

Alberta Early Learning and Child Care Centres

Introduction

Accessible, affordable quality child care is essential to job creation, economic growth, poverty reduction, women's equality, social integration, and positive child development.

The Government of Alberta has allocated funding to support the development of up to eighteen (18) innovative Early Learning and Child Care (ELCC) Centres to better support access and affordability to quality child care spaces. It emphasizes the creation of new child care spaces to support Alberta's working families.

Expression of Interest

The Ministry of Human Services (Human Services) has developed an expression of interest process in order to support a transparent and fair selection process.

This Expression of Interest (EOI) invites the submission of grant proposals from not-for-profit organizations who currently operate or propose to operate a licensed day care program.

Definition of an Early Learning and Child Care (ELCC) Centre

The ELCC Centre will implement activities identified in Table 1 and will be evaluated in accordance with the criteria outlined in Appendix A.

Each Human Services region will have a minimum of one ELCC Centre. Regional profiles including capacity and enrolment trends, supply/demand pressures, poor early childhood development outcomes, low socio-economic status, community needs assessments (including needs for extended hours for shift and part-time workers, identified needs for Indigenous and newcomer families, women seeking additional education and training) will be taken into consideration.

Accessible, affordable quality child care is essential to positive child development, family support, women's equality, social integration of newcomers, job creation, poverty reduction and economic growth.

ELCC Centre: Expression of Interest

Funding, Eligibility Criteria and Activities

Funding

The successful applicant will receive an operating grant for three (3) years. Funding will consist of up to 500,000 per ELCC Centre per year over three years provided that the grant recipient meets the obligations set out in the grant agreement.

Eligibility Criteria:

To apply, organizations must meet the following criteria:

- **Be a not-for-profit organization.**
- **Have good governance standing (e.g. up to date filing of annual returns, provide current list of directors, officers).**
- **All applicants must have the ability and capacity to:**
 - implement **mandatory** activities outlined in Table 1 (i.e. create new child care spaces, cap parent fees to \$25 per day);
 - develop one or more ELCC Centre improvements as outlined in Table 1 (e.g. child care support for families who work part time or shift work);
 - participate in an evaluation process;
 - agree to use Government of Alberta and ELCC branding guidelines and logos (to be provided).
- **If licensed, the child care program must:**
 - demonstrate compliance with *Alberta's Child Care Licensing Act and Child Care Licensing Regulation*; and
 - Have the ability to demonstrate strong leadership at the Child Development

Supervisor level.

EXPRESSION OF INTEREST APPLICATION PROCESS

Paragraph Applicants must submit a grant proposal (Proposal) that outlines how each of the mandatory activities and other improvements outlined in Table 1 will be addressed. A grant proposal template is included in this package.

Proposals will be assessed by a committee of Ministry subject matter experts and in accordance with the assessment criteria found in Appendix A.

Application Timeline

Proposal Deadline	2:00 pm MT on Friday, January 20, 2017
Proposal Review	January/February 2017
Notification of Successful Applicants	March 2017
Finalization of Grant Agreements*	March 2017
Grant Funds Distributed*	March 2017

*For those non-profit organizations who are participating in the licensing process, please note that the finalization of the grant agreement and distribution of grant funds will be contingent upon licensing

ELCC Centre: Expression of Interest

Proposal Development

1. Use the Proposal template to complete **all questions**.
2. Check **Table 1 Early Learning and Child Care Centre Activities** to ensure each of the mandatory elements in the Proposal have been addressed.
3. Review the Proposal using the assessment criteria identified (**see Appendix A**).
4. If you are a successful applicant, grant funding will be provided up to a maximum of \$500,000 per ELCC Centre, per year for a maximum of three years. Grant Agreements may be renewed after the first year for a maximum of two additional one (1) year terms. Grant funding is subject to entering into a grant agreement that will be substantially in the form as attached at **Appendix B**. Grant agreements will only be entered into with licensed child care programs.
5. Final grant amounts will be determined upon review of the Proposal submitted. Funding allocation will be determined based on a number of factors including, but not limited to, current staff compensation rates, parent fees, and new program development.

Application Process

Step 1 Complete the ELCC Centre proposal template. All sections of the form must be completed in order for the Proposal to be

considered for funding. **Incomplete proposals will not be reviewed.**

Proposals are to be submitted to your local Human Services Region **by 2:00 pm MT time on Friday, January 20, 2017. Proposals will be accepted in the format of courier, registered mail or can be hand delivered to their corresponding regional office listed in Table 2. Applicants must submit five (5) signed hard copies (i.e. paper) of their Proposal. Late proposals will not be considered.**

If submitting a Proposal to more than one region, each Proposal must be submitted individually to its own corresponding regional office.

