



Community and Social Services Department

Children's Services Funding Policy Statements

August 2019

General Operating Funding

Purpose

General Operating (GO) funding is intended to support the costs of operating licensed child care programs in order to reduce wait times and fees for services, stabilize service levels and increase access to high-quality affordable child care and early learning services.

Application

Child care service providers (CCSPs) wanting to apply for funding may request an application through Ottawa.ca. Applications may be submitted throughout the funding year and approval is subject to the submission of a complete application, eligibility and availability of funding.

Eligibility

All applicants must meet the applicable Provincial Guideline and local policies to be considered for funding:

- Be located in the city;
- Demonstrate financial viability, program sustainability and be in good standing with the City;
- Be incorporated and operate under a provincial or federal legislative act governing not-for-profit corporations, or be directly operated by a municipality or school board;
- Be a licensed CCSP by the Ministry of Education and subject to the requirements of all pertinent legislation including the *Child Care and Early Years Act*;
- Demonstrate the ability to meet minimum wage and mandatory benefits requirements without operating funding;
- Agree to accept children who require a fee subsidy;
- Agree to use of the Child Care Registry and Waitlist (CCRAW);
- Agree to maintain reasonable child care rates as approved by Children's Services; and
- Enter into a funding contribution agreement with the City for the provision of funding and agree with terms and conditions of the agreement which may be adapted based on the Provincial Guideline and local priorities including those outlined in the Children's Services Child Care and Early Years Service System Plan 2019-2023.

Calculation of Funding

Funding is allocated equitably and in a transparent manner to meet program objectives and local needs. Funding calculations are adapted based on the Provincial Guideline and local priorities including those outlined in the Children's Services Child Care and Early Years Service System Plan 2019-2023.

City Contribution

Children's Services operating budget includes 100% municipal funding that will be used to enhance provincial funding.

Allowable Expenses

The Provincial Guideline dictates allowable expenses and are subject to annual change:

- Staff wages and benefits (can only used to offset salary costs over and above the licensees' regulatory requirements for minimum wage and mandatory benefits);
- Lease and occupancy costs;
- Utilities;
- Administration;
- Transportation for children;
- Resources;
- Nutrition;
- Supplies; and maintenance.

Inadmissible Expenses

The Provincial Guideline dictates inadmissible expenses and are subject to annual change:

- Bonuses (including retiring bonuses), gifts and honoraria;
- Debt costs including principal and interest payments related to capital loans, mortgage financing, and operating loans;
- Property taxes;
- Non-arm's length transactions not transacted at fair market value;
- Fees paid on behalf of staff for membership in professional organization such as the College of Early Childhood Educators are inadmissible; and
- Any other expenditure not listed under the allowable expenses section.

Reporting Requirements

Recipients are required to demonstrate maintained eligibility and use of funding by reporting annually in accordance with the terms and conditions set out in the contribution agreement.

Reporting can include, but is not limited to Audited Financial Statements, a Review Engagement that verifies funding was used for its intended purpose, and a valid certificate of insurance identifying the City of Ottawa as an additional insured of the certificate holder.

Authority and Standards

Child Care and Early Years Act, 2014 (CCEYA)

Ontario Child Care Service Management and Funding Guideline (the "Provincial Guideline")

Children's Services Child Care and Early Years Service System Plan 2019-2023

Fee Subsidy Funding

Purpose

Fee subsidy funding is intended to help families, in most need, to access high quality licensed child care services by financially assisting with the cost of care.

Child Care Service Providers

Application Process

Child care service providers (CCSPs) wanting to accept families with a fee subsidy may request a General Operating (GO) application at Ottawa.ca. Applications may be submitted throughout the funding year and approval is subject to the submission of a complete application, eligibility and availability of funding.

