



COUNTY OF WELLINGTON CHILDREN'S EARLY YEARS DIVISION REPAIRS AND MAINTENANCE EXPENSE FUNDING APPLICATION NON-PROFIT AND FOR-PROFIT

For licensed Child Care Programmes in the Wellington service delivery area.

Repairs and Maintenance funding is intended to support licensed Child Care Centres and Home Child Care Agencies that are not in compliance with licensing requirements or may be at risk of not being in compliance with licensing requirements under the *Child Care and Early Years Act, 2014*. Funding is intended to cover one-time repair and maintenance costs.

In order to support the child care system, provincial Repairs and Maintenance funds may be available to **non-profit** and **for-profit** child care programmes. Priority will be given to child care programmes that can demonstrate that they are not in compliance or are at risk or not being in compliance with licensing requirements.

These funds are intended to cover one-time costs.

Repairs and Maintenance funding includes:

- i. Food Preparation-examples include installation of a hand washing sink; dishwasher or hot water booster; major appliances
- ii. Major Systems-examples include repair or replacement of leaking roof; building foundation; heating/cooling system; ventilation system; sump pump; emergency lighting; accessibility; windows or doors; asbestos removal or encapsulation; secure entrances; wiring upgrades
- iii. Washrooms-examples include repair or replacement of fixtures; partitions; flooring material; change table
- iv. Play Area-examples include repair or replacement of damaged walls/peeling paint that may contain lead; windows; damaged/worn flooring material or ceiling; damaged/worn outdoor safety surfacing; fencing; drinking water system; heating system

Code Compliance

- Ontario Fire Code orders/recommendations
- Ontario Building Code orders/recommendations
- Public Health Code orders/recommendations

Repairs and Maintenance funding cannot be used for programme expansion.



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Legal Business/Organization Name: _____
Address _____
City/Town _____ Postal Code _____
On-Site Contact _____ Contact Title _____
Centre Phone # (____) _____ - _____ Ext _____ Fax Number (____) _____ - _____
Email _____ Website _____
Site for which funding is requested if different than above:

For Premises Repair or Minor Renovation:

- Building/space in which child care is provided is () owned by applicant or () leased.
- Do you share this space with any other programmes? If yes, what is the % of time your programmes uses the space. _____
- If the building/space is leased, indicate the number of remaining years of assured occupancy at your organization's option within the current signed lease.
 - Number of years of assured use of premises for child care: _____.
- Attach a statement of agreement to the proposed repair and/or minor renovation project from the property owner.

Additional Supporting Information:

- If the proposed project is based on requirements of the Public Health Unit, local Fire Department, Building Department, or Ministry of Education, attach copy of the order or licensing checklist. Priority will be granted to child care programmes that are not in compliance or are at risk of not being in compliance with licensing requirements under the CCEYA.
- Feel free to attach any additional supporting information you want the County of Wellington to consider in assessing your request; for example, additional information describing the scope or detail of the proposed work, confirmation of assistance from another organization in the community, or documentation of need. **Please do not submit copies of Child Care Operating Criteria results as these documents are on file.**
- If the proposed project/purchase total including installation, taxes, etc. exceeds \$2,500.00, a minimum of 3 quotes will be required to be submitted with this application. Please note your preferred choice and indicate why.
- The County of Wellington reserves the right to make recommendations regarding projects/purchases that funding is requested for.
- If this application for funding is being made by a business/organization that currently does not provide the County of Wellington with an Audited Financial Statement, a copy of the most recent financial statement of the business/organization must be attached.



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PROJECT DETAILS & SUMMARY FORM

Legal Business/Organization Name: _____

Programme Name (if different) _____

Site address for which funding is requested: _____

1. Please indicate which type of project you are requesting funding for:

- Food Preparation
- Major Systems
- Washrooms
- Play Areas

**Please submit a separate Project Details and Summary Form for Each project application.*

2. Please answer the following questions. Feel free to attach additional supporting information.

a) **WHY** is this being proposed? Describe the purpose of the proposed equipment purchase, repair, minor renovation. Please indicate if this is being proposed to bring the programme into code compliance.

b) **WHAT** will be purchased? Describe the proposed Equipment purchases or replacements. Please attach additional pages if required.

Total Gross Equipment Cost (including installation): \$ _____

c) **WHAT** work will be done? Describe the proposed Repair and/or Minor Renovation required.

Total Gross Cost of Repair, Minor Renovation: \$ _____

d) **TOTAL REQUEST** for this Project: \$ _____



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FINANCIAL SUMMARY SHEET

Please fill in the following chart based on each project funding request.

Project Type	Total Equipment Cost	Total Repair and Renovation Costs	Total Project Cost
TOTAL			

Project Financial Summary:

TOTAL EQUIPMENT COST: \$ _____
 TOTAL REPAIR, RENOVATION COST: \$ _____
 TOTAL PROJECT COST: \$ _____

Signatures of Applicant:

This application is submitted to the Corporation of the County of Wellington by Signing Officers of the Corporation, Partnership, or Proprietor.

 Name (Please Print) Signature of Signing Officer Position Date

 Name (Please Print) Signature of Signing Officer Position Date

Note: The signature of two official signing officers is required, except when being completed by a sole proprietor, in which case the proprietor's signature only is required.

Applications may be emailed, mailed or delivered to:

Children's Early Years Clerk
childrearsearlyyearsclerk@wellington.ca
 County of Wellington Children's Early Years Division
 129 Wyndham St. N.
 Guelph, Ontario N1H 4E9