

Guide for Applicants for Subsidized Educational Childcare Spaces

Call for Projects for Indigenous
Communities - 2021

October 2021

To better reflect Québec government usage, the term “Indigenous” is used in this document instead of “Aboriginal”, as contained in past documents.

The full version of this document is available on the Ministère de la Famille website at mfa.gouv.qc.ca.

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Ministère de la Famille

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Mailing Checklist

Before sending in your application for subsidized places, please make sure that it is properly filled out by using the checklist below.

Check the box when each step has been completed	Steps
<input type="checkbox"/>	<p>All sections of the Application for Subsidized Educational Childcare Spaces – Call for Projects Dedicated to Indigenous Communities have been duly completed, including:</p> <ul style="list-style-type: none"> • Section 1, Information on the applicant • Point 2.1, Name and contact information for the facility that will be accommodating the children • Point 2.2, Number of spaces requested • Section 7, Sponsor’s resolution (band council or board of directors of the legal person authorizing the application, if the applicant is a legal person) • Section 8, Signature of the signing authority, is signed and dated by the signing authority (in particular, the point concerning priority of admission is checked off).
<input type="checkbox"/>	<p>If you are applying for daycare centre spaces (any application type [increase in capacity, establishment of a centre, expansion, etc.]), make sure that <i>Appendix 1 — Declaration of Related Persons</i> has been completed and signed, and is attached to the form for each of the natural persons listed in points 1.5 and 1.6.</p> <p>In addition, where applicable, make sure that you have attached to your request the relevant documents justifying the absence of involvement (direct or indirect) in the daycare centre’s operations or management.</p>
<input type="checkbox"/>	<p>The application form is to be e-mailed to the Direction régionale des services à la clientèle for the region where the childcare facility will be established no later than January 21, 2022, at 11:59 p.m.</p> <p>(Please note that no applications can be submitted by hand or by fax.)</p>
<input type="checkbox"/>	<p>If your application concerns the establishment of a daycare centre or a childcare centre (CPE) (permit application), make sure to send the certified cheque, postal money order or bank draft for \$1,662 made out to the order of the Minister of Finance of Québec by registered mail to the Direction des services à la clientèle for the region when the childcare service will be located.</p> <ul style="list-style-type: none"> - Make a scanned version of it and attach it to the form when it is sent by e-mail. - Make sure that the Direction régionale des services à la clientèle will receive it no later than January 28, 2022 for filing an application for places (regular) and on April 29, 2022 for filing a complete application for places (following a notice of interest // notice of intention and accompaniment).

Part 1: General Information on the Call for Projects for Indigenous Communities

1.1 General orientations concerning the allocation of subsidized educational childcare spaces

To meet the growing needs of indigenous families, the Ministère de la Famille announced, on October 25, 2021, a call for projects to create 1 000 spaces reserved for indigenous communities, at either childcare centres (CPE) or subsidized daycare centres.

The priorities for this call for projects are as follows:

- Projects optimizing the childcare service offer (to increase or maximize the childcare service offer by using an available and unoccupied part of a facility);
- Projects with which a partner is associated, such as a school setting or a priority project for a community;
- Applications that include the creation of spaces to accommodate infants (children under 18 months old);
- Projects with a service offer providing for the integration of children with special needs;
- Projects with the most chance of succeeding.

Priority will be given to CPEs and daycare centres that show they can make spaces available in the shortest possible time.

There are two methods for filing an application:

1. Filing of an application for places (regular)

This method for filing consists of submitting a complete file for study no later than January 21, 2022. Applications received will be studied in April 2022. Accepted projects will be authorized more quickly than those filed in the form of a notice of interest.

A maximum of 50% of places will be granted in connection with this method of filing. Applicants whose project is not accepted can benefit from coaching in order to review their application and submit their project again no later than April 21, 2022, at the same time as applicants who have filed a notice of interest.

2. Filing using the “coaching” method

This method for filing consists of submitting a notice of interest no later than January 21, 2022.

Based on the information submitted on the form, an accompaniment will be offered to applicants who face obstacles in preparing a project. This accompaniment will be personalized and deal with all the aspects of the call for projects process.

- General information regarding the call for projects and the allocation of places
- An opportunity search
- Filing of an application (form, information and documents required)
- Admissibility and compliance of an application
- Project progress over time with respect to human, financial and material resources. The deadline for filing a complete application is April 21, 2022.

1.2 Allocation of subsidized spaces

The application must target the creation of subsidized spaces for children living in an indigenous community or the creation of spaces outside the territory of the community, insofar as it is supported by an indigenous community and considered by it as responding to its priority needs.