Eligibility

All applicants must meet the applicable Provincial Guideline and local policies to be considered for funding:

- Be located in the city;
- Demonstrate financial viability, program sustainability and be in good standing with the City;
- Be incorporated and operate under a provincial or federal legislative act governing not-for-profit corporations, or be directly operated by a municipality or school board;
- Be a licensed CCSP by the Ministry of Education and subject to the requirements of all pertinent legislation including the *Child Care and Early Years Act*;
- Agree to accept children who require a fee subsidy;
- Agree to use of the Child Care Registry and Waitlist (CCRAW);
- Agree to select children in order of highest priority on the CCRAW;
- Agree to maintain reasonable child care rates as approved by Children's Services; and
- Enter into a funding contribution agreement with the City for the provision of funding and agree with terms and conditions of the agreement which may be adapted based on the Provincial Guideline and local priorities including those outlined in the Children's Services Child Care and Early Years Service System Plan 2019-2023.

Calculation of Fee Subsidy Funding

Funding is allocated to CCSPs with a contribution agreement for fee subsidy, who are accepting subsidized children into care within their licensed capacity.



Funding calculations will be based on the CSSP's full fee rate and enrolment of subsidized children. In the case where a parent is required to pay part of the fee for child care services, the City collects the partial fee from the family and pays the CCSP the full cost of care.

Reporting Requirements

Recipients are required to demonstrate maintained eligibility and use of funding by reporting annually in accordance with the terms and conditions set out in the contribution agreement.

Reporting can include, but is not limited to Audited Financial Statements, a Review Engagement that verifies funding was used for its intended purpose, and a valid certificate of insurance identifying the City of Ottawa as an additional insured of the certificate holder.

Parents / Families

Application

Families wanting to apply for fee subsidy may complete an application through the online CCRAW at Ottawa.ca. Applications may be submitted throughout the year and approval of fee subsidy funding is subject to the submission of an eligible application, availability of child care spaces and funding.

Eligibility

All applicants must meet the applicable Provincial Guideline and local practice to be considered for funding:

- Be a resident in the city of Ottawa;
- Demonstrate a financial need; and
- Have a recognized need for child care.

Eligibility is based on the provincial income test prescribed by O. Reg. 138/15 - Funding, Cost Sharing and Financial Assistance made under the *Child Care and Early Years Act, 2014*. For parents in receipt of Ontario Works (OW) and Ontario Disability Support Program (ODSP), they are deemed automatically eligible for a full subsidy.

Calculation of Funding

Funding allocations and calculations will be adapted based on the Provincial Guideline and local priorities including those outlined in the Children's Services Child Care and Early Years Service System Plan 2019-2023.

Due to the City's high demand for fee subsidies and need to prioritize access to child care fee subsidy, the City uses the following local policies to complement the standard income test:

Priority Criteria

The City uses priority criteria that may be adapted based on local priorities in the CCRAW to ensure the most vulnerable families have access to licensed child care.

- The following income levels will be prioritized:
 1. Social Assistance recipients (OW/ODSP)
 2. Families living below Low Income Cut-Off (LICO)
 3. Families earning between \$20,000 and \$40,000 (net)
 4. Families earning more than \$40,000 (net)

- In order of priority, consideration will be given to the following employment-related activities:
 1. Social assistance recipients who are exiting OW/ODSP for employment
 2. Social assistance recipients with eligible participation agreements
 3. Families with former child care subsidies returning from parental leave
 4. Full-time employment (more than 30 hours per week)
 5. Part-time employment
 6. Looking for employment

- In order of priority, consideration will be given to the following training-related activities:
 1. Completing high school
 2. Social assistance recipients who are exiting OW/ODSP for post-secondary education
 3. Equivalency for Foreign Credentials
 4. Second Language Training
 5. Completing college / apprenticeship
 6. Completing undergraduate work
 7. Completing graduate work

- Other Priorities:
 - Single parent family
 - First Nations/Inuit/Métis family
 - Child with a documented recognized need
 - Parent with documented illness or disability
 - Exceptional emergency situations

Subsidy Follows the Child

The City uses a fee subsidy model that allows the subsidy to follow the child to increase access by allowing eligible families to choose child care that best meets their needs. A CCSP must have space available within their licensed capacity and signed contribution agreement with the City for a family to access care.



Reporting Requirements

Recipients must have their subsidy file reviewed at minimum once a year. This annual review practice involves a reapplication process by which a recipient must resubmit required documents in order to reassess ongoing eligibility. A subsidy file may also be reviewed at any time throughout the year in order to maintain up-to-date information and eligibility.

