

## Manitoba Early Learning and Child Care - Quality Enhancement Grants

### Enhancing Diversity and Inclusion Grant - Centres & Homes Guidelines

#### **Purpose**

The Enhancing Diversity and Inclusion Grant will help child care facilities improve children's experiences through an enriched curriculum rooted in the principles of diversity and inclusion to ensure:

- Children feel a sense of belonging and have the ability to meaningfully participate in the program
- Children and staff flourish in an environment designed with intention to meet their needs

#### **Grant Details**

**Eligibility** - All licensed non-profit child care centres (including infant, pre-school, nursery and school-age programs); and all licensed family/group home-based child care providers.

**Accept /Decline Required by March 13, 2023** –Facilities can choose to accept or decline the Enhancing Diversity and Inclusion Grant in the weekly Manitoba Child Care Search facility update request emailed to their facilities, beginning February 27, 2023.

**Funding Amount** - \$500 per space for all licensed early learning and child care (ELCC) facilities accepting the grant. Funding allocations to be disbursed to eligible facilities by April 14, 2023.

#### **Coverage Period for Eligible Expenses – April 2022 – March 21, 2024**

- Items previously purchased between **April 1, 2022 and March 31, 2023** and
- Items purchased between **April 1, 2023 and March 31, 2024**

#### **Terms and Conditions**

In accepting any or all of the Quality Enhancement Grants, the Board of Directors and/or management of the child care facility agree to spend this funding according to the purpose and criteria listed below. Child care facilities are also expected to adhere to their organizational policies, bylaws, and exercise due diligence with any capital or leasehold improvements.

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### Eligible Expenses:

The flexibility of the Enhancing Diversity and Inclusion Grant enables facilities to use funding to meet their centre's unique needs to support diversity and inclusion of children, staff, and families.

Expenses include the purchase of equipment, materials, supplies, delivery fees, renovations, consulting/design, professional development or other items or services authorized by the department that:

- meet and exceed accessibility standards, (e.g., adhering to building codes, licensing and accessibility legislation, standards and guidelines)
- increase accessibility to indoor and/or outdoor spaces – including ramps, accessible doors and washrooms, modifications to playgrounds
- enhance children's learning centres and play materials through assistive communications technology, diverse learning tools and play materials that celebrate diversity and inclusion
- support staff development that explores educators' beliefs and biases, cultural safety and promote secure relationships. This includes: Kairos Blanket Exercise, training specific to working with refugees, trauma-informed practice, Circle of Security facilitator training, etc.

*Note: Quality second hand expenses are eligible if the items are included within the eligibility criteria. An itemized receipt must be retained including the item description, cost, seller's name and address (company or individual) and contact information (email or phone number).*

*For home-based providers, only 50 per cent of individual project costs can be claimed for investments to the home that improve shared spaces, that is the space used by the home when the children are not present. This includes; but is not limited to fencing, flooring, walls, doors, patios and sod.*

**Administration:** Up to 10% of the total grant funding can be used towards administrative costs to implement the grant. Administrative cost may include:

- wage for an administrative staff to develop and plan initiative, purchase items, complete reports - NOT APPLICABLE TO HOMES
- audit fees incurred as a result of this funding

**Combined/Pooled Funding** - Funding from the Enhancing Diversity and Inclusion Grant and the Quality Early Learning and Environments Grant may be combined to support larger purchases or fully fund a larger project. Your financial report must clearly indicate the expenses that are attributed to each grant.

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**Expenses Not Eligible:**

- Expenses incurred prior to April 1, 2022
- Expenses incurred after March 31, 2024
- Expenses covered by another grant funding source
- Gift cards, gifts, prizes, and/or incentives for participation
- Staff salaries, bonuses or compensation not specifically noted in the above eligibility.
- Individual or centre professional memberships
- Purchasing land and/or buildings
- Projects or activities that generate a profit
- Direct fundraising activities or events
- Alcohol or cannabis related products
- Purchases that do not provide benefit to staff or children
- Anything not on the list of eligible items without prior written approval from the Department

**Reporting Requirements:**

Grant recipients will be required to submit to Early Learning and Child Care:

- An interim financial and program report by September 1, 2023. This includes:
  - A financial report detailing expenses for the period of April 1, 2022 to July 31, 2023
  - A program report highlighting the impact the funding has had on the quality of your program
  - A report outlining plans to fully expend the grant funds by March 31, 2024
- A final report by June 30, 2024. This includes:
  - A financial report detailing expenses for the period of April 1, 2022 to March 31, 2024
  - A program report highlighting the impact the funding has had on the quality of your program.
- Receipts for purchases made with the grant(s) should be retained for review by Canada Revenue Agency, facility auditor/book keeper and/or Early Learning and Child Care.
- Reporting guidelines will be distributed early spring 2023 to provide information about how to submit your Quality Enhancement Grants report.

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Grant recipients authorize the Department of Education and Early Childhood Learning to collect information and documentation considered necessary:

- to verify that funds have been used to support its intended purpose and ensure accountability for provincial and federal funding, and
- for maintaining and analyzing statistical information as may be required by Manitoba and/or Canada

#### **For More Information**

Download Quality Enhancement Grants Circular and FAQs -

[www.manitoba.ca/education/childcare/childcare\\_news/current\\_circulars.html](http://www.manitoba.ca/education/childcare/childcare_news/current_circulars.html)

Contact the Early Learning and Child Care Division, Manitoba Education and Early Childhood Learning by email [cdcinfo@gov.mb.ca](mailto:cdcinfo@gov.mb.ca) with the **subject line “Quality Enhancement Grants”** or call Child Care Information Services at 204-945-0776 or toll-free: 1-888-213-4754.