Part 2: Terms and Conditions Surrounding the Application for Subsidized Educational Childcare Spaces

- To submit an application for subsidized spaces as part of this call for projects, you must complete the following form: [Application for Subsidized Educational Childcare Spaces in Indigenous Communities](#).
- Do not write in the grey areas, which are reserved for the use of the Ministère.
- Check the box corresponding to the chosen filing method: regular or notice of interest.
- You must complete a form for each application for subsidized spaces. For example, a CPE that wants to increase the number of spaces in two of its facilities must complete two applications for subsidized spaces.
- Your answers must fit in the spaces reserved for this purpose; additional pages will not be considered in the processing and analysis of applications.
- Attach to your application only the required documents specified in this guide (as mentioned in Part 3.1, “Eligibility conditions”) and those relevant for the analysis, when required in the appropriate section of the form or the guide. No other document sent will be analyzed.
- Your application and the accompanying documents must be sent by email to the regional Direction des services à la clientèle of the Ministère de la Famille of the region where the childcare centre is or will be established no later than January 21, 2022 at 11:59 p.m. for a regular filing **and** filing of a notice of interest. For a “coaching”-method filing, complete applications for places (following a notice of interest and accompaniment) must be sent no later than April 21, 2022 at 11:59 p.m. Please note that no application may be filed in person or sent by fax.
- No acknowledgement of receipt will be provided.
- To be eligible, an application must meet all the conditions listed in Section 3.1 hereinafter.
- The Ministère will notify all the applicants of the decision concerning the eligibility of their application.
- Applicants whose application does not meet the conditions will be given ten (10) business days to provide the missing items or information required.
- Applications that are not eligible will not be retained for subsequent analysis, while those that are eligible will be analyzed by the Roundtable on the Allocation of Indigenous Educational Childcare Spaces.

If your application for the establishment of a CPE or daycare centre is not eligible, the certified cheque, postal money order or bank draft will be returned to you.

Important

The applicant must respond quickly to messages sent by the Ministère at any time during the eligibility verification period, which will take place from the launch of the call for projects.

During this period, it is your responsibility to regularly check your e-mail inbox indicated in Section 1.2 of the form, including your spam file, so that you can complete your application, if necessary.

Part 3: Terms and Conditions Surrounding Eligibility of Applications for Subsidized Spaces

Important

An applicant for a permit for a non-subsidized day care centre (GNS) having already submitted a project and now wishing to submit the same project in connection with this call for projects must withdraw its GNS project, whether it has been authorized or not.

To do so, the applicant must send the Ministère a letter as evidence of its withdrawal (if a legal person: a resolution of the board of directors; if a natural person: a letter signed by the applicant). The fee paid for the submission by the applicant of a GNS permit is not refunded by the Ministère.

If the project submitted under this call for projects is not retained and the applicant wants to continue with its GNS project, it must then submit a new GNS application, pay again the applicable fee required for filing a permit application, and wait for the Ministère's decision before continuing the process.

3.1 Eligibility conditions

Your application must target the creation of subsidized spaces for children living in an indigenous community or the creation of spaces outside the territory of the community, insofar as it is supported by an indigenous community and considered by it as a response to its priority needs.

Your application for subsidized spaces must meet **all the conditions listed below** in order to be sent for analysis to the Roundtable on the Allocation of Indigenous Educational Childcare Spaces.

3.1.1 Compliance of the mailing

The Ministère will check **that the mailing is in compliance**, which includes ensuring that:

- The application transmission method is in compliance;
- The application transmission address is in compliance;
- The application submission deadline has been met;
- The prescribed form has been used.

3.1.2 Compliance of the application

The Ministère will verify:

- Whether the applicant's status is compliant:

You must be an applicant from among the following, located inside or outside an indigenous community:

- a CPE that wants to increase the capacity of an existing facility or one being established, or to establish a new facility;
- a duly constituted non-profit legal person applying for a CPE permit and wishing to obtain subsidized spaces;
- a duly constituted legal person applying for a daycare centre permit and wishing to obtain subsidized spaces;
- a band council applying for a daycare centre permit and wishing to obtain subsidized spaces or increase the capacity of an existing facility.

If the project in question is to be carried out outside an indigenous community, a resolution from a band council or an organization responsible for a daycare centre in an indigenous community is required to be attached to the application. The resolution must specify that this application must be considered as responding to the priority needs of the community

- Whether the different sections of the form have been completed properly and if the section *Signature of the applicant (signing authority)* has been signed;

Filing of an application for places (regular)

- if the applicant's status is in compliance;

You are an applicant located within or outside of an indigenous community among the following:

- a CPE that wishes to expand the capacity of an existing facility or one being built or establish a new facility
- a duly constituted not-for-profit legal person applying for a childcare centre (CPE) permit and wishing to obtain subsidized places
- a duly constituted legal person applying for a day care centre permit and wishing to obtain subsidized places
- a band council applying for a day care centre permit and wishing to obtain subsidized places or expand the capacity of an existing facility

In the case where the project is to be carried out outside of an indigenous community, a resolution of a band council or a body in charge of a day care centre in an indigenous community must be attached to the application. The resolution must specify that this application is to be considered a response to the community's highest-priority needs.

