



**SPECIAL CALL FOR
PROPOSALS JULY 2023
(OROMOCTO)**

**NEW BRUNSWICK EARLY
LEARNING AND CHILD CARE
PRESCHOOL DESIGNATED
SPACE CREATION**

**PROVINCE OF NEW
BRUNSWICK**

**Education and Early Childhood
Development Department**

SUMMARY OF KEY INFORMATION:

TYPE OF CALL FOR PROPOSAL:
Special Call for Proposal

ISSUE DATE:
Tuesday July 04, 2023

APPLICATION CLOSING DATE:
Thursday August 17, 2023, at 4:30 p.m. Atlantic time

PROPOSAL NUMBER:
SCFP.ORMOCTO.JUIL.2023.EECD

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SECTION 1 – SUMMARY OF KEY INFORMATION

Special Call For Proposals

July 4, 2023

Location: Oromocto, New Brunswick

Spaces:

- 3 Infants (0 to 23 months)
- 28 Preschool (2 years and over, prior to school entry)

Language of Service:
English

NEW BRUNSWICK EARLY LEARNING & CHILD CARE PRESCHOOL DESIGNATED SPACE CREATION

Step 1 – Application for a Designated Facility or Increase in Designated Spaces

1. POLICY 901: Space Allocation for Designated Early Learning and Child Care Facilities

This policy establishes the criteria for the allocation of spaces within designated early learning and child care facilities by the Department of Education and Early Childhood Development (the Department). It also establishes the application process and the evaluation criteria for applications for a new designated license or the expansion of spaces in existing designated facilities. See [Policy 901, Section 6.3](#) for further details.

2. ISSUE DATE: Tuesday July 04, 2023, until August 17, 2023,

3. APPLICATION CLOSING DATE: Thursday August 17, 2023, at 4:30 p.m. Atlantic time.

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SECTION 2 – ADMINISTRATIVE REQUIREMENTS

The following terms will apply to this Call for Proposals and to any subsequent contract.

2.1 Call for Proposals Terminology

APPLICANT	An individual, Early Learning and Child Care (ELCC) operators, a group of people or a business that submits, or intends to submit, a proposal in response to this “Call for Proposals.”
BUSINESS DAY	Any day other than Saturday, Sunday, or statutory holiday in the Province of New Brunswick.
BUSINESS TYPE	The type of business an applicant will choose to operate the ELCC facility; includes not-for-profit (including ELCC Homes) and for-profit.
CFP	Call for Proposals
SCFP	Special Call for Proposals as per Policy 901, Sections 6.3.4 – 6.3.6
DEPARTMENT	The Department of Education and Early Childhood Development (EECD) Province of New Brunswick
DESIGNATED FACILITY	A licensed ELCC facility that is designated by the Minister under section 15.1 of the <i>Early Childhood Services Act (Act)</i> or for which the designation is renewed under section 15.2 of the <i>Act</i>
DIVERSE POPULATIONS	Diverse and/or vulnerable children and families – including children with disabilities and children needing enhanced or individualized supports, visible minority children, children of newcomers, and of the official language minority
ELCC	Early Learning and Child Care.
INCOMPLETE APPLICATION	The Step 1 - Application for a Designated Facility or Increase in Designated Spaces must be completed in its entirety, include all supporting documentation and signed by the authorized signatory.
MUST/REQUIRED/SHALL/WILL	A requirement which must be met in order for the proposal to receive consideration.
POLICY 901: SPACE ALLOCATION FOR DESIGNATED EARLY	Policy 901 establishes the criteria for the allocation of spaces within designated early learning and child care facilities by the Department. It also establishes the

LEARNING AND CHILD CARE FACILITIES	application process and the evaluation criteria for applying for a new designated licence or the expansion of spaces in existing designated facilities. To access Policy 901 online, click here .
PRIORITY	As per the Canada-New Brunswick, Canada-Wide Early Learning and Child Care Agreement (Canada-New Brunswick Agreement) and Section 6.1 of the <i>Licensing Regulation – Early Childhood Services Act</i> , the Minister shall designate, before any other facility, an early learning and child care home or, if the operator is a non-profit organization, a full -time early learning and child care centre or a part-time early learning and child care centre.
SHOULD/MAY	A requirement having a significant degree of importance to the objectives of the Call for Proposals.

