funding, and for maintaining and analyzing statistical information as may be required by Manitoba and/or Canada.*

Submit the completed Sustainability Trust Application by **September 30, 2023** to:

ELCC-ISP@gov.mb.ca with “Child Care Sustainability Trust Application” in the email subject line.

Or by mail:

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Attention: Diversity and Inclusion Unit
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