

GUIDE FOR APPLICANTS FOR SUBSIDIZED EDUCATIONAL CHILDCARE SERVICE SPACES IN ABORIGINAL COMMUNITIES

2013 Call for Proposals

**Creation of 300 additional educational
childcare service spaces in Aboriginal
communities**

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Introduction

The government has announced the addition of 15 000 subsidized educational childcare service spaces, 300 of which are set aside to meet the needs of Aboriginal communities. The applicants can submit their applications to the Ministère de la Famille (the department) between June 26 and November 26, 2013. The implementation of the projects will begin in 2014-2015 and continue gradually until December 31, 2016.

The department has designed this guide to assist applicants wishing to obtain subsidized spaces in Aboriginal communities in preparing their applications. The objective of the guide is to clearly inform them so that they are able to provide the information required in the *Application for Subsidized Educational Childcare Service Spaces in Aboriginal Communities*, as well as all the documents required for eligibility and the documents for the analysis of their application.

The guide consists of four parts. The first part gives general information about the call for proposals, including the eligibility criteria. The second part clarifies the sections of the form in addition to indicating those that must be completed. The third part deals with the analysis of the applications by the members of the committee for the analysis of the distribution of spaces and provides the criteria on the basis of which the analysis will be conducted. The fourth part is composed of an application checklist that enables the applicant to ensure that the application is complete before it is submitted.

Important

Before completing the *Application for Subsidized Educational Childcare Service Spaces in Aboriginal Communities* form, read this guide carefully.

PART 1:

General information about the call for proposals

1.1 Terms and conditions surrounding the application for subsidized spaces

- To submit an application for subsidized spaces, you must complete the prescribed form, *Application for Subsidized Educational Childcare Services Spaces in Aboriginal Communities*.
- The form is preferably to be completed in dynamic PDF format. However, it can be completed by hand in block letters using ink.
- Do not write in the grey areas, as they are reserved for the department.
- You must complete a form for each application for subsidized spaces. For example, a childcare centre (CPE) that wishes to increase the number of spaces in an existing facility and add a facility must complete two applications.
- Your responses must fit in the spaces reserved for that purpose; additional pages will not be considered in processing and analysis of the applications.
- You must append to your application only the documents required for eligibility and those relevant to the analysis. The documents required are mentioned in Part 1.2 of the guide, entitled *Eligibility conditions*. When they are required, the documents that are relevant to the analysis are indicated in the appropriate section of the guide. Only those documents will be considered in analyzing your application.
- Your application and the documents accompanying it must be printed on legal-size paper (8½ X 14) and assembled by means of a bulldog clip. Do not staple your documents.
- Your original application, along with eight (8) copies, must be sent by a Canada Post service requiring the signature of the recipient, i.e. by registered mail or by a parcel service (with a signature option) of Canada Post. Your application and the documents accompanying it must be sent to the department no later than November 26, 2013, at the following address:

Dépôt des demandes de places subventionnées dans les communautés autochtones
Direction de l'accessibilité et de la qualité des services de garde
Ministère de la Famille
600, rue Fullum, 6^e étage
Montréal (Québec) H2K 4S7

The postmark will be regarded as proof of the date on which the application was mailed. Please note that applications may not be delivered by hand or courier service, or submitted by fax or email.

- Any change in contact information must also be sent by registered mail or by a parcel service (with a signature option) of Canada Post to the above address.
- The documents appended to your application will not be returned.

- The department will verify the eligibility of the applications for subsidized spaces beginning in December 2013 and will notify applicants that have not submitted a complete file of the documents they must provide to complete it. Eligible applications will be analyzed by the committee for the analysis of the distribution of spaces, which is composed of representatives of the department and Aboriginal communities.

1.2 Eligibility conditions

Your application must be aimed at the creation of subsidized spaces for children living in an Aboriginal community. Your application must also meet all of the following eligibility conditions (parts 1.2.1 to 1.2.5 of the guide).

1.2.1 Status or type of applicant

You are one of the following applicants located in an Aboriginal community:

- A subsidized childcare centre or day care centre that wishes to increase the capacity of an existing facility or a facility being established;
- A childcare centre that wishes to add a new facility;
- A duly constituted non-profit legal person applying for a childcare centre permit and wishing to obtain subsidized spaces;
- A duly constituted legal person applying for a day care centre permit and wishing to obtain subsidized spaces;
- A band council applying for a day care centre permit and wishing to obtain subsidized spaces or increase the capacity of an existing facility.

Important

This call for proposals is not aimed at creating subsidized spaces in childcare services outside of Aboriginal communities.

1.2.2 Documents to be completed

You meet the following requirements:

- You have completed your application on the prescribed form, *Application for Subsidized Educational Childcare Service Spaces in Aboriginal Communities*;
- You have completed all the mandatory sections of the form (sections 1 to 6, 9, 10, 16, 17.1, 18 and 19) according to your status as an applicant;
- Your form has been duly signed and submitted by the prescribed deadline.

1.2.3 Documents to be submitted

You have appended to your submission the original and eight (8) copies printed on legal-size paper (8½ X 14):

1. Of your form, *Application for Subsidized Educational Childcare Service Spaces in Aboriginal Communities*;
2. Along with the documents related to your application for a permit, if you do not hold a childcare centre or day care centre permit, namely:
 - a. A copy of the declaration of registration 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* (R.S.Q., c. P-45) and, if applicable, any declaration that amends them;
 - b. A copy of the incorporating document.

Please note that your documents must be assembled in the above order, for the original and the eight (8) copies.

Additional information

You must complete Section 16 – *Application for a childcare centre permit or a day care centre permit* only if:

- You are applying for subsidized spaces to increase the number of spaces in an existing facility (a subsidized childcare centre or day care centre) or add a new facility (a childcare centre);
- If the Minister of Families (the Minister) attributed to you subsidized spaces for which you are in the process of obtaining a permit.

1.2.4 Address of submission

You have submitted your application and documents by a parcel service requiring the signature of the recipient, i.e. by registered mail or a parcel service (with signature option) of Canada Post, to the following address:

Dépôt des demandes de places subventionnées dans les communautés autochtones
Direction de l'accessibilité et de la qualité des services de garde
Ministère de la Famille
600, rue Fullum, 6^e étage
Montréal (Québec) H2K 4S7

1.2.5 Date of submission

You have complied with the deadline for submitting your application for subsidized spaces, i.e. it was sent to the department at the address indicated in the preceding section no later than November 26, 2013.

The postmark will be regarded as proof of the date on which the application was mailed. Please note that applications may not be delivered by hand or courier service, or submitted by fax or email.

Important

To support the eligibility of your application, be sure that it is complete by using the application checklist appended to the form and at the end of the guide (Part 4).

Only eligible applications will be analyzed by the members of the committee on the basis of the criteria given in Section 3.2 of the guide.

Furthermore, the quality of the information provided in your application form will enable the members of the analysis committee to assess the feasibility, relevance and quality of your proposal. It is therefore important to carefully complete all the sections of the form related to your proposal, even if they are not mandatory, and to append the relevant documents mentioned in the guide in the sections concerned when that applies to your proposal.

1.3 Compliance with commitments

The characteristics of your proposal (legal person applying, number of spaces, location of facility, service offer and implementation conditions) indicated in your application constitute commitments on your part.

If subsidized spaces are attributed to you, your proposal must be implemented as described in your application, for example, in terms of the clientele, the implementation deadline and the location of the facility. These commitments will necessarily be indicated in a letter of commitment that you will have to sign if subsidized spaces are attributed to you.

Should you not comply with these commitments, the Minister can recover the attributed spaces and reassign them to another Aboriginal community.

Additional information

The commitments made in that letter (regarding the schedule and the investment, for example) must be met, even if more than one application for subsidized spaces is authorized.

1.4 Funding for the childcare centres

The childcare centre may have access, under certain conditions, to the Programme de financement des infrastructures (PFI), the infrastructure funding program. In that regard, read the 2013-2014 budget and administrative rules of the PFI and for other subsidies related to capital projects and subsequent updates, on the website of the Ministère de la Famille, at the following addresses:

http://www.mfa.gouv.qc.ca/fr/publication/Documents/regles_budg_CPE_13_14.pdf
http://www.mfa.gouv.qc.ca/fr/publication/Documents/Regles_administratives_PFI.pdf

1.5 Protection of personal information

The information gathered in the *Application for Subsidized Educational Childcare Service Spaces in Aboriginal Communities* form and the relevant documents specified in Part 2 of the guide are required for the analysis of your application for subsidized spaces. Only authorized members of the staff of the department and the members of the analysis committee will have access to the documents.