Step 2 Five (5) signed, hard copies (i.e. paper) of your Proposal with original signatures must be submitted to your Human Services Regional Office key contact (see Table 2).

The Proposal must be signed by the person with financial signing authority according to the bylaws of the incorporated body, otherwise it will be deemed incomplete.

Step 3 Proposals will be reviewed and applicants will be informed in writing of the outcome of their proposal.

All assessment criteria as outlined in Appendix A will be assessed in accordance with the parameters for the ELCC Centres and the identified needs of regions. All decisions regarding funding are final.

Table 1: Early Learning and Child Care Activities

Activities will be completed as per Schedule A outlined in attached Grant Agreement document.

	Early Learning and Child Care Activities
Access	<ul style="list-style-type: none"> ▪ Increase the number of new child care spaces (mandatory) ▪ Where feasible, <ul style="list-style-type: none"> ○ locate the new spaces in a community where there is shortage of child care spaces, poor early development outcomes and high community needs; ○ increase participation of children in the infant age group and/or children with diverse needs; ○ work with partners such as school authorities, municipal governments to promote child care spaces in public buildings, schools, etc.; ○ co-locate within community buildings and/or workplaces; ○ locate in a nurturing environment (such as accessible via walking or public transit to support different family circumstances)
Affordability	<ul style="list-style-type: none"> ▪ Cap parent fees at \$25/per day (mandatory) ▪ Participate in child care subsidy and accreditation programs.
Quality	<ul style="list-style-type: none"> • Implement <i>Play, Participation, and Possibilities: An Early Learning and Child Care Curriculum Framework for Alberta</i>; http://childcareframework.com/play-participation-and-possibilities/ • Support on-site professional development that enables full participation of all children in the program including children with diverse needs. • Engage parents in a quality assurance process
Improvements <i>Proposal <u>must</u> include one or more improvements</i>	<ul style="list-style-type: none"> ▪ Provide a community needs and asset assessment that demonstrates the program’s intention to serve diverse and/or vulnerable populations within their community and leverage community assets. For example, one or more areas may be identified in your community needs assessment that could: <ul style="list-style-type: none"> ○ Offer flexible child care to support parents who are working or attending school outside of typical child care operations and/or who work on a part-time basis. ○ Identify opportunities to collaborate with other service organizations for co- location or new partnerships in delivering ELCC

	<ul style="list-style-type: none"> ○ Ensure collaboration with other service organizations that support knowledge about supporting cultural diversity as it relates to Indigenous, immigrant and refugee children ○ Ensure collaboration with other service organizations to support the provision of parenting resources and supports to families attending the child care program ○ Collaborate to support vulnerable families (i.e. low socio-economic status, lone parent families, parenting teens, and women facing additional barriers). ○ Support child care in rural communities.
Other:	<ul style="list-style-type: none"> ▪ Participate in an evaluation including a minimum of four site visits per year; ▪ Participate in a learning community with other demonstration sites; ▪ Share financial records to support the development of an equitable funding formula that accommodates improved financial compensation for staff and accessible fees for parents; ▪ Demonstrate evidence of program improvements to broader community and stakeholders; ▪ Agree to use Government of Alberta branding guidelines and logos to be provided. ▪ For licensed programs, a copy of the Alberta Child Care Accreditation certificate (or documentation evidencing intent of accreditation in the next 12 months).

Table 2: Human Services Regional Child Care Licensing Program Contact

Dena Malmgren

South Region

#709, Lethbridge Centre Tower
400-4 Avenue South
Lethbridge, AB T1J 4E1
Phone: 403-529-3665

Marg Cutler

Calgary Region

Westmount Regional Services Office
140, 4820 Richard Rd SW
Calgary, AB T3E 6L1
Phone: 403-297-7236

Diane Checknita

Edmonton Region

7th Floor, 9942-108 Street
Edmonton, AB T5K 2J5
Phone: 780-427-0445

Gloria Vanderburgh

North Central Region

Box 4727, 2nd Floor,
Admin Building 5143-50 Street,
Barrhead, AB T7N 1A6
Phone: 780-305-2440

Angela Ferguson

Northwest Region

214 Place South
4th Floor, 10130-99 Avenue
Grande Prairie, AB T8V 2V4
Phone: 780-538-5122

Patricia Johnston

Central Region

3rd Floor, Bishop's Place
4826 Ross Street
Red Deer, AB T4N 1X4
Phone: 780-679-5031

Anne Lastiwka

Northeast Region

Human Services
4th Floor, Provincial Building
9915 Franklin Avenue
Fort McMurray, AB T9H 2K4
Phone: 780-743-7469

Appendix A: Assessment Criteria

All proposals will be screened against the mandatory requirements (see Step 1). Proposals that do not meet all the mandatory requirements will not be considered further. Proposals that meet the mandatory requirements will be assessed against the Test Criteria (see Step 2) addressed by the Proposal.

