

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: F. Children's Services	Effective Date: <b>October 1, 2013</b>
Topic: 10. One Time Funding	Former Policy: <b>NEW</b>
Subject: 10.4 Capital Funding	
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**POLICY**

The Manitoulin-Sudbury DSB will provide Capital Funding to approved non-profit child care service providers subject to prioritized need, available funds, and DSB approval. Capital funding may be provided to help transition and modernize the child care sector as it adapts to the implementation of FDK. Capital funds may also be provided to an approved non-profit child care centre for the cost of system expansion and/or improvement when there is a demonstrated need. Funding is intended to focus on promoting long-term sustainable and accessible child care services. Capital funds are only available to DSB approved non-profit child care centres. The CAO will have the authority to allocate and approve available funds in year to capital projects based on prioritized need, in year pressures and available funds.

**PROCEDURE**

The expenditure of funds shall be allocated on a claims basis and based on prioritized need and funding availability.

1. Organizations will submit an electronically completed proposal or request for funds.
2. The DSB may request documentation to demonstrate that the organization /child care program is operationally sound.
3. The request shall indicate an estimate of the costs to renovate, improve, or expand child care spaces.
4. The DSB will monitor and reconcile any funds not utilized within the timeline indicated within the contract for funds.
5. Organizations that receive funding shall keep a record of expenditures and receipts for a minimum of 7 years. Within a reasonably stated time, organizations shall provide a record of expenditures upon the request of the Manitoulin-Sudbury District Services Board not to exceed 10 business days.

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The DSB may consider the following in determining allocations to operators:

- Supporting the identified priorities for the child care system;
- Supporting the viability of existing child care operators who have been identified as being impacted by the implementation of FDK to refocus services for children 0-4 years old;
- Capacity of programs to access funds through other means;
- Child care licensing history;
- Program budget and financial history;
- Level of investment required to support viability;
- Investment in quality programming;

### **ALLOWABLE EXPENSES**

Capital funding will help to offset the costs of renovations of existing child care centres to serve younger aged children as 4 and 5 year olds enter FDK. Capital funds may also be provided to an approved non-profit child care centre for the cost of system expansion and/or improvement when there is a demonstrated need.

Renovations may include, but is not limited to:

- Adding a wall to create an infant sleep room in a previous JK/SK room;
- Renovating a playground space; or
- Renovating washrooms for toddlers.
- Increasing child care space due to demand and need
- Costs of moving and renovations to adapt space