The *Act respecting Access to documents held by public bodies and the Protection of personal information* makes it possible for you to consult your personal information and have it corrected.

1.6 Request for additional information

Go to the website of the Ministère de la Famille: www.mfa.gouv.qc.ca

By phone

Toll free: 1 888 264-7683

Monday, Tuesday, Thursday and Friday: 8:30 a.m. to noon and 1 p.m. to 4:30 p.m.

Wednesday: 10 a.m. to noon and 1 p.m. to 4:30 p.m.

PART 2:

Specific information on the application for subsidized spaces

2.1 Required information

The applicant or, in the case of a legal person or a band council, its representative formally appointed to submit the application, must complete each of the sections of the *Application for Subsidized Educational Childcare Service Spaces in Aboriginal Communities* form indicated in Part 2.2 of the guide, entitled *Mandatory sections*, according to the applicant's status and the type of application.

Important

For your application to be eligible, it is mandatory to provide the required information and documents, and to complete the mandatory sections of the *Application for Subsidized Educational Childcare Service Spaces in Aboriginal Communities* form.

In addition, it is recommended that all the other sections of the form related to the application be completed, since they make it possible to better document your proposal and, therefore, to better inform the members of the committee that will analyze it.

It is important to provide the documents relevant to your application in each instance indicated in the form and the guide. A relevant document is a document that supports an affirmation, proves it or demonstrates it. Part 2.3 of the guide, entitled *Clarifications concerning the information required* indicates, in particular, the documents expected in support of the information provided in each of the sections or sub-sections concerned.

2.2 Mandatory sections

Mandatory sections of the form to be completed by all applicants

Section 1 - Information on the application

Section 2 - Information on the location of the facility in which the spaces requested will be offered

Section 3 - Information on the applicant

Section 4 - Current situation of the applicant

Section 5 - Information on the subsidized spaces requested

Section 6 - Information on the type of application for subsidized spaces

Section 9 - Implementation budget and financing package

Section 10 - Completion time

Section 16 - Application for a childcare centre permit or a day care centre permit (mandatory section for an application to establish a childcare centre or a day care centre)

Section 17.1 - Resolution of the applicant (band council or board of directors of the legal person) authorizing the application

Section 18 - Profile of the applicant (mandatory section – day care centre only)

Section 19 - Signature of the authorized person

Important

Although it is not mandatory to complete all the other sections of the form and provide the relevant documents mentioned in the guide, it is strongly recommended that you do so. The whole of the information provided in the form helps to foster a good understanding of your proposal and support the analysis of your application by the members of the analysis committee. That is why the imperative is used throughout the guide.

2.3 Clarifications concerning the information required (sections 1 to 19 of the form)

Section 1 - Information on the application (mandatory section)

Indicate whether the spaces applied for will be created in a childcare centre or in a day care centre. Check only one box.

Section 2 - Information on the location of the facility in which the spaces requested will be offered (mandatory section)

Specify the name of the municipality or the name of the community and, if possible, the address and postal code of the location of the current or future facility targeted by the application.

Section 3 - Information on the applicant (mandatory section)

3.1 Name and contact information of the enterprise (legal person or band council) submitting the application

Enter the following information:

- The name of the enterprise submitting the application, whether it is a legal person, as entered in the Registre des entreprises du Québec (a non-profit organization or a business corporation) or a band council;
- The Québec enterprise number, commonly called the NEQ, corresponding to the name of the enterprise entered in the Registre des entreprises du Québec;
- The address of the enterprise, as entered in the Registre des entreprises du Québec;
- The enterprise's telephone number, fax number and email address. The email address is the one that the department will use to correspond with the applicant. Therefore, the email address must be functional.

Relevant link: [Registraire des entreprises du Québec
www.registreentreprises.gouv.qc.ca](http://www.registreentreprises.gouv.qc.ca)

3.2 Juridical personality of the applicant

Check the box corresponding to the juridical personality of the applicant:

- Legal person, non-profit organization;
- Legal person, business corporation;
- Band council.

3.3 Name and contact information of the representative designated by the applicant (in the case of a legal person)

Indicate the identity of the representative designated to submit the application for subsidized spaces:

- By checking the box corresponding to the representative's civil status (Mr. or Ms.);
- By entering the name, address, telephone and fax numbers, as well as the email address of the representative.

Be sure that the name of the representative is the same as the name in the resolution adopted by the band council or the board of directors (Section 17.1 of the form).

3.4 Summary of the applications submitted

In that section, indicate the number of applications for subsidized spaces submitted by the applicant in conjunction with this call for proposals.

For each application, indicate:

- The number of subsidized spaces requested;
- The municipality or community.

Section 4 - Current situation of the applicant (mandatory section)

The current situation **of the applicant** (in connection with the application for subsidized spaces) refers to the applicant's situation at the time the application is submitted.

4.1 Childcare centre permit holder (current situation)

An applicant holding a childcare centre permit must complete Section 4.1 – *Childcare centre permit holder (current situation)* of the form by entering the division (establishment) number and, as indicated on the permit, for the applicant's facility or each of the applicant's facilities:

- The maximum number of children who can be accommodated;
- The number of subsidized spaces.

4.2 Subsidized day care centre permit holder (current situation)

An applicant holding a day care centre permit must complete Section 4.2 - *Childcare centre permit holder (current situation)* of the form by entering the division (establishment) number and, as indicated on the permit:

- The maximum number of children who can be accommodated;
- The number of subsidized spaces.

Section 5 - Information on the subsidized spaces requested (mandatory section)

5.1 Type of application and number of subsidized spaces requested

Type of application

Indicate the type of application for subsidized spaces by checking the appropriate box among the boxes corresponding to the three possible types of application for subsidized spaces:

- For an increase in the number of spaces in an existing childcare centre or day care centre (in this case, the applicant must enter the facility number in the space provided);
- For the addition of a facility (childcare centre only);
- For the establishment of a childcare centre or a day care centre (applicant for a permit).

Number of subsidized spaces requested

Enter in the spaces provided:

- The number of subsidized spaces requested for babies under 18 months of age (infants);
- The number of subsidized spaces requested for children 18 months of age or over;
- The total number of subsidized spaces requested.

Reminder

An *Application for Subsidized Educational Childcare Service Spaces in Aboriginal Communities* form must be completed for each proposal for which you hope to obtain subsidized spaces.

5.2 Projected composition of the groups of children

The projected composition of the groups of children and the number of educational staff must be consistent with the requirements of section 21 of the *Educational Childcare Regulation* (ECR). Furthermore, the number of subsidized spaces requested must

correspond to the total number of children who can be accommodated simultaneously in the childcare service, according to the projected composition of the groups of children.

Example

| Identification of the groups | Age of the group | Number of children | Number of educational staff |
|------------------------------|----------------------------------|--------------------|-----------------------------|
| Group 1 | Less than 18 months | 10 | 2 |
| Group 2 | 18 months to less than 24 months | 16 | 2 |
| Group 3 | 24 months to less than 36 months | 8 | 1 |
| Group 4 | 36 months to less than 48 months | 8 | 1 |
| Group 5 | 36 months to less than 48 months | 8 | 1 |
| Group 6 | 4 years to less than 5 years | 10 | 1 |
| Total | | 60 | 8 |

In this example, the projected composition of the groups of children would make it possible for the childcare service to accommodate 60 children simultaneously and, therefore, the number of spaces requested should total 60.

Section 6 - Information on the type of application for subsidized spaces (mandatory section)

The purpose of this section is to clarify the type of application for subsidized spaces that you are submitting. **Check only one box**, the one corresponding to your proposal.

Your proposal corresponds to:

- An increase in the number of spaces in an existing facility (Section 6.1);
- or**
- The addition of a facility by a childcare centre permit holder (Section 6.2);
- or**
- The establishment of a childcare centre or a day care centre (Section 6.3).

