

**Early Learning and Child Care  
Building Fund  
Proposal Guide  
for  
Community-Based Child Care Projects**

**June 2024**

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# 1 CAPITAL BUILDING FUND PROGRAM OVERVIEW & GUIDE

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The Early Learning and Child Care (ELCC) Building Fund provides capital grant funding to eligible community capital projects for the development of new child care spaces by-way of new centre development, or expansion of existing child care centres. The Building Fund does not generally provide funding for relocation of existing childcare spaces without expansion.

The ELCC Building Fund provides approved project proponents with capital grant funding of up to 60 per cent towards the total eligible project construction costs of developing new child care spaces as detailed below:

- New infant and pre-school spaces will receive funding under the Canada-Manitoba Canada-Wide ELCC Agreement up to a maximum of 60 per cent of total project costs, with no prescribed maximum.
- New school-age spaces will receive provincial funding up to 60 per cent of total project costs up to a maximum of \$1.2 million.

## 1.1 Application Eligibility Criteria

All application proposals for the ELCC Building Fund are reviewed as received and those that meet eligibility criteria may be considered for capital grant funding. Prior to submitting an application proposal, groups must be able to **fully** demonstrate their ability in meeting the following criteria:

1. **Secured financing. Project groups must be able to demonstrate the ability to fund the balance of the project.** Other funding sources may include cash-on-hand, donations, other grants, mortgage through financial institution or other lender, or other funding sources. Project should be at Class B estimate in order to proceed with the application. The proposal should include a completed **APPENDIX A –Project Cost Estimates to demonstrate financial soundness**.
2. **Community need.** Proposal for projects located in communities with a lack of child care, or a low rate of child care availability will be prioritized for funding.
3. **Readiness to proceed.** Approved projects **MUST** be completed within two years of approval for capital grant funding. Proposals should indicate a timeline for when construction is anticipated to begin.
4. **Operational viability.** Projects must be able to demonstrate an operating budget surplus by the third year of operations. Facilities operating with an accumulated deficit risk the facility's long-term viability and ability to ensure child care in the

community. The proposal should include a completed three-year operating budget (**APPENDIX B**) to demonstrate the project's operational viability. If the project is an expansion of an existing facility, complete an operating budget that includes new and existing spaces at affiliated sites.

## 1.2 Eligible Project Costs under ELCC Capital Building Fund

Eligible project costs under ELCC Capital Building Fund are reasonable direct capital costs which are necessary for the construction and completion of the project, and which are incurred and paid by the grant recipient including design fees, site surveys and assessments.

Eligible project costs **do not** include:

- costs related to property acquisition or construction work undertaken **prior** to notice of grant approval;
- costs of land or acquiring land, costs of leasing land, buildings, equipment and other facilities;
- project financing costs including interest costs;
- furniture, fitments and equipment;
- Third Party's legal fees

All approved capital building funding projects will be connected to the Early Learning and Child Care – Capital and Space Development Branch's Project Management Team (CSD-PMT) who provides project management support to ELCC community-based child care facility capital projects, as programs are under the authority of the Minister of Education and Early Childhood Learning. Project Managers at CSD-PMT have the expertise needed to assist organizations overcome project barriers and ensure projects are able to reach completion successfully.

All applications will be fully reviewed and should additional information be required, applicants will be contacted.

**Please submit application proposals by email to: [ccgf@gov.mb.ca](mailto:ccgf@gov.mb.ca)**

### 1.3 Proposal Application and Approval Process

The ELCC Building Fund program has transitioned from a formal application-based intake period to an on-going proposal submission process. Proposals are reviewed as received and those that meet **ALL** eligibility criteria may be considered for capital grant funding. The ELCC Program staff are available to answer questions and provide assistance to project proponents as they develop their proposal. You can send your questions to [ccgf@gov.mb.ca](mailto:ccgf@gov.mb.ca)

#### **Step 1: Capital Building Fund Application Proposal**

When applying for the ELCC Building Fund Capital Grant funding, your Capital Building Fund Proposal should include:

