

# **Early Learning and Child Care**

## **Energy Upgrade Grant**

### **Terms and Conditions**

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## **Background**

The priorities for the Government of Nova Scotia include the following key items:

- Health Promotion and Protection;
- Youth, Families and Communities;
- Community Safety;
- Economic Development and Infrastructure; and
- Environment.

These initiatives are focused on strengthening the social service system, enabling the government to improve outcomes for Nova Scotia's youth, families, and communities.

One of the priorities of the Department of Community Services Early Learning and Child Care (ELCC) program is to strengthen the child care sector by providing services and funds to "ensure that all Nova Scotia children enjoy a good start in life and are nurtured and supported by caring families and communities". This is compatible with the Department's goal of "self reliant people, strong families and inclusive communities".

A number of investments will be made in Early Learning and Child Care including providing funding to licensed child care facilities. This funding will enable facilities to enhance the child care program they are able to offer to the children in their care.

This document describes the Department of Community Services terms and conditions regarding the **Energy Upgrade Grant**.

## **Terms and Conditions Overview**

The purpose of the **Energy Upgrade Grant** is to provide **one-time** funding that will foster a facility's capacity to operate in a more energy efficient manner.

**Note: Please refer to "Appendix A" for definitions of key terms used throughout this document.**

### ***Grant Description***

The Energy Upgrade Grant is available to all licensed full-day centres, part-day centres, child development centres (CDC's) and family home day care agencies. This funding is being provided to enhance energy efficiency. Grant funding may be used for all approved items related to energy upgrade (see work plan for a listing of approved items).

The grant funding limit is **\$5,000.00** per facility. Funding will be issued in one installment.

Applicants are encouraged to contact their regional Early Childhood Development Officer (ECDO) to review their application prior to submission. The ECDO will assist the applicants with their Energy Upgrade Grant applications.

## **Eligibility Criteria**

In order to be eligible to receive an Energy Upgrade Grant, the applicant must be a licensed child care facility (non-profit, commercial, full-day, part-day and Child Development Centre's) or a licensed Family Home Day Care Agency.

The Energy Upgrade Grant is only available to eligible Family Home Day Care Agencies and **not** their approved homes.

A facility is not eligible for Energy Upgrade Grant funding if:

- The facility's license to operate a day care has been suspended, cancelled or not renewed;
- The Department has issued a written directive to the facility due to compliance violations or deficiencies;
- The facility has failed to comply with the *Day Care Act* and Regulations;
- A court has granted a bankruptcy petition or appointed a trustee for the facility; or
- The facility is under a garnishment order from the Canada Revenue Agency.

## **Eligible Energy Upgrades**

Grant funding is intended to enhance the applicant's capacity to operate their facility with greater energy efficiency. A complete listing of eligible items/ upgrades is included in the application (Work Plan). Only items listed in the Energy Upgrade Grant application package are eligible for funding. The cost of installation, when applicable, must be included in the application. This funding is not intended for items previously included under a separate initiative. Applicable items (such as appliances) chosen from the approved list must have an Energy Star qualified rating and must be located in and for the use of, the licensed child care facility. Please visit the attached Natural Resources Canada link for more information on the energy star rating; <http://www.oeenrcan.gc.ca/residential/energystar-energuide-r2000.cfm?attr=4>. Items not listed in the application package can be reviewed with the facility's ECDO to determine if the item may be acquired on an exception basis. All applicants are encouraged to review their applications with their ECDO prior to submission.

## Application Process

### ***Required Documentation***

The submitted application package must contain:

- a completed, signed Application form;
- a Work Plan detailing the items requested and the estimated cost;

### ***Application Deadline***

Applicants for this grant **must** ensure the completed application package is received by their regional office on, or before the deadline stated on the Application Form.

### ***Contact Information***

Applicants requiring additional information about the grant are requested to contact their regional ECDO. The grant application package will be available on the Department's web site for downloading, (<http://www.gov.ns.ca/coms/families/ELCCProgram.html>).

**Note: Applicants are encouraged to review their application package with their regional ECDO prior to submission.**

### ***Submission of the Application package***

Please ensure the application is complete and submitted in full. All documents must be forwarded to the facility's regional office in order for the application to be considered for grant funding. Please make a photocopy of the application and supporting documentation for your records.