SECTION 3 - BACKGROUND INFORMATION

GENERAL OVERVIEW - NEW BRUNSWICK EARLY LEARNING AND CHILD CARE PRESCHOOL DESIGNATED SPACE CREATION PROCESS

The Government of New Brunswick (GNB) is committed to working with the Government of Canada to increase access to high quality, affordable and inclusive early learning and child care (ELCC) for New Brunswick families under the Canada-New Brunswick, Canada-Wide Early Learning and Child Care Agreement (Canada-New Brunswick Agreement). Ensuring access to ELCC supports the workforce and the development of young children.

The Canada-New Brunswick Agreement signed on December 10, 2021, included a commitment to create 3,400 new designated child care spaces for children aged five (5) years and under, prior March 2026. The Canada-New Brunswick agreement further states that 2,400 of the new spaces must be in the not-for-profit sector (which includes licensed homes) and 1,000 spaces will be in the for-profit sector.

New Brunswick is taking a multi-pronged approach to meet the objective of increasing access to quality, affordable and inclusive ELCC for New Brunswick families. The creation of these new designated spaces will focus on the greatest needs, such as infant spaces, rural communities, and vulnerable children, as identified during the engagement process.

The Department invites applicants who wish to apply for designated spaces or to expand designated spaces in ELCC facilities to take part in a Call for Proposals process.

The Call for Proposals is the new application process for the allocation of early learning and child care preschool designated spaces or to expand designated spaces. A Call for Proposals will occur at a minimum of once a year under Policy 901: Space Allocation for Designated Early Learning and Child Care Facilities. The application will include, in addition to other criteria, a viability plan for the services the facility intends to provide and the expected timeline for opening the spaces.

The Special Call for Proposals is issued in accordance with Policy 901, Section 6.3.4, in the same language and to the same community when existing designated spaces are reallocated if:

1. The community was part of the most recent call for proposal list; or
2. The loss of designated spaces represents more than thirty (30) spaces; or
3. Existing designated ELCC facilities cannot absorb the number of designated spaces lost.

3.1 Designation Program Overview

Designation status is given to licensed ELCC facilities that offer services to preschool children aged five (5) and under, prior to school entry. Designated facilities commit to working in collaboration with the government to offer equitable and affordable access to higher quality, inclusive ELCC services.

Designation enhances the quality of services through additional quality requirements. Operators of designated ELCC facilities are required to meet the following criteria:

- Be in compliance with the *Early Childhood Services Act and Regulations*.
- Offer services for children birth to five, not yet attending school.
- Follow the [Standard Parent Fee Grid](#), which means that parents cannot be charged

- more than the amount that the government has set.
- Choose and implement one of the curriculum frameworks:
 - New Brunswick Curriculum Framework for Early Learning and Child Care - English
 - Curriculum éducatif des services de garde francophones du Nouveau-Brunswick.
- Adhere to [Childcare Grants and Subsidies Regulation](#), which includes committing to implementing the low-fee policy through a subsidized fee grid and to operate within the [Market Fee Threshold](#).
- Establish a parent committee (for ELCC Centre only).
- Create annual quality improvement plans and assessments.
- Engage in ongoing professional learning.
- Use the Child Care Portals.

Application for a Licence with Designation is a two (2) step process:

Step1 – Application for a Designated Facility or Increase in Designated Spaces (Appendix A)

The Step 1 - Application for a Designated Facility or Increase in Designated Spaces (in response to a Call for Proposals – New Brunswick Early Learning and Child Care Preschool Designated Space Creation) **is Step 1** of the Application for a Licence with Designation.

Applicants are required to submit a Step 1 - Application for a Designated Facility or Increase in Designated Spaces during the Call for Proposals timelines as per criteria outlined in the *Early Childhood Services Act* and its *Regulations*, and in Policy 901, section 6.1.1 for determining the location, number and type of spaces to be allocated.

Step 2 – Application to Operate an ELCC Facility OR Application for Changes

Successful applicants must then complete **Step 2 - Application to Operate an ELCC Facility** or an **Application for Changes**, to obtain approval for a facility licence or an increase in the number of spaces for an existing designated facility.

