



## Early Years Centre Expansion Capital Grant

### What is the Early Years Centre Expansion Capital Grant?

The Early Years Centre Expansion Capital Grant is a one-time only grant to support creation of new licensed early learning and child care spaces within new or existing infrastructure where there is a demonstrated need and where growth would include new infant and/or toddler aged children. Applications will be considered through a competitive intake process.

### What is the value of the grant?

A maximum of \$200,000 is available to support expansion which could include new construction, renovations and/or purchase of equipment for eligible projects.

This grant is continuous intake, meaning that the application window will remain open until the program funding is depleted.

### Eligibility:

- Eligible applicants include:
  - Designated Early Years Centres
- The applicant must be in compliance with all EYC criteria and funding agreement requirements, including 90% enrollment capacity or greater.
- The applicant must *NOT* be approved for the PEI Early Years Centre Low Interest Loan Pilot Program.
- The applicant must have the authority to undertake the proposed project/building improvements.
- The applicant must create infant and toddler spaces as part of their project.
- The applicant must utilize the Early Learning and Child Care Registry to fill the new spaces.
- The project facility must be committed to child care for at least 5 years.
- The applicant must provide three quotes for proposed renovations and approvals, and quotes for proposed new items required.

Applications will be evaluated based on merit, sustainability and suitability using an Early Years Centre Expansion Capital Grant Rating Form. Scoring will involve a weighted score that will consider program delivery priorities such as number of infant and toddler spaces, location, and cost efficiency.

**Program may be subject to change at any time and not all applications meeting the minimum assistance criteria outlined will receive funding.**

**Instructions:** Complete the form by filling in the spaces provided. Print clearly if completing the form by hand. Additional sheets may be attached to the application if more space is required. Remember to include all additional information requested.

**Centre Profile**

**A. Applicant Information**

Name of Centre					
License Number					
Physical Address of Facility					
Mailing Address					
Corporate Registry Business Number					
I have not received approval for the Pilot EYC Low Interest Loan Program (check one)					
True		False			
Contact				Title	
Phone		Fax		Email	

**B. Program Information**

	Spaces Approved on License or Requested on License Application	Current Enrollment	
		Part Time	Full Time
Infant (0-22 mos)			
Toddler (22-36 mos)			
Preschool (36 mos-school age)			

## Application

1. **Project Overview** Provide a brief summary and be clear to identify how the proposed funding will support the creation of new licensed early learning and child care spaces.

Please indicate whether your project will include the following priority child care services:

- Care for infants (age 0-22 months) or toddlers (age 23 months – 3 years)
- Extended hours of care: Centre operation outside of standard operating hours (Monday to Friday, 7 am to 6 pm) and/or on weekends.
- Care for children of parents working at an adjacent business or facility (workplace child care)

Please also provide commentary on the following considerations:

- How the project will address accessibility to accommodate those with physical accessibility requirements
- How the project will meet licensing requirements for indoor and outdoor activity space

**Anticipated start date of work:** \_\_\_\_\_

**Anticipated end date of work:** \_\_\_\_\_

**Anticipated opening date for new spaces:** \_\_\_\_\_

Do you own the space (property/building) that houses the Early Years Centre? \_\_\_\_\_

Do you lease the space that houses the Early Years Centre? \_\_\_\_\_

If so, **please attach a letter of approval** from the company you lease the space from to this application

## 2. Number of new spaces

Please indicate the proposed number of new spaces to be created through this project

Age	Number of new spaces to be created through this project
Infant (0-22 mos)	
Toddler (22-36 mos)	
Preschool (36 mos-school age)	

## 3. Capital Improvements and Program Equipment

**Budget.** Provide a budget estimate of the proposed capital improvements and equipment. Attach 3 quotes for the proposed capital improvements and any required approvals (for example, zoning approvals, building permits, parking etc). For equipment, provide a budget estimate of the proposed new items required and please submit quotes to match the estimated costs.