Proposals will be assessed in an objective manner using a five (5) Point Assessment Scale measurement tool (see below).

Early Learning and Child Care Grant Proposal Assessment		
Score	Descriptor	Additional Guidance
1	Low, does not meet minimal requirements	Does not meet basic requirements, significant gaps in content, details, and quality. Demonstrates little understanding of the requirements.
2	Marginal, meets minimal requirements	All content areas may be addressed however significant gaps in content, details, understanding and quality.
3	Fair	Content includes some strengths and some moderate challenges. Meets basic expectations.
4	Very Good	Strong content with some minor challenges in content.
5	Exceptional	Exceptionally strong content with essentially no challenges in content. Content exceeds expectations and requirements, clearly demonstrates an understanding of service requirements.

The Assessment Team will use the criteria identified in Test Criteria (Step 2) to evaluate proposal submissions that have met the mandatory requirements. Subject to the requirements of the *Freedom of Information and Protection of Privacy Act*, RSA, 2000 c. F-25, the evaluations shall be confidential, and not released to any party.

Step 1

Applicant must check “Yes” in each of the core criteria to have their Proposal screened for further review by the Assessment Committee.

1.	MANDATORY REQUIREMENTS	MEETS REQUIREMENT	
		Yes	No
	Not-for-profit status		
	Licensed child care; or If not licensed, the organization has initialed the grant proposal including the clause regarding licensing found under Mandatory Documents		
	Commitment to create new spaces		
	Commitment to cap parent fees to \$25 per day		
	Commitment to one or more stipulated improvements		
	Demonstrate good governance standing (registered corporate status, up to date filing of annual returns)		
	Will implement ELCC framework, support PD, and enhance parent engagement		
	Accredited facility or willingness to participate in the accreditation program		
	Liability Insurance coverage for \$2,000,000.00 (or proof of application or eligibility for)		
	Financial Statements provided		
	Confirmation Letter from Board		

	Complete listing of Board Members		
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Step 2

Assessment of the proposal

The following criteria will be assessed using the indicators outlined in this chart to assign an individual score for each category area (access, affordability, quality, improvements, and operational preparedness). The total scores in each category are then weighted to equal 100 points, as follows:

Access	35
Affordability	10
Quality	15
Improvements	35
Operational Preparedness	5
Total	100 points

ACCESS = 35 Points	
Point	Item
= /20	How well has the organization demonstrated its ability to create new child care spaces?
= /10	How well has the organization's inclusion and diversity practices been articulated and have they provided examples demonstrating those practices?
= /5	How will the proposed activities promote collaboration with community partners to help support a nurturing environment and accessible physical location?
	Total Points /35
AFFORDABILITY= 10 Points	
= /10	Cap parent fees at \$25 a day (What percentage of grant is required to offset loss of parent revenue when a flat rate of \$25 per day is implemented? Are there sufficient funds remaining for new spaces and improvements?)
	Total Score /10

QUALITY = 15 Points	
= /5	Describe the professional development resources and supports that will be provided to support early childhood development knowledge acquisition and increased early childhood development competencies, specifically with regards to inclusion of diverse needs?
= /5	What supports will be provided to implement <i>Play, Participation, Possibilities: An Early Learning and Child Care Curriculum Framework for Alberta</i> and inclusive child care practices?
= /5	How is the program proposing to engage and or enrich involvement of parents in a quality assurance process?
	Total Score /15 Points
IMPROVEMENTS = 35 Points	
	<ul style="list-style-type: none"> ▪ The applicant provides a community needs and asset assessment that demonstrates the program’s intention to serve diverse and/or vulnerable populations within their community and leverage community assets. For example, one or more areas may be identified in your community needs assessment that could: <ul style="list-style-type: none"> ○ Offer flexible child care to support parents who are working or attending school outside of typical child care operations and/or who work on a part-time basis. ○ Identify opportunities to collaborate with other service organizations for co- location or new partnerships in delivering ELCC ○ Ensure collaboration with other service organizations that support knowledge about cultural diversity and learning as it relates to Indigenous, immigrant and refugee children ○ Ensure collaboration with other service organizations to support the provision of parenting resources and supports to families attending the child care program ○ Collaborate to support vulnerable families (i.e. low socio-economic status, lone parent families, parenting teens, and women facing additional barriers). ○ Support child care in rural communities.
= /5	How well has the proposal articulated what the community needs?
= /25	<p>How have they proposed to address the needs of their community?</p> <ul style="list-style-type: none"> - Who in the community will be impacted through this improvement? - What collaborations with community partners and other assets have been established to meet this need? - Based on additional resources, how will the program strengthen and

	grow in its role over time?
= /5	How will the program showcase their program improvements to the broader community?
	Total Score /35
OPERATIONAL PREPAREDNESS = 5 Points	
= /5	What are the financial strengths of the programs current situation? What is the breath of financial reach and scope of the program activities to be achieved with the ELCC grant?
	Total Score /5
TOTAL SCORE	Total Points = /100

Appendix B: Grant Agreement

For information purposes only. This specialized grant template is to be used by the Ministry of Human Services with recipients of the Early Learning and Child Care Centre Grant. This will not be completed with programs until recipients have been selected.