Note: These applications do not guarantee the issuance of a licence, approval for changes to a licence or designation approval.

Preschool Designated Space Allocation

The Department must consider criteria as outlined in the *Early Childhood Services Act* and its *Regulations*, and in Policy 901, section 6.1.1 when determining the location, number and type of spaces to be allocated in designated facilities in the province.

3.2 Services Required

All applications must meet the following requirements to be eligible to obtain approval for designation for available preschool spaces:

- Services must be offered in English (same language as previous service)
- Must offer designated spaces in Oromocto New Brunswick; see chart below.

DESIGNATED SPACES		
Infants	Preschool	Total
3	28	31

3.3 Notification and Requirements for Successful Applicants

Successful applicants will be notified in writing by the Minister within 45 days after the Call for Proposals closing date.

Once the successful applicant is notified, they must immediately initiate the Step 2 – Application to Operate an ELCC Facility OR an Application for Changes. Final approval will be subject to meeting all of the requirements as per the *Early Childhood Services Act* and its *Regulations* for an ELCC licence, changes to an existing designated ELCC licence and for designation.

Applicants must open their designated facility or the new spaces in their designated facility within three (3) months of the targeted opening date specified in their proposal application. If an applicant is unable to open its designated facility or new spaces within this time frame, the designated ELCC licence or the spaces for a designated licence may be reallocated as outlined in Policy 901, Section 6.2.3-4.

SECTION 4 – GENERAL CONDITIONS

4.1 Standard Terms and Conditions

This Call for Proposals is subject to the Department’s space creation process for obtaining designated spaces in early learning and child care facilities as outlined in the *Early Childhood Services Act* and its *Regulations* and Policy 901 – Space Allocation for Designated Early Learning and Child Care Facilities. This includes criteria for the allocation of designated spaces within early learning and child care facilities, the application process for the creation or expansion of designated spaces in new or existing ELCC facilities respectively, and the evaluation criteria for awarding designated spaces to eligible applicants.

4.2 Mandatory Requirements

This Call for Proposals contains mandatory requirements. Proposals that do not meet all mandatory requirements will be rejected without further consideration.

4.3 Conditions – Right to Amend

The government reserves the right to amend or supplement the CFP, giving equal information and cooperation by way of issued addendum to all applicants as a result of any such amendment.

4.4 Proposal Information

Material, data and information accessed and used in the preparation of the proposals or provided to the government is confidential and the property of the government.

4.5 Changes to Proposal Wording

There will be no changes in the wording of the proposal after submission and no words or comments shall be added to the general conditions or detailed specifications unless requested by the Early Childhood Development Branch for clarification purposes.

4.6 Costs Incurred by Applicant

All costs incurred in the preparation and presentation of proposals in any way whatsoever shall be wholly absorbed by the applicant.

4.7 Indemnity

Unless otherwise expressly negotiated by the parties, the applicant will indemnify and save harmless the Province from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Province at any time or times where the same or any of them are based upon or arise out of or from any action taken or omitted by the applicant or by any servant, employee, officer, director or sub-contractor of the applicant pursuant to the designation.

4.8 Evaluation of Proposals

An evaluation committee will evaluate applications as per the evaluation criteria outlined in Policy 901. Only complete applications will be eligible for a review by the evaluation committee.

4.9 Acceptance of Proposals

The Department (EECD) will receive proposals from July 04, 2023, until August 17, 2023, @ 4:30 AST.

Subsequent to the submission of proposals, there shall be no obligation to receive further information, whether written or verbal, from any applicant unless otherwise requested.

The province shall not be obligated in any manner to any applicant whatsoever until an acceptance letter relating to an approved proposal has been duly executed.

4.10 Acceptance of Terms and Conditions

Unless otherwise stated by the applicant, all terms and conditions of this CFP document are assumed to be accepted and incorporated in the applicant's submission.

4.11 Proposal Selection

The Department will issue an acceptance letter to successful applicants once a decision has been made. The committee will treat all proposals with strict confidentiality and comparative information on proposals will not be divulged except where required under the *Right to Information and Protection of Privacy Act*.