1. Capital Building Fund Proposal of the new/ expansion of existing child care facility detailing capital project descriptions and addressing how project proponent meet the eligibility criteria.
2. Written confirmation of funding sources including private donations or services in kind.
3. Floor plan for the indoor space, and a site plan for the outdoor play space. All plans must be designed by an architect and must adhere to licensing requirements as per the Child Care Regulations. Please also refer to [Green Building Program Guidelines](#) where applicable to building design. Applicant is to forward the preliminary floor plan to ELCC for review and approval before proceeding to Class B estimates on the drawing.
4. If applicable, written approval from the school division that the capital project development will be on school property.
5. Appendix A: Capital costs and Finances  
Part 1: Project Description  
Part 2: Estimated Project Costs  
Part 3: Sources of Funding  
Part 4: Project Timeline and Estimated Cashflow  
**(Project should be at Class B estimate stage in order to complete Appendix A)**

Please turn next page to continue Step 1

6. Appendix B: An operating budget form (including three-year projections) **and** signed Minutes of the Board of Directors authorizing the budget. If the project is an expansion (additional of new spaces within an existing location) of a facility, complete an operating budget that includes new and existing spaces at affiliated sites.
7. Zoning permit (where applicable).

**Note:** Applicants are required to attend the [Child Care Facility Orientation Information Session](#) to facilitate the development of their proposals. Please email [cdcinfo@gov.mb.ca](mailto:cdcinfo@gov.mb.ca) for information about upcoming dates and to register.

## **Step 2: Review and Assess**

In consultation with CSD-PMT, ELCC Program reviews and assesses proposals as received. Projects that meet the criteria above and are deemed viable by the ELCC program and the CSD-PMT may be recommended for approval for capital grant funding as the annual ELCC Building Fund permits.

## **Step 3: Approval**

Once a project is approved for funding, Project Managers from the CSD-PMT will provide proponents with project milestones that must be met in order for funding to be disbursed, and assist the project move toward completion. A Financial Assistance Agreement will be prepared and signed after approval is secured.

### **1.4 Construction and Funding Disbursements Process**

The CSD-PMT is available to assist with the administration of construction project management process, and act as liaison with the ELCC Program.

Approved funds are held in-trust in an interest-bearing account with the proponent's lawyer. Disbursements are approved by CSD-PMT as invoices are submitted. The final ten per cent (10%) of funding will be disbursed once the facility is licensed and the audited construction invoices are received and approved.

See sample of a Financial Assistance Agreement [Appendix D](#).

**The child care centre's Board of Directors are required to ensure that a CCDC2 stipulated price contract or CCDC14 design-build stipulated price contract is in placed with their contractor after tender.**

**CCDC 2** is the industry standard prime contract between Owner and prime Contractor. This contract establishes a single, pre-determined fixed price, or lump sum, for the project. ([CCDC 2 – 2020 Stipulated Price Contract](#))

**CCDC 14** is a standard prime contract between the Owner and the Design-Builder where the Design-Builder provides the Design Services and performs the Work under one agreement, for a single, pre-determined stipulated or fixed price. ([CCDC 14 – 2013 Design-Build Stipulated Price Contract](#))