THIS GRANT AGREEMENT is effective this _____ day of _____, 20__.

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA
as represented by the Minister of Human Services
(the “Minister”)

~ and ~

<GRANT RECIPIENT>
(the “Grant Recipient”)

(Hereinafter referred to as “the Parties”)

WHEREAS the Grant Recipient has applied for Funding in order to develop an Early Learning and Child Care (ELCC) Centre; and

WHEREAS the Minister wants to test key concepts in the areas of access, affordability, quality and innovation to better inform policy and program development in child care and wishes to do so through these ELCC Centres; and

WHEREAS the Minister believes in providing accessible, affordable child care by creating new child care spaces and capping child care fees at \$25.00 per day; and

WHEREAS the Minister has agreed to provide Funding for that purpose subject to the terms and conditions of this Agreement; and

WHEREAS the Grants Regulation authorizes such a grant being made; and

WHEREAS the Grant Recipient is prepared to perform and enter into certain undertakings relative to the payment of the grant;

NOW THEREFORE the parties agree as follows

1. DEFINITIONS:

- (a) “Accredited Child Care Program” or “Accredited Program” means a child care program that has demonstrated commitment to the child care accreditation standards as outlined

in the *Alberta Child Care Accreditation Standards* and is at either the self-assessment, pre-accreditation or post-accreditation stage.

- (b) “Agreement” means this document and the following attached Schedules, including any amendments made in writing by the Parties:

Schedule A: Description of Early Learning and Child Care Program

Schedule A-2: Objectives, Outcomes, Outputs Chart

Schedule B: Grant Funding and Financial Reporting Template

Schedule B-2: Program Activity Reporting Template

Schedule C: *Play, Participation, and Possibilities: An Early Learning and Child Care Curriculum Framework for Alberta*

Schedule D: Evaluation Protocol

Schedule E: Branding Guidelines

- (c) “Business Day” means 8:15 am to 4:30 pm Mountain Standard Time in Alberta from Monday through Friday, excluding holidays observed by the Minister.
- (d) “Early Learning and Child Care Centre” or “ELCC Centre” means an eligible not-for-profit child care program that will participate in testing key concepts in access, affordability, and quality of child care as described in Schedules A and A-2.
- (e) “Effective Date” means the date first noted above.
- (f) “Fiscal Year” means the period from April 1 in one year to March 31 in the next year.
- (g) “Funding” means the grant monies to be contributed by the Minister and any interest earned thereon.
- (h) “Grants Regulation” means the *Human Services Grants Regulation*, AR 25/2016.
- (i) “Program” means the activities to be performed by the Grant Recipient, as described in Schedule A, for the development of an ELCC Centre.
- (j) “Surplus” means such part of the Funding not actually used and applied or committed for the purposes of this Agreement, as determined by the Minister in consultation with the Grant Recipient.
- (k) "Term" means the period from <start date> to <end date>.

2. RESPONSIBILITIES OF THE GRANT RECIPIENT:

- (a) The Grant Recipient shall conduct the Program as described in Schedules A and A-2, as amended from time to time.
- (b) The Grant Recipient shall:
 - (i) Implement the *Play, Participation and Possibilities: An Early Learning and Child Care Curriculum Framework for Alberta*, attached as Schedule C;
 - (ii) Participate in and comply with the Evaluation Protocol as described in Schedule D;
 - (iii) Follow the Branding Guidelines as described in Schedule E;
 - (iv) Maintain not-for-profit status during the Term and immediately notify the Minister of any changes to its not-for-profit status; and
 - (v) Be an Accredited Program or have applied to become an Accredited Program within twelve (12) months of the Effective Date.
- (c) The Grant Recipient shall comply with all applicable laws in its performance of the Program.
- (d) The Grant Recipient shall not make any public announcement or issue any press release regarding the entering into this Agreement or the Minister's provision of the Funding except in consultation with and the approval of the Minister as to the contents of the announcement or press release, which approval shall not be unreasonably withheld.

3. TERM:

Subject to earlier termination, this Agreement shall be effective for the Term.