6.1 Increase in the number of spaces in an existing facility

When the application is for an increase in the number of spaces in an existing facility (that is, an increase in the number of children who can be accommodated at the same time in an existing facility), you must, by checking the appropriate boxes:

- Specify the type of application;
- Indicate whether the applicant is currently the landlord or the tenant of the existing facility.

6.2 Addition of a facility by a childcare centre permit holder

When the purpose of the application is to add a new facility by a childcare centre permit holder, specify the type of application by checking the appropriate box.

6.3 Establishment of a childcare centre or day care centre

When the purpose of the application is to establish a childcare centre or a day care centre, specify the type of application by checking the appropriate box.

Section 7 - Information on the work required in respect of fixed assets

The purpose of this section is to gather detailed information on the work required to implement the applicant's project, in the case where the application for subsidized spaces is for one of the following situations:

- An increase in the number of spaces in an existing facility:
 - without refitting (Section 7.1);
 - with refitting (Section 7.2);
 - through the conversion of an adjacent facility, room or other space (Section 7.3);
 - through an expansion of the facility involving construction (Section 7.4).
- An increase in the number of spaces with relocation already authorized by the department (Section 7.5);
- The addition of a facility by a childcare centre permit holder (Section 7.5);
- The establishment of a childcare centre or a day care centre by an applicant for a permit (Section 7.5).

You must complete, in a detailed manner, the section corresponding to the situation that your project refers to.

7.1 Increase in the number of spaces in an existing facility without refitting

A permit holder with no refitting to be done must ensure that the premises comply with the standards prescribed in the ECR, as well as the Québec *Construction Code* and all regulations in force (section 16 of the ECR).

Relevant documents

Refer to Table 1 on page 20 of the guide for the relevant documents according to the type of application and project.

7.2 Increase in the number of spaces in an existing facility with refitting

If you plan to refit the existing facility, you must become acquainted with all the regulatory requirements concerning the project in order to estimate as realistically as possible the work to be done to ensure compliance of the premises of the facility, and the cost of the work.

Specify the work you will have to do to make the premises comply with the ECR, as well as with the Québec *Construction Code* and all the regulations in force that apply to your project.

You must also check the requirements of your community or municipality in terms of the site and the other requirements related to the project.

To find out all the regulatory requirements that apply to the project, you can consult an architect or a project manager, or do your own research, considering your knowledge and experience in the field. You can also ask a contractor to estimate the cost of the work.

Note

The cost of all the construction and refitting work must be taken into consideration in Section 9.2 – *Financial information concerning the creation of spaces in a childcare centre* of the form or in Section 9.3 – *Financial information concerning the creation of spaces in a day care centre* of the form.

In addition, an applicant that is a tenant must have obtained the authorization of the landlord to do the work, or have taken steps to obtain it.

Furthermore, an applicant that has taken steps to have the premises comply with the various regulatory requirements related to the project or to the premises concerned by it must mention that and specify the steps taken.

Relevant documents

Refer to Table 1 on page 20 of the guide for the relevant documents according to the type of application and project.

7.3 Increase in the number of spaces in an existing facility through the conversion of an adjacent facility, room or other space

If you plan to convert a space adjacent to the existing facility, you must become acquainted with all the regulatory requirements concerning the project, in order to estimate as realistically as possible the work to be done to ensure compliance of the premises of the facility, and the cost of the work.

Specify the work you will have to do to make the premises comply with the ECR, as well as with the Québec *Construction Code* and all the regulations in force that apply to your project.

You must also check the requirements of the community or municipality in terms of zoning and the other requirements related to the project.

To find out all the regulatory requirements that apply to the project, you can consult an architect or a project manager, or do your own research, considering your knowledge and experience in the field. You can also ask a contractor to estimate the cost of the work.

Note

The cost of all the construction and refitting work must be taken into consideration in Section 9.2 – *Financial information concerning the creation of spaces in a childcare centre* of the form or in Section 9.3 – *Financial information concerning the creation of spaces in a day care centre* of the form.

In addition, an applicant that is a tenant must have obtained the authorization of the landlord to do the work or have taken steps to obtain it.

Furthermore, an applicant that has that space (premises, room or other) available must describe the terms and conditions of agreement or of access to that space.

An applicant that does not have adjacent space available must describe the steps taken to have access to it, and specify with whom and when the steps were taken, and indicate the results obtained at the time the application is submitted, the steps that remain to be taken to have access and the anticipated time when the applicant will have access.

If applicable, the applicant must specify what the consequences of the increase in spaces will be for the existing facility (for example, the expansion of the kitchen or the washroom, or the addition of a staircase).

An applicant that has taken steps to make the premises comply with the various regulatory requirements related to the project or the premises concerned by it must mention that and specify the steps taken.

Relevant documents

Refer to Table 1 on page 20 of the guide for the relevant documents according to the type of application and project.

7.4 Increase in the number of spaces in an existing facility with expansion (construction)

If you plan to expand the existing facility, you must become acquainted with all the regulatory requirements concerning the project, in order to estimate as realistically as possible the work to be done to ensure compliance of the premises of the facility, and the cost of the work.

Specify the work you will have to do to make the premises comply with the ECR (Chapter II, Division III), as well as with the Québec *Construction Code* and all the regulations in force that apply to the project.

You must also check the requirements of the community or municipality in terms of zoning and the other requirements related to the project.

To find out all the regulatory requirements that apply to the project, you can consult an architect or a project manager, or do your own research, considering your knowledge and experience in the field. You can also ask a contractor to estimate the cost of the work.

Note

The cost of all the construction and refitting work must be taken into consideration in Section 9.2 – *Financial information concerning the creation of spaces in a childcare centre* of the form or in Section 9.3 – *Financial information concerning the creation of spaces in a day care centre* of the form.

In addition, an applicant that is a tenant must have obtained the authorization of the landlord to do the work or have taken steps to obtain it.

If applicable, the applicant must specify the consequences of the expansion for the existing facility (for example, the expansion of the kitchen or the washroom, the addition of a staircase).

If applicable, the applicant must specify whether the expansion of the existing facility will require the temporary relocation of one or more groups of children for the duration of the work. The applicant must also indicate whether a location has been found that can temporarily accommodate the children and, if so, how it meets needs (for example, availability, proximity, compliance of the premises and affordable costs).

An applicant that has taken steps to make the premises comply with the various regulatory requirements related to the project or the premises involved in the project must mention that and specify the steps taken.

Relevant documents

Refer to Table 1 on page 20 of the guide for the relevant documents according to the type of application and project.

7.5 Increase in the number of spaces in the existing facility with relocation already authorized by the Ministère de la Famille
or
Addition of a facility (child care centre permit holder)
or
Establishment of a childcare centre or a day care centre (applicant for a childcare centre or a day care centre permit)

If you plan to relocate the existing facility with authorization from the department, or create a new facility, you must become acquainted with all the regulatory requirements concerning the project in order to estimate as realistically as possible the work to be done to ensure compliance of the premises of the facility, and the cost of the work.

Specify, to the extent possible, the work you will have to do to make the premises comply with the ECR, as well as the Québec *Construction Code* and all the regulations in force that apply to the project.

You must also check the requirements of your community or municipality in terms of zoning and the other requirements related to the project.

To find out all the regulatory requirements that apply to the project, you can consult an architect or a project manager, or do your own research, considering your knowledge and experience in the field. You can also ask a contractor to estimate the cost of the work.

Note

The cost of all the construction and refitting work must be taken into consideration in Section 9.2 – *Financial information concerning the creation of spaces in a childcare centre* of the form or in Section 9.3 – *Financial information concerning the creation of spaces in a day care centre* of the form.

An applicant that has taken steps to make the premises comply with the various regulatory requirements related to the project or the premises involved in the project must mention that and specify the steps taken.

Note that, for the relocation of an existing facility, the permit holder must have obtained the written authorization of the department beforehand. In the case of a childcare centre, refer to the 2013-2014 budget rules of the PFI for the conditions of eligibility for funding, on the budget and occupancy rules (*Règles budgétaires et règles de l'occupation*) page of the department's website.

Relevant documents

Refer to Table 1 on page 20 of the guide for the relevant documents according to the

type of application and project.

