

Frequently Asked Questions Child-Care Capacity Initiative (Centre-Based)

What is the Child Care Capacity Initiative (CCCI) Program?

- CCCI is a funding program through the Early Learning and Child Development Division of the Department of Education that offers funding to incorporated, Non-profit organizations or municipalities for the creation of regulated childcare spaces throughout Newfoundland and Labrador, especially rural, linguistic, minority and Indigenous communities in the province.
- Funding is available to offset the costs in:
 - determining a need for child-care and/or;
 - creating/expanding regulated child care spaces in the community, where existing space requires renovations to meet the Child Care Act and Regulations (<https://www.gov.nl.ca/education/childcare/resources/>);
 - purchasing start-up costs such as program materials, equipment, and furnishings.

Who can apply for Child Care Capacity funding?

- Registered not-for profit organizations or municipalities in good standing with Company and Deeds Online or
- Where a community member or membership identifies a need for childcare in the community, but is not an incorporated, not-for-profit organization the group may:
 - Approach a not-for profit organization (e.g. Family Resource Centre, municipal town council, community/faith-based, and/or school-board for sponsorship *or*
 - Form an incorporated community-based organization to work as a sponsoring agency.

What are the steps involved in applying for CCCI funding?

- **The general steps include:**
 - Contact a Regional Child Care Capacity Consultant in your Region of the province: <https://www.gov.nl.ca/education/department/contact/#section>
 - Work with the Consultant to:
 - Complete an exploratory profile to determine if the project is viable (i.e. research community need – live birth registry for the area, assess whether existing services are available within a geographical catchment, etc.).
 - The Exploratory Profile is used to determine whether CCCI Funding is required to either proceed to:
 - a) **Phase 1: the Needs Assessment/Analysis Phase or**
 - b) **Phase 2: the Developmental phase: (may be a multi-tiered process depending on the scope of the project)**
 - c) **Phase 3:the Start-Up/Operational phase**

What are the typical stages of development for the CCCI process?

Phase 1 – Needs Assessment (if applicable to determine community needs)

- \$17/hour for 35 hours per week for up to four (4) weeks to complete tasks including:
 - Survey community child care needs
 - Scope potential partners
 - Assess/secure any additional funding sources

- Identify potential facilities/locations with the capacity to expand/renovate to include childcare spaces
- Identify any potential Early Childhood Educators
- Prepare a recommendation to:
 - Not proceed with the Project or
 - Submit an application to the regional office of the Department of Education for Phase 2 – Developmental funding

Phase II – Developmental – (this phase is multi-tiered)

- \$17/hours for 35 hours per week for up to ten (10) weeks to complete tasks including:
 - Collaborate with the applicable Departments and Agencies including the Department of Education to develop a work plan for the project.
 - Obtain at least three (3) quotes for:
 - The costs of professional fees for the development of the building plans by a Professional Architect or Engineer;
 - The costs of a fire suppression system where one is required to operate a childcare facility;
 - **Note:** Quotes/estimates must be from incorporated companies registered with Workplace NL, carry adequate insurance, and follow the requirements of the Procurement Act wherever applicable.
 - Obtain building plan approval from the Departments of Education **and** Digital Government and Service NL.
 - Complete all required applications and paperwork for the renovation including ordering developmentally and culturally appropriate materials and equipment.

Phase III – Final

- \$17/hour for 35 hours per week for up to six (6) weeks for the Administrator role to support the project through the licensing process to complete tasks including:
 - Prepare the Program Proposal
 - Prepare the facility for opening
 - Hire staff
 - Complete and submit documentation to transition to the Operating Grant Program (OGP)

What are the eligibility costs for CCCI funding?

- Eligible expenses depend on the scope of the project including:
 - Whether an exploratory profile and/or needs assessment is required;
 - the number and age groups of proposed new spaces;
 - the geographical location;
 - the availability of resources.
- It is paramount that applicants work collaboratively with the Regional Child Care Capacity Consultant to discuss budgetary categories.
- CCCI takes a phased approach to costs associated with the project and considers the following categories to off-set expenses (Note: HST, Shipping are included in the figures and capped at a maximum rate):
 - Personnel/Human resource costs including Mandatory Employment Related Costs;
 - Travel;

- Administrative supplies (e.g. computer, survey supplies);
- Renovation Costs (e.g. professional building plans, fire suppression systems, space per diem, kitchen/office/staff/laundry/staff washroom facilities);
- Start-up Costs (e.g. program materials, equipment, consumable items)

What is the role of the Developmental Worker/Administrator?

Where a Not for Profit organization or municipality has requested and been approved for CCCI funding, they may hire a Developmental Worker, for up to 20 weeks employment, to develop, coordinate facilitate and oversee the completion of the project. Please refer to the section on Phases of the project for recommended timelines.

The Developmental Worker/Administrator is responsible for completing tasks such as, but not limited to, the following:

- Completing and submitting application forms and other required documentation
- Working directly with the Board of Directors and/or municipality to develop and carry out a budget and work-plan for the project.
- Developing, distributing and collating a survey to the community to determine the child care needs of the community
- Assessing potential partnerships within the community to support/secure financial partnerships, potential spaces in existing facilities, etc.
- Scoping the available resources in the community including the availability of human resources and staffing requirements.
- Securing any necessary quotes, permits and approvals necessary to carry out any work to be completed.
- Developing a staffing model
- Other related duties as outlined in the Contribution Agreement (e.g. working knowledge of the Child Care Act and Regulations if applicable)

What other factors should an organization consider prior to availing of CCCI funding?

- CCCI funding operates on a range, dependent on the factors such as the type and number of newly created spaces, and is intended to offset the costs of creating spaces. Applicants should have other revenue sources/partners secured.
- CCCI does not cover the costs to purchase land or purchase or construct a building
- Once licensed the applicant is committed to:
 - participating in the Operating Grant Program and setting parent fees as indicated in the program policies;
 - operating the Centre for the minimum length of time, as indicated in the Contribution Agreement (e.g. A minimum of two years for funding up to \$150,000; 3 years for funding up to \$250,000, etc.)

What is the Contact information for the Child Care Capacity Initiative?

General Enquiries: ccccapacity@gov.nl.ca

Child Care Services by Region

Central East EDU Regional Office – West of Clarenville
2nd floor Provincial Bldg.
3 Cromer Avenue
Grand Falls – Windsor, NL A2A 1W9
Telephone: 1-709-292-6283
Fax: 1-709-292-4179
Email: barbarafudge@gov.nl.ca

Central East EDU Regional Office – Clarenville and East
P. O. Box 430
33 Cathedral Street, Taylor Building
Harbour Grace, NL A0A 2M0
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141 Hamilton River Road
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