



## **Expression of Interest – CWELCC Space Expansion and Start-Up Grant Application**

On March 27, 2022, Ontario reached a \$13.2 billion agreement with the federal government for a Canada-Wide Early Learning and Child Care (CWELCC) system. The new system will lower child care costs and improve access, quality and inclusion across Ontario’s child care and early years sector.

Child Care is foundational to supporting early childhood development, learning, well-being, and student success. It is also a key enabler of workforce participation, particularly for women, both as parents and providers.

Ontario’s vision for the CWELCC system is that more families in Ontario have access to high quality, affordable, flexible, and inclusive early learning and child care no matter where they live. Under the CWELCC Agreement, Ontario will support the creation of approximately 86,000 new licensed child care spaces by December 2026.

To support the CWELCC vision, the Ministry of Education has provided funding to the City of Peterborough (City) to create 485 new affordable licensed child care spaces in neighborhoods with populations who need them most.

The new licensed child care spaces will include a mix of not-for-profit and for-profit centre and home-based settings to provide families with choice and flexibility. Under the agreement, Ontario has committed to maintaining or improving the proportion of not-for-profit licensed child care spaces for children aged 0 to 5 at 70% or higher by 2026. In Peterborough, the proportion of not-for-profit licensed child care spaces for children aged 0 to 5 is 90%.

To ensure that access to affordable child care aligns with the Ministry framework, the City of Peterborough, in consultation with community partners, will determine where this growth occurs. The CWELCC Space Creation and Directed Growth plan will be added as an addendum to the [2019 – 2024 Peterborough Early Years and Child Care Service Plan](#).

### **Space Expansion and Start-Up Grants**

Start-up grants support the creation of new licensed full day spaces for children under age six in targeted neighborhoods for underserved communities and populations. High need populations include vulnerable children, children from diverse populations, children with special needs, and Indigenous and Francophone communities. Applications for Start-up Grants are assessed against the directed growth plan, 2023 – 2026 for the City of Peterborough.

Not for-profit and for-profit licensed child care operators who are enrolled in the CWELCC system are eligible to apply for start-up grant funding.

Start-up grants can be used to offset the initial costs required to expand or create spaces such as equipment and leasehold improvements. The grants support community-based space expansion projects and prioritize the creation of new licensed full-day spaces for children aged 0 – 5 years.

Start-up Grants may be used for retrofits, renovations, or expansion projects, but cannot be used to purchase land or buildings. Space expansion projects for child care programs that run during school hours for kindergarten and school-aged children are not eligible.

All space expansion and start-up grant funded projects must be created, retrofitted, renovated, and/or expanded to accommodate a maximum group size for each age grouping for children under the age of six.

### **Eligibility Criteria**

To access funding for start-up grants, interested operators must commit to:

- Participate in the CWELCC system for the remainder of the current CWELCC agreement (March 31, 2026).
- Spend the start-up grant within two years from the date the service agreement between the applicant and the City of Peterborough is executed.
- Prioritize the creation of and access to new licensed full day spaces for children 0 - 5 years in communities with vulnerable children and children from diverse populations, including, but not limited to, children living in low-income families, children with disabilities and children needing enhanced or individual supports, Indigenous children, Black and other racialized children, children of newcomers to Canada, and official language minorities.

### **Eligible Expenses for Licensed Child Care Centres**

- Play materials, equipment, and furnishings (both indoors and outdoors) as outlined in Section 19 of Ontario Regulation 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 (e.g. 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.

### **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.

### **Ineligible Expenses**

- Purchase of land or buildings.
- Debt costs including principal and interest payments related to capital loans, mortgage financing, and operating loans.
- Property taxes.
- Expenditures related to 6 to 12-year-old age groups.
- School-based child care spaces.
- Indoor and outdoor renovations, additions or repairs to home child care licensee premises or potential new home child care premises.

## Application Process

The City has developed an Expression of Interest Application (EOI) to support a transparent and fair approval process. The purpose of the EOI is to identify licensed child care service providers who currently operate or propose to operate a licensed child care program in the City or County of Peterborough that are interested in creating new CWELCC-funded licensed community-based child care spaces between 2023 and 2026, in priority neighborhoods and targeting priority populations.

Interested service providers are required to submit a completed EOI to the City's Children's Services Manager at [cking@peterborough.ca](mailto:cking@peterborough.ca) for review and assessment of funding eligibility. Receipt of the EOI will be confirmed by email.