4. REPRESENTATIVES:

- (a) The Minister designates the <position title for Minister's representative> to be the Minister's representative to maintain a continuing liaison with the Grant Recipient in matters relating to this Agreement.
- (b) The Grant Recipient designates the <position title for Grant Recipient's representative> to be the Grant Recipient's representative to maintain a continuing liaison with the Minister in matters relating to this Agreement.

5. FUNDING:

- (a) Unless this Agreement is terminated, the Minister will provide Funding to the Grant Recipient as outlined in Schedule B, subject to:

- (i) The appropriation of funds by the Legislature sufficient to provide the Funding under this Agreement, the sufficiency of which shall be determined in the sole discretion of the Minister; and
- (ii) The Grant Recipient's compliance with reporting requirements and use of Funding in accordance with the terms of this Agreement; and
- (iii) Early termination of this Agreement.

(b) The Grant Recipient acknowledges that, subject to Clause 5(a), the maximum Funding that may be provided under this Agreement is \$1,500,000.00 and that there will be no additional funding from the Minister in the case of cost overruns.

(c) The Grant Recipient shall immediately notify the Minister of any overpayment of the Funding and shall repay the amount of any overpayment, unless directed otherwise in writing by the Minister. Any amount of overpayment not repaid to the Minister shall be considered a debt due to the Minister. The Minister may in its sole discretion cease to make payments under this Agreement or any other agreement made between the Grant Recipient and the Minister if an overpayment is not repaid forthwith.

(d) The Funding shall be released to the Grant Recipient as outlined in Schedule B.

6. USE OF GRANT FUNDING:

- (a) The Grant Recipient covenants and agrees that it will be, in relation to the Funding, bound by the provisions of this Agreement and the Grants Regulation.
- (b) The Grant Recipient agrees that the Funding shall be used only for the purposes and expenditures described in Schedules A, A-2 and B as amended by the Minister from time to time and the Grant Recipient shall not use the Funding for any other purpose without the prior written consent of the Minister.
- (c) The Minister reserves the right to disallow and recover from the Grant Recipient the amount of any expenditure of the Funding that is contrary to the terms and conditions of this Agreement.

7. PUBLICATION, DISSEMINATION AND RELEASE OF INFORMATION:

- (a) The Grant Recipient acknowledges that this Agreement and all reports and other records submitted to the Minister will be subject to the access and disclosure provisions of the *Freedom of Information and Protection of Privacy Act*.

- (b) Subject to any applicable laws, the Grant Recipient shall allow the Minister access to or provide copies to the Minister of any data or information acquired, collected or produced under this Agreement.

8. REPORTING:

- (a) By the end of each quarter during the Term of this Agreement, the Grant Recipient shall provide the Minister's representative with an interim Program report for the quarter that contains:
 - (i) A Financial Report, as set out in Schedule B, prepared in accordance with Canadian generally accepted accounting principles, for all Program expenditures of the Funding, that is certified correct by a senior financial officer of the Grant Recipient, and
 - (ii) A detailed report of Program activities, as set out in Schedule B-2 that is sufficient information to inform the Minister of the progress of the Program.
- (b) Within ninety (90) Business Days of the expiry or termination of this Agreement the Grant Recipient shall provide the Minister's representative with:
 - (i) An audited financial statement, prepared in accordance with Canadian generally accepted accounting principles of all revenues and expenditures of the Funding for the entire Term that is certified correct by a senior financial officer of the Grant Recipient; and
 - (ii) A detailed final report of Program activities, as set out in Schedule B-2, containing sufficient information to inform the Minister of the outcomes of the Program; and
- (c) The Grant Recipient shall provide the Minister with the following business and financial schedules with respect to the Program:
 - (i) Prior to the Effective Date of this Agreement, a completed Schedule A, A-2 and B, signed by the Grant Recipient's Director, for the first Fiscal Year;
 - (ii) For each Fiscal Year thereafter, within forty-five (45) Business days of January 1st during the Term, revised Schedules A, A-2 and B, signed by the Grant Recipient's Director and approved by the Minister, for the upcoming Fiscal Year.
- (d) The Minister shall have the right and ability to use, publish, or distribute the reporting as the Minister determines appropriate, subject to any applicable laws.
- (e) The Grant Recipient shall provide the Minister with access to the Grant Recipient's premises and facilities for the purpose of an onsite visit in order to observe and evaluate

those Program activities supported by this Agreement. The Minister reserves the right to withhold Funding until such time as an onsite visit is completed.

