Early Learning and Child Care Trust Fund
Application for Funding to Create New Child Day Care Facilities in
Minority Language Communities

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.

The Early Learning and Child Care Project Review Board Inc. recognizes the need for more
approved child care spaces across New Brunswick. Approved child care spaces in the minority
language of a community can be especially difficult to find. To help address this, a new funding
category has been created under the Early Learning and Child Care Trust Fund to help support the
creation of new child care spaces ($2,000 per space) in the minority language of the community in
which the Child Day Care Facility is located.

Applicants must demonstrate that they:

- are opening a NEW child day care facility in the official language (English OR French) which is
  the minority language in that particular community. All spaces at the new child day care
  facility must provide services in the official minority language at all times;
- are meeting a demonstrated need for child care in a community where there are not sufficient
  services in the minority language of that community. If the applicant operates other child day
  care facilities the occupancy rates by age category must be provided as part of the
  demonstration of the need for the proposed new facility;
- are fostering the preservation and promotion of the language and culture of children in the
  linguistic minority in the community where the child day care facility is located. Applicants
  must provide an explanation to support how this will be done;
- are providing full day child care services for children aged 0-5 years. Part time preschool
  services are eligible but they must be offered on a full time basis (i.e. one class in the morning
  and another in the afternoon). Funding is limited to the creation of spaces for preschool aged
  children, and afterschool programs are not eligible
- are committed to occupying the new child care spaces 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; and
- 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.
- have not been an operator 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 of spaces
  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 operator 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 Spaces) submitted by that operator.

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.

**Distribution of approved funds**

Applications may be submitted prior to receiving a Certificate of Approval from the Department of Education and Early Childhood Development however no funding will be disbursed until the Child Day Care Facility has completed the approval process and provides the Early Learning and Child Care Project Review Board with a Certificate of Approval from the Department of Education and Early Childhood Development. Funding will be disbursed according to the ACTUAL number of spaces for children aged 0-5 years that are created.

**General Information**

1. **Child Day Care Facility Approval Status**

<table>
<thead>
<tr>
<th>Do you operate an approved:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child day care facility</td>
</tr>
<tr>
<td>Community day care home</td>
</tr>
</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>Type of Child Day Care Facility:</th>
<th>☐ Child day care centre ☐ Community day care home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name of Operator</td>
<td></td>
</tr>
<tr>
<td>Street Address or P.O. Box</td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>Postal Code</td>
</tr>
<tr>
<td>Contact Name and Position</td>
<td>Business Phone</td>
</tr>
<tr>
<td></td>
<td>Business Fax</td>
</tr>
<tr>
<td>Business E-mail</td>
<td>Language of Service: ☐French ☐English</td>
</tr>
<tr>
<td>Type of Organization:</td>
<td>☐ Non-Profit ☐ Commercial/Private ☐ Other (specify)</td>
</tr>
<tr>
<td>Is the child day care facility located in a school:</td>
<td>☐ YES ☐ NO</td>
</tr>
</tbody>
</table>

### 3. Proposed Project Site (if different from above)

<table>
<thead>
<tr>
<th>Facility Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City/Town</td>
</tr>
<tr>
<td></td>
<td>Postal Code</td>
</tr>
<tr>
<td>Contact Name and Position</td>
<td>Business Phone</td>
</tr>
<tr>
<td></td>
<td>Business E-mail</td>
</tr>
</tbody>
</table>

### 4. Language of Service

To be eligible facilities must provide services in the official minority language (mother tongue of less than half of the population) of that community.

Visit the website below to determine the minority language in your location based on the 2011 Census of Population:

2. Enter the community name where the child care facility will be located
3. Complete the information below
Based on the Community Profile please provide the following information:

Name of community searched: _________________________________________

<table>
<thead>
<tr>
<th>Mother tongue</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total population</td>
<td></td>
</tr>
<tr>
<td>English only</td>
<td></td>
</tr>
<tr>
<td>French only</td>
<td></td>
</tr>
<tr>
<td>English and French</td>
<td></td>
</tr>
<tr>
<td>Other language(s)</td>
<td></td>
</tr>
</tbody>
</table>

5. Request for Funding

As per the 2011 Census of Population (see link above) please state the number of children in your community:

Aged 0-4 ______________

Aged 5-9 ______________

Number of spaces to be created in the proposed child day care facility:

Infant (0-24 months): ______________

Preschool (2-5 years): ______________

Please provide a detailed plan outlining how the proposed child day care facility will meet the needs of the community. In particular please provide information on all of the topics listed below:

1. What are the child care needs of the community?
2. Will you offer child care services in the official minority language of the community in which the facility noted in this application will be located?
3. How will your proposed child day care facility foster the preservation and promotion of the language and culture of children in the linguistic minority in the community where the child care facility is located?
4. Does the number of spaces for infant and preschool aged children reflect the population size of these age categories?
5. Will your proposed child day care facility provide services to outlying communities? If yes then please also provide the population information specific to those locations.
6. Using information from Government of New Brunswick website (http://www.gnb.ca/0000/ECHDPE/ELCC-DayCare.asp) please state the number of existing child care facilities and spaces offering services in the minority language in the community in which the proposed child day care facility will be located?
7. How will you ensure the spaces in your proposed child day care facility will be occupied?
8. How will the funding be allocated?
The following documentation must be provided with the plan described above:

A. A photocopy of the Application for Approval (submitted to the New Brunswick Department of Education and Early Childhood Development)
B. A 12 month projected budget for the proposed child day care facility.

Applications which do not provide all of the information required above will not be reviewed. Each proposal will be assessed based on the detailed information provided. Applicants must demonstrate the need for the proposed facility and how they will deliver child care services in the minority language in order to receive funding under this program.

6. 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
7. **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 centre: [ ] YES [ ] NO
- Community day care home: [ ] YES [ ] NO

If YES, then please provide the following information:

- Name of child day care facility:
- Address:

**Current** number of approved spaces by age category:

<table>
<thead>
<tr>
<th></th>
<th>Number of spaces available</th>
<th>Number of spaces occupied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants (0-24 months)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preschool (2-5 years)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>After school aged (5 -12 years)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total number of spaces</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</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 centre: [ ] YES [ ] NO
- Community day care home: [ ] YES [ ] NO

If YES, then please provide the following information:

- Name of child day care facility:
- Address:

Date opened: _____________________ Date closed: _____________________
Reason for closure:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________


Declaration

As the operator of the proposed facility, 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 operator agrees to use these funds for the purposes identified in this application.
- if approved, the facility operator is committed to occupying the new child care spaces available within six months of receiving funding; and to ensuring that the new child care spaces remain occupied 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 operator 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.

Name of Child Day Care Facility:

Facility Operator Signing Authority

<table>
<thead>
<tr>
<th>Name and Title:</th>
<th></th>
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</table>

Signature ___________________________ Date (DD/MM/YYYY) __________

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