



Application instructions

Read this document carefully for details about the program's purpose, the eligibility of your organization and your project, and how to apply.

Contact the Early Learning and Child Care Branch (ELCC) to discuss your project. ELCC staff are available to provide advice and guidance and to review draft applications well before a deadline.

Prepare your application with all pages on 8½ x 11 single-sided. Do not use staples. Download and save this document to enter information for your application. Additional pages can be attached if required.

Complete the application checklist and include it with your application.

Submit your application. Applications must be received by the ELCC office **no later than 4:30 pm** on the day of the deadline. If a deadline falls on a weekend or holiday, applications must be received no later than 4:30 pm on the first business day following the deadline. Late applications will not be considered for funding.

Application checklist

All applications must include:

- Completed application checklist
- Completed and signed application form (request original signature page)

Copies of the following, if applicable:

- Minutes of the Board of Directors authorizing the application
- Written confirmation of funding sources, including private donations or services in-kind
- Quotes/estimates relating to the work to be completed
- Development permit(s)
- Written approval from property owner, if in a leased building

Contact and submission

Early Learning and Child Care Branch

1000 Lewes Boulevard
Whitehorse, Yukon

Phone: 867-667-3492

Toll-free (in Yukon): 1-800-661-0408 Ext. 3492

Email: earlylearning@yukon.ca

Mailing Address

ELCC Infrastructure Fund
Early Learning and Child Care Branch
Department of Education
Government of Yukon
Box 2703 (E-23),
Whitehorse, Yukon, Y1A 2C6



Section 1: Organization information

Name of organization
Type of organization <input type="checkbox"/> First Nations Government <input type="checkbox"/> Registered non-profit organization (select one below) <input type="checkbox"/> Incorporated under the <i>Yukon Societies Act</i> <input type="checkbox"/> Incorporated under the <i>Canada Not-for-profit Corporations Act</i> <input type="checkbox"/> Individual(s) interested in opening a family day home in a rural Yukon community
Non-profit organizations only – is this an indigenous-led organization? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Organization currently operating a licensed ELCC program? <input type="checkbox"/> Yes <input type="checkbox"/> No If not a current operator - Describe how your organization is qualified to operate an early learning and child care program (i.e., description of how the organization intends to manage the program).

Section 2: Contact information

Contact one				
Last name	First name			
Position				
Phone	Email			
Mailing address				
UNIT # (OPTIONAL)	STREET NUMBER AND NAME/ P.O. BOX	CITY/TOWN	PROVINCE/TERRITORY	POSTAL CODE
Contact two				
Last name	First name			
Position				
Phone	Email			
Mailing address				
UNIT # (OPTIONAL)	STREET NUMBER AND NAME/ P.O. BOX	CITY/TOWN	PROVINCE/TERRITORY	POSTAL CODE

Section 3: Project information

Project name _____

Project location _____

Address: _____

UNIT # (OPTIONAL) STREET NUMBER AND NAME CITY/TOWN PROVINCE/TERRITORY POSTAL CODE

Community: _____

Project timeline

Provide the estimate timeline for the project.

Activity	Anticipated start date	Anticipated completion date
Project design/costing	YYYY/MM/DD	YYYY/MM/DD
Tendering	YYYY/MM/DD	YYYY/MM/DD
Permits	YYYY/MM/DD	YYYY/MM/DD
Construction	YYYY/MM/DD	YYYY/MM/DD
Licensing	YYYY/MM/DD	YYYY/MM/DD
Other (specify):	YYYY/MM/DD	YYYY/MM/DD

Project details

Provide a detailed description of the work to be completed (e.g. type of accessible play structure, groundwork required for installation, specific renovations/upgrades such as expansion of bathrooms/kitchen, etc.).

Family day home projects

Proposed facility size (sq. ft)	Total outdoor play area (sq. ft)
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Anticipated number of licensed spaces that the project will create upon completion. _____

How many of these spaces will be Indigenous led or French-language early learning and child care spaces? _____

Accessibility upgrade projects

How do you plan to improve physical accessibility?