## Application Status

The City of Peterborough will start receiving EOI Applications for 2024 – 2026 expansion projects beginning September 2023. Applications will be reviewed as they are received.

## Application Process

This EOI invites applicants to complete an application (p 4) for proposed new licensed child care spaces and start-up funding (if required). Applications will be assessed by a third-party consultant and in accordance with the assessment criteria found in Appendix A. Carefully review the instructions below before completing the application.

## Instructions

1. Complete all questions in the CWELCC Space Expansion & Grant Application template.
2. All sections of the form must be completed for the Application to be considered for funding. **Incomplete applications will not be reviewed.**
3. The proposal must be signed by the person with financial signing authority according to the By-Laws of the incorporated body, otherwise it will be deemed incomplete.
4. Applications will be reviewed, and applicants will be informed in writing of the outcome of their application. All assessment criteria as outlined in Appendix A will be assessed in accordance with the parameters for the child care centres and the identified needs of the priority neighborhood. All decisions regarding funding are final.
5. If you are a successful applicant, grant funding may be provided for licensed centre-based applications and licensed home child care applications. Final grant amounts will be determined upon receipt of three (3) written quotes from qualified contractors.
6. Grant funding is subject to entering into a Purchase of Service agreement with the City for the provision of Fee Subsidy and CWELCC funding. Agreements will only be entered into with licensed child care service providers.

## Tips:

- Important: Download, save and print a copy of your completed application and confirmation of your submission for your records. Children's Services will not provide a copy of your application after it's submitted. Once the application is submitted, it will be considered final.

## CWELCC Space Expansion and Start-Up Application

### Section 1: Child Care Licensee Basic Information *insert required information in blue cells.*

<b>Licensee Legal Name:</b>	<b>Application Date:</b> <i>yyyy-mm-dd</i>
<b>Licensee Operational Name (if different from above)</b>	<b>License Number:</b>
<b>Licensee Street Address:</b>	<b>City:</b>
<b>Type of Licensee:</b> <i>Please check one.</i> <input type="checkbox"/> Corporation <input type="checkbox"/> Individual	<b>Auspice:</b> <i>Please check one.</i> <input type="checkbox"/> Not-for-profit <input type="checkbox"/> For-profit <input type="checkbox"/> Municipal
<b>Contact Name:</b> <i>First, Last</i>	<b>Position Title:</b>
<b>Business Telephone Number:</b>	<b>Business Email:</b> <b>All correspondence provided</b>
<b>Type of Program (if applicable):</b> <i>Please check all that apply.</i> <input type="checkbox"/> Indigenous (off-reserve) <input type="checkbox"/> Francophone	

### Section 2: Proposed Child Care Expansion Information

<b>Type of service:</b> <i>Please check one.</i> <input type="checkbox"/> Centre-Based <input type="checkbox"/> Home-based
<b>Priority Neighborhood</b> The proposed child care program will be in the following priority neighborhood(s). You are invited to consult the <a href="#">neighborhood maps</a> to identify the location of a specific neighborhood. <input type="checkbox"/> Chemong & Northcrest <input type="checkbox"/> Southwest <input type="checkbox"/> Cavan, Monaghan <input type="checkbox"/> Selwyn <i>please select one of the following</i> <input type="checkbox"/> Bridgenorth <input type="checkbox"/> Lakefield <input type="checkbox"/> Ennismore <input type="checkbox"/> Southeast Clonsilla <input type="checkbox"/> Other - <i>please attach supporting evidence for expanding in a non-priority neighborhood</i> <input type="checkbox"/> Home Child Care various neighborhoods <input type="checkbox"/> City <input type="checkbox"/> County
<b>Provide the municipal address of the proposed child care program if known (only for centre-based applicants)</b>
<b>Address:</b>

### Section 3: Anticipated New Spaces

Must accommodate a maximum group size for each age group – Infant 10, Toddler 15, Preschool 24

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 (Centre Based)	
Family Age Grouping (Home Child Care) to a max of 6 children	
<b>Total</b>	

### Section 4: Proposed Child Care Site Information (could be existing or new)

Site Name:	
Site Address:	
Licensed Capacity	
Operating Capacity	
For Centres: Number of new child care rooms	
For LHCCA's: Number of new provider homes	

