

## **Transformation Funding Guidelines**

Transformation Funding is intended to cover one-time costs for non-profit child care operators that are involved in business transformation activities and/or require business transformation supports. Applications may be approved only if the project aligns with the Schools-First Child Care Capital Retrofit policy and provincial investment for construction of new child care spaces in schools.

Business transformation activities are defined as, but not limited to the following 3 factors:

1. The amalgamation of two or more centres in a school or community setting.
2. The relocation of a child care centre to a school or within the community.
3. The retrofitting of an existing child care centre to serve younger age groups.

Business transformation supports include the following 5 one-time expenses:

1. Legal costs (available only to operators that are amalgamating).
2. Lease termination costs (available only to operators that are amalgamating and/or relocating).
3. Moving costs (available only to operators that are amalgamating and/or relocating).
4. Business planning costs.
5. IT upgrades to facilitate internet connectivity for business purposes.

### **Application Process**

Please refer to the following 6 points of clarification regarding the application process:

1. Estimates and costs requested from the City of Cornwall must exclude HST rebates, energy efficient rebates, discounts, etc.
2. All requested items or services that are in excess of \$1,000.00 (before taxes) must be supported by a minimum of three (3) separate written, competitive quotes prior to the purchase of the item or service. All quotes must be submitted to the City of Cornwall. If the operator chooses to accept a quote that is not the

lowest quote submitted, an explanation and request for approval must be submitted to the City of Cornwall, prior to purchase. Funding may be restricted to the totality of the lowest quote.

3. Operators may not pay with or use any dividend or benefit card for personal gain (e.g. Air Miles, points).
4. Any Transformation Funding allocations must be spent by the Operator by December 31<sup>st</sup> of each calendar year.
5. If there are any remaining funds after the purchase of items or services, this amount must be immediately reported to the City of Cornwall for reimbursement.
6. The operator will be responsible for the difference of any cost that exceeds the approved Special Purpose items or services allocation.



Transformation Funding Application Form

Name of Organization or Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Number of licensed spaces, by age group, supported with this application:

\_\_\_\_\_ Infants                      \_\_\_\_\_ Toddlers  
\_\_\_\_\_ Preschoolers              \_\_\_\_\_ School-Aged Children

Signature of Signing Authority: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**Note:** This application does not guarantee a funding allocation for proposed projects. Any financial or contractual agreement the Operator undertakes is at their own risk and the City takes no responsibility for any financial investments the Operator makes prior to entering into a funding agreement with the City.

Alternate formats of the document are available upon request. Please contact Diane Merpaw at dmerpaw@cornwall.ca or 613-933-6282 extension 3324 to request an alternate format.