Authority and Standards

Child Care and Early Years Act, 2014 (CCEYA)

Ontario Child Care Service Management and Funding Guideline (the "Provincial Guideline")

Children's Services Child Care and Early Years Service System Plan 2019-2023

Special Needs Resourcing Funding

Purpose

Special Needs Resource (SNR) funding is to be used to support the inclusion of children with special needs in licensed child care settings, including home child care, and approved recreation programs at no additional cost to parents.

Application Process

Service providers wanting to submit a request for offer may do so through the procurement process available at Ottawa.ca. The procurement process is held in an open and fair manner, within prescribed timelines based on funding availability, to select a preferred provider(s) to ensure unmet local needs are fulfilled.

Eligibility

All applicants must meet the applicable Provincial Guideline and local policies to be considered for funding:

- Be located in the city;
- Demonstrate financial viability, program sustainability and be in good standing with the City;
- Be incorporated and operate under a provincial or federal legislative act governing not-for-profit corporations, or be directly operated by a municipality or school board; and
- Enter into a funding contribution agreement with the City for the provision of funding and agree with terms and conditions of the agreement which may be adapted based on the Provincial Guideline and local priorities including those outlined in the Children's Services Child Care and Early Years Service System Plan 2019-2023.

Criteria for Prioritization of Eligible Applications

The selection of successful applicants will be based on merit (highest scores upon evaluation of applications received). The criteria may include, but is not limited to:

- Profile of organization (experience, staffing complement, financial stability and viability);
- Ability to meet required program objectives;
- Ability to meet the needs of the local population;
- Level of organizational readiness;
- Breadth and strength of proposed partnerships;
- Additional criteria specific to the Francophone and Indigenous Services.

Calculation of Funding

Funding is allocated based on the diverse and changing needs of children, families and communities to enhance the local special needs services and supports. Funding calculations



will be adapted based on the Provincial Guideline and local priorities including those outlined in the Children's Services Child Care and Early Years Service System Plan 2019-2023.

City Contribution

Children's Services operating budget includes 100% municipal funding that will be used to enhance provincial funding.

Allowable Expenditures

The Provincial Guideline dictates allowable expenditures and are subject to annual change:

- Hire or acquire the services of a resource teacher/consultant and/or supplemental staff where necessary (including salary and benefits) to support the inclusion of children with special needs;
- Provide professional development opportunities to support staff in licensed child care settings working with children with special needs and their parents/families to support inclusion; and
- Purchase or lease specialized/adaptive equipment and supplies to support children with special needs.

Reporting Requirements

Recipients are required to demonstrate maintained eligibility and use of funding by reporting annually in accordance with the terms and conditions set out in the contribution agreement.

Reporting can include, but is not limited to Audited Financial Statements, a Review Engagement that verifies funding was used for its intended purpose, and a valid certificate of insurance identifying the City of Ottawa as an additional insured of the certificate holder.

Authority and Standards

Child Care and Early Years Act, 2014 (CCEYA)

Ontario Child Care Service Management and Funding Guideline (the "Provincial Guideline")
Children's Services Child Care and Early Years Service System Plan 2019-2023

Special Purpose Funding

Purpose

Special Purpose funding is intended to strengthen the early years sector by building capacity and assisting with business transformation costs, play-based materials, small water works, repairs and maintenance, and other sector priorities to support the provision of high-quality programs for children ages 0 to 12.

Application

Service providers wanting to apply for funding may request an application through Ottawa.ca. Applications may be submitted annually within prescribed timelines and approval is subject to the submission of a complete application, eligibility, established priorities and availability of funding.

Eligibility

All applicants must meet the applicable Provincial Guidelines and local practice to be considered for funding:

- Be located in Ottawa;
- Demonstrate financial viability, program sustainability and be in good standing with the City;
- Be a licensed child care service provider by the Ministry of Education and subject to the requirements of all pertinent legislation including the *Child Care and Early Years Act**;
- Be incorporated and operate under a provincial or federal legislative act governing not-for-profit corporations, or be directly operated by a municipality or school board*;
- Enter into a funding contribution agreement with the City for the provision of funding and agree with terms and conditions of the agreement which may be adapted based on the Provincial Guidelines and local priorities including those outlined in the Children's Services Child Care and Early Years Service System Plan 2019-2023.