- if the different sections of the form are completed and if the section entitled *Applicant's Signature (authorized person)* is signed

- if the information is provided in French or English

- For an application concerning a daycare centre, whether the premises have been the subject of a non-subsidized daycare centre permit since the call for projects was announced;

- Whether a scanned version of the required documents has been attached to the form:

- **For applications for daycare centre spaces (all application types** [increase in capacity, establishment of a centre, expansion, etc.]), [Appendix 1 — Declaration of related persons](#) must be filled out, completed and signed by each of the natural persons indicated in the tab *Enterprise profile* of the form. Otherwise, the relevant documents justifying the absence of involvement (direct or indirect) in the daycare centre's operations or management must be attached to the Appendix.

- **For applications to implement a daycare centre or CPE:**

- The following must be attached to the form: a certified true copy of the incorporating act (certificate of incorporation), i.e., the legal document confirming the creation of a legal person,¹ a copy of the registration declaration or initial declaration entered in the enterprise register ([REQ](#)) and, where applicable, a copy of any declaration amending these documents;
- A certified cheque, postal money order or bank draft for \$1,662 (**a scanned version must be attached to the form**) made out to the order of the Minister of Finance of Québec must be sent by registered mail to the Direction des services à la clientèle for the region when the childcare service will be located, and received no later than January 28, 2022. The postmark will be regarded as proof of the date sent.

This amount will be cashed if the application is considered eligible and is analyzed by the Roundtable on the Allocation of Indigenous Educational Childcare Spaces. Otherwise, the certified cheque, postal money order or bank draft will be returned to the applicant.

Important

If an application does not meet all the conditions listed above, it will not be sent to the Table de concertation sur la répartition des places en services de garde éducatifs à l'enfance autochtones (roundtable on the allocation of places in Indigenous educational childcare centres) after the application review period.

Filing of a notice of interest // notice of intention

- if the applicant's status is in compliance:

You are an applicant located within or outside of an indigenous community among the following:

- a CPE that wishes to expand the capacity of an existing facility or one being built or establish a new facility
- a duly constituted not-for-profit legal person applying for a childcare centre (CPE) permit and wishing to obtain subsidized places
- a duly constituted legal person applying for a day care centre permit and wishing to obtain subsidized places
- a band council applying for a day care centre permit and wishing to obtain subsidized places or expand the capacity of an existing facility

In the case where the project is to be carried out outside of an indigenous community, a resolution of a band council or a body in charge of a day care centre in an indigenous community must be attached to the application. The resolution must specify that this application is to be considered a response to the community's highest-priority needs.

- if the section entitled *Applicant's Signature (authorized person)* is signed

- if the information is provided in French or English

- Completed applications must then be submitted for study no later than April 21, 2022. Upon final filing of the application, all compliance criteria pertaining to an application for places (regular) must be respected. An application that does not respect all the conditions presented will not be forwarded to the Table de

¹ A legal person is a legally constituted entity. It has a distinct and independent juridical personality, as well as rights and obligations under the law under which it is constituted. It acts through both its board of directors and the meeting of members or shareholders, as applicable (paragraph 4 of section 10 of the Regulation).

concertation sur la répartition des places en services de garde éducatifs à l'enfance autochtones (roundtable on the allocation of places in indigenous educational childcare centres) after the review application period.

- A certified cheque, money order or bank draft for \$1,662 (**a scanned copy must be attached to the form**) payable to the ministre des Finances du Québec must be received by the regional Direction des services à la clientèle of the Ministère de la Famille of the region where the childcare centre will be established no later than April 29, 2022 for the filing of an application for places (following accompaniment) by registered mail. The postmark will provide proof of the date sent.
- This amount will be cashed if the application is deemed admissible and is studied by the Table de concertation sur la répartition des places en services de garde éducatifs à l'enfance autochtones (roundtable on the allocation of places in indigenous educational childcare centres). Otherwise, the bank draft, certified cheque or money order will be returned to the applicant.

3.1.3 Compliance with the *Educational Childcare Act* (the Act) and its regulations

The application must not cause the permit holder to exceed five facilities, 80 spaces per facility or 300 subsidized spaces.

The application must not concern a facility that has been deemed non-compliant with the Act or its regulations since its last complete inspection or spot-check inspections in the past two years, whichever period is longer.

This last point means that you must meet the requirements of the Act and its regulations, which apply to you as the holder of or applicant for a CPE or daycare centre permit (including directors and shareholders), and you have not been served notice for recurring failures to comply with legal and regulatory requirements. The compliance of the applications submitted will be analyzed by the Direction des inspections et des enquêtes of the Ministère. Depending on the results of this analysis, the Ministère may rule the application ineligible.

You can check, for information, the compliance of your CPE or daycare centre with the Act and its regulations using all the notices of non-compliance, notices prior to evacuation and notices of the imposing of administrative penalties and administrative measures (notice of suspension, reduction or cancellation of subsidy; notice of suspension, revocation or non-renewal of a permit; refusal to issue a permit) issued by the Ministère as well as using statements of offence given since the last complete inspection or spot-check inspections in the past two years, whichever period is longer. The applicant may access an online [self-assessment chart](#) for cases of non-compliance retained during inspections and investigations to check whether it respects this eligibility condition.