Add to or renovate an existing licensed facility

Purchase accessible play infrastructure

Outdoor accessibility upgrades to pathways/outdoor play spaces

Ownership status of the proposed facility:

Owned by child care operator

Leased space (commercial)

Lease term: _____

End date: _____ YYYY/MM/DD

Have you obtained support from the landlord? Yes (attach written confirmation of support) No

Section 5: Estimated project costs

Funding sources

Organization's contribution: How will your organization be contributing to this project? Select all that apply.

In-kind contribution

Describe (e.g., land, buildings, project management services, etc.).

Financial contribution

Contribution amount: _____

List any other sources of funding that you anticipate receiving for this project. This can include other government funding, mortgages, donations, earned income, etc.

Funding source: _____

Contribution amount: _____

Funding source: _____

Contribution amount: _____

Funding source: _____

Contribution amount: _____

Funding source: _____

Contribution amount: _____

Estimated project costs

Item	Description	Estimated cost
<i>Ex. Architect's fees</i>	<i>Building design and plans</i>	<i>\$2000.00</i>
Total estimated project cost		
Total amount requested from Early Learning and Child Care		

Do you have quotes to support your project estimates?

Yes (attach all quotes to completed application) No

If no, how have you estimated project costs?

Have you identified a contractor for this project?

Yes

No

Name of firm: _____

If no, do you anticipate any challenges in finding a contractor within the project timeframe?

Address:

UNIT # (OPTIONAL) _____ STREET NUMBER AND NAME _____

CITY/TOWN _____ PROVINCE/TERRITORY _____ POSTAL CODE _____

Contact:

LAST NAME _____ FIRST NAME _____

Title: _____

Phone: _____

Section 8: Applicant declaration

Payment and reporting requirements

Transfer payment agreements between the Government of Yukon and successful applicants outline the terms and conditions of funding, payment schedule and reporting requirements. The schedule for payment is in accordance with the Government of Yukon's Transfer Payment Policy. The final report should demonstrate that the outcomes or outputs of the project, as described in the application, have been achieved and that the funds have been expended in accordance with the approved project budget.

Acknowledgement of funding

- Successful applicants are required to publicly acknowledge the financial assistance of the Governments of Yukon and Canada, and the ELCC Infrastructure Fund. Further information on this requirement is included in the transfer payment agreement.
- I am submitting this application for the purpose of obtaining financial assistance from the Government of Yukon. The statements herein are, to the best of my knowledge, true and correct. I affirm that I understand the criteria and intent of the funding program and am applying in good faith.
- The Government of Yukon may share this application and/or make enquiries of such persons, firms, corporations, federal, provincial, First Nation and municipal government departments/agencies, and not-for-profit, economic development or other organizations regarding the applicant as may be appropriate in the opinion of the Government of Yukon, and to share information with them, as the Government of Yukon deems necessary to assess this application or to refer the application.
- I understand the Government of Yukon or its agents may audit any or all of the records, including financial records of the recipient or its agents as is necessary to satisfy the Government of Yukon that the objectives and activities of the funding program have been carried out and that the funds have been spent in accordance with the terms of this funding program.
- Any funds that are not expended to cover approved eligible costs shall constitute a debt due to the Government of Yukon and shall, upon request by the Government of Yukon, be repaid immediately by the Recipient to the Government of Yukon.

Access to Information and Protection of Privacy Act

- I understand that pursuant to Section 15(c)(i) and Section 16 (2)(d)(iii) of the *Access to Information and Protection of Privacy Act (ATIPP)* personal information is being collected for the for the purpose of carrying out a program and/or determining the individual's eligibility to receive a benefit from a program. The collection, use and disclosure of my personal information is managed in accordance with the *ATIPP Act* and all or part of this information may be made available to the public.

If you have any questions about the collection, use or disclosure of your personal information, contact the Early Learning and Child Care Branch by email to: earlylearning@yukon.ca.

Name (print)

Signature

Date (YYYY/MM/DD)