*The following exceptions apply to only those applicants applying for capacity building funding:

- Be an agency that provides early learning professional learning and development (including Special Needs Resourcing agencies);
- Be an EarlyON service provider; and/or
- Be a post-secondary institution to develop and deliver early years professional learning and development (e.g. certificate courses, workshops).

Calculation of Funding



Funding is allocated based on the Provincial Guidelines and local priorities including those outlined in the Children's Services Child Care and Early Years Service System Plan 2019-2023.

Where applications exceed available funding, the non-profit sector will be prioritized.

Allowable Expenses

The Provincial Guidelines dictate admissible expenses and are subject to annual change:

- Capacity building - professional learning and development costs in order to build capacity and provide high quality programs;
- Transformation - business transformation costs in order to support business viability;
- Small water works - water testing and maintenance of child care centres where water is not from a municipal water service connecting and required to comply with O Reg. 170/03 under the *Safe Drinking Water Act, 2002*;
- Play-based material and equipment - costs for both indoor and outdoor environments that promote children's learning and development;
- Repairs and maintenance - health and safety costs in order to meet licensing compliance.

Reporting Requirements

Recipients are required to demonstrate maintained eligibility and use of funding by reporting annually in accordance with the terms and conditions set out in the contribution agreement.

Reporting can include, but is not limited to Audited Financial Statements, a Review Engagement that verifies funding was used for its intended purpose, and a valid certificate of insurance identifying the City of Ottawa as an additional insured of the certificate holder.

Authority and Standards

Child Care and Early Years Act, 2014 (CCEYA)

Ontario Child Care Service Management and Funding Guideline (the "Provincial Guideline")

EarlyON Child and Family Centres Business Practices and Funding Guideline for Service System Managers

Children's Services Child Care and Early Years Service System Plan 2019-2023

Wage Enhancement Grant Funding

Purpose

Centre-Based Wage Enhancement (WEG) / Home Child Care Enhancement Grant (HCCEG) is intended to help close the wage gap between Registered Early Childhood Educators (RECEs) working in the publicly funded education system and those in the licensed child care sector. It is also to help stabilize child care operators by supporting their ability to retain RECE and non-RECE program staff and to support greater employment and income security.

Application

Child Care Service Providers (CCSPs) wanting to apply for funding may request an application through Ottawa.ca. Applications may be submitted annually within prescribed timelines and approval is subject to the submission of a complete application, eligibility, established priorities and availability of funding.

Eligibility

All applicants must meet the applicable Provincial Guideline to be considered for funding:

WEG - Centre-Based Child Care Service Providers (including Home Child Care Visitor Positions)

- Be located in the City of Ottawa;
- Be employed in a licensed child care centre or agency;
- Has an associated base wage excluding prior year's wage enhancement of less than ministry established wage maximum;
- Be in a position categorized as a child care supervisor, RECE, home child care visitor, or can be otherwise counted toward adult to child ratios under the *Child Care and Early Years Act* (CCEYA).

HCCEG - Home Child Care Service Providers

- Be located in the City of Ottawa;
- Hold a contract with a licensed home child care agency;
- Provide service to one child or more (excluding the provider's own children);
- Provide full time services on average (6 hours or more a day);
- Receive base daily fees excluding prior year's HCCEG of less than the ministry established wage maximum.



If child care staff or home child care providers exceed the cap at any time during the year, excluding wage enhancement or HCCEG, they will no longer be eligible to receive the increase.

Calculation of Funding

The Ministry of Education establishes an hourly wage (WEG) and per day maximum (HCCEG) to determine funding levels. This wage cap aligns with the top of the existing school board Educator Salary Matrix for RECEs working in the Kindergarten program.

Funding is calculated and allocated based on actual hours/days worked. This means that funding is provided to all eligible positions, regardless of their operator's auspice, participation in municipal quality initiatives, or current purchase of service status with the City. WEG/HCCEG entitlement will be recalculated on an annual basis.