TABLE 1: DOCUMENTS RELEVANT TO THE APPLICATION, ACCORDING TO THE TYPE OF APPLICATION AND PROJECT (REFERENCE: SECTIONS 7.1 TO 7.5 OF THE FORM)

| Status of the applicant | Type of application | Type of project | Section | Documents relevant to the application |
|--|---|---|-------------------------------|---|
| Holder of a subsidized childcare centre or day care permit | Increase in the number of spaces in an existing facility | Without refitting | 7.1 | Document 1 |
| | | With refitting | 7.2 | Documents 2, 3 and, if a tenant, 4 |
| | | Through the conversion of an adjacent facility, room or other space | 7.3 | Documents 2, 3, 5 or 8 or 9 or 10 and, if a tenant, 4 |
| | | With expansion (construction) | 7.4 | Documents 2, 3, 6, 8 or 9 or 10 and, if a tenant, 4 |
| | Increase in the number of spaces in an existing facility with relocation already authorized by the department | Purchase of land/construction | 7.5 | Documents 2, 3, 6, 8 or 9 or 10, 11 |
| | | Purchase of building | 7.5 | Documents 2, 3, 8 or 9 or 10, 11 |
| | | Leasing | 7.5 | Documents 2, 3, 7 or 9, 11 |
| | Addition of a facility (childcare centre only) | Purchase of land/construction | 7.5 | Documents 2, 3, 6, 8 or 9 or 10 |
| | | Purchase of building | 7.5 | Documents 2, 3, 8 or 9 or 10 |
| | | Leasing | 7.5 | Documents 2, 3, 7 or 9 |
| | Applicant for a subsidized childcare centre or day care permit | Establishment of a subsidized childcare centre or day care centre | Purchase of land/construction | 7.5 |
| Purchase of building | | | 7.5 | Documents 2, 3, 8 or 9 or 10 |
| Leasing | | | 7.5 | Documents 2, 3, 7 or 9 |

1. Attestation by an architect or any other professional qualified to provide one establishing that the planned capacity is not limited by the effect of a law or regulation applicable to it.
2. Letter from the municipality or community confirming that the project complies with the regulatory zoning requirements and other local standards.
3. Assessment of the work to be done and estimate of the costs by a professional or a contractor.
4. Copy of the landlord's authorization to have the work done, if the applicant is a tenant.
5. Copy of the lease describing the conditions of access to the adjacent space, or copy of the agreement entered into between the tenant and the landlord of the building regarding use of the adjacent space.
6. Letter from a professional attesting to the condition of the land and, if applicable, the work required to make it adequate.
7. Copy of the lease or the draft lease for the premises or building at the address of the implementation of the project.
8. Copy of the title of ownership or emphyteotic lease for the building or land for implementation of the project.
9. Copy of the agreement or proof of the steps taken with a view to the purchase or lease.
10. Copy of the offer to purchase the building or land for implementation of the project.
11. Copy of the letter from the department authorizing the relocation of the existing facility.

Section 8 - Information on the environment

8.1 Location of the facility

Provide information on the location of the childcare service concerning the proximity of the living environment of the clientele in question; health and social services; community organizations for families; other institutional partners; community, recreational, cultural or natural collective infrastructures and facilities; proximity to a traffic corridor favouring access; safety of the environment and other significant elements.

In addition, provide information on the immediate environment of the childcare service in terms of homes, businesses, buildings, uses and neighbouring spaces (for example, indicate whether the childcare service is located in a community complex, or near automobile traffic or sources of sound or visual pollution). Also specify the measures planned to mitigate the presence of any negative elements in the environment.

8.2 Outdoor play space

Describe the development and the area surrounding the outdoor play space stipulated in the project that will help to offer a quality environment for the children who use it. Describe, in particular, the factors related to regulatory compliance, the area available, the use of the space and the layout of the site; the facilities and their installation, adaptation of the space to the application of the educational program; and harmonious integration into the natural or urban environment (sections 39 to 44 of the ECR).

In addition, specify the measures planned to mitigate the presence of negative factors adjacent to or in the vicinity of the outdoor play space (for example, isolate the outdoor play space from sources of visual pollution).

In the case of an increase in the number of spaces in an existing facility

In the case where the purpose of the project in the application for subsidized spaces is an increase in the number of spaces in an existing facility, indicate whether the increase will have an impact on regulatory compliance of the current outdoor play space by checking the box that corresponds to your situation.

In the case where an outdoor play space located less than 500 m from the facility will continue to comply with the regulatory requirements, the applicant must:

- Append a letter from a professional attesting to the compliance of the outdoor play space with sections 39 to 44 of the ECR.

In the case where an outdoor play space located less than 500 m from the facility will be modified to comply with regulatory requirements, the applicant must:

1. Describe the work that must be carried out to ensure the regulatory compliance and quality of the space;

2. Append the document(s) relevant to the application (see the box at the end of Section 8 of the guide, entitled *Examples of relevant documents concerning the outside play space*).

Note

Any anticipated costs of developing the outdoor play space must be taken into consideration in Section 9.2 – *Financial information concerning the creation of spaces in a childcare centre* of the form or in Section 9.3 – *Financial information concerning the creation of spaces in a day care centre* of the form.

In the case where an outdoor play space located less than 500 m from the facility will require expansion, the applicant must:

1. Describe the steps required to gain access to the land in order to carry out the expansion, the development work to be carried out and the main elements that will be put in place to ensure the regulatory compliance and quality of the space;
2. Append the document(s) relevant to the application (see the box at the end of Section 8 of the guide, entitled *Examples of relevant documents concerning the outdoor play space*).

Note

Any anticipated costs of developing the outdoor play space must be taken into consideration in Section 9.2 – *Financial information concerning the creation of spaces in a childcare centre* of the form or in Section 9.3 – *Financial information concerning the creation of spaces in a day care centre* of the form.

In the case of a new facility

In the case where an outdoor play space located less than 500 m from the new facility will require development work to ensure its compliance with sections 39 to 44 of the ECR, the applicant must:

1. Describe the development work to be done to ensure the compliance of that space;
2. Specify the factors that allow the applicant to attest to the regulatory compliance and quality of the space;
3. Append the document(s) relevant to the application (see the box at the end of Section 8 of the guide, entitled *Examples of relevant documents concerning the outdoor play space*).

In the case where the facility is new and the outdoor play space is located in an enclosed park located less than 500 m from the facility and delimited by a fence (sections 39 to 44 of the ECR), the applicant must:

1. Describe the characteristics of the outdoor play space;

2. Specify the factors that allow the applicant to attest to the distance, regulatory compliance and quality of the space;
3. Append the document(s) relevant to the application (see the box at the end of Section 8 of the guide, entitled *Examples of relevant documents concerning the outdoor play space*).

Important

Any anticipated costs of developing the outdoor play space must be taken into consideration in Section 9.2 – *Financial information concerning the creation of spaces in a childcare centre* of the form or in Section 9.3 – *Financial information concerning the creation of spaces in a day care centre* of the form.

Examples of relevant documents concerning the outdoor play space

- Letter from a professional attesting to the compliance of the outdoor play space with sections 39 to 44 of the ECR;
- Description of the required development work;
- Estimate of the costs of the development work in the case of an expansion;
- Document attesting to the distance between the facility and the park delimited by a fence.

Section 9 - Implementation budget and financing package (mandatory section)

9.1 Capital expenditures

Indicate, by checking the appropriate box, whether the project involves capital expenditures.

Generally speaking, only the projects corresponding to Section 7.1 of the form involve no capital expenditures. Therefore, an applicant whose project refers to Section 7.2, 7.3, 7.4 or 7.5 must complete Section 9.2 – *Financial information concerning the creation of spaces in a childcare centre* of the form or Section 9.3 – *Financial information concerning the creation of spaces in a day care centre* of the form.

9.2 Financial information concerning the creation of spaces in a childcare centre (mandatory section for applications described in sections 7.2 to 7.5)

This section must be completed by a holder of or an applicant for a childcare centre permit whose application for subsidized spaces involves capital expenditures, i.e. projects corresponding to sections 7.2 to 7.5 of the form.

The information provided must give details of the costs of the project (taking into consideration the requirements of the municipality or the community, if applicable) and

the financial capacity of the holder of or an applicant for a childcare centre permit to provide the spaces requested.