### Section 5: Addressing the Needs of Priority Populations

The proposed child care program will serve one or more of the following priority populations (select all that apply):

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

Please include a brief description of how this expansion project will create additional licensed full day child care spaces for one or more of the options above:

## Section 6: Proposed Expenditures

The proposed child care program can be categorized under one of the following:

- Expansion of physical space at existing location
- Acquisition
- New construction
- New lease
- Unknown (not sure yet)
- Other (please specify) \_\_\_\_\_
- Not applicable (ex: agency waiting to opt-in to CWELCC) please specify)

### Start-Up Funding

#### 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 (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 CMSMs/DSSABs.
- Changes to outdoor play space that are required because 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.
- Funding to cover the costs incurred to make space changes are subject to the overall project cap of \$90 per square foot to a maximum of \$350,000 per 50 child care spaces created.
- 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.
- Home child care licensee applicants will be able to receive grants of up to \$1,000 per CWELCC space created, to a maximum of \$6,000 per provider.

Indicate the approximate planned/preferred year the proposed new spaces will open and be operational. **The anticipated date of project completion must be within 2 years of this application:**

- 2023
- 2024
- 2025
- 2026
- Unknown (not sure yet)

**List project milestones and corresponding projected funding requirements by approximate date:**

Milestone	Approx Date	Approx Amount (\$)
1.		
2.		
3.		
4.		
<b>Minus – Licensee Financial Contribution</b>		
<b>Total - Sum of all amounts must equal total projected amount required.</b>		<b>\$</b>

As described in eligible expenses, there are constraints to the CWELCC Start-up funding. Does your agencies have plans on how to make up any difference between the amount required for the project and the possible CWELCC Start-up funding? Please include a brief description below.

\*As part of the CWELCC Start-Up Funding Agreement, operators are required to submit three (3) quotes for projects anticipated to cost more than \$20,000 in a form satisfactory to the City or the submission of fewer than three (3) quotes, provided that the Operator has satisfied the City that its selection of a qualified contractor resulted from an arm’s length competitive process.





<b>Provide any additional information related to your application. (Maximum 500 words)</b>

**Mandatory Requirements**

Applicant must check “Yes” in each of the core criteria and attach a copy of the required supporting documentation to have the application screened for further review.

<b>Mandatory Requirements</b>	<b>Meets Requirement</b>		
	<b>Yes</b>	<b>No</b>	<b>Supporting Document Provided</b>
New spaces will be in one of the identified priority neighborhoods in the City or County of Peterborough, <i>or</i> supporting evidence for expanding in a non-priority neighborhood is provided.			N/A
Prioritize the creation of and access to new licensed full day spaces for children 0-5 years in communities with vulnerable children and children from diverse populations.			N/A

Agree to participate in the CELCC system for the remainder of the current CWELCC agreement (March 31, 2026).			N/A
Spend the start-up grant within 2 years from the date the service agreement between the applicant and the City of Peterborough is executed.			N/A
Commit to capping the base fees according to the legislated <a href="#">daily fees for licensed child care</a> in Peterborough.			N/A
Commit to actively engaging in <a href="#">Peterborough's Investing in Quality</a> Initiative.			N/A
Demonstrate good operational preparedness.			
Provide previous years Audited Financial Statements (Existing Agency) or Provide Proposed Operating Budget for new spaces (New Agency).			
Provide proof of existing Liability Insurance coverage in the amount of \$5,000,000.00 minimum (Existing Agency). Provide proof of required Insurance prior to opening new spaces (New Agency).			
Provide confirmation letter or Minutes from Board of Directors meeting supporting the proposed expansion of spaces (Non-profits only).			
Provide quotes for projects anticipated to cost in excess of \$20,000.			

**Notice of Collection of Personal Information**

The applicant acknowledges that the information collected, used or disclosed under this Application is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, RSO 1990, c M. 56 and regulations (“MFIPPA”), as amended, or any successor legislation, applicable federal or provincial legislation, regulations and standards relating to the collection, use and disclosure of information.