9. ACCOUNTING:

The Grant Recipient shall:

- (a) maintain adequate financial records relating to the Funding. It shall keep proper books, accounts and records of the cost of the materials, services or resources funded under this Agreement, in accordance with Canadian Generally accepted accounting principles, and have them available at all times during the Term of this Agreement and for a period of six (6) years after the termination or expiry of this Agreement; and
- (b) during the Term and for six (6) years after the termination or expiry of this Agreement, produce on demand to any representative of the Minister or the Auditor General of Alberta any of the financial records referred to in Clause 9(a) and shall permit such representative to examine and audit these books, accounts and records and take copies and extracts of them.

10. SURPLUS:

- (a) If the Minister has determined that there is a Surplus, the Grant Recipient shall within thirty (30) Business Days' notice from the Minister, repay the Minister of Finance part or all of the Surplus as directed by the Minister.
- (b) If the Minister at any time during the Term of this Agreement determines that there may be a Surplus, the Minister may, in his sole discretion:
 - (i) withhold any Funding, or adjust any Funding amount released pursuant to Clause 5(d) of this Agreement, equivalent to the amount that the Minister determines to be a Surplus; or
 - (ii) allow a reallocation of Funding, equivalent to the amount that the Minister determines to be a Surplus, between expenditure groups within Schedule B to this Agreement.

11. GENERAL PROVISIONS:

- (a) The parties agree that Schedules A, A-2, B, B-2, C, D and E form part of the Agreement, but in the event of a conflict between a provision in the schedules and a provision in the body of the Agreement, the provision in the body of the Agreement shall govern.
- (b) The Grant Recipient shall indemnify and hold harmless the Minister, the Minister's employees, contractors, agents or volunteers from any and all claims, demands, actions

and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Grant Recipient with respect to carrying out the purposes of this Agreement. Such indemnification shall survive the termination of this Agreement.

- (c) The Minister shall not be liable for any personal or bodily injury or property damage that may be suffered or sustained by the Grant Recipient, its employees, contractors, agents or volunteers in carrying out this Agreement.
- (d) This Agreement may be amended when such amendments are reduced to writing and signed by each of the parties hereto, but not otherwise.
- (e) The Grant Recipient is an independent entity and any persons engaged by the Grant Recipient to provide goods and services in carrying out this Agreement are employees, agents, or contractors of the Grant Recipient and not of the Minister.
- (f) The Grant Recipient may not assign this Agreement or any part of it, unless otherwise approved by the Minister.
- (g) Despite any other provision of this Agreement, those clauses which by their nature continue after the conclusion or termination of this Agreement shall continue after such conclusion or termination, including: Clauses 6(c) 7, 8, 10, 11(b), 11(c) and 11(h).
- (h) This Agreement is binding upon the parties and their successors.
- (i) The parties agree that this Agreement will be governed by the laws of the Province of Alberta and the Parties irrevocably attorn to the exclusive jurisdiction of courts in Alberta.
- (j) This Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by fax transmission or e-mailed in PDF shall constitute good delivery.

12. BREACH OF AGREEMENT:

If the Grant Recipient does not meet all of its obligations under this Agreement, or uses the Grant for any unauthorized purpose, the Minister will notify the Grant Recipient of such breach in writing and the Grant Recipient will have fifteen (15) Business Days to remedy such breach. If, in the opinion of the Minister, the Grant Recipient does not remedy the breach, the Minister may terminate the Agreement without further notice to the Grant Recipient and demand the immediate refund of the Grant, or such lesser amount as the Minister may determine, to the Government of Alberta.

13. TERMINATION OF AGREEMENT:

This Agreement may be terminated at any time by either party without cause or reason with ninety (90) Business Days written notice to the other party. Upon the Grant Recipient's receipt of a notice of termination from the Minister, the Grant Recipient shall not make or commit any further expenditure of the Funding without the prior written consent of the Minister.

14. NOTICES:

- (a) Any notice to be made under this Agreement is to be made in writing, and is effective when delivered to the address or transmitted by registered mail or fax, as follows:

The Minister: _____
Address: _____

Attention: _____
Fax: _____

Grant Recipient: _____
Address: _____

Attention: _____
Fax: _____

The Parties respectively designate for the time being, the individuals identified in this Clause as having the authority to give notice, and notice given by these individuals is binding on the party giving the notice.

- (b) Either party may change its information in Clause 14(a) by giving notice to the other in the manner described in Clause 14(a).
- (c) Any notice personally served or sent by fax shall be deemed received when actually delivered or received, if delivery or fax transmission is on a Business Day, or if not on a Business Day, on the following Business Day.

IN WITNESS WHEREOF, notwithstanding the dates of signature below, the parties have made this Agreement to be effective as of the day, month and year first above written.