4.12 Capital Funding

The Department will indicate the amount of capital funding to be issued to successful applicants

seeking to open a not-for-profit ELCC facility (including ELCC Homes) and to for-profit ELCC. This amount will be communicated in the written confirmation for successful applicants.

See **Appendix B** Capital Funding for funding details by facility type and per space values.

4.13 News Releases

Applicants shall not make news releases concerning the CFP or the awarding of the same without the written consent of the Province of New Brunswick and then only in coordination with the Province of New Brunswick.

4.14 Confidentiality and Security

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

The applicant must agree to maintain security standards consistent with security policies of the province. These include strict control of access to data and maintaining confidentiality of information gained while carrying out their duties.

Information pertaining to any department obtained by the applicant as a result of participation in this project is confidential and must not be disclosed without written authorization from the Department.

The applicant must comply with the Protection of Privacy regulations as set out in Part 3 of the [Right to Information and Protection of Privacy Act](#). The Act outlines the obligations of the Province of New Brunswick and its service providers when personal information is collected, used or disclosed. Requirements include limiting collection, use, disclosure and retention of any personal information. For information about the *Early Childhood Services Act and Regulations*, please click [here](#).

4.15 Revocation of Application

The application may be revoked for, but not limited to, the following reasons.

If the applicant's proposal:

- Is incomplete and the applicant is unable to meet the deadline.
- Does not meet licensing and designation requirements.
- Withdraws its proposal by written notice addressed to EECD.

4.16 No Lobbying

Applicants shall not initiate any communication or contact with elected or appointed officials of the government or their staff, staff of the Province of New Brunswick, or any other persons connected in any way with this Call for Proposals who have not been named as designated contacts, with the intent of influencing the CFP process. The province reserves the right, in its absolute discretion, to disqualify any applicant that fails to comply with this procedure.

4.17 Debriefing

Unsuccessful applicants may request a debriefing with the Department Designated Space Creation Team, following allocation of designated spaces to the successful applicants.

SECTION 5 – PROPOSAL CONTENT AND REQUIREMENTS

All applicants must complete an Application for Licence: Step 1 – Application for a Designated Facility or Increase in Designated Spaces to apply for designation. The information provided in the form will be used to verify the eligibility of the application and to assess feasibility, relevance and quality. Applicants must therefore complete each section of the form that applies to their situation in detail and limit their comments to the space provided.

The Step 1 - Application for a Designated Facility or Increase in Designated Spaces must be completed in its entirety, include all supporting documentation, and be signed by the authorized signatory.

Applicants seeking approval for multiple licences must submit a CFP application for each licence. Applicants are eligible to apply for multiple communities identified in the Early Learning and Child Care Preschool Designated Space Allocation Grid.

5.1 Content - Step 1 – Application for a Designated Facility or Increase in Designated Spaces

The Step 1 - Application for a Designated Facility or Increase in Designated Spaces consists of two components; the first component includes a series of sections – applicant information, type of services to be offered, information about services, statements of understanding and signature of the authorized applicant.

The second component of the application form is the Viability Plan; the applicant must answer questions and provide details about the viability of the proposed ELCC facility. Included in this Viability Plan is a financial template to indicate the financial needs of the ELCC facility, and to demonstrate the ability to implement the proposed plan and meet the anticipated financial demand.

i. Section A: Applicant Information

The applicant must be at least 19 years of age and must be the primary contact to complete the application process. The applicant will provide their first and last name, mailing address, contact details (phone, email and/or fax), and language of correspondence. The applicant will also state if they are a new operator or own an existing facility, including the name of the existing facility.

ii. Section B: Expansion of Designated Spaces - Type of Services to Be Offered

For existing ELCC operators only - the applicant will provide the name of the ELCC facility, the facility ID number, community catchment of Oromocto, Tracy and Gagetown, school district, type of ELCC facility they intend to expand (not-for-profit, including ELCC Homes or for-profit), and anticipated timeline to open (month/year). The applicant will specify whether they have already applied for a Licence with Designation or an Application for Changes for the proposed ELCC facility changes. The applicant will also include the facility civic address, mailing address, and state whether the designated spaces will be offered in a school or not. If yes, provide the name of the school. Applicants will also be asked to indicate if the facility will be located in the operator's home.