Item	Description	Estimated Cost
Total Estimated Cost		
<b>Total Capital Improvement Grant Requested</b>		

#### 4. Expansion Plan

Please provide an expansion plan that describes your plans for:

- Staffing
- Parent engagement
- Parking with safe drop off and pick up
- Infant transition
- Pedagogical support for staff
- HR support
- Consideration of physical space to meet needs of all children for inclusion (i.e. suitable space for IBI)
- Workload distribution plan to support the expansion

**Please attach additional pages, if needed**

**5. Additional Information**

- Please attach the following to this application:
  - A Comfort Letter from the Canada Revenue Agency to demonstrate proof of good standing.
  - Current program and staff policies, including a parent engagement policy that fosters a culture of parent engagement, allows for planned and spontaneous visits from parents during operational hours, and provides opportunities for families to be involved and included in the program.

Provide any additional information which may support your application.

## Authorization

I agree to:

- Not submit an application for the Early Years Centre Expansion Low-Interest Loan Pilot Program for this project.
- Ensure that the project facility is utilized for child care for at least 5 years.
- Utilize the Early Learning and Child Care Registry to fill the new spaces.

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**Applicant (Print Name)**

**Title**

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**Organization**

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**Signature**

**Date**

## Important Information

**Submission** Completed forms may be dropped, mailed, emailed or faxed to:

**Early Years Centre Expansion Capital Grant**

c/o Yvette Winchester

Department of Education and Early Years

250 Water St., Suite 101. Summerside, PEI C1N 1B6

Email: [ymwinchester@gov.pe.ca](mailto:ymwinchester@gov.pe.ca)

Fax: 902 438-4874

**Questions** Lisa Bernard at [lbernard@gov.pe.ca](mailto:lbernard@gov.pe.ca) or by phone at 902-438-4843

**PRIVACY STATEMENT:** Personal information on this form is collected under Section 31(c) of Prince Edward Island's Freedom of Information and Protection of Privacy Act and will be used to determine and verify, in conjunction with other supporting documents, eligibility for the Early Years Centre Expansion Capital Grant, as well as statistical information. If you have any questions about this collection of personal information you may contact Doreen Gillis, Director of Early Childhood Development, Education and Early Years at 902-393-3325.

**For Office Use Only**

Date application was received: \_\_\_\_\_

Recommend Approval

Do Not Recommend Approval

Comments:

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## Rating Guidelines for Scoring

This information will be reviewed and evaluated by a review committee using a weighted score on the following criteria:

- Key considerations from project applicant:
  - Project start date, end date and anticipated opening date for new spaces
  - Whether the following priority child care series will be offered:
    - Care for infants (age 0-22 months) or toddlers (age 22 months – 36 months)
    - Extended hours
    - Care for children of parents working at an adjacent business or facility
  - Consideration of accessibility to accommodate those with physical accessibility requirements
  - Consideration of licensing requirements for indoor and outdoor activity space
  - Proposed number of new spaces to be created through the project.
  - Proposed number of new infant (under 22 months) or toddler (age 22-36 months) spaces to be created through the project.
  - Expansion plan that considers
    - Staffing
    - Parent engagement
    - Parking
    - Infant transition
    - Pedagogical support for staff
    - HR support
    - Consideration of physical space to meet needs of all children for inclusion (i.e. suitable space for IBI)
    - Workload distribution plan to support the expansion
  - Current program and staff policies, including open door policy for parents
  - Any other factors or considerations that may strengthen the proposed project
- Review committee considerations
  - Number of children age 0-4 in the geographic area.
  - Number of licensed child care spaces for infants (under 22 months), and toddlers/preschool (22 months-school entry) in the geographic area.
  - Number of children on the Early Learning and Child Care Registry for the geographic area.
  - Number of new child care spaces in development (to be completed within 1 year) in the geographic area.
  - Cost per space to be created
  - Additional information such as municipal zoning information, licensing information, past learnings from previous successful projects, potential operators, potential licensed capacity
  - Not-for-profit status of the Early Years Centre operator involved in the project
  - Previous experience of applicant in operating a centre and hiring staffing positions