Date (Month Day, Year)

Head Office Name

Site Name

Dear Staff

Our agency has received General Operating Grant from York Region for 202().

General Operating Grant will be paid to all permanent employees (full or part time) who work directly with the children. General Operating Grant will be identified on a separate line from your regular wages and will be paid before December 31, 202().

General Operating Grant from the Region is conditional on the Province of Ontario’s continued funding. General Operating Grant is in addition to your regular wages and should we receive any future funding, will be identified on a separate line from your regular wages throughout the year.

Thank you,

Director/Owner