Allowable Expenses

The Provincial Guideline dictates allowable expenses and are subject to annual change:

- Increase wages of eligible centre-based staff and home visitors by up to \$2 per hour plus 17.5 percent benefits based on their current wage rates for all hours worked in program;
- Increase daily rates of eligible licensed home child care service providers of up to \$20 based on current hours of service provided.

Inadmissible Expenses

The Provincial Guideline dictates inadmissible expenses and are subject to annual change:

- Support system expansion or reduce fees;
- Increase wages and benefits of Special Needs Resource-funded resource teachers/consultants and supplemental staff; and
- Increase wage and benefits of cooks, custodial and other non-program staff positions

Reporting Requirements

Recipients are required to demonstrate maintained eligibility and use of funding by reporting annually in accordance with the terms and conditions set out in the contribution agreement.

Reporting can include, but is not limited to Audited Financial Statements, a Review Engagement that verifies funding was used for its intended purpose, and a valid certificate of insurance identifying the City of Ottawa as an additional insured of the certificate holder.

Authority and Standards



Child Care and Early Years Act, 2014 (CCEYA)

Ontario Child Care Service Management and Funding Guideline (the “Provincial Guideline”)

Children’s Services Child Care and Early Years Service System Plan 2019-2023

Capital Facility Funding

Purpose

Capital Facility funding is intended to support with the capital costs of building new licensed child care and early years services to ensure children and families have access to a range of high-quality, inclusive, and affordable programs that contribute to children's learning, development, and well-being.

Application

Service providers wanting to submit a request for offer may do so through the procurement process available at Ottawa.ca. The procurement process is held in an open and fair manner, within prescribed timelines based on funding availability and established priorities.

Eligibility

All applicants must meet the applicable Provincial Guidelines and local policies to be considered for funding:

- Be located in the city;
- Demonstrate financial viability, program sustainability and be in good standing with the City;
- Be incorporated and operate under a provincial or federal legislative act governing not-for-profit corporations, or be directly operated by a municipality or school board;
- Demonstrate the ability to operate a licensed child care and / or early years programs under the *Child Care and Early Years Act*; and
- Enter into a funding contribution agreement with the City for the provision of funding and agree with terms and conditions of the agreement which may be adapted based on the Provincial Guidelines and local priorities including those outlined in the Children's Services Child Care and Early Years Service System Plan 2019-2023.

Criteria for Prioritization of Eligible Applications

The selection of successful applicants will be based on merit (highest scores upon evaluation of applications received). The criteria may include, but is not limited to:

- Profile of organization (experience, staffing complement, financial stability and viability);
- Ability to meet required program objectives;
- Ability to meet the needs of the local population;
- Level of organizational readiness;
- Breadth and strength of proposed partnerships;
- Additional criteria specific to the Francophone and Indigenous Services.

Calculation of Funding



Funding calculations will be adapted based on the Provincial Guidelines and local priorities including those outlined in the Children's Services Child Care and Early Years Service System Plan 2019-2023.

A baseline allocation will be determined at the outset of applications and will take into consideration:

- Capital Funding, Per Room, for New Child Care or Early Years Construction and Additions
- Capital Funding, Per Room, for Retrofits and Renovations to Existing Child Care or Early Years Space

Additional funding will be reviewed on a project-by-project basis and subject to availability of funding.

City Contribution

Children's Services operating budget includes 100% municipal funding that will be used to enhance provincial funding.

Allowable Expenses

The Provincial Guidelines dictate allowable expenses and are subject to annual change:

- Feasibility studies and the development of business plans for new facilities;
- Hard (construction) expenditures;
- Soft (consultant/professional) fees;
- Geo-technical studies and site remediation;
- Building Permit Fees & Development Charges;
- Legal Fees;
- Building Fit-up (furniture, appliances, etc.).

Inadmissible Expenses

The Provincial Guidelines dictate that administration costs are inadmissible expenses and expenses are subject to annual change.

Reporting Requirements

Recipients are required to demonstrate maintained eligibility and use of funding by reporting annually in accordance with the terms and conditions set out in the contribution agreement.

Reporting can include, but is not limited to Audited Financial Statements, a Review Engagement that verifies funding was used for its intended purpose, and a valid certificate of insurance identifying the City of Ottawa as an additional insured of the certificate holder.



