

# General Operating Grant

## Program Eligibility and Funding Conditions

### Program goals

The purpose of the General Operating Grant (GOG) is to support the costs of operating licensed child care programs in order to:

- Reduce wait times and fees for families
- Stabilize service levels
- Improve access to high quality, affordable early learning and child care services for children and families

### Regional Priorities

- Retain qualified staff to support quality programming
- Stabilize child care fees for families

### Eligible expenses

General operating grant may be used for ongoing costs including: increasing staff wages and benefits, field trips, lease costs and / or audit costs. Ministry funding can only be used to offset salary costs over and above the operators' requirement to meet minimum wage and mandatory benefits.

Wage enhancement funding is to be provided in addition to existing staff wages, including general operating grants.

### Eligibility requirements

Child care programs must be:

- Located in The Regional Municipality of York
- Licensed under the [Child Care and Early Years Act, 2014](#)
- A non-profit or profit centre-based or home-based child care agency
- Hold a Child Care Services Agreement with The Regional Municipality of York, including Fee Subsidy and Enhanced Funding Schedules

## Eligibility

- Operator allocations will be determined based on Regional Budget and a calculation using the full-time equivalency (FTE) number of staff
- Regional staff will use the FTE numbers from the wage enhancement application, the numbers will be rounded up
- GOG allocations will be reassessed on an annual basis when budget allowance and time permits
- GOG must be paid to eligible staff working in the child care sector
- Eligible positions must be considered permanent positions. A permanent position is one that is part of a program's regular staffing component. The position may be full or part-time
- Full-time is defined as the agency's normal number of hours considered to be full-time, with a minimum of 35 hours per week
- Part-time staff should only receive part of the allocation

## Ineligible positions

- a) Owners, who **are not the designated Supervisor**
- b) Clerical or Administrative Staff
- c) Summer Students receiving other government funding
- d) Fee for Service Contracts (including temporary staffing agencies)
- e) Employees of children's recreation programs

## Funding categories

Operators may choose from two categories that provide minimum and maximum investments. Funding Category 1 is mandatory.

Funding category 1	Description	Amounts
Staff Salaries	Operators must use funding to increase staff salaries (over-and-above their existing salaries) Enhance payments to Home Child Care Providers	Minimum 80% of the approved allocation must be used towards increasing salaries of eligible staff. All staff must receive a salary of <b>minimum wage prior to all grants.</b>
Staff Benefits	Operators may use a maximum of 17.5% of the GOG budget to cover mandatory employer contributions resulting from increased salary and benefit costs. Mandatory benefits consist of Canada Pension Plan (CPP), Employment Insurance (EI), Workers Safety Insurance Board (WSIB), Employer Health Tax (EHT), Vacation Pay, Public Holiday pay	Maximum of 17.5% may be used to cover mandatory benefits.

Funding category 2	Description	Amounts
Extra-Curricular Activities and Field Trips	Costs associated with providing support for children in receipt of Fee Subsidy to attend field trips and participate in extra-curricular activities (including associated material costs)	Maximum 20% of the approved allocation may be used to offset operating costs
Lease/Rental	Occupancy costs for lease or property rentals	
Audit Costs	Costs related to Audited Financial Statements/Review Engagement Statements due to The Regional Municipality of York's audit requirements	

### Operators must

- Provide a fair and equitable amount of funding to all eligible staff (preferably based on hours worked)
- Communicate in writing the frequency of funding distribution and calculation method used to determine funding allocations to all eligible positions
- Obtain staff signatures acknowledging that they are aware of the distribution method and the amount received

### Staff payments

- Staff must receive minimum wage **prior** to receiving general operating
- Operators will provide General Operating Grant payments in addition to any planned pay equity union settlement or salary increases
- Operators shall pay General Operating Grant to eligible positions with their regular pay cycle
- Operators must identify the portion of each payment that constitutes General Operating Grant
- Home child care agencies shall pay General Operating Grant to home care providers with their regular payments and must identify the portion of each payment that constitutes General Operating Grant

### Funding conditions

1. General Operating Grant is not to be considered base salary
2