The childcare centre may have access, under certain conditions, to the PFI. In that regard, it is important to read the 2013-2014 budget and administrative rules of the PFI and for other subsidies related to capital projects and subsequent updates on the website of the Ministère de la Famille, at the following addresses:

http://www.mfa.gouv.qc.ca/fr/publication/Documents/regles_budg_CPE_13_14.pdf
http://www.mfa.gouv.qc.ca/fr/publication/Documents/Regles_administratives_PFI.pdf

If your project involves work that is eligible under the PFI, become acquainted with all these documents before completing Section 9.2 – *Financial information concerning the creation of spaces in a childcare centre* of the form.

Relevant documents concerning an investment, donation or financing by a third party

In the case of an investment, append a resolution of the board of directors confirming the amount available as an investment.

In the case of a donation or financing by a third party (for example, a subsidy from a department or body), append a document prepared by the third party confirming the contribution to the implementation of your project, particularly:

- The type of contribution (for example, a gift of money, land, equipment, etc.);
- A detailed description (for example, the total amount granted, the location and cadastre number of the land, the market value or the equipment purchase cost);
- Its financial value;
- And any conditions related to the contribution.

Important

No letter of support or recommendation from an organization, enterprise or person will be taken into consideration in the analysis of the application unless it is written confirmation of a contribution (a gift, financing, a subsidy) by a third party to the implementation of the applicant's project.

9.3 Financial information concerning the creation of spaces in a day care centre (mandatory section for the applications described in sections 7.2 to 7.5)

This section must be completed by the holder of or an applicant for a day care centre permit, whose application for subsidized spaces involves capital investments, i.e. projects corresponding to sections 7.2 to 7.5 of the form.

The information supplied must provide details about the costs of the project (taking into consideration the requirements of the municipality or the community, if applicable) and the financial capacity of the holder of or the applicant for a day care permit to provide the spaces requested.

9.4 Financial partnership

Indicate, by checking the appropriate box, whether the project will receive the financial support of a partner(s).

If you indicate that the project will receive the financial support of a partner(s), you must indicate, in the spaces provided:

- The name(s) of the partner(s);
- The nature and conditions of such support and append written confirmation of the agreement(s) with the partner(s);
 - Specify the nature and conditions of the support to establish the childcare service (for example, a gift of land or an emphyteotic lease);
 - Specify the nature and conditions of the support granted to operate the childcare service (for example, a lease at a reduced cost or without cost).

Note that a bank loan or any other form of borrowing from a banking institution (a bank or a caisse populaire) cannot be considered a partner's financial support. A partner's financial support can be in the form of a gift of money or resources.

Section 10 - Completion time (mandatory section)

10.1 Year of realization

You must:

- Enter, in the space provided, the total number of months required to realize the project referred to in the application for subsidized spaces;
- Indicate, by checking the appropriate box, the financial year of possible realization of the project if the subsidized spaces are authorized no later than March 31, 2014, and considering related constraints (for example, the date of availability of the premises).

10.2 Time frame

In the table in Section 10.2 – *Time frame* of the form, establish, in a detailed and realistic manner, the schedule for each stage of realization of the project, following possible approval by the department, including the steps to take to modify or obtain the permit:

- By listing each major stage;
- By estimating the number of months required to realize each of the stages;
- By specifying the starting date for each stage;
- By entering, at the bottom of the table, the total time frame and the completion date for the work.

Important

To help you establish the time frame for your project, you can refer to the following tools:

- Technical sheet about opening a childcare facility in ten steps (*Fiche technique : Ouvrir une installation en centre de la petite enfance en dix étapes*);
- 2013-2014 budget and administrative rules of the PFI and other subsidies related to capital projects, as well as subsequent updates.

The reference documentation can be accessed on the website of the Ministère de la Famille at the following addresses:

http://www.mfa.gouv.qc.ca/fr/publication/Documents/regles_budg_CPE_13_14.pdf
http://www.mfa.gouv.qc.ca/fr/publication/Documents/Regles_administratives_PFI.pdf

Section 11 - Specific features of the service offer

11.1 Childcare needs targeted

Indicate, by checking the appropriate box(es), whether the planned service offer seeks to satisfy one or more specific childcare needs and, if applicable, specify the need(s).

Complete the corresponding section for each particular childcare need specified and provide the relevant documents requested.

Note

Any other document, particularly one of those listed below, will be withdrawn from the file and will not be analyzed or assessed in conjunction with the application. Hence, it is pointless to submit the following documents:

- Copy of the special clientele reception and integration policies;

- Educational program or platform;
- Letter of support or recommendation from an organization or person, other than the partners, whose contribution to the project, from the standpoint of human, material or financial resources, has been the subject of a formal agreement;
- Internal governance of the childcare service.

11.1.1 Childcare needs of children with disabilities

Specify, in the space provided, the number of spaces among the subsidized spaces requested in which priority will be given to the childcare needs of children with disabilities.

Then, in the spaces provided you must:

- Specify how the applicant assessed that need (for example, by consulting the bodies of the health and social services network, or by referring to the applicant's own waiting list or a centralized waiting list);
- Describe how the applicant plans to organize the childcare service to satisfy this need;
- Describe how the applicant plans to apply the educational program or modify it to meet the needs of children with disabilities;
- Describe the means planned to foster the reception and integration of children with disabilities (for example, the hiring of additional staff, the conclusion of agreements with bodies in the health and social services network, the development of a reception and integration policy for disabled children in a childcare service, or the adaptation of the premises and the purchase of adapted equipment);
- Describe the applicant's experience in accommodating that clientele (for example, by indicating for how much time the childcare service has accommodated disabled children or describing the applicant's experience working with that clientele in another organization or the applicant's collaboration with other organizations working with that clientele).

In addition, you must indicate, by checking the appropriate box, whether the applicant has concluded a formal agreement or established a partnership to support the applicant in accommodating that clientele:

- If you checked the "Yes" box, you must append written confirmation of the agreement or the partnership, indicating when the agreement was concluded and describing the scope and nature of the collaboration (for example, the services or collaboration offered, the duration of the agreement, the financial value of the collaboration or the amount of financial support);
- If you checked the "No" box, indicate, in the space provided, all information deemed relevant.

Lastly, indicate the total number of disabled children accommodated in your childcare service over the past three years.

Additional information

The maximum number of days of occupancy considered for the purpose of determining the additional allowance for the integration of a disabled child is equal to nine subsidized spaces per facility, without exceeding 20% of the number of annualized subsidized places (2013-2014 childcare centre and day care centre budget rules).

11.1.2 Childcare needs of babies under 18 months of age

In the spaces provided, you must:

- Specify how the applicant assessed the need for childcare for babies under 18 months of age, commonly known as infants (for example, by referring to the applicant's own waiting list or a centralized waiting list, by conducting a survey in the community or by conducting a market study);
- Describe how the applicant plans to organize the childcare service to satisfy this particular need;
- Describe how the educational program is to be applied or how its application will be adapted to meet the needs of infants;
- Describe the means the applicant plans to implement to foster the reception and integration of infants;
- Describe the applicant's experience in accommodating that clientele (for example, by indicating how long the childcare service has been accommodating infants, or by describing the work experience acquired with that clientele in another organization or the collaboration experienced with other organizations working with that clientele).

11.1.3 Childcare needs in the workplace or school setting

Describe the specificity of your project in relation to the clientele targeted. For example:

- The childcare service will be located on the premises of the enterprise and its opening hours will be extended to better correspond to the schedule of the staff working 12 hours a day.
- The childcare service will be located on the premises of the educational institution and will focus on part-time childcare in order to meet the needs of its clientele.

Specify, in the space provided, the number of spaces among the subsidized spaces requested regarding which priority will be given, as the case may be, to:

- The clientele in the workplace;
- The clientele in the school setting.

You must then, in the spaces provided:

- Specify how the applicant assessed the childcare needs in the workplace or a school setting (for example, by referring to the applicant's own waiting list or a centralized waiting list, or by conducting a survey of the staff or the student community);
- Describe how the applicant plans to organize the childcare service to satisfy that particular need;
- Describe the means the applicant plans to use to foster the reception of this clientele;
- Describe the applicant's experience in accommodating that clientele (for example, by indicating for how long the childcare service has accommodated that clientele, or by describing the relevant work experience acquired in accommodating that clientele in other workplaces or school settings, or the collaboration experienced with other workplaces or school settings);
- Indicate whether the childcare service will be located in or near the workplace or school setting, and specify the relevant factors (for example, regarding access to the childcare service or the security of the premises).