Important

Any misrepresentation will automatically result in the rejection of the application and, where applicable, the withdrawal of the spaces that were authorized.

This call for projects covers only the creation of new spaces and does not apply to the conversion of non-subsidized spaces.

The holder of a permit for a non-subsidized daycare centre is not eligible to submit an application for conversion under this call for projects. The permit holder may, however, submit a project for a new subsidized daycare centre facility at an address other than that of the current permit.

Thus, the realization of a subsidized daycare centre project authorized under this call for projects must not take place in a facility that was occupied by a non-subsidized daycare centre in operation at the launch of the call for projects and until authorization of the project.

A CPE may, however, submit an application covering premises that have already been used by a non-subsidized daycare centre.

A permit holder for a non-subsidized daycare centre (GNS) **cannot** submit a new application to establish a CPE.

A new legal person must be created to submit an application for the establishment of a CPE. As for the creation of a subsidized daycare centre, the project must target a new facility, and therefore not a facility that was occupied by a non-subsidized daycare centre in operation at the launch of the call for projects and until authorization of the project.

3.2 Request for review

If they consider that an error has been made, applicants whose application is deemed ineligible can submit a request for review, using the [form](#) for this purpose, within 10 business days following the letter sent by e-mail informing them that their application is not eligible.

3.3 Compliance with commitments

The characteristics of your project (legal person applying, number of spaces, proposed location, service offer and conditions for realization) indicated in the application submitted to the Ministère constitute commitments on your part.

Should you not comply with these commitments, the Minister of Families can recover and reassign the spaces allocated.

Part 4: Specific Information Entered on the Form

The information entered on the form will be used by the members of the Roundtable on the Allocation of Indigenous Educational Childcare Spaces to verify the eligibility of the application, and also to assess its feasibility, its relevance and its quality. You are therefore asked to complete in detail each section of the form.

If you are filing a notice of interest, complete the sections of the form as fully as possible, to the best of your current knowledge.

4.1 Information on the applicant (Section 1 of form)

Please indicate if you are filing an application using the regular filing method or if you are filing a notice of interest.

Please enter the type of facility (CPE or daycare centre) for which you are submitting an application.

4.1.1 *Name and contact information of the enterprise submitting the application, hereinafter the “applicant” (legal person, band council or natural person)*

The natural person, or, in the case of a legal person or band council, the duly authorized person must provide the following information:

- The name of the enterprise submitting the application, as entered in the [REQ](#) or the name of the band council;
- The Québec enterprise number (NEQ) of the enterprise registered in the REQ;
- The address of the enterprise, as entered in the REQ, or the address of the natural person;
- The telephone number, fax number and e-mail address of the enterprise or natural person.

Relevant link: Québec Registraire des entreprises

4.1.2 *Name and information on the person to contact concerning the application*

You must indicate the title (Mr. or Ms.), the first and last names, telephone numbers and e-mail address of the person you have officially designated to represent you in following up on your application.

Important

If the applicant is a legal person, the representative officially designated to submit the permit application must be the same as the one in the resolution of the board of directors (Section 7 of the form).

If necessary, when checking the compliance of your application, the Ministère will contact you at the e-mail address provided to ask you for any required items or information that are missing, giving you 10 days to reply. **It is therefore important to provide a functional e-mail address and, above all, that you regularly check your e-mail inbox or spam file in case the Ministère has sent you an e-mail.**

4.1.3 *Summary of applications sent to the Ministère*

You must indicate whether you have submitted one or more other applications for subsidized spaces under this call for projects.

If so, you must indicate the location concerned in each of your other applications.

4.1.4 *Other permits*

Indicate whether you, a shareholder or a director of your enterprise is the holder of another permit issued under the *Educational Childcare Act*, namely a permit for a subsidized daycare centre or a non-subsidized daycare centre.

If so, enter the division and establishment numbers of these childcare services.

4.1.5 *Profile of the directors and shareholders (legal person only)*

If the applicant is a natural person, this section does not have to be completed.

If the applicant is a permit holder, it must ensure that its electronic service delivery (PES) Profile of directors and shareholders at the Ministère is up-to-date for the childcare services for which the application for spaces is being made.

If the applicant is a legal person that is not a permit holder, it must enter the following information in the space provided **for each** of the natural persons who are directors or shareholders of the enterprise submitting the application:

- The title (Mr. or Ms.), the first and last names, full address, telephone No., e-mail address, category (director or shareholder) and percentage of voting shares held in the enterprise submitting the application (where applicable);
- **If the application concerns spaces at a CPE**, the role of the directors (parent user, future parent user, CPE staff, member from the business community or the institutional, social, education or community sector) and the date of the start of his or her term of office (if a director). Section 7 of the Act lists the requirements in this regard.

In addition, you must provide a list of the legal persons and trusts that are shareholders in the enterprise submitting the application. The name, type (legal person or trust) and full address must be entered, along with the percentage of voting shares held in the enterprise submitting the application.

Important

For **each of the legal persons indicated**, the applicant must complete Section 1.6 of the form *Profile of the legal person that is the shareholder of the enterprise submitting the application*, where applicable.

