

Appendix A: CWELCC Start-Up Grant Application Form

Name of Person Completing this Application:

Position Title:

Application Date:
(yyyy/mm/dd)

Section 1: Child Care Site Information

Head Office / Corporation (Legal Name):

Child Care Site name:

Street Address:

City:

Postal Code:

Business Email:

For Child Care Centres: Number of new spaces being created:

For Home Child Care Agencies: Number of new Home Child Care providers: _____

Auspice (Please check one): Non-Profit Profit

Type of Licensee (Please check one): Corporation Individual

Type of Program (Please check all that apply): Francophone Indigenous

Request Type (Please check one):

New child care site or new home child care provider(s).

Expansion at an existing child care site. License Number: _____

Anticipated Date of Project Completion:

Note: Date of completion must be within two years of the date of this application.

Additional Information (if required):

Section 2: Proposed Expenditures

Description of Expenses (select all that apply):

Eligible expenses for licensed child care centres:

- 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 operation of the child care program (for example, appliances, IT, supplies to support learning environments while adhering to health and safety requirements).
- Renovations, additions or repairs to licensed child care facilities or potential child care facilities as approved by CMSM.
- 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.

Eligible expenses for home child care licensees:

- 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.

List project milestones and corresponding cash requirements by approximate date:

Project Milestone	Approximate Date:	Amount (\$)
1.		
2.		
3.		
4.		
5.		
Total Funding Requested:		

Section 3: Anticipated New Spaces

Age Group	Number of Spaces
Infant (younger than 18 months)	
Toddler (18 months or older but younger than 30 months)	
Preschool (30 months or older but younger than 6 years)	
Kindergarten (44 months or older but younger than 7 years)	
Family Age Grouping (Schedule 4)	
Total Number of new spaces:	

Section 4: Funding Request Details

Please attach a brief description of how this project will create additional licensed full-day child care spaces for one or more of the following groups:

- children living in low-income families
- children with special needs
- Indigenous children
- Black and other racialized children
- children of newcomers to Canada
- Francophone children

Section 5: Required Attachments

Please include the following attachments with the completed application:

- 3 Quotes / Tenders for proposed project expenditures.

Note: All quotes must be for comparable items/services and must be detailed, including all products/services that will be provided. Funding over \$150,000 is subject to City Council approval. Receipts must be submitted within 30 days or by January 31st of the following year for projects completed late in the current year.

Section 6: Term of Application

Please check if you agree and understand that:

I understand that by accessing Start-Up Grant funding that the license associated with the project must remain enrolled in the CWELCC program at least 7 years after opening the new child care spaces.

I understand that, as the licensee, upon approval of my application for CWELCC Start-Up Grant funding, the following terms and conditions will apply:

- Licensees who receive start-up grant funding must spend the funding and have the new spaces open prior to December 31, 2026.
- Licensees must maintain the age 0-5 spaces for which they are receiving funding (e.g., a licensed infant space must remain an infant space).
- Licensees must ensure that all child care spaces are inclusive and accessible to all children of all abilities. Specifically, that all children are able to actively and meaningfully participate in the licensed child care program and are supported to form authentic, caring relationships with their peers and educators (e.g., a class-wide approach which doesn't separate or exclude children with individualized 1:1 treatment/actions). Children with additional needs are not denied access to the child care program or limited in the hours they can access the program.
- Any adjustments and recoveries of funding will be determined at the discretion of the City of Cornwall based on the City's reconciliation process.
- Licensees must permit the City of Cornwall to audit financial and service records related to the CWELCC System at any reasonable time.

Notice of Collection of Personal Information

If you have any questions about the collection or use of the personal information as collected in this form, you may contact the Children's Services Manager at kgreaves@cornwall.ca .

Child Care Operator:
(First, Last)

Position:

Signature:

Date:
(yyyy/mm/dd)

Authorized Signing Officer Name:
(First, Last)

I have authority to bind the Corporation.

Position:

Signature:

Date:
(yyyy/mm/dd)