iii. Section C: New ELCC Facility - Type of Services to Be Offered

For new operators only – specific to this call for proposal, the community catchment will be Oromocto, and the school district will be Anglophone School District – West. The applicant must indicate the type of ELCC facility they intend to open (not-for-profit, Homes or for-profit) and anticipated timeline to open (month/year). Applicants will specify if they have already submitted an Application for a Licence with Designation for the ELCC facility. Applicants will also include the civic address, if assigned, mailing address of the ELCC facility and indicate whether the designated spaces will be offered in a school or not. If yes, provide the name of the school. If no, indicate if the facility will be located in the applicant’s home or not.

iv. Section D: Services Information

In this section, applicants must complete all fields. Applicants will need to provide the number of spaces to be offered per age group (infant and/or preschool spaces), operating hours, and extended operating hours (if applicable), language of curriculum (English or French). Language of curriculum offered must be the same language of curriculum as offered by the previous ELCC designated facility; language of curriculum for this Special Call for Proposals is English. Applicants are also required to state if services will include overnight child care.

v. Section E: Statement of Understanding

The applicant has the responsibility to read this section carefully, acknowledging that all information provided in the previous sections are true and accurate, and confirm consent of the *Right to Information and Protection of Privacy Act* (RTIPPA).

vi. Signature of the Applicant/Primary Contact

The applicant must print their name, date, and sign the application form before submission, to authenticate the information provided.

vii. Appendix A: Viability Plan

Applicants must include all the information requested with their proposal package and are advised to refer to the template provided for additional information.

5.2 Mandatory requirements

- a) Submissions **must** be received in their entirety by the time and date indicated in this document.
- b) Submissions **must** be signed by the applicant who is authorized to sign and bind the application to statements made in their submission.
- c) Submissions **must** include the document **Step1 – Application for a Designated Facility or Increase in Designated Spaces** provided by the Department, located on the Department’s website and Operator Portal.

5.3 General Requirements

One proposal must be submitted for each anticipated licence application ([Early Childhood Services Act](#)), clearly stating the school district and community where the applicant is proposing to provide

services. Each application will be evaluated and assigned a score for the services they are proposing to provide.

A proposal should not exceed 10 pages - not including the application form.

5.4 Appendices/Attachments

All materials submitted as appendices/attachments with the proposal should be clearly indicated. Materials not documented by the applicant will be considered as extraneous information. This list of attachments should also contain a brief description of the attached material, including what information can be gained by the evaluation team from its examination of the material.

SECTION 6 – SUBMISSION OF PROPOSALS

6.1 Number of Copies and Delivery of Proposals

Each applicant **must** submit:

- 1) One electronic copy (PDF format) of the proposal, sent by email to the Department with a clear subject line, including the applicant's name, proposal number: SCFP.ROMOCTO.JUIL.2023.EECD on/before call for proposals closing date and time.

Email : EECDPortal-PortailEDPE@qnb.ca

AND

- 2) Two original hard copies, in a sealed package with the proposal number (SCFP.ROMOCTO.JUIL.2023.EECD), to be sent by mail or delivered to the Department. Hand deliveries can be made between 8:15 a.m. and 4:30 p.m., Monday to Friday inclusive. Mailed documents must be postmarked by call for proposals closing date.

Mailing address: Department of Education and Early Childhood Development
Early Learning and Child Care Preschool Designated Space
Creation – Special Call for Proposals July 4, 2023
Place 2000, 250 King Street
P.O. Box 6000
Fredericton, N.B. E3B 5H1

NOTE:

- The original and hard copy will be retained by the Early Childhood Development Branch of EECD.
- All copies must be identical; it is the responsibility of the applicant to ensure that all copies are identical.

- Late proposals will not be accepted.
- Modifications to the application cannot be made after the closing date.