4.1.6 *Profile of the legal person that is the shareholder of the enterprise submitting the application, as applicable*

You must enter on the form **each legal person that is a shareholder** in the enterprise submitting the application mentioned. The persons appearing in point 1.5 must be broken down in point 1.6 of this section. For each legal person, you must enter:

- Its name and NEQ (Québec enterprise No.);
- The natural persons who are directors and shareholders of the enterprise: title (Mr. or Ms.), first and last names, full address, telephone No., e-mail address, category (director or shareholder) and percentage of voting shares held in the enterprise submitting the application (where applicable).

In addition, you must provide the list of legal persons and trusts that are shareholders. The name, type (legal person or trust) and full address must be entered, along with the percentage of voting shares held in the enterprise submitting the application.

Important

For each of the legal persons that are shareholders in the enterprise entered in point 1.6, the applicant must complete Section 1.6 of the form *Profile of the legal person that is the shareholder in the enterprise submitting the application*, as applicable.

4.2 Information on the project (Section 2)

4.2.1 *Name and contact information of the facility where the children will be accommodated (mandatory point)*

Indicate the name of the facility concerned.

Specify the community, the municipality, the neighbourhood or sector, as well as the current or future address of the facility in which subsidized spaces are requested.

If you already have a division number and facility (establishment) number (for instance, in the case of an application for an increase in the number of spaces registered under your permit), enter them in the spaces provided for that purpose.

4.2.2 *Number of spaces requested (mandatory point)*

Enter the number of spaces requested by age group:

- the number of babies under 18 months of age (infants);
- the number of children 18 months of age and over;
- the total number of children (this number must not exceed 80, including, in the case of an increase in capacity, already existing spaces or spaces being established in the facility concerned).

For holders of current permits, also enter the number of existing spaces, as indicated on your permit. For permit holders or authorized applicants whose subsidized spaces are being established, enter the number of spaces.

Reference: Subparagraph 10(a) of section 10 of the *Educational Childcare Regulation* (Regulation)

4.2.3 *Description of business project*

Describe the business project, in particular the educational program to be applied, the preferred educational approach and the services that you would like to offer.

Do not attach any documents. Use the space available to you on the form as much as possible to describe your business project and highlight the specificity or particularities of your childcare service.

You can also describe the principles and values guiding your project, which you want to promote in your establishment. Talk about your enterprise's vision and mission, as well as how you will achieve your goals.

In the online form, describe your business project in detail and highlight the particularities of the proposed educational childcare service project. Describe the surroundings and location of the facility (e.g. green spaces, accessibility, etc.). Do not attach any documents.

Address the four dimensions of educational quality and explain how they will be applied at your childcare facility:

- Interaction between educator staff and children;
- Children's lived experience at the childcare facility;
- Layout of premises and materials;
- Interaction between educator staff and parents.

Relevant links: [Accueillir la petite enfance — Programme éducatif pour les services de garde éducatifs à l'enfance](#) (French only) and [Fiche de référence des renseignements sur les caractéristiques recherchées d'un programme éducatif](#) (French only)

Check the situation that best describes the outdoor play space of the facility. Is the outdoor play space adjoining the facility or is it in a public park located less than 500 metres from the proposed facility? If it is a public park, please provide the name of the park.

Describe the features of the area surrounding the facility, stating how such a setting is conducive to the operation of a childcare facility for the children and families in the territory served by it. Describe the location of the facility, including its accessibility and whether or not there are families and green spaces in the area, among other things. Feel free to give examples.

Specify the advantages or constraints of the surrounding environment. Describe the measures you plan to take to mitigate the effects of any negative factors.

In addition, state whether your project expects to meet special childcare needs:

- Childcare needs of children from disadvantaged backgrounds;
- Childcare needs of children with disabilities;
- Childcare needs of recent immigrant families;
- Childcare needs of off-reserve indigenous children;
- Childcare needs of children in the workplace or a school setting (specify which ones);
- Childcare needs of parents working non-standard hours (evenings, nights and weekends);
- Other educational childcare needs (specify which ones).

If your project expects to meet special childcare needs, describe how you assessed these needs and how you plan to reach the target client bases and organize your childcare facility to meet such childcare needs.

Describe your experience, the means at your disposal and your integration policy for these children.

4.3 Required documents (Section 3)

If your application concerns a **daycare centre (any application type [increase in capacity, establishment of a centre, expansion, etc.]**), you must send, together with this form, a scanned version of:

- [Appendix 1 — Declaration of related person](#) for **each of the natural persons** listed in sections 1.5 and 1.6;
- Relevant documents, where applicable, justifying the lack of involvement (direct or indirect) in the daycare centre's operations and management;
- The incorporating act (certificate of incorporation), i.e. the legal document confirming the creation of a legal person, if you represent a legal person;
- The registration declaration or the initial declaration recorded in the Québec enterprise register and any declaration amending these documents. Natural persons must also provide a copy of their registration declaration.