Address the application package to the attention of the **'Energy Upgrade Grant Application'** and either mail, fax or drop it off to the regional office to the attention of your ECDO.

***Note: Faxed applications will be accepted; however, a signed original must follow and be on file before any funding will be distributed.***

The application package must be received at the regional office on or before the application deadline. Application packages postmarked or stamped with a 'received date' on or before the application deadline will be considered to have met the deadline.

## **Grant Application Review Process**

### ***Applications Checked for Eligibility and Completeness***

ECDO's will check to confirm the applicant meets the basic eligibility requirements for the grant and to confirm the application package is complete. **Applications must be completed in full in order for the applicant to be considered for this grant.**

### ***Review Process***

The Department of Community Services will evaluate each application based on the criteria described in this section. A facility may be contacted to provide additional information.

### ***Compliance Evaluation***

The facility shall be in compliance with the *Day Care Act* and Regulations.

Facilities with a written directive are ineligible for funding consideration and will be eliminated from the review process.

### ***Work Plan Evaluation***

The Work Plan submitted with the application must indicate the centre's desired item as selected from the list included with the application. The Work Plan will be evaluated based on the type of energy upgrades proposed and the perceived value the items will achieve.

### ***Notification of Application Status***

Following the application review process, applicants will receive a letter from the Department of Community Services advising them of the status of their application. Successful applicants will be sent a notification letter advising them of the level of funding they will receive. Unsuccessful applicants will be advised that their application has been declined. Contact information contained in the decline letter will advise unsuccessful applicants whom they may contact should they wish to discuss their application in more detail.

## **Disbursement of Funds Process**

The disbursement of funds will begin once the facility has been approved for grant funding and has received their Energy Upgrade Grant funding approval letter. Funding will be disbursed to successful applicants in one installment.

## **Default of Grant Terms and Conditions Process**

The following events will constitute a default of the Energy Upgrade Grant: If any event occurs prior to funding being disbursed, grant approval will be revoked and no disbursement will be made. If any of the circumstances listed below occur within **one year** of the disbursement of funding, the Department reserves the option to demand repayment of the disbursed Energy Upgrade Grant funding and to offset monies which would otherwise be received from the Department. If the centre ceases operations within one year of the disbursement of the funding the centre must return the funding to the Department.

- failure to fulfill the grant criteria as described in the Terms and Conditions;
- a bankruptcy petition filed in relation to the facility;
- a court of competent jurisdiction has appointed a trustee to manage some or all of the facility's assets;
- the facility has ceased to operate a licensed child care centre or the facility's license has been suspended, cancelled or not renewed by the Minister;
- If the facility is leased and the current lease for the facility is terminated or not renewed for any reason;
- The sale of the facility.

## **Accountability Process**

The Grant funding must be used in accordance with the Terms and Conditions outlined in this document.

Successful applicants must retain receipts for items acquired with Grant funding for a period of **seven years**. The Department has the right to request copies of these receipts in order to verify Energy Upgrade Grant related expenditures.



## **Evaluation Process**

For evaluation purposes, approved applicants will be required to:

- Participate fully in evaluations of the Energy Upgrade Grant and provide any information requested by the Department with respect to these evaluations; and
- Make staff available to participate in the evaluation process at mutually agreeable times for up to seven years after the end of the fiscal year in which the grant funding was expended.

## **Appendix A**

### **Definitions**

For purposes of the Energy Upgrade Grant the following definitions apply:

“Department” means the Department of Community Services.

“ELCC” means Early Learning and Child Care.

“ECDO” means Early Childhood Development Officer and refers to regional staff of the Department of Community Services responsible for licensing child care centres and providing supported child care consultation.

“Energy Star Rating” means the international ENERGY STAR symbol which is a simple way for consumers to identify products that are among the most energy-efficient on the market. Only manufacturers and retailers whose products meet the ENERGY STAR criteria can label their products with this symbol.

“Facility” means a licensed full or part day child care centre, a licensed Family Home Daycare Agency or a Child Development Centre.