SECTION 7 – EVALUATION PROCESS

7.1 Evaluation Committee

All complete applications received by the deadline will be reviewed by an evaluation committee comprised of representatives from within the respective school district of the proposed ELCC facility and government departments:

AREA OF EXPERTISE	DEPT	COMMITTEE ROLE
Early Childhood Services – Licensing (Central)	EECD	Evaluator
Financial Analyst	EECD	Evaluator
Business & Economic Development	ONB	Evaluator
Local Governance	ELG	Evaluator
Member of the District Education Council (DEC) – Anglophone sector	Not Applicable	Evaluator
Regional School District Representative	EECD	Consultant
Early Childhood Services – Licensing	EECD	Consultant

7.2 Evaluation Criteria

The evaluation of proposals will be conducted using a one-stage process, based on a technical evaluation. Applicants who meet the evaluation criteria and receive the highest score(s) will be eligible to receive designation status.

7.2.1 Mandatory Criteria

i. **COMMUNITY NEEDS**

The applicant will seek to open designated spaces in response to the closure of ELCC designated spaces in the same community catchment.

ii. **INFANT SPACES**

The applicant will indicate if infant spaces are offered, specifying the age group and the number of spaces.

7.2.2 Other Criteria

iii. **PRIORITY**

The applicant will indicate if the service will operate as a not-for-profit ELCC Centre or an ELCC Home. As per the Canada-New Brunswick Canada-Wide Early Learning and Child Care Agreement and Section 6.1 of the *Licensing Regulation – Early Childhood Services Act*, the Minister shall designate, before any other facility, an early learning and child care home or, if the operator is a non-profit organization, a full -time early learning and child care centre or a part-time early learning and child care centre.

iv. **POPULATION SERVED**

The applicant will seek to offer services in the same language and to the same

community when existing designated spaces are reallocated.

The applicant will answer the questions and provide some detailed information, to show the potential needs in the community (e.g., immigration needs/forecasts, inclusive practices), or how they demonstrate a strong connection to community needs and identify new/existing partnerships to support the populations within.

v. **VIABILITY PLAN (each section will be evaluated according to the information provided)**

The Viability Plan – Community Impact must:

- Demonstrate one component that will impact the community;
- Demonstrate 2-3 components that will impact the community; show desire to partner with others to support the growth of the community and the ELCC facility; or
- Demonstrate more than 3 components that will impact the community; identify existing partnerships or share ideas to partner with others to support the growth of the community and the ELCC facility.

The Viability Plan – Budget must:

- Provide a budget that only includes one source of revenue (e.g., parent fees) and 1-2 expenses. Does not forecast costs or revenue to indicate viability of ELCC;
- Provide budget that demonstrates more than one source of revenue and 3-4 expenses. Forecasts of ELCC viability is limited; or
- Provide a detailed budget that demonstrates multiple sources of revenue, understanding of government funding (e.g., when payments are issued, and approximate values), infrastructure costs, staffing, projected revenue, anticipated revenue, costs for materials (replenishable items and larger equipment), insurance costs, anticipated or necessary renovations and/or construction (if applicable) etc. Demonstrates viability of ELCC with realistic projections and assumptions.

vi. **INFRASTRUCTURE**

The applicant must state if a verbal agreement exists or indicate plans to acquire space; or demonstrate purchase or lease of location for ELCC facility.

vii. **RECRUITMENT AND RETENTION**

The applicant must:

- Offer a basic plan to promote the business and share employment opportunities; and offer some incentives to retain staff;
- Demonstrate an understanding of the current challenges in the ELCC sector; share a detailed plan to seek qualified educators; employ reflective practices to understand the needs of staff; and offer meaningful incentives (e.g., health/dental coverage).

viii. **VALUE ADDED CRITERIA**

The applicant may provide additional criteria with significant detail about the value it will

bring to the community or families.

7.2.3 Score

The Total Minimum Score of 50 (50/100 points) must be achieved for the proposal to be given further consideration.

Successful applications will be recommended until the number recommended for infant and preschool spaces is met.

NOTE: If the minimum score is not met in any category, the application will not be processed further.

