

Manitoba Early Learning and Child Care - Quality Enhancement Grants

Innovative Recruitment and Retention Grant - Centres Guidelines

Purpose

The Innovative Recruitment and Retention Grant supports initiatives aimed at building and sustaining a high quality workforce including:

- recruitment, retention and recognition of qualified ECEs and CCAs
- on-going training and professional development of staff
- promotion of a positive organizational culture

As workforce circumstances vary across the province and according to each facility, recruitment and retention approaches will be unique to each centre.

Grant Details

Eligibility - All licensed non-profit child care centres (including infant, pre-school, nursery and school-age programs).

Accept /Decline by March 13, 2023 - Facilities can choose to accept or decline the Innovative Recruitment and Retention Grant in the weekly Manitoba Child Care Search facility update request emailed to child care facilities, beginning February 27, 2023

Funding Amount - \$200 per space for all licensed early learning and child care (ELCC) centres accepting the grant. Funding allocations to be disbursed to eligible facilities by April 14, 2023

Coverage Period for Eligible Expenses – April 2022 – March 21, 2024

- Items previously purchased between **April 1, 2022 and March 31, 2023** and
- Items purchased between **April 1, 2023 and March 31, 2024**

Terms and Conditions

In accepting any or all of the Quality Enhancement Grants, the Board of Directors and management of the child care facility agree to spend this funding according to the purpose and criteria listed below. Child care facilities are also expected to adhere to their organizational policies, bylaws, and exercise due diligence with any capital or leasehold improvements.

**Innovative Recruitment and Retention Grant - Centres
Guidelines**

Eligible Expenses:

The flexibility of the Innovative Recruitment and Retention Grant enables facilities to use funding to meet their unique needs. Eligible expenses under this grant include:

- Innovative recruitment efforts including advertising vacant positions through targeted social media ads, attending/hosting careers fairs, etc.
- Enrolment and/or registration fees for ongoing required training for staff such as First Aid and CPR, and food handlers training, etc.
- Enrolment and/or registration fees to support ongoing staff professional development such as in-house trainings/workshops, peer mentorship training, courses that support the ongoing growth and development of staff, etc.
- Wages for staff training/development and/or staff replacement costs.
- Equitable, fair and transparent financial recognition of CCAs and ECEs for long service employment in a facility for a period of time.
 - Centres that choose to provide a long service recognition bonus must disclose to all employees of the centre the framework for providing the bonus (i.e. the value of the bonuses provided for what period of service).
 - The long service employment bonuses must be distributed through payroll and will be considered taxable income.
 - Payroll receipts should be retained for reporting purposes.

Administration Costs - Up to 10% of the total grant funding can be used towards administrative costs to implement the grant. Administrative cost may include:

- wage for an administrative staff to develop and plan initiative, purchase items, complete reports - NOT APPLICABLE TO HOMES
- audit fees incurred as a result of this funding

Combined/Pooled Funding – The Innovative Recruitment and Retention Grant is not eligible for combined or pooled funding.

Expense not eligible:

- Expenses incurred prior to April 1, 2022
- Expenses incurred after March 31, 2024
- Expenses covered by another grant funding source
- Gift cards, gifts, prizes, and/or incentives for participation
- Staff salaries, bonuses or compensation not specifically noted in the above eligibility.
- Individual or centre professional memberships

Manitoba Early Learning and Child Care - Quality Enhancement Grants

Innovative Recruitment and Retention Grant - Centres Guidelines

- Purchasing land and/or buildings
- Projects or activities that generate a profit
- Direct fundraising activities or events
- Alcohol or cannabis related products
- Purchases that do not provide benefit to staff or children
- Anything not on the list of eligible items without prior written approval from the Department

Reporting Requirements:

Grant recipients will be required to submit to Early Learning and Child Care:

- An interim financial and program report by September 1, 2023. This includes:
 - A financial report detailing expenses for the period of April 1, 2022 to July 31, 2023
 - A program report highlighting the impact the funding has had on the quality of your program
 - A report outlining plans to fully expend the grant funds by March 31, 2024
- A final report by June 30, 2024. This includes:
 - A financial report detailing expenses for the period of April 1, 2022 to March 31, 2024
 - A program report highlighting the impact the funding has had on the quality of your program.
- Receipts for purchases made with the grant(s) should be retained for review by Canada Revenue Agency, facility auditor/book keeper and/or Early Learning and Child Care.
- Reporting guidelines will be distributed early spring 2023 to provide information about how to submit your Quality Enhancement Grants report.

Grant recipients authorize the Department of Education and Early Childhood Learning to collect information and documentation considered necessary:

- to verify that funds have been used to support its intended purpose and ensure accountability for provincial and federal funding, and
- for maintaining and analyzing statistical information as may be required by Manitoba and/or Canada

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For More Information

Download Quality Enhancement Grant Circular and FAQs -

www.manitoba.ca/education/childcare/childcare_news/current_circulars.html

Contact the Early Learning and Child Care Division, Manitoba Education and Early Childhood Learning by email cdcinfo@gov.mb.ca with the **subject line “Quality Enhancement Grants”** or call Child Care Information Services at 204-945-0776 or toll-free: 1-888-213-4754.