



Start-Up Grant

**CWELCC Licensed Child Care
Expansion 2024-2027**

**LANARK COUNTY CHILDREN'S SERVICES
INTENT TO EXPAND CENTRE-BASED FULL-DAY LICENSED CHILD CARE SERVICES
CWELCC START-UP GRANT EXPRESSION OF INTEREST**

Thank you for your interest in the creation of new, affordable, accessible, inclusive and high-quality **CWELCC child care spaces for children under the age of six** in Lanark County. For more information, please refer to Lanark County's Website: [CWELCC Key Objectives](#).

Please submit completed Expression of Interest (EOI) forms, including anticipated date of space creation, and completed Operating Budget by email to cs@lanarkcounty.ca.

Application date:

SECTION 1 : AGENCY INFORMATION

Agency Legal Name:

Operating Name:

Email:

Contact Person:

Phone:

Position/Title:

Address:

Agency Type:

City / Town:

Auspice:

Postal Code:

Municipality:

SECTION 2 : PROGRAM INFORMATION FOR PROPOSED EXPANSION

Child Care Site Name:

Address:

Licence Number:

City / Town:

Type of Care:

Postal Code:

Municipality:

PROPOSED EXPANSION OF SERVICES

IMPORTANT: Start-up grants must fund projects required for child care facilities to be created, retrofitted, renovated, and/or expanded to accommodate a **maximum group size** for each grouping for children under the age of six.

Schedule 1: Requirements for Child Care Centres				
Age Category	Age Range	Ratio of Employees to Children	Max Children in Group	Proportion of Employees that Must be Qualified
Infant	<19months	3:10	10	1/3
Toddler	19-30 months	1:5	15	1/3
Preschool	30 months - 6 yrs	1:8	24	1/6

Proposed Expansion - Details

Licensed Capacity

Number of Rooms

- Infant (up to 18 months)
- Toddler (19 up to 30 months)
- Preschool (2.5 up to 4 years)
- Family Age Grouping

TOTAL

Anticipated date of creation of the new spaces:

Has your agency conducted a needs analysis related to the proposed expansion? Please describe the steps taken (i.e. community survey, consultations, waitlist data, etc.).

Please provide a brief description of how this proposed expansion will create additional licensed child care spaces for one or more of the following groups. Please check all that apply.

- | | |
|--|--------------------------------------|
| Children living in low-income families | Children of newcomers to Canada |
| Children with special needs | Francophone children |
| Indigenous children | Lanark County priority neighbourhood |
| Black and other racialized children | |

Please include a brief description of how this proposed expansion will support labour market participation, including through flexible models of child care to support parents who are occasional, part-time or shift workers?

SECTION 3 : ESTIMATED START-UP GRANT AND ADDITIONAL FUNDING REQUIREMENTS (IF APPLICABLE)

Eligible centre-based applicants can receive a grant of up to \$350,000 for every 20 child care spaces created. Eligible home child care licensees can receive grants of up to \$1,200 per CWELCC space created, to a maximum of \$7,200 per provider. These amounts are retroactive to January 1, 2024.

Will any changes to outdoor space be required as a result of the expansion of child care spaces in the centre to continue to comply with Section 24 of O.Reg. 137/15?

Total indoor square footage required for the new spaces. Please be sure to only include indoor square footage required as outlined in Section 16 of O.Reg. 137/15 under the *Child Care and Early Years Act, 2014*.

Description of Eligible Expenses for Licensed Child Care Centre

Play materials, equipment and furnishings (both indoors and outdoors) as outlined in Section 19 of O.Reg. 137/15 under the *Child Care and Early Years Act, 2014*.

Non-consumable supplies/equipment to support the ongoing regular operations of the child care program (e.g. appliances, IT, supplies to support learning environments while adhering to health and safety requirements).

Renovations, additions or repairs to licensed full day child care facilities or potential child care facilities as approved by Lanark County.

Changes to outdoor play space that are required as a result of the expansion of child care spaces in the centre so that the licensee continues to comply with section 24 of O.Reg. 137/15 under the *Child Care and Early Years Act, 2014*.

Leasehold improvements.

