

Grant Application Template

Child Care Professional & Program Development Grants

Please use this template only to draft your answers offline, so that your work will be saved for your own records, and/or in the event that you encounter a technical issue when using the online grant system.

Do not upload this document as your application. You must **copy** and-paste your answers into the individual spaces provided in the online grant system for your application to be submitted.

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Step 1: Applicant Contacts

The following section includes questions about the Society.

Society Name

[Information Auto-Generated]

Society Number

[Information Auto-Generated]

Charitable Number (OPTIONAL)

Society Website (OPTIONAL)

Contact:

Please enter this information carefully. We will use it in future correspondence with you.

First Name

Last Name

Title

Address

City

Province

Country

Postal Code

Phone No

Email

Step 2: Applicant Information

The following section includes general questions about your Society. For assistance in filling out this section of the form, please refer to the [Grant Program Guidelines](#).

Application Qualifications:

Tell us about your organization. (e.x., history, vision and mandate).

Additional Information *(optional)*

Choose File

Add File

Describe Programs and Services provided in the past 5 years:

Do you provide licensed child care programs?

Yes No

If you provide licensed child care programs please complete Licensed Capacity and Current Enrolment Form for the type and number of child care spaces your Society provides and your current enrolment for each program using information on your Child Care License(s) and upload below.

[Licensed Capacity & Current Enrolment by Program Type Template](#)

Supporting Documents:

Attach a copy of your Society's Provincial Child Care License(s), (Required if you deliver licensed child care)

Upload your completed Licensed Capacity and Current Enrolment form www.richmond.ca/__shared/assets/ccgrantsforms36748.pdf. (Required if you deliver licensed child care)

Attach the Operating Budget for the Current Fiscal Year:

Attach a list of the Board of Directors, Officers, and Executive Directors of the Society, including their addresses and contact information:

Attach Minutes of the Most Recent Annual General Meeting:

Attach Last Year's Financial Statements or Audited Statement including balance sheet for recently completed fiscal year, including the auditors' report signed by external auditors, or see the [Grant Program Guidelines](#).

If you did not attach the Audit Report or Audit Review Report, please explain why:

Step 3: Grant Program

Grant Description:

Proposal Title:

Amount Requested:

Describe in detail the purpose of the grant, what will it be used for:

Describe how these funds will be used to enhance child care service delivery support skill development of early childhood educators, and benefit the broader Richmond child care community:

Describe how this request aligns with current City priorities as outlined in [Program Guidelines \(Appendix A\)](#).

Describe who will benefit from the grant, if received, including the number of programs, staff, families etc:

Do you have any additional funders or partners who will be assisting with this project?

Yes No

If yes, please list the partners and their role.

Proposed Project Budget Summary (please list the ‘preferred/lower cost’ items from your Proposed Project Budget form and include all sources of revenue including the requested child care grant funds)

Expenses	
Item/Activity	
Total Expenses	

Revenue	
Item/Activity	
Total Revenue	
Surplus/(Deficit)	

Comments (optional): (max. 4000 characters)

Proposed Project Timeline

*Note City grant funding, if approved is historically available by April 1.

Start Date:

Completion Date:

Supporting Documents

Attach the completed [Proposed Project Budget Form](#) outlining the itemized budget identifying two quotes prices for how grant funds will be used (Required):

Attach supporting information and two quotes for all projected costs (Required):

What additional sources of funding or contributions will be used to complete the proposed grant project? Outline below:

Outline the timeline for completing the project and using the grant funds:

Attach supporting documentation demonstrating need for the grant funds:

Attach letters of support, minimum of two required (please note letters from Society staff do not apply):

Step 4: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions, and to represent the Society's endorsement of this grant application. For assistance in filling out this section of the form, please refer to the [Grant Program Guidelines](#).

Attach Completed Signature Form ([Download Signature Form](#))

Terms & Conditions

Definitions

Throughout these Terms and Conditions the following terms will have the following meanings:

- APPLICANT means the organization applying for City of Richmond funding
- CAPITAL means an award for the purposes of funding a capital project
- CITY means City of Richmond
- FUNDS means a dollar amount awarded by the City of Richmond
- RECIPIENT means a successful APPLICANT who receives a dollar amount awarded by the City of Richmond
- FUNDS must be used within one year of receipt by the RECIPIENT.

Any APPLICANT who has been awarded FUNDS previously by the CITY must submit a report documenting use of those FUNDS and describing the benefits received before their current application can be considered.

Any award RECIPIENT must include the City of Richmond logo on any newsletter or publicity generated by the grant recipient.

Any RECIPIENT of CAPITAL FUNDS must obtain any and all required City permits for their capital project.

Any RECIPIENT of CAPITAL FUNDS must submit receipts with the Grant Use Report.

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide an end of grant use report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- Mid-year progress and financial reports may be requested from those seeking annual grants.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff at citygrants@richmond.ca.

Recuperation of Grant

If the grant is not used for the stated purpose, the full amount must be returned to the City.

No Appeal

Due to the high number of applications for limited funding, and since applicants may apply again the following year, there is no appeal of Council's decision.

Do you accept these terms and conditions?

Yes No