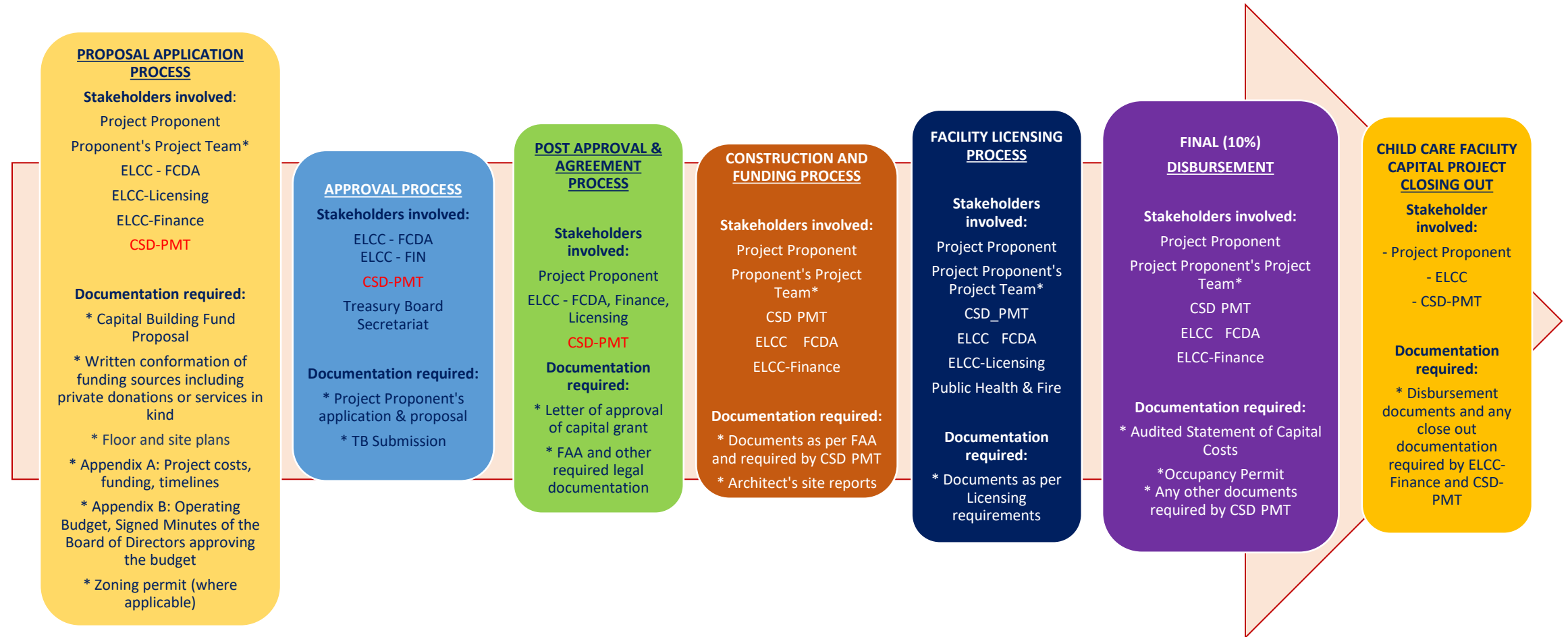
## 1.5 Facility Licensing Process

ELCC Licensing Unit will be informed of applicants' capital building fund applications and will connect with applicants at an appropriate time on all required licensing documentation. Once the project reaches substantial completion a licensing Child Care Coordinator will be assigned. The coordinator will attend the new facility and conduct measurements to confirm the number of children for which the facility can be licensed.

Licensing requirements are found in the [Child Care Regulation 62/86](#) and in Child Care Facility Design Guidelines ([Appendix C](#)). Throughout the year, the ELCC Program offers a [New Child Care Facility Orientation](#) which provides information about establishing, opening and operating a child care facility; new or potential operators are required to attend a session. Please email [cdcinfo@gov.mb.ca](mailto:cdcinfo@gov.mb.ca) for information about upcoming dates and to register.

A facility license may be issued after the facility receives its final occupancy permit and have met Fire and Public Health inspections, and all regulated licensing requirements for child care.

## 1.6 Summary of Project Process for ELCC Building Fund for the development of new spaces in regulated child care facilities



**Note:**

Project team may consist Project managers, architect, engineer, contractor

FCDA: Facility and Capital Development Analyst

FAA: Financial Assistance Agreement

CSD-PMT: Capital and Space Development Branch Project Management Team



## 2 CAPITAL BUILDING FUND PROPOSAL

### To be completed by the applicant for consideration of Community-Based Capital Building Grant Funding

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Organizations are required to submit their completed proposal to the Early Learning and Child Care (ELCC) Program at [CCGF@gov.mb.ca](mailto:CCGF@gov.mb.ca) for review and assessment of project eligibility. Those that demonstrate community need, secured financing, readiness to proceed and on-going operational viability may be recommended for approval of capital grant funding up to 60 per cent of the total eligible project construction costs of developing new child care spaces as explained below:

- New infant and pre-school spaces will receive funding under the Canada-Manitoba Canada-Wide ELCC Agreement up to a maximum of 60 per cent of total project costs, with no prescribed maximum.
- New school-age spaces will receive provincial funding up to 60 per cent of total project costs up to a maximum of \$1.2 million.

All applications will be fully reviewed and should additional information be required, you will be contacted. Please feel free to submit any other information that may help with the assessment of your project.

**Please complete the capital building fund proposal provided in this guide electronically and email all the required documents to [CCGF@gov.mb.ca](mailto:CCGF@gov.mb.ca). Handwritten proposals will not be accepted for review and assessment of project eligibility.**

## 2.1 Cover sheet

# Capital Project Proposal

for consideration of Manitoba Early Learning Child Care Community-Based Capital Building Grant funding.