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA
as represented by the Minister of Human Services

<name and title>

Date

<GRANT RECIPIENT>

Signature of Authorized Official

Date

Print Name and Title

**Schedule A: Description of Early Learning and Child Care Program
Alberta Early Learning and Child Care Centre Grant Agreement**

Grant Number: _____

Term of Agreement: From _____ to _____

1. Grant Recipient Information	
Legally incorporated name:	
Address:	
Phone number:	
Fax:	
Email:	
Person with financial signing authority and position:	
Program Director/Supervisor:	

2. Program Information							
Hours of operation:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Number of children served:	Infants less than 12 mos.	Infants 12 mos.-19 mos.	19 mos.-36 mos.	36 mos. to 54 mos.	54 mos.-		

Number of certified staff and other support staff:	Child Development Supervisor	Child Development Worker	Child Development Assistant	Other -Support Staff		
Staff supports: (Provide details on support staff e.g. kitchen, parent engagement)						
Inclusion supports and resources :	Please list supports and resources					
Curriculum supports and resources:	Please list supports and resources					

Innovation:	Please list supports and resources	

3. Funded Activities: The Grant Recipient agrees to deliver the following program activities in accordance with the test criteria outlined in the Expression of Interest and the Grant Recipient's proposal. (Provide activity description for each of the areas identified.)	
a. Inclusion practices	
b. Curriculum activities	
c. Innovation	

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4.Reporting Requirements		
Report Name	Due Date	Description of Content
Quarterly Financial Report and Program Activities Report		Provide details on expenditures and program activities for the period: <i>insert period</i> as outlined in Schedules B and B-2.
Quarterly Financial Report and Program Activities Report		Provide details on expenditures and program activities for the period: <i>insert period</i> as outlined in Schedules B and B-2.
Quarterly Financial Report and Program Activities Report		Provide details on expenditures and program activities for the period: <i>insert period</i> as outlined in Schedules B and B-2.
Year-end Financial Report and Program Activities Report		Provide details on expenditures and program activities for the period: <i>insert period</i> as outlined in Schedules B and B-2.
Final Report	90 Business Days after the term of the grant ends	Provide year-end audited financial statement and program activities as outlined in Schedule B-2.

4. Monitoring Requirements
Describe what data you will collect and use to monitor and measure the success of your program activities to address access, affordability, quality and innovation (e.g. parent attendance at engagement events, feedback surveys, etc.).

5. Program Objectives, Outcomes, Measurement
The Grant Recipient will complete Schedule A-2.

as represented by the Minister of Human Services

<name and title>

Date

<GRANT RECIPIENT>

Signature of Authorized Official

Date

Print Name and Title

**Schedule A-2: Objectives, Outcomes and Outputs Chart
Alberta Early Learning and Child Care Centre Grant Agreement**

Grant Recipient: _____

Grant Number: _____

Term of Agreement: From _____ to _____

Program Activity	Goal	Outcome /Outputs	Domain
You may list the activities of the	What are you trying to achieve with		

Program for each of the test concepts and domains.	this activity?	What changes will result?	Targeted Access, Affordability, Quality
EXAMPLE: <i>Expand the number of spaces in the program to include six (6) children in the infant age group birth to nineteen (19) months.</i>	<i>To provide infant care spaces.</i> <i>To improve accessibility of childcare for families with infants.</i>	<i>An increase of six (6) spaces.</i> <i>More access for families with children in the infant age group (birth to nineteen (19) months)</i>	Access

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Print Name and Title

**Schedule B: Grant Funding and Financial Reporting Template
Alberta Early Learning and Child Care Centre Grant Agreement**

Grant Number: _____

Term of Agreement: From _____ to _____

Fiscal Year: _____

#1. The following table sets forth the expenditures allowed for each expenditure group, out of the total amount of the Funding provided to the Grant Recipient for each Fiscal Year.

The Grant Recipient is responsible for ensuring these amounts are not exceeded as per the terms of the Agreement.

Grant Recipient:

Reporting Term : 1st Quarter 2nd Quarter 3rd Quarter Fiscal Year-End

Important Note: Quarterly reports are due within 15 Business Days after the last day of each quarter.

Expenditure Groups	Minister Allocated Program Funding for the Fiscal Year	Expenditures of Minister Funding	
		Funding Spent	Funding Not Yet Spent
Parent Fees Costs			
Staff Wage Enhancements			
Additional Staffing costs			
Professional Development Costs			
Resources /Equipment			
Consultation Resources			
Other			

Comments: (explanations for other expenditures)

#2. Funding shall be released to the Grant Recipient as follows:

Release Date	Funding Amount
As soon as reasonably possible after full execution of this Agreement	\$ZZZZZ, the exact amount released to be determined in the sole discretion of the Minister.
As soon as reasonably possible after July 10 th of the first Fiscal Year	\$ZZZZZ, the exact amount to be released to be determined in the sole discretion of the Minister after receipt and review of the report to be submitted pursuant to Clause 8(a) of the Agreement.
As soon as reasonably possible after October 10 th of the first Fiscal Year	\$ZZZZZ, the exact amount to be released to be determined in the sole discretion of the Minister after receipt and review of the report to be submitted pursuant to Clause 8(a) of the Agreement.
As soon as reasonably possible after January 10 th of the first Fiscal Year	\$ZZZZZ, the exact amount to be released to be determined in the sole discretion of the Minister after receipt and review of the report to be submitted pursuant to Clause 8(a) of the Agreement.