Lastly, you must indicate, by checking the appropriate box, whether the applicant has concluded a formal agreement or established a partnership with a workplace or a school setting to accommodate the children of parents in the workplace or the school setting:

- If you checked the "Yes" box, you must:
 - Indicate, in the spaces provided, the name, address and postal code of the enterprise or the partner organization;
 - Append written confirmation of the agreement or partnership describing the scope and the nature of the collaboration (for example, the services or collaboration offered, the duration of the agreement, the financial value of the collaboration or the amount of financial support).
- If you checked the "No" box, indicate in the space provided any information deemed relevant.

11.1.4 Other educational childcare service needs

Indicate, in the space provided, the other childcare needs that the application for subsidized spaces aims to meet.

Among the subsidized spaces requested, specify, in the space provided, the number of spaces regarding which priority will be given to the clientele(s) with those other needs.

You must then, in the spaces provided, for each clientele targeted:

- Specify how the applicant assessed the needs;
- Specify how the applicant plans to reach the families;
- Describe how the applicant plans to organize the childcare service to satisfy that childcare need;

- Describe how the educational program will be applied or how it will be adapted in order to satisfy that childcare need;
- Describe the means the applicant plans to use to foster the reception of the clientele with that childcare need;
- Describe the applicant’s experience in accommodating that clientele (for example, by indicating how long the childcare service has accommodated children from that clientele, or by describing the work experience acquired with that clientele in another organization or the collaboration experienced with other organizations working with that clientele).

Lastly, indicate, by checking the appropriate box, whether the applicant has concluded a formal agreement or established a partnership for support in accommodating that clientele:

- If you checked the “Yes” box, you must append written confirmation of the agreement or partnership indicating when the agreement or partnership was concluded and describing the scope and nature of the collaboration (for example, the services or collaboration offered, the duration of the agreement, the financial value of the collaboration or the amount of the financial support);
- If you checked the “No” box, indicate in the space provided any information deemed relevant.

Section 12 - Educational dimension

12.1 Information on the educational dimension

Specify, in the space provided, the means that will be adopted to ensure quality educational intervention among all of the children accommodated by the childcare service (for example, the means and tools to foster collaboration between the parents and the educational staff and to ensure the child’s harmonious development).

Specify, in the space provided, the means that are being or will be adopted to foster good living habits among the clientele of the childcare service (for example, consult specialized resources, such as a dietician to develop nutritional and healthy menus that the children like, or have or obtain a variety of play equipment and materials to prompt the children to get daily exercise while having fun).

Specify how you intend to offer a culturally relevant educational program that takes into account the Aboriginal realities of your community.

Lastly, specify, in the space provided, the means that are being or will be implemented to promote ongoing improvement in the general quality of the childcare service (for example, the development of an ongoing training plan for the educational staff regarding the educational program).

Important

The childcare service's educational program will not be analyzed or assessed when the application is analyzed. It is therefore pointless to submit it or any other document describing the childcare service's educational program. However, the educational program must be subsequently provided to the regional division concerned, in the framework of the processing of any permit application.

It is therefore important to carefully highlight, in the spaces provided in Section 12.1 of the form, the main elements of the educational approach adopted or advocated, and the means that are being or will be implemented to ensure quality educational intervention by your childcare service, to promote healthy living habits to the clientele or to foster ongoing improvement in the general quality of the childcare service.

Section 13 - Governance and resource management

13.1 Participation by the parents

Describe, in the space provided, the means that are being or will be implemented to support the role of the parents who use the childcare service in the realization of the project for which the application for subsidized spaces is submitted (for example, setting up a working committee for the realization of the project, composed of representatives of the parents who use the childcare service).

Describe, in the space provided, any means that are being or will be implemented to support the parents who use the childcare service in the governance of the childcare centre or in the oversight of the educational mission of the day care centre.

13.2 Human resources management

Specify, in the space provided, the means that are being or will be implemented to promote efficient human resources management (for example, the redefinition of responsibilities and the number of hours of work of the executive staff in charge of human resources management).

Specify, in the space provided, the means that are being or will be implemented to ensure the recruiting of qualified childcare staff.

If your application is aimed at establishing a childcare centre or a day care centre, indicate, by checking the appropriate box, whether the manager of the childcare centre or the day care centre has been identified.

If so, describe the manager's experience and qualifications in managing a childcare service or append the résumé of that person to your application.

13.3 Physical resources management

Specify, in the space provided, the means that are being or will be implemented to ensure sound physical resources management in the childcare service (for example, the choice of a person to be in charge of physical resources management: responsibilities and duties).

13.4 Financial resources management

Specify, in the space provided, the means that are being or will be implemented to ensure sound financial resources management in the childcare service (for example, the establishment of planning and control mechanisms, and the sharing of responsibilities).

13.5 Informational resource management

Specify, in the space provided, the means that are being or will be implemented to promote efficient informational resources management in the childcare service (for example, the sharing of responsibilities for the management of technological resources and communications, and the establishment of mechanisms to ensure the reliability, integrity and security of data).

Section 14 - Other relevant information

You can indicate, in the spaces provided, other information:

- That you deem to be useful for the analysis of your application;
- That pertains to the specific features of the territory that you wish to mention.

The purpose of this section is to enable the applicant to provide any additional information deemed relevant to the study of the application. The information may concern, for example, the specific features of the territory, the experience of the applicant in offering childcare services, the applicant's knowledge and commitment to the community, and the particular features of the service offer.

Section 15 - Revision of the number of spaces requested

It may not be possible for the applicant to be attributed the exact number of spaces requested.

That is why you are asked to specify the minimum number of spaces that could be authorized in response to your request (distinguishing the number of spaces for children under 18 months of age from the number of spaces for children 18 months of age or older).

It is not a matter of indicating the number of spaces you would be prepared to deduct from the number of spaces requested but, in fact, of indicating the revised number of spaces.

It is also possible to indicate, by checking “No”, that the minimum number of spaces is the number requested in Section 5 of the form.

If you checked the “Yes” box, indicate the effect that that reduction in the number of spaces would have on the composition of the groups of children, the work required to realize the project, the costs of the project (for childcare centres only), the time frame, the service offer or any other relevant factor.

Section 16 - Application for a childcare centre permit or a day care centre permit (mandatory section for an application to establish a childcare centre or a day care centre)

Only the applicant for subsidized services whose project depends on the establishment of a child care centre or a day care centre must complete Section 16 – *Application for a childcare centre permit or a day care centre permit* of the form.

Note that an applicant that has already been attributed subsidized spaces in a previous call for proposals and is therefore in the process of obtaining a permit need not complete an application for a permit.

An applicant must also complete the part of the applicant’s resolution related to the application for a permit, found in Section 17.1 of the form.

Period of validity of the application

An application for a permit is an integral part of the application for subsidized spaces. Therefore, it is valid only as part of the present call for proposals.

According to the applicable departmental policy, the department definitively closes any permit application file submitted as part of this call for proposals when the application for subsidized spaces related to the application for a permit is deemed not eligible or when no subsidized space is attributed to the applicant for a permit.

Important

Section 16 - *Application for a childcare centre permit or a day care centre permit* of the form must be identical in all respects to the application for subsidized spaces: the same applicant, the same legal person already constituted if applicable, the same number of spaces and the same address.

Documents required

Since the application for a permit is submitted specifically as part of this call for proposals, only the two documents mentioned under the heading **Documents required now** must be appended to the application for subsidized spaces.

Only an applicant for a permit to which spaces are attributed as part of this call for proposals must complete an application for a permit. The department will then contact the applicant to indicate the information and documents required to complete the application for a permit. For your information, the documents that will be required subsequently are indicated under the heading **Documents required subsequently** for applicants to which subsidized spaces are attributed.

Documents required now:

- 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* (R.S.Q., c. P-45) and any declaration amending it.
- A copy of the constituting act.

