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 the new child care spaces being occupied within six months of receiving funding;
- are committed to maintaining the new child care spaces for a minimum of two years from the date the application is approved;
- 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:

- When the opening of a new child day care facility is the result of a change in ownership (one operator selling a facility to another operator) – the new operator can apply for funding only if the number of spaces is in excess of the number of spaces that were indicated on the Certificate of Approval of the previous operator. Hours of operation and occupancy by age group of the first operator will be confirmed with the Department of Education and Early Childhood Development in order to determine eligibility of the new operator.
- If a new child day care facility opens in the same location in which an approved child day care facility had operated previously (but was not purchased directly from the previous operator), the new facility will be eligible for funding from the Early Learning and Child Care Trust Fund only if there has been a cessation in services at that location for a minimum of 3 consecutive months for a community day care home or 6 consecutive months for a day care centre.
- 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.

Child day 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.

Distribution of funds for applications approved after January 1, 2013

Payment of eligible funds to approved child day care facilities receiving over $10,000 will be provided in the following installments:
• 60% will be given upon approval of application
• 20% upon receipt of the 12 month report (provided funded spaces are occupied)
• 20% upon receipt of the 24 month report (provided funded spaces are occupied)
• If an operator submits more than one application then the value of all applications will be added together in order to determine if the payment schedule applies.

1. Child Day Care Facility Approval Status

<table>
<thead>
<tr>
<th>Do you operate an approved:</th>
<th>Child Day Care Facility ☐ Yes ☐ No</th>
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</thead>
<tbody>
<tr>
<td>Community Day Care Home</td>
<td>☐ Yes ☐ No</td>
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</tbody>
</table>

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? ☐ YES ☐ 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

<table>
<thead>
<tr>
<th>Legal Name of Operator</th>
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<tbody>
<tr>
<td>Street Address or P.O. Box</td>
</tr>
<tr>
<td>Contact Name and Position</td>
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<tr>
<td>Business E-mail</td>
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Type of Organization: ☐ Non-Profit ☐ Commercial/Private ☐ Other (specify)

Is the child day care facility located in a school: ☐ YES ☐ NO

3. Project Site (if different from above)

<table>
<thead>
<tr>
<th>Facility Name</th>
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<tbody>
<tr>
<td>Physical Address</td>
</tr>
<tr>
<td>Contact Name and Position</td>
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</table>
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 (see Application Guidelines to determine eligibility)**
  - **Child Day Care Centre** - number of new spaces: ______ ($7,500 per facility, minimum of 8 new spaces)

  - **Child Day Care Centre - After School Program only** - number of new spaces: _________
    ($5,000 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: $_______________

- **Rural spaces (please see the Application Guidelines for areas which qualify for rural funding)**
  - **Child Day Care Centre** - number of new spaces: ______ ($5,500 per facility, minimum of 5 new spaces)

  - **Community Day Care Home** - number of new spaces: ______ ($3,500 per facility, minimum of 3 new spaces)

  Total funding requested for new rural spaces: $_______________

5. Previous Funding from the Early Learning and Child Care Trust Fund

Have you previously been approved for funding from the Early Learning and Child Care Trust Fund?  □ YES  □ NO

If yes then please provide the following information regarding those applications and provide the current Certificate of Approval with this application:
Name of child day care facility: ___________________________________________
Address: ____________________________________________________________
Number of funded spaces: ______________________________________________
Amount approved: ______________________________________________________
Date approved: _________________________________________________________
Is this facility still in operation: ☐ YES ☐ NO

Name of child day care facility: ___________________________________________
Address: ____________________________________________________________
Number of funded spaces: ______________________________________________
Amount approved: ______________________________________________________
Date approved: _________________________________________________________
Is this facility still in operation: ☐ YES ☐ NO

6. 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:

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<thead>
<tr>
<th></th>
<th>Number of spaces available</th>
<th>Number of spaces occupied</th>
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</thead>
<tbody>
<tr>
<td>Infants (0-24 months)</td>
<td></td>
<td></td>
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<tr>
<td>Preschool (2-5 years)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>After school aged (5-12 years)</td>
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<td></td>
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<tr>
<td><strong>Total number of spaces</strong></td>
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</table>
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 operator agrees to use these funds for the purposes identified in this application.
- if approved, the operator 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 from the date the application is approved.
- 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.

<table>
<thead>
<tr>
<th>Name of Facility:</th>
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<table>
<thead>
<tr>
<th>Facility Owner Signing Authority</th>
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<table>
<thead>
<tr>
<th>Name and Title:</th>
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<tr>
<th>Signature</th>
<th>Date (DD/MM/YYYY)</th>
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Application check-list

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

- Completed Application for Funding to Create New Child Care Spaces form
- Certificate of Approval from the Department of Education and Early Childhood Development
- Parent Handbook (only if applying for extended hours funding)

Applications must be mailed to:

Early Learning and Child Care Trust Fund
P.O. Box 22024
Fredericton, New Brunswick E3A 5T6
Telephone: 1-877-992-9898
Email: ELCCAGJE@gnb.ca
http://www.gnb.ca/0000/ECHDPE/ELCC-TrustFund.asp