**Project Name:**

**Prepared by:**

**[Name of child care facility]**

**[Your name]**

**[Your job title]**

**[Your contact phone number]**

**[Your email address]**

**Date of Proposal:**

## 2.2 Proposal Summary

### [Organization name]

Provide a brief description of your organization, mission and vision of your proposal.

## 2.3 Organization and Project Information

### 1. Please identify the primary contact person for your project.

Project Team Lead Name: \_\_\_\_\_

Name of Proposed Child Care Facility: \_\_\_\_\_

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

City/ Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact email address: \_\_\_\_\_

### 2. Will the proposed facility be a new or existing child care facility?

- New Building       Addition/ renovation on an existing site (go to Question 3)

If **new building**, please state the proposed project location:

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

City/ Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

- Lease building       Own Building

- Lease land     Own Land

- On School Property (detached building). **Please provide written confirmation of the approval from the school division.**
- On School Property (inside school space). **Please provide written confirmation of the approval from the school division.**

3. **If existing child care facility, please provide the following information:**

Facility license identification number:
Incorporation legal name:
Operating name (if different from legal name):
Location address:
City/ Town:
Postal code:
Email address
Phone number:

4. **Describe the Project:**

- Construction of a new building
- Renovations to an existing building/site
- Addition to an existing building

5. **Which groups / services will your centre be offering? Check all that applies.**

- Francais
- French Immersion
- Indigenous
- Newcomer families
- Servicing low-income community
- Full-time child care
- Part-time and/or casual child care
- Extended hour care
- Employment, training and entry
- Other. Please specify: \_\_\_\_\_

6. **Partnerships:**

Name any partner organizations involved in the capital project, and describe the nature of partners' involvement. For example, a property developer partnering with regulated child care facility or education institutions, community service organizations.

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## 2.4 Eligibility Criteria

Information provided in the following section will be used to determine project eligibility.

### Criterion 1 - Demonstrated Community Need

**a) How do you determine and assess your community needs for child care?**

**b) What was the outcome from your assessment?**

c) Have you consulted the stakeholders of your community? If yes, please describe.

d) Describe the current number of existing licensed child care spaces in the community:

	Number of children waiting for child care in your community:	Number of existing licensed spaces:	Number of vacancies in licensed facilities
Infants (less than 2 years of age):			
Preschoolers (2 – 5 years of age):			
School Age Children (6 to 12 years of age):			
<b>Total:</b>			

e) Indicate the number of new licensed spaces your project will create in the table below.

Type of Spaces	Number of New Spaces Upon Project Completion at applicant's existing centre (expansion) or new centre
Infant	
Preschool	
School Age	
<b>Total</b>	

Type of Spaces	(A) Number of Existing Licensed Spaces in applicant's child care centre	(B) Proposed additional spaces In applicant's child care centre	(C) Total Number of Spaces Upon Project Completion (A+B = C)
Infant			
Preschool			
School Age			
<b>Total</b>			

## Criterion 2 – Secured Financing

**All projects must demonstrate secured financing for the remaining project costs.**

Using **APPENDIX A**, provide the total estimated project cost and additional sources of secured financing to support the project. Include financing through any other foundations, funders, financial institutions, in kind contributions, and provincial or federal sources. **Project should be at Class B estimate stage in order to complete Appendix A.** Please complete and submit **APPENDIX A –Project Cost Estimates with the proposal.**

**Key Note: Proponents must be able to provide written confirmation of funding sources including private donations or services in kind.**

## Criterion 3 – Readiness to Proceed

Describe the estimated timeline for project completion:

<b>Project Phase:</b>	<b>Estimated date (yyyy/mm/dd):</b>
Tender Process	
Construction Start:	
Construction Complete:	
Licensing:	

**Attach a floor plan** for the indoor space, and a **site plan** for the outdoor play space. All plans must be designed by an architect and must adhere to licensing requirements as per the Child Care Regulations. Please confirm that you have consulted one of the following ELCC staff on applicant’s preliminary floor plan design:

- If you are an existing child care provider, have consulted with the Child Care Coordinator?  
Name of Child Care Coordinator: \_\_\_\_\_  
Dates of consultations: \_\_\_\_\_
  