Authority and Standards

Child Care and Early Years Act, 2014 (CCEYA)

Ontario Child Care Service Management and Funding Guideline (the “Provincial Guideline”)

EarlyON Child and Family Centres Business Practices and Funding Guideline for Service System Managers (the “Provincial EarlyON Guideline”)

Children’s Services Child Care and Early Years Service System Plan 2019-2023

EarlyON and Family Centres Funding

Purpose

EarlyON funding is intended to support children ages 0 to 6, parents and caregivers in learning, growing and connecting and where all children and families have access to a range of high-quality and inclusive early years programs and services that are centered around the child and family and contribute to children's learning, development and well-being.

Application

Service providers wanting to submit a request for offer may do so through the procurement process available at Ottawa.ca. The procurement process is held in an open and fair manner, within prescribed timelines based on funding availability and established priorities.

Eligibility

All applicants must meet the applicable Provincial EarlyON Guideline and local policy to be considered for funding:

- Be located in the city;
- Demonstrate financial viability, program sustainability and be in good standing with the City;
- Be incorporated and operate under a provincial or federal legislative act governing not-for-profit corporations, or be directly operated by a municipality or school board;
- Have extensive experience and knowledge in operating government-funded programs targeting children 0-6 and families;
- Demonstrate an operational ability to deliver EarlyON Child and Family programs;
- Additional criteria specific to Francophone and Indigenous services; and
- Enter into a funding contribution agreement with the City for the provision of funding and agree with terms and conditions of the agreement which may be adapted based on the Provincial EarlyON Guideline and local priorities including those outlined in the Children's Services Child Care and Early Years Service System Plan 2019-2023.

Calculation of Funding

Funding is based on distinct funding streams including Main, Francophone and Indigenous services. Each stream also includes an ability for City-wide services such as information lines / virtual services etc. Funding for each stream is proportionally allocated based a 40/60 allocation between the population size of children 0 – 6 and the neighborhood vulnerability.

Individual service provider allocations will depend on their service offering and are subject to the availability of funding. The funding formula will be updated as new data becomes available to ensure services continue to be tailored to the demographic reality of local communities and meet the needs and expectations of local children and families.

City Contribution

Children's Services operating budget includes 100% municipal funding that will be used to enhance provincial funding.

Allowable Expenses

The Provincial EarlyON Guideline dictates allowable expenses and are subject to annual change:

- Salary and benefit expenditures for staff to deliver core services.
- Hiring or acquiring the services of a special needs resource consultant
- Lease and occupancy costs;
- Utilities
- Service provider administration costs.
- Transportation services to support outreach and participation in programs.
- Resources for families and caregivers related to early learning and development (e.g. materials for inquiry-based play), additional community services and supports, information to support parents and caregivers in their role.
- Supplies to support the delivery and daily operation of programs as well as maintenance
- Operating costs for service providers that are involved in transformation activities and/or require business transformation supports

Inadmissible Expenses

The Provincial EarlyON Guideline dictates inadmissible expenses and are subject to annual change:

- Direct specialized services;
- Early intervention and screening programs;
- Services that are funded by other ministries and/or levels of government;
- Bonuses, gifts and honoraria;
- Debt costs including principal and interest payments related to capital loans, mortgage financing, and operating loans;
- Property taxes;
- Non-arm's length transactions not transacted at fair market value;
- Fees paid on behalf of staff for membership in professional organizations such as the College of Early Childhood Educators; and
- Any other expenditure not listed under the eligible costs section.

Reporting Requirements

Recipients are required to demonstrate maintained eligibility and use of funding by reporting annually in accordance with the terms and conditions set out in the contribution agreement.

Reporting can include, but is not limited to Audited Financial Statements, a Review Engagement that verifies funding was used for its intended purpose, and a valid certificate of insurance identifying the City of Ottawa as an additional insured of the certificate holder.



Authority and Standards

Child Care and Early Years Act, 2014 (CCEYA)

EarlyON Child and Family Centres Business Practices and Funding Guideline for Service System Managers (the "Provincial EarlyON Guideline")

Children's Services Child Care and Early Years Service System Plan 2019-2023

Municipal Health and Safety Funding

Purpose

Municipal Health and Safety funding is intended to maintain Ministry of Education licensing standards, address emerging health and safety needs and to maintain current child care capacity service levels.