Documents required subsequently

(only if the application is authorized by the Minister of Families):

- A cheque or postal money order in the amount of **\$168** (fee applicable from April 1, 2013 to March 31, 2014) made out to the order of the Minister of Finance of Québec.
- A plan of the layout of the premises, signed and sealed by an architect.
- A true plan, to scale, of the outdoor play space referred to in section 39 of the ECR, together with a site plan for the play space showing its location in relation to the facility.
- A copy of a duly published title of ownership, a lease for a minimum of five years or an authorization to occupy the premises free of charge, including the outdoor play space, for at least five years.
- Proof that the members of the childcare staff meet the qualification requirements in sections 20 and 22 of the ECR.
- The educational program that the applicant for a permit intends to apply, including, in particular, the activities that will make it possible to achieve the objectives provided for in section 5 of the *Educational Childcare Act*.
- For the permit applicant per se or for each director or shareholder, the attestation establishing the absence of an impediment or the declaration of information that may reveal an impediment to the application.
- Documents concerning the rules of organization of the provision of childcare services, which include, in particular:
 - The general orientations and the policies governing the admission and expelling of children.
 - The operating hours of the childcare service.
 - The typical schedule of the activities to implement the educational program, including all outings and the meal and snack times of the children.
 - The procedure for processing complaints.

Instructions for completing Section 16 – *Application for a childcare centre permit or a day care centre permit*

Section 1 - Information on the applicant

You must complete all the fields in Part 1 of the *Application for a childcare centre permit or a day care centre permit*.

1.1 Name and contact information of the enterprise that is submitting the application (hereinafter the “applicant”)

The duly authorized person must enter the following information:

- The name of the enterprise submitting the application, as entered in the Registre des entreprises du Québec (REQ);
- The Québec enterprise number, commonly known as the NEQ, corresponding to the enterprise registered in the REQ;
- The address of the enterprise as entered in the REQ;
- The telephone number of the enterprise.

| | |
|----------------|--|
| Relevant link: | Registraire des entreprises du Québec www.registreentreprises.gouv.qc.ca |
|----------------|--|

1.2 Juridical personality of the applicant

Check the box corresponding to the juridical personality of the applicant.

The juridical personality of an applicant for a permit for a childcare centre can be either a non-profit legal person or a band council. No other juridical personality can be issued a permit for a childcare centre in Aboriginal communities.

The juridical personality of the applicant for a day care centre permit can be a legal person (non-profit or business corporation) or a band council. No other juridical personality can be issued a permit for a day care centre in Aboriginal communities.

1.3 Name and home address of the directors and all the applicant’s shareholders

The applicant must enter the name and home address of each director or shareholder of the enterprise, then check the “Director” or “Shareholder” box, as the case may be, for each of them.

1.4 Name and telephone number of the representative appointed by the applicant

Indicate the name of the representative officially appointed to submit the application for a permit and enter the required information about that person.

Important

The representative officially appointed to submit the application for a permit must be the same person as indicated in the resolution of the applicant (band council or board of directors of the legal person) (Section 17.1 of the form).

Section 2 - Information on the application

2.1 Number of children per age group and total number of children that the permit applicant intends to accommodate in the facility

Indicate the maximum number of children per age group that you intend to accommodate in the facility referred to in the application for a permit:

- The maximum number of children under 18 months of age;
- The maximum number of children 18 months of age or over.

Important

The number of spaces in the application for a permit must be identical to the number of subsidized spaces requested in the *Application for Subsidized Educational Childcare Service Spaces in Aboriginal Communities*.

2.2 Name and contact information of the childcare centre or the day care centre

Enter the required information concerning the establishment for which the permit is applied for. If that information is identical to the information entered in point 1.1 of Section 1 of the *Application for a childcare centre permit or a day care centre permit*, you can check the box provided to indicate that.

2.3 Name and contact information of the facility where the children will be

Enter the required information concerning the facility where the children will be accommodated. If that information is identical to the information entered in points 1.1 and 2.2 of sections 1 and 2 of the *Application for a childcare centre permit or a day care centre permit*, you can check the box provided to indicate that.

Section 3 - Signature of the authorized person

The duly authorized representative of the applicant for the permit certifies that all the information in Section 16 - *Application for a childcare centre permit or a day care centre permit* of the form is true, complete and accurate by signing and entering the date of the signature in the spaces provided for that purpose.

Section 17 - Resolutions

17.1 Resolution of the applicant (band council or board of directors of the legal person) authorizing the application (mandatory section)

It is mandatory that you complete the part related to the application for subsidized spaces in the resolution of the applicant in Section 17.1 of the form. The resolution of the applicant must:

- Confirm that the board of directors of the legal person or the band council submitting the application has duly authorized the person appointed to submit the application described in the *Application for Subsidized Educational Childcare Service Spaces in Aboriginal Communities* form;
- Indicate the number of subsidized spaces applied for, as well as the name of the person authorized to sign the application.

In addition, when the applicant submits an application for a permit as part of the call for proposals (the application for subsidized spaces refers to the establishment of a new childcare centre or a new day care centre), it is mandatory that the applicant:

- Confirm that the board of directors of the legal person submitting the application or the band council has duly authorized the appointed person to submit the *Application for a childcare centre permit or a day care centre permit* provided in Section 16 of the form.

To do so, the applicant must simply complete the part related to the application for a permit in the *Resolution of the applicant* provided in Section 17.1 of the form.

17.2 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

When the application is not submitted by the band council, it is recommended, but not mandatory, that a resolution of the band council or the organization responsible for childcare services in your community, confirming its support for the project, be completed.

Section 18 - Profile of the applicant (mandatory section - day care centre only)

18.1 Declaration of the profile of the applicant (directors and shareholders)

The applicant for subsidized spaces in a day care centre (not in a childcare centre), more specifically the authorized representative of the applicant for subsidized spaces in a day care centre, must sign the *Declaration of the profile of the applicant (directors and shareholders)* after entering the following information in it:

1. The name of the enterprise submitting the application (legal person or band council) and its Québec enterprise number (NEQ), at the top of the page.

2. The name, home address and percentage of voting shares held in the enterprise submitting the application, in the spaces provided, for each director of the enterprise submitting the application (legal person).
3. The name, home address and percentage of voting shares held in the enterprise submitting the application, in the spaces provided, for each natural person holding shares in the enterprise submitting the application.
4. The name and address of the head office, and the percentage of voting shares held in the enterprise submitting the application, for each of the legal persons (enterprises) that are shareholders of the enterprise submitting the application.

IMPORTANT: For each legal person that is a shareholder thereby indicated, the applicant must submit a *Declaration of the profile of the legal person that is the shareholder of the enterprise submitting the application* (Section 18.2 of the form).
5. The name of the authorized representative of the applicant and the date of the signature, at the bottom of the section.

18.2 Declaration of the profile of the legal person that is the shareholder of the enterprise submitting the application (if required)

The applicant for subsidized spaces in a day care centre must sign, for each legal person that is a shareholder of the enterprise submitting the application, Section 18.2 - *Declaration of the profile of the legal person that is the shareholder of the enterprise submitting the application* of the form, after entering the following information in it:

1. The name of the legal person that is a shareholder of the enterprise submitting the application and its Québec enterprise number (NEQ), if any, at the top of the page.
2. The name and home address, and, if applicable, the percentage of voting shares held by each director of the legal person (the enterprise) submitting the application.
3. The name and home address, and, if applicable, the percentage of voting shares held by each natural person who is a shareholder of the enterprise submitting the application (other than the directors).
4. The name and address of the head office, and, if applicable, the percentage of voting shares held by each legal person that is a shareholder of the enterprise submitting the application.

IMPORTANT: For each legal person that is a shareholder of the enterprise thereby indicated, the applicant must submit another *Declaration of the profile of the legal person that is the shareholder of the enterprise submitting the application*.

5. The name of the authorized representative of the applicant and the date of the signature at the bottom of the section.

Note that, to enable the applicant to submit a *Declaration of the profile of the legal person that is the shareholder of the enterprise submitting the application* for each legal person that is a shareholder of the enterprise, a file containing a copy of that section is available on the department's website.