And if applicable:

Release Date	Funding Amount
As soon as reasonably possible after April 10 th of the second Fiscal Year	\$ZZZZZ, the exact amount to be released to be determined in the sole discretion of the Minister after receipt and review of the report to be submitted pursuant to Clause 8(a) of the Agreement.
As soon as reasonably possible after July 10 th of the second Fiscal Year	\$ZZZZZ, the exact amount to be released to be determined in the sole discretion of the Minister after receipt and review of the report to be submitted pursuant to Clause 8(a) of the Agreement.
As soon as reasonably possible after October 10 th of the second Fiscal Year	\$ZZZZZ, the exact amount to be released to be determined in the sole discretion of the Minister after receipt and review of the report to be submitted pursuant to Clause 8(a) of the Agreement.
As soon as reasonably possible after January 10 th of the second Fiscal Year	\$ZZZZZ, the exact amount to be released to be determined in the sole discretion of the Minister after receipt and review of the report to be submitted pursuant to Clause 8(a) of the Agreement.

And if applicable:

Release Date	Funding Amount
As soon as reasonably possible after April 10 th of the third Fiscal Year	\$ZZZZZ, the exact amount to be released to be determined in the sole discretion of the Minister

	after receipt and review of the report to be submitted pursuant to Clause 8(a) of the Agreement.
As soon as reasonably possible after July 10 th of the third Fiscal Year	\$ZZZZZ, the exact amount to be released to be determined in the sole discretion of the Minister after receipt and review of the report to be submitted pursuant to Clause 8(a) of the Agreement.
As soon as reasonably possible after October 10 th of the third Fiscal Year	\$ZZZZZ, the exact amount to be released to be determined in the sole discretion of the Minister after receipt and review of the report to be submitted pursuant to Clause 8(a) of the Agreement.
As soon as reasonably possible after January 10 th of the third Fiscal Year	\$ZZZZZ, the exact amount to be released to be determined in the sole discretion of the Minister after receipt and review of the report to be submitted pursuant to Clause 8(a) of the Agreement.

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as represented by the Minister of Human Services

<name and title>

Date

<GRANT RECIPIENT>

Signature of Authorized Official

Date

Print Name and Title

**Schedule B-2: Program Activity Report Template
Alberta Early Learning and Child Care Centre Grant Agreement**

Grant Recipient: _____

Grant Number: _____

Term of Agreement: From _____ to _____

Fiscal Year: _____

Reporting Term: 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter Final Report

Important Note: Quarterly reports are due within 15 Business Days after the last day of each quarter.

1. Briefly summarize the activities completed in respect of the activities identified in Schedule A, during the reporting period.

Activity	Description of activities completed during the reporting period

2. How many children in each of the following ages groups have attend this period?

	Infants less than 12 mos.	Infants 12 mos.- 19 mos.	19 mos. -36 mos.	36 mos. to 54 mos.	54 mos.-
# full time					
# part time					
# extended hours care					
# Children requiring inclusive supports					
# *ESLL Children					
# Indigenous Children					

*ESLL –English Second Language Learners

3. Please provide enrollment and capacity information.

# of licensed spaces	Average Monthly Enrollment	# Families accessing child care subsidy	# Families with no subsidy support
Monthly Stats			

3. a) Provide the following staff chart including staff compensation and certification levels:

Staff Name	Certification Level	Employer	Accreditation	Total

	CDS	CDW	CDA	Paid Wage	Top up (if applicable)	Weekly Hours Average

b) Have there been any staff changes in this time period?

4. a) What changes or developments with families have occurred in this period?
 b) How have vulnerable families been supported by program activities in this period? (low socio-economic status, lone parent, women facing additional barriers, immigrant or refugee, indigenous, shift workers, etc.)

5. What challenges have you encountered in this period?

6. What results are you achieving? How do you know? (Refer to Schedule A-2 and report on those areas)

7. Briefly highlight what you consider the significant achievements with your program innovation during this review period.

Note: Additional information may be requested by the Minister's representative. Any additional questions or data will be requested within a reasonable time, prior to reporting review periods.

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA

as represented by the Minister of Human Services

<name and title>

Date

<GRANT RECIPIENT>

Signature of Authorized Official

Date

Print Name and Title