

## Manitoba Early Learning and Child Care - Quality Enhancement Grants

### Quality Early Learning and Environments Grant - Centres & Homes Guidelines

#### Purpose

The Quality Learning and Environments Grant will help facilities make improvements to their infrastructure, equipment and materials to ensure:

- healthy, safe learning environments
- rich learning experiences for children
- supportive work environments for staff
- welcoming spaces for families

#### Grant Details

**Eligibility** - All licensed non-profit child care centres (including infant, pre-school, nursery and school-age programs); and all licensed family/group home-based child care providers.

**Accept /Decline by March 13, 2023** - Facilities can choose to accept or decline the Quality Early Learning and Environments Grant in the weekly Manitoba Child Care Search facility update request emailed to their facility, beginning February 27, 2023.

**Funding Amount** - \$875 per space for all licensed early learning and child care (ELCC) facilities 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/or 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.

#### **Eligible Expenses:**

The flexibility of the Quality Early Learning and Environments Grant enables facilities to use funding to meet their unique infrastructure and programming needs to support quality early learning and care.

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Expenses include the purchase of equipment, delivery fees, renovations, consulting/design, professional development or other items or services authorized by the department that:

- meet and/or exceed required legislation and standards, e.g.; building codes, accessibility legislation, licensing standards and guidelines
- improve aesthetics of centre through painting, carpet/floor replacement, updating window treatments and storage options
- add, replace or redesign learning centres to support children's development, including home-like aesthetics and child-sized furnishings
- increase the variety of high quality equipment, learning materials and books
- create natural outdoor learning environments that support children's safety, health active engagement and learning including providing shaded areas.
- invest in technology (iPads, tablets, computers or phones) that supports the professional development of the staff, documentation of children's growth and development, communication with families and/or administration of the centre.
- renovate existing or create physical spaces that support staff, such as a staff room adult washroom considering storage for staff's personal belongings and adult sized furnishings.
- create a welcoming area for families.
- ensure better storage for roll-away school-age programs such as pods, sheds, flexible use shelves, construction and material costs for cupboards or closets.
- support staff development that deepens knowledge of child development, early learning environments and caregiving principles.

*Note: Quality second hand expenses are eligible if the items are included within the eligibility criteria. An itemized receipt must be retained including the item description, cost, seller's name and address (company or individual) and contact information (email or phone number).*

*For home-based providers, only 50 per cent of individual project costs can be claimed for investments to the home that improve shared spaces, that is the space used by the home when the children are not present. This includes; but is not limited to fencing, flooring, walls, doors, patios and sod.*

**Administration** - 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

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**Combined/Pooled Funding** - Funding from the Enhancing Diversity and Inclusion Grant and the Quality Early Learning and Environments Grant may be combined to support larger purchases or fully fund a larger project. Your financial report must clearly indicate the expenses that are attributed to each grant.

#### **Expenses 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 eligibility above.
- Individual or centre professional memberships
- 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.

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- 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

#### **For More Information**

Download the Quality Enhancement Grant Circular and FAQs -

[www.manitoba.ca/education/childcare/childcare\\_news/current\\_circulars.html](http://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](mailto: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.