18.3 Declaration of the profile of the day care centres owned whose spaces are subsidized

Each natural person indicated in sections 18.1 and 18.2 must complete and sign a *Declaration of the profile of the day care centres owned whose spaces are subsidized*, after entering the following information in block letters:

1. The surname and given name of the person covered by this declaration, at the top of the page.
2. For identification purposes, the name of the enterprise submitting the application and its Québec enterprise number (NEQ).
3. The situation or situations that best describe the person covered by this declaration, by checking the corresponding box or boxes (situation 1, 2 or 3).
4. When the situation of the person covered by this declaration corresponds to situation 2 or situation 3, indicate the following information:
 - The number of the situation concerned (2 or 3);
 - The name of the childcare service enterprise (that is the permit holder of the day care centre the spaces of which are subsidized);
 - The name and number of the establishment (division);
 - The total number of spaces indicated on its permit;
 - Its Québec enterprise number (NEQ);
 - And, by checking the appropriate box or boxes, the status of that person in the day care centre (director, shareholder, executive officer or associate).
5. The date of the signature of the person covered by the declaration, at the bottom of the section.

Note that, to enable each natural person (indicated in sections 18.1 and 18.2 of the form) to complete this section of the form, files containing copies of Section 18.3 are available on the department's website.

18.4 Declaration of related persons

The *Declaration of related person* must be completed by each natural person indicated in sections 18.1 and 18.2, i.e. the following persons:

- Any natural person who is a director of the enterprise submitting the application;
- Any natural person who is a shareholder of the enterprise submitting the application;
- Any natural person who is a director or shareholder of the legal person that is a shareholder of the enterprise submitting the application.

Each of these persons must complete and sign the *Declaration of related person*, after indicating the following information in it:

1. The surname and given name of the person covered by the declaration, at the top of the page.
2. For identification purposes, the name of the enterprise submitting the application and its Québec enterprise number (NEQ).
3. The situation or situations that best describe the person covered by the declaration, by checking the corresponding box or boxes (situation 1, 2, 3, 4 or 5).
4. When the situation of the person covered by the declaration corresponds to situation 2, 3, 4 or 5, indicate the following information:
 - The name of the natural person or the legal person;
 - The home address of the natural person or the address of the head office of the legal person;
 - The nature of the relationship with the number of the situation covered (2, 3, 4 or 5);
 - The name and establishment number of the day care centre owned by the natural person or the legal person;
 - The total number of spaces indicated on its permit;
 - Its Québec enterprise number (NEQ);
 - And, by checking the appropriate box or boxes, the status of that person in the day care centre (director, shareholder, executive officer or associate).
5. The date of the signature of the person covered by the declaration, at the bottom of the section.

Section 19 - Signature of the authorized person (mandatory section)

It is the person appointed by the board of directors or the band council (Section 17.1) to submit the application for subsidized spaces who must sign the form.

By signing the form and indicating the date of the signature in the spaces provided for that purpose, you certify that all the information given in the *Application for Subsidized Educational Childcare Service Spaces in Aboriginal Communities* form is true, complete and accurate.

A false declaration will cause the application to be denied and any spaces authorized to be withdrawn.

Instructions for sending the application

To send the application, refer to the instructions in Part 1.1 of the guide, entitled *Terms and conditions surrounding the application for subsidized spaces*

Important

The application must be sent only by a Canada Post service requiring the signature of the recipient, i.e. by registered mail or a parcel service (with a signature option). It must be sent to the department no later than November 26, 2013, at the following address:

Dépôt des demandes de places subventionnées dans les communautés autochtones
Direction de l'accessibilité et de la qualité des services de garde
Ministère de la Famille
600, rue Fullum, 6^e étage
Montréal (Québec) H2K 4S7

No application will be accepted after that date. The postmark will be regarded as proof of the date on which the application was mailed.

Please note that no application may be delivered by hand or courier service, or submitted by fax or email.

PART 3:

Analysis of the applications

3.1 Analysis of the applications

All eligible applications will be analyzed by the committee for the analysis of the distribution of spaces, composed of representatives of the department and Aboriginal communities. The application will be analyzed considering the characteristics of the project presented in the form completed by the applicant.

In addition, for people who are already permit holders, the department will supplement the information provided by the applicant with information relevant to the analysis of the project provided by the regional division concerned.

The applications will be analyzed using tools provided by the department, according to a strict, uniform analysis process.

3.2 Analysis criteria

All eligible applications will be assessed according to three groups of criteria: feasibility, relevance and quality of the project.

Feasibility

The feasibility of the project is assessed according to the following factors:

- How realistic the completion schedule is, considering the stages to be realized and the time frame;
- How realistic the implementation budget is;
- How consistent the implementation budget is with the PFI, in the case of a project for the creation of spaces in a childcare centre;
- The capacity to complete the project in keeping with the implementation budget and the timetable;
- The organizational capacity;
- The guarantees of completion provided and the financial commitments of partners;
- The support of the band council for the realization of the project.

Relevance

The relevance of a project is assessed according to whether it is consistent with the needs and priorities established by the Minister of Families for the recommendation of projects:

- The reduction of the largest deficits;

- A high occupancy rate, which indicates an optimization of the spaces already attributed;
- The creation of spaces to accommodate children under 18 months (infants);
- The response to the needs of disabled children;
- The creation of spaces in a workplace or a school setting in order to meet the needs of the workers and the students.

Quality

The quality of a project is assessed on the basis of the following elements:

- How consistent the service offer described in the application is with the means to be implemented to realize it;
- One or more partnerships established and confirmed in order to support a service offer for particular clientele;
- The educational dimension of the project, with adaptation to the realities of Aboriginal cultures;
- The governance and management of resources;
- The organization of the service offer, particularly the continuity of the services through the management of the transition between the age groups (infants and children 18 months or over);
- The environment, i.e. the location of the day care service, the outdoor play space and accessibility.

3.3 Access to the analysis results

Upon request, the applicants can have access to the results of the analysis of their application, following the announcement by the Minister of Families of the attribution of the subsidized spaces.

PART 4: Application checklist

Before you submit your application for subsidized spaces, please ensure that you have properly completed it using the checklist below.

| Check when completed | To be verified |
|--------------------------|---|
| | The <u>eligibility</u> of your application: (MANDATORY) |
| <input type="checkbox"/> | All of the mandatory sections of the application for subsidized educational childcare service spaces in Aboriginal communities have been properly completed. |
| <input type="checkbox"/> | The Québec enterprise number (NEQ) of the enterprise that is submitting the application is indicated along with the email address of the enterprise or the band council and the email address is functional. |
| <input type="checkbox"/> | Your application has been signed by the person designated in the resolution of the applicant (band council or board of directors of the legal person) (Section 17.1 of the form). |
| <input type="checkbox"/> | If the applicant is not the childcare centre or day care centre permit holder, the application for a childcare centre or a day care centre permit (Section 16 of the form) has been signed by the person designated in the resolution of the applicant. |
| <input type="checkbox"/> | If the applicant is not a childcare centre or a day care centre permit holder, a copy of the declaration of registration or the initial declaration recorded in the register of sole proprietorships, partnerships and legal persons pursuant to the <i>Act respecting the legal publicity of sole proprietorships, partnerships and legal persons</i> (R.S.Q., c. P-45) and, if applicable, any declaration that amends them is appended to the application. |
| <input type="checkbox"/> | If the applicant is not a childcare centre or a day care centre permit holder, a copy of the incorporating document is appended to the application. |
| <input type="checkbox"/> | The original and eight (8) copies printed on legal-size paper (8½ X 14) of your form are submitted. |
| <input type="checkbox"/> | The application must be sent to: Dépôt des demandes de places subventionnées dans les communautés autochtones Direction de l'accessibilité et de la qualité des services de garde Ministère de la Famille 600, rue Fullum, 6 ^e étage Montréal (Québec) H2K 4S7 |
| <input type="checkbox"/> | You must send your application by registered mail or by a Canada Post parcel service (with signature option). |
| <input type="checkbox"/> | The application must be submitted to the Ministère de la Famille no later than November 26, 2013. The postmark will be regarded as proof of the date on which the application was mailed. |

| Check when completed | To be verified |
|--------------------------|--|
| | The <u>analysis</u> of your application: |
| <input type="checkbox"/> | All of the mandatory sections of the application for subsidized educational childcare service spaces in Aboriginal communities concerning your project have been properly completed. |
| <input type="checkbox"/> | The submission includes eight (8) copies of all relevant documents related to your project as indicated in Part 2 of the <i>Guide</i> . |
| <input type="checkbox"/> | The number of the corresponding section of the form is indicated on each of the eight (8) copies of all relevant documents related to your project and the documents are in the requisite order. |