Description of Eligible Expenses for Licensed Home Child Care Centre

Play materials, equipment, and furnishings (both indoors and outdoors) as outlined in Section 27 of O. Reg. 137/15 under the Child Care and Early Years Act, 2014 that can be transferred between home child care licensees as required.

TOTAL Amount Requested

Is the agency seeking additional funding from other sources in order to support with this project (i.e. provincial/federal one-time funding opportunities)?

If yes, please provide amount and details. Amount from other sources:

Please provide project overview and corresponding funding requirements with approximate date when funding would be required.

Item/Action/Milestone	Approximate Date	Amount (\$)
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Total Amount Requested

Do you anticipate facing any challenges with the proposed expansion? (i.e. staffing programs)

If yes, please describe the anticipated challenges and proposed solutions.

SECTION 4 : PROGRAM VIABILITY/FEASIBILITY

Please describe the steps that your agency has taken to determine program viability/feasibility of the proposed expansion.

SECTION 5 : TERMS OF APPLICATION

Please read and check each box to confirm agreement and understanding for each term and condition listed below.

I understand that CWELCC Start-Up Grant funding applications will be considered on a case-by-case basis. Approval is subject to the submission of a completed CWELCC Start-Up Grant application form and supporting documents, program eligibility, availability of funding and alignment with the Lanark County's Early Years and Child Care Service Plan including the local directed growth plan.

I understand that the agency wishes to apply for CWELCC Start-Up Grant funding and, as such, commits to participate in the CWELCC system for the remainder of the current CWELCC agreement (March 31, 2026).

I understand that this is an application to determine eligibility for CWELCC Start-Up Grant funding and that approved agencies will be required to sign or amend an existing Purchase of Service Agreement with Lanark County Children's Services.

I understand that if the agency ceases their operations, Lanark County must recover the Start-Up Grant funding and return to the Ministry as part of regular financial reporting processes.

I understand the CWELCC Start-Up Grant funding requirements as outlined in the Ministry of Education and Lanark County's policies and guidelines and requirements set out under O. Reg 137/15.

I understand that the agency must provide sufficient and detailed financial information for review in accordance with the funding, accountability and reconciliation process as determined by Lanark County's policies, guidelines and reporting requirements.

I understand that any adjustments and recoveries of funding will be determined at the discretion of Lanark County's reconciliation process, policies and in accordance to Ministry of Education guidelines.

I understand that the agency must provide access to the agency's financial information and acknowledge that Lanark County will conduct random financial compliance audits each year to ensure accountability and confirm compliance with terms, conditions, requirements, policies and guidelines.

I understand that the work must be completed and the Start-Up Grant funding spent by December 31 of the year the new spaces are to be created.

I understand that the agency must prioritize the creation of and access to new licensed spaces for children 0-6 years in communities with vulnerable children and children from diverse populations (low-income families, children with special needs, Indigenous children, Black or other racialized children, children of newcomers to Canada, and official language minorities).

*Start-Up Grants exclude capital projects for licensed child care programs that run during school hours for kindergarten and school-aged children and before and after school programs.

CERTIFICATION

As a signing authority for this agency, by signing below, I attest that I understand the implications of submitting this application. I further attest that the information included in this application and all applicable supporting documents is accurate at the time of submission and that any funds provided through the CWELCC Start-Up Grant program will be used only as intended and directed by Lanark County and the Ministry of Education. I have authority to bind the agency.

Title :

Date (yyyy-mm-dd) :

Authorized Signing Officer:

To be considered, completed forms and supporting document(s) must be submitted to cs@lanarkcounty.ca.

NOTICE OF THE COLLECTION OF PERSONAL INFORMATION

The County of Lanark Social Services collects personal information under the legal authority of the *Child Care and Early Years Act, 2014, S.O. 2014, Chapter 11, Schedule 1, s 71 (1)*. The information is used to determine eligibility for CWELCC Start-Up Grants and other child care funding opportunities where applicable (i.e. General Operating Grant, Fee Subsidy).

QUESTIONS OR INQUIRIES ABOUT THIS COLLECTION, USE OR DISCLOSURE SHOULD BE ADDRESSED TO:

Lanark County Social Services - Children's Services Department

By email: cs@lanarkcounty.ca