SECTION 8 – QUESTIONS AND INQUIRIES

All inquiries related to this Call for Proposals are to be directed in writing to the EECD Designated Space Creation Team responsible of this process, at the following address:

**Department of Education and Early Childhood Development
Early Learning and Child Care Preschool Designated Space Creation
Special Call for Proposals – July 2023
Place 2000, 250 King Street
Fredericton, N.B. E3B 5H1**

Tel: 1-833-221-9339

Email: EECDPortal-PortailEDPE@gnb.ca

- Applicants should include a contact name, a mailing address, and a FAX number/email address (if available) on all correspondence. When submitting an email, ensure that the subject line includes “ELCC Call for Proposals Question”.
- Questions received before noon every Friday will be collected and summarized. Responses will be made available to all applicants on a weekly basis (every Tuesday by 2 pm), before the closing date, through the issuance of an amendment/addendum to a Frequently Asked Questions document. Answers will be posted on the website: www.gnb.ca/childcare.
- To view previous Call for Proposal questions that may support your application, please visit the Frequently Asked Questions listed. To view the list, click here: [Frequently Asked Questions](#)
- Further questions will not be accepted after Friday, August 11, 2023.
- Information obtained from alternate sources cannot be considered official and/or accurate.

Step1 – Application for a Designated Facility or Increase in Designated Spaces

The application document is available in PDF (form-fillable) and Word format.

Current ELCC operators can obtain the document through the Operator Portal.

All applicants will be able to obtain the document by visiting the website: www.gnb.ca/childcare.

Appendix B

Capital Funding – Call for Proposals July 4, 2023

Capital Funding Categories

There are three Capital Funding Grants available:

- 1) Designation Start-Up Funding: New Licence ELCC Coordination Grant
- 2) New Space Creation Implementation Grant
- 3) Expansion for Infants Spaces Grant – Renovations

Designation Start-Up Funding: New Licence ELCC Coordination Grant		
<p>Who Is Eligible: Successful applicants for the building of new infrastructure, including major renovations to infrastructure. (Applicants will only be eligible for one New Licence ELCC Coordination Grant per licence)</p>		
Description	Facility Type	Coordination Grant
<p>One-time grant to provide funding to cover a portion of the cost for:</p> <ol style="list-style-type: none"> 1) Project coordinator AND/OR 2) Architect and Engineer fees 3) Financial analysis and long-term viability 4) Exterior Playground Plan 5) Parking Plan <ul style="list-style-type: none"> • Funding is per licence. • 75% of funding will be available after the confirmation of the number of spaces, timeline of project AND 25% once the complete application licence package is confirmed by EECD. 	ELCC Home	Up to \$6,000
	ELCC Centre For-Profit	Up to \$ 270,000
	ELCC Centre Not-For-Profit	Up to \$270,000

New Space Creation Implementation Grant

Who Is Eligible:

All successful applicants who are opening a new licence for an ELCC Centre or ELCC Home.

Description	Facility Type	Per Infant Space	Per Preschool Space
One-time grant to support the implementation of quality and inclusive new infant and preschool spaces, such as pedagogical materials, indoor and outdoor equipment, etc. <ul style="list-style-type: none"> 100% of funding will be provided with a complete licence application package approved by EECD. 	ELCC Home	\$5,000	\$500
	ELCC Centre For-Profit	\$5,000	\$500
	ELCC Centre Not-For-Profit	\$5,000	\$500

Expansion for Infant Spaces Grant – Renovations

Who Is Eligible:

All successful applicants (who are current ELCC operators) who are creating **NEW infant spaces** AND **expanding infant spaces** linked to the Policy 901 exemption for infant spaces for not-for-profit ELCC Centres and ELCC Homes.

Description	Facility Type	Infant Space
One-time grant to renovate an existing facility to increase the number of infant spaces in ELCC Centres and ELCC Homes to meet ECD and Fire Marshall and Public Health requirements. <ul style="list-style-type: none"> 75% of funding will be available once licence changes are approved by EECD with the remaining 25% being available once the spaces are available to families. 	ELCC Home	\$3,000 per space
	ELCC Centre For-Profit – Infant	\$10,000 per space
	ELCC Centre Not-For-Profit – Infant	\$10,000 per space

Capital Funding will be released when:

- Articles of Incorporation and a list of all directors if the applicant is a corporation, are provided to the Department (if applicable).
- A vendor number from Service New Brunswick has been received.