Application

Child care service providers (CCSPs) wanting to apply for funding may request a General Operating (GO) application through Ottawa.ca. Applications may be submitted throughout the funding year and is subject to the submission of a complete application, eligibility and availability of funding.

Eligibility

All applicants are required to CCSPs are also required to have a contribution agreement with the City for General Operating (GO) funding and agree with terms and conditions of the agreement. Applicants must meet the applicable Provincial Guideline and local policies to be considered for funding:

- Be located in the city;
- Demonstrate financial viability, program sustainability and be in good standing with the City;
- Be incorporated and operate under a provincial or federal legislative act governing not-for-profit corporations, or be directly operated by a municipality or school board; and
- Be a licensed CCSP by the Ministry of Education and subject to the requirements of all pertinent legislation including the *Child Care and Early Years Act*.

Calculation of Funding

Funding is allocated equitably to all licensed not-for-profit operators receiving GO funding.

Allowable Expenses

The City defines the following allowable expenses and are subject to annual change:

- Repairs and minor renovations;
- Repairs and replacement of furniture, appliances and equipment;
- Cost associated with health and safety related projects as identified by the Ministry of Education during the annual licensing process.



Reporting Requirements

Recipients are required to demonstrate maintained eligibility and use of funding by reporting annually in accordance with the terms and conditions set out in the contribution agreement.

Reporting can include, but is not limited to Audited Financial Statements, a Review Engagement that verifies funding was used for its intended purpose, and a valid certificate of insurance identifying the City of Ottawa as an additional insured of the certificate holder.

Authority and Standards

Child Care and Early Years Act, 2014 (CCEYA)

Ontario Child Care Service Management and Funding Guideline (the “Provincial Guideline”)

Children’s Services Child Care and Early Years Service System Plan 2019-2023

Emergency Bridge Funding

Purpose

Emergency Bridge Funding is intended to maintain licensed capacity in the child care sector by stabilizing service levels, maintaining program viability and minimizing financial hardships for services and programs at risk of closure.

Application

Child care service providers (CCSPs) wanting to apply for funding may request an application through Ottawa.ca. Applications are received on an ongoing basis and approval is subject to the submission of a complete application, eligibility and availability of funding.

Eligibility

All applicants are required to CCSPs are also required to have a contribution agreement with the City for General Operating (GO) funding and agree with terms and conditions of the agreement. Applicants must meet the applicable Provincial Guideline and local policies to be considered for funding:

- Be located in the city;
- Demonstrate that they are experiencing financial difficulties impacting service levels, program viability and/or are at risk of closure;
- Demonstrate a plan to address financial difficulties and program viability;
- Be in good standing with the City;
- Be incorporated and operate under a provincial or federal legislative act governing not-for-profit corporations, or be directly operated by a municipality or school board;
- Be a licensed CCSP by the Ministry of Education and subject to the requirements of all pertinent legislation including the *Child Care and Early Years Act*, and
- Enter into a funding contribution agreement with the City for the provision of funding and agree with terms and conditions of the agreement which may be adapted based on the Provincial Guideline and local priorities including those outlined in the Children's Services Child Care and Early Years Service System Plan 2019-2023.

Calculation of Funding

A CCSP's allocation is based on a financial review, including reserves and operational deficit, and is subject to the availability of funding. Funding calculations will be adapted based on City policies and local priorities including those outlined in the Children's Services Child Care and Early Years Service System Plan 2019-2023.

Allowable Expenses



The Provincial Guideline dictates allowable expenses for GO funding and are subject to annual change.

Reporting Requirements

Recipients are required to demonstrate maintained eligibility and use of funding by reporting annually in accordance with the terms and conditions set out in the contribution agreement.

Reporting can include, but is not limited to Audited Financial Statements, a Review Engagement that verifies funding was used for its intended purpose, and a valid certificate of insurance identifying the City of Ottawa as an additional insured of the certificate holder.

Authority and Standards

Child Care and Early Years Act, 2014 (CCEYA)

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