These documents must be sent with the subsidized places application form for the filing of an application for places.

In the case of **the establishment of a childcare centre (CPE) or a day care centre**, a **certified cheque, bank draft or money order for \$1,662 payable to the ministre des Finances du Québec must also be received by registered mail no later than January 28, 2022 for the filing of an application for places (regular) and no later than April 29, 2022 for the filing of a complete application for places (following a notice of interest**

and accompaniment) by the Direction régionale des services à la clientèle of the region where your centre will be established.

The amount will be cashed only if the application for subsidized spaces is eligible and is sent to the Roundtable on the Allocation of Indigenous Educational Childcare Spaces for analysis. A scanned version of the certified cheque, bank draft or postal money order must be attached to the form when transmitting it to the e-mail address of the Direction régionale des services à la clientèle.

Reference: Section 13 of the Regulation

- If you represent a legal person, you must provide a certified true copy of its incorporating act (certificate of incorporation), i.e. the legal document confirming the creation of a legal person.

A legal person is a legally constituted entity. It has a distinct and independent juridical personality, as well as rights and obligations under the law under which it was constituted. It acts through both its board of directors and the meeting of members or shareholders, as applicable.

- You must also provide a copy of the registration declaration or the initial declaration recorded in the register of sole proprietorships, partnerships and legal persons pursuant to the *Act respecting the legal publicity of sole proprietorships, partnerships and legal persons* (chapter P-45) and, where applicable, any declaration amending it.

Natural persons must also provide a copy of their registration declaration.

A photocopy of the declaration registered by the online services of the Québec Registraire des entreprises is acceptable.

To find out more about the requirements in this regard, you can refer to the “Start an Enterprise” page on the website of the Québec Registraire des entreprises.

Reference: Paragraph 4 of section 10 of the Regulation

Relevant link: [Registraire des entreprises du Québec](#)

4.4 Implementation plan (Section 4)

4.4.1 Type of work required

Specify the type of work required by indicating whether the establishment of a centre or the new facility requires:

- The purchase of a lot and construction of a building
- The purchase of a building
- The lease of a building or premises

For each type of work required, state whether or not you have the opportunity to do it.

If you have a permit and only want to increase the number of spaces on your permit, specify whether it involves:

- No retrofitting
- Retrofitting
- An expansion
- Other (in this case, please explain)

4.4.2 *Description of work required*

Specify the type and scope of the work to be done to make the premises compliant with the layout standards set out in the Regulation, the Québec *Construction Code* and all regulations in force which apply to the project, including the municipal zoning and other requirements relating to the project.

In order to find out about all the regulatory requirements that apply to your project, you can consult an architect or project manager or call upon a contractor to estimate the cost of the work. You can also do your own research based on your knowledge and experience in the area.

Reference: [Guide pour l'aménagement d'une installation où sont fournis des services de garde](#) (French only)

4.4.3 *Implementation schedule*

Establish a detailed and realistic schedule for each stage of the project, **following the possible approval by the Ministère** to proceed with it, including the steps to take to modify or obtain the permit from the Ministère:

- By listing the major stages;
- By estimating the number of weeks or months required to complete each stage;
- By specifying the starting date for each stage, based on previous deadlines;
- By entering, at the bottom of the table, the total timeframe and the estimated completion date for the work.

4.4.4 *Implementation budget*

Indicate the costs, including applicable taxes, related to the implementation of your project.

For CPE projects, please take into account 50% of the taxes.

4.4.5 *Sources of financing*

As the head of the enterprise, you are responsible for making sure that you obtain the necessary financing to make your business project a reality. Financing can be obtained from various sources (capital investments by the enterprise or a third party, borrowing from a financial institution, etc.).

If your project concerns a CPE, you can specify the capital investment of the CPE. Part of the funding could also come from the Programme de financement des infrastructures (PFI), the infrastructure funding program.

Reference: [Programme de financement des infrastructures](#) (French only)

You can add any comments you consider relevant at the end of this section.

4.4.6 *Projections for the first two years*

Please present projected results for the first two years of operations of the educational childcare facility by detailing, in the appropriate boxes, the revenue you expect to generate as well as the estimated expenditures (expenses) under the various budget items.

You can add any comments you consider relevant at the end of this section.

4.5 Governance and resource management (Section 5)

4.5.1 *Human resources*

Show how your education, training or work experience or how the education, training or work experience of the directors and shareholders are relevant to your application. Describe how they will be used to effectively manage your childcare facility and help ensure educational quality.

Describe the human resources management to be implemented, including the positions that would be filled and those to be filled in your childcare facility. For instance, will you have an assistant director, a secretary or bookkeeper?

Describe your strategy. How do you plan to recruit and retain your staff, particularly the qualified educator staff?

Describe the profile of the persons you plan to hire as members of the educator staff. What skills and training are you looking for?

If you are a permit holder, clearly indicate the current number of children and the existing number of educator staff members by group, specifying the age of each group of children.

Indicate the projected composition of the groups of children and the projected number of educator staff members. This number must comply with the requirements of section 21 of the Regulation. Enter the age of each group of children in months or years.