If you have any questions about this application or the collection or use of the personal information as collected on this form, you may contact:

[Cindy King](#)  
 Manager, Children’s Services | Social Services  
 City of Peterborough  
[cking@peterborough.ca](mailto:cking@peterborough.ca) | 705-748-8830 ext. 3496

I hereby certify that all information provided in this submission is, to the best of my knowledge, accurate in all respects. I further certify there is no conflict of interest between said agency or their employees with respect to this EOI and the City of Peterborough

<b>Authorized Signing Officer</b>	<b>Signature</b>	<b>Date: yyyy-mm-dd</b>
<b>Name: First, Last</b>		

Thank you for taking the time to complete the EOI Application for CWELCC Space Expansion and Start-Up funding.

## Appendix A: Assessment Criteria

All applications will be assessed against the mandatory requirements outlined on p 9-10. Applications that meet the mandatory requirements will be assessed in an objective manner using a five (5) Point Assessment Scale measurement tool (see below) and against the assessment criteria outlined on p 12-13. All applications will be assessed by a neutral third-party consultant. Final decisions rest with the Children’s Services Manager. Applications that do not meet all the mandatory requirements will not be considered further.

Successful applicants may be asked to provide additional documentation prior to receiving ‘Approval to Proceed’ notification.

### Approval Process

Once an application has received ‘Approval to Proceed’ the applicant will be notified in writing. At this stage, for projects anticipated to require more than \$20,000 in Start-Up funding the applicant will be required to:

- Secure and confirm a suitable location for the new spaces.
- Provide three (3) written quotes from a qualified contractor from an arm’s length competitive process in a form satisfactory to the City.
- Confirm the project timeline and project completion date.

Once all the above requirements have been met, the City will confirm the Start-Up funding for the project and enter a CWELCC Start-Up legal agreement with the applicant.

### Dispute Resolution

Any disputes related to application decisions will be managed through the existing Children’s Services Appeal Process.

Subject to the requirements of the Freedom of Information and Protection of Privacy Act, RSA, 2000 c. F-25, the evaluations and outcomes will remain confidential, and not released to any party.

### Assessment of the Proposal

The following criteria will be assessed using the indicators outlined in this chart to assign an individual score for each category area. The total scores in each category are then weighted to equal 100 points, as follows:

A) Access	25
B) Quality	25
C) Inclusion	25
D) Operational Preparedness	<u>25</u>
<b>Total</b>	<b>100 points</b>

A) Access = 25 Points	
Points	Item
= / 5	Demonstrated ability to fill child care spaces (existing agencies)
= / 5	Demonstrated ability to create new child care spaces.

=	/5	Demonstrated ability to address the diverse needs of vulnerable populations, including the racialized, Black, Indigenous, newcomers, low-income families, and children with special needs.
=	/10	Demonstrate ability to support labour market participation through flexible models of care (non-traditional hours of operation, full/part-time care options, ages served)
	/25	<b>Total Points</b>
<b>B) Quality = 25 Points</b>		
=	/10	Describe the professional development resources and supports provided to support ongoing early childhood development knowledge acquisition and increased early childhood development competencies, specifically related to enhancing quality and inclusion of children with diverse backgrounds and needs.
=	/5	Describe the supports to be provided for educators to successfully implement How Does Learning Happen? Ontario's Pedagogy for the Early Years.
=	/10	Describe how the program will cultivate authentic, caring relationships and connections to create a sense of belonging for children, families, and staff.
=	/25	<b>Total Points</b>
<b>C) Inclusion = 25 Points</b>		
=	/5	Demonstrated ability to provide a wide range of opportunities for learning, play, and inquiry in physical, social, and teaching environments.
=	/5	Values, policies, and practices that support the right of every child and their family, regardless of ability, family background and financial situation, to participate in a broad range of activities and contexts.
=	/5	Demonstrated ability to support low-income children and families through the provision of fee subsidy and family friendly policies and practices that consider the challenges of children and families living on low incomes.
=	/5	Demonstrated use of unbiased practices and assessment tools.
=	/5	Demonstrated ability to provide various levels of support for children depending on their individual needs.
=	/25	<b>Total Points</b>
<b>D) Operational Preparedness = 25 Points</b>		
=	/5	Demonstrated administrative and financial strengths.
=	/5	Demonstrated financial knowledge and experience of the applicant.
=	/5	Demonstrated financial assets to support the proposed expansion of spaces.
=	/5	Demonstrated good governance and strong organizational leadership.

=	/5	Demonstrated staffing capacity to manage and operationalize new spaces within a two (2) period.
=	/25	<b>Total Points</b>
=	/100	<b>TOTAL SCORE (A+B+C+D+E)</b>