- If you are a new or existing child care provider, have you consulted with the Facility and Capital Development Analyst at Early Learning and Child Care Program?  
Dates of consultations: \_\_\_\_\_

#### Criterion 4 – On-going Financial Viability

Using **APPENDIX B**, provide a facility operating budget demonstrating that the child care facility will be financially viable and able to operate with an operating budget surplus by the third-year of operations for the new child care facility. **Minimum size of capital development should be 52 spaces for infant and/or pre-school and school-age children in urban centres, and 24 spaces in rural Manitoba.**

Please complete and submit a three-year operating budget (**APPENDIX B**) with the proposal **and** Minutes of the Board of Directors approving the budget. If the project is an expansion (addition of new spaces within an existing location) of a facility, complete an operating budget that includes new and existing spaces at affiliated sites.

#### Criterion 5 – Staffing Plan

Please provide the centre's staffing and procurement plan for the proposed new child care spaces, to ensure sufficient trained staff for the child care spaces once they are licensed and opened.



## 2.5 Capital Building Fund Proposal Submission Checklist

Please check off and ensure **all** the following documents are included in your proposal submission and email to the Early Learning and Child Care Capital Building Fund inbox at [CCGF@gov.mb.ca](mailto:CCGF@gov.mb.ca)

- A completed Capital Building Fund Proposal** of the new/ expansion of existing child care facility addressing how project proponent meet the eligibility criteria
- Written confirmation of funding sources** including private donations or services in kind
- Floor plan** for the indoor space, and a site plan for the outdoor play space. All plans must be designed by an architect and must adhere to licensing requirements as per the Child Care Regulations
- Written consent from landlord** to develop child care centre on property/ building (where applicable)
- Lease agreement** between landlord and child care operator for at least twenty-five years renewable every five years (if applicable)
- Signed letter of undertaking from the child care centre's Board of Directors to undertake a CCDC2 stipulated price contract or CCDC14 design-build stipulated price contract with their selected contractor after tender**
- If the capital project development is on school property, please provide **written confirmation of the approval from the school division** (where applicable)
- Completed Capital costs and Finances (Appendix A)**  
Part 1: Project Description  
Part 2: Estimated Project Costs  
Part 3: Sources of Funding  
Part 4: Project Timeline and Estimated Cashflow  
(Note: Project should be at Class B estimate stage in order to complete Appendix A)
- Completed Operating Budget Form (Appendix B)** including three-year projections **and Minutes** of the Board of Directors approving the budget
- Staffing Plan**
- Zoning permit** (where applicable)
- Ready to procure Environmental Site Assessment Report** (where applicable)
- Attended Child Care Facility Information Session**
- Submitted a licensing application to [cdcinfo@gov.mb.ca](mailto:cdcinfo@gov.mb.ca)**

**Applicant's Declaration:**

I agree that the information provided in this proposal is true and complete.

Name of Project Team Lead: \_\_\_\_\_

Signature of Project Team Lead: \_\_\_\_\_

Date signed: \_\_\_\_\_

Contact number: \_\_\_\_\_

## **APPENDIX A: CAPITAL COSTS AND FINANCES**

Part 1: Project Description

Part 2: Estimated Project Costs

Part 3: Sources of Funding

Part 4: Project Timeline and Estimated Cashflow

(Note: Project should be at Class B estimate stage in order to complete Appendix A)

Please refer to excel spreadsheet attached separately together with this proposal package.

Include the completed Appendix A with your proposal for submission to  
[CCGF@gov.mb.ca](mailto:CCGF@gov.mb.ca)

## APPENDIX B: OPERATING BUDGET FORM

Please refer to excel spreadsheet attached separately together with this proposal package

Include the completed Appendix B **and** Minutes of the Board of Directors approving the budget with your proposal for submission to [CCGF@gov.mb.ca](mailto:CCGF@gov.mb.ca)

**APPENDIX C: CHILD CARE CENTRE DESIGN GUIDELINES  
EARLY LEARNING AND CHILD CARE DIVISION**

Please refer to pdf document (June 2024 version ) attached separately together with this proposal package

## **APPENDIX D: FINANCIAL ASSISTANCE AGREEMENT**

(for Applicants' information and applicable when FAA is in place)

Please refer to pdf copy of the Financial Assistance Agreement attached separately together with this proposal package