Explain how you plan to promote the participation of parents within the childcare facility, particularly their involvement in the parents advisory committee in the case of a daycare centre. Also specify the other measure(s) to be put in place to promote their participation within the childcare facility, whether through official or unofficial activities.

References: Sections 7 and 21 to 23.2 of the Regulation and sections 31 to 39 of the Act
Relevant link: [Gestion des ressources humaines](#) (French only)

4.5.2 *Physical resources*

Explain how you will ensure sound and effective physical resources management at the childcare facility.

Describe, for instance, the purchase, use and replacement of physical resources, and whether you have already chosen your suppliers. Also tell us how you will monitor your inventories. For example, how will this work for food or educational materials?

4.5.3 *Financial resources*

Explain how you plan to ensure sound and effective financial resources management at your facility.

Indicate, in particular, how you plan to control financial operations, payment terms and conditions for parents, etc.

4.5.4 Informational resources

Explain how you plan to ensure sound and effective informational resources management at the childcare facility.

Provide an overview of the organizational rules for service delivery to be put into place. Specify the procedures for disseminating and circulating information for the childcare facility to run smoothly. For instance, how will you keep parents up-to-date on activities at the childcare facility?

Relevant link: [Fiche de référence — Renseignements sur les règles d'organisation de la prestation des services d'une garderie](#) (French only)

4.6 Other information (Section 6)

In this section, please indicate any other information that you consider relevant for the analysis of the application for subsidized spaces by the Roundtable on the Allocation of Indigenous Educational Childcare Spaces and that you were unable to include elsewhere in the form.

4.7 Resolution of the applicant (band council or board of directors of the legal person authorizing the application) (mandatory section for the legal person) (Section 7)

If the applicant is a **natural person**, he or she does not need to complete this section.

If the applicant is a **legal person**, this section must be completed.

The resolution must confirm that the band council or the board of directors of the legal person submitting the application has duly authorized the person designated to submit the application described in the form and it must attest to the composition of the board of directors.

The applicant who is a legal person must also:

- Ensure that the person signing the application is actually the person designated in the resolution of the board of directors;
- Ensure that the information contained in the application is the same as that contained in the resolution of the board of directors (name of the childcare services enterprise and name of the facility).

Refer to the template for a resolution in Section 7 – RESOLUTION OF THE APPLICANT (BAND COUNCIL OR BOARD OF DIRECTORS OF A LEGAL PERSON) AUTHORIZING THE APPLICATION FOR SUBSIDIZED SPACES.

When the application is not submitted by the band council or by the organization responsible for childcare services in the community, it is recommended, but not mandatory, to attach a copy of a resolution of the band council or a letter from the organization responsible for childcare services in your community, confirming its support for the project.

Refer to the template for a resolution in Section 7 – RESOLUTION OF THE BAND COUNCIL (IF IT IS NOT THE APPLICANT) OR THE ORGANIZATION RESPONSIBLE FOR CHILDCARE SERVICES IN THE COMMUNITY SUPPORTING THE APPLICATION FOR SUBSIDIZED SPACES.

Reference: Paragraph 5 of section 10 of the Regulation

4.8 Signature of the applicant (signing authority) (Section 8)

The applicant is required to sign this section of the form.

If the applicant is a **legal person**, the **signing authority** in the resolution of the board of directors or the band council (Section 7) must sign the form.

If the applicant is a **natural person**, this person must sign the form.

By signing and entering the date of signature in the spaces provided for that purpose, you certify that all the information given in the form is true, complete and accurate. You also certify that the information portrays the actual situation.

Any misrepresentation shall result in the rejection of the application.

Part 5: Transmitting the Application

Once your application is duly **completed** and **signed**, you must submit it by email no later than January 21, 2022 at 11:59 p.m. for filing an application for places (regular) or a notice of interest // notice of intention (coaching) and no later than April 21, 2022 at 11:59 p.m. for filing a complete application for places (following a notice of interest and accompaniment). No application received after that date will be admissible, Please note that no application may be filed in person or by fax.

The certified cheque, bank draft or money order for \$1,662 payable to ministre des Finances du Québec must also be **received** by registered mail by the Direction régionale des services à la clientèle of the region where the childcare centre will be established no later than:

- January 28, 2022 for filing an application for places (regular)
- April 29, 2022 for filing a complete application for places (following a notice of interest and accompaniment)

Direction régionale des services à la clientèle – Capitale-Nationale, Nord et Est	Direction régionale des services à la clientèle – Île de Montréal	Direction régionale des services à la clientèle – Sud	Direction régionale des services à la clientèle – Ouest
Administrative regions: Bas-Saint-Laurent Saguenay–Lac-Saint-Jean Capitale-Nationale Côte-Nord Nord-du-Québec Gaspésie–Îles-de-la-Madeleine Chaudière-Appalaches	Administrative region: Montréal	Administrative regions: Mauricie Estrie Montérégie Centre-du-Québec	Administrative regions: Outaouais Abitibi-Témiscamingue Laval Lanaudière Laurentides
Ministère de la Famille 750, boul. Charest Est, bureau 510 Québec (Québec) G1K 3J7 dt.est@mfa.gouv.qc.ca	Ministère de la Famille 600, rue Fullum, 6 ^e étage Montréal (Québec) H2K 4S7 dscim@mfa.gouv.qc.ca	Ministère de la Famille 201, place Charles-Le Moyne, bureau 6.02 Longueuil (Québec) J4K 2T5 dt.sud@mfa.gouv.qc.ca	Ministère de la Famille 1760A, boul. Le Corbusier Laval (Québec) H7S 2K1 DRONQ@mfa.gouv.ca

Part 6: Analysis of Applications for Spaces

All eligible applications will be analyzed by the Roundtable on the Allocation of Indigenous Educational Childcare Spaces. Applications will be analyzed by considering the characteristics of the project presented on the form completed by the applicant, excluding any other documents that may have been provided as supplementary information.

The applications will be processed by the Roundtable on the Allocation of Indigenous Educational Childcare Spaces using tools provided by the Ministère, according to a strict, uniform analysis process.

Applications for subsidized spaces will be assessed according to the three criteria described below.

6.1 Feasibility

The feasibility of the project will be assessed on the basis of capacity to complete the project within a realistic financial framework and timeframe, and in particular:

- How realistic the completion schedule is, considering the stages to be realized and the timetable;
- How realistic the financial information for completing the project is;
- The organizational capacity.

Priority will be given to CPEs and daycares that show they can make spaces available as soon as possible.

6.2 Relevance

The relevance of the project will be assessed according to whether it is consistent with the needs for childcare services and development priorities for these services in the various territories (in communities or in urban areas).

The priorities of this call for projects are:

- Projects optimizing the childcare service offer (to increase or maximize the childcare service offer by using an available and unoccupied part of a facility);
- Projects with which a partner is associated such as a school setting or a priority project for a community;
- Creation of spaces to accommodate infants (under 18 months);
- Projects with a service offer providing for the integration of children with special needs.

6.3 Quality

The quality of the project will be assessed particularly in terms of the following factors:

- How consistent the service offer described in the application is with the means to be implemented to realize it;
- The organization of the service offer (e.g. the composition of groups of children and compliance with the ratios set out in the Regulation);
- The educational dimension;
- Governance and resource management;
- The environment, i.e. the location of the facility, accessibility and the outdoor play space.

All applicants whose application is deemed eligible and transferred for analysis to the Roundtable on the Allocation of Indigenous Educational Childcare Spaces will be informed of the results of the analysis of their project. The decision made by the Minister based on the recommendations of the Roundtable on the Allocation of Indigenous Educational Childcare Spaces **will be final**.

Part 7: Other Documents To Be Eventually Provided If You Are Approved to Proceed with Your Project

If the Roundtable on the Allocation of Indigenous Educational Childcare Spaces recommends your project and you are authorized by the Ministère to proceed, you will be asked to send, where applicable:

- A digital file (Word) with the educational program to be applied.
- A digital file (Word) with the rules for organizing the delivery of your childcare services. These rules include, in particular:
 - General orientations;
 - Operating hours;
 - Policy on the admission of children to be applied;
 - Policy for expelling children to be applied;
 - Typical schedule of planned activities;
 - Complaint processing procedure to be applied.

For this item, please refer to the [Fiche de référence — Renseignements sur les règles d'organisation de la prestation des services d'une garderie](#) (French only).

- A plan of the layout of the premises of the facility, signed and sealed by an architect (a single paper copy and a digital file (DWG) on a USB stick).
- A plan of the outdoor play space, together with a site plan for the play space showing its location in relation to the facility.
- A certificate (issued by an architect or any other professional having legal authority to do so), at the bottom of the layout of the premises, certifying their conformity with the approved plans.
- A copy of the compliance certificate for the outdoor area and playground equipment subject to Standard CAN/CSA-Z614, where applicable.
- A copy of a duly published title of ownership, a lease for a minimum term of five years or an authorization to occupy the premises without charge (including, where applicable, the outdoor play space) for at least five years.
- Your consent, as well as the consent of each director or shareholder, to an investigation of information needed to verify the existence of an impediment along with the attestation establishing that no impediment exists, or the attestation of information that may establish an impediment, current to the date of the application.
- Proof that the members of your childcare staff meet the qualification requirements in sections 20 and 22 of the Regulation.

If applicable, you must complete or update your “PES Portrait des administrateurs et actionnaires” (electronic service delivery (PES) Profile of directors and shareholders) (in French only), by registering on clicSÉCUR.

For a permit to be issued, the Ministère must receive all the required documents and ensure that they are in compliance with sections 2, 10, 11, 12 and 13 of the Regulation. **No permit shall be issued in the case of an incomplete or non-compliant file.**

For any questions concerning this call for projects, please contact the Direction de l'amélioration des services à la clientèle et de la gestion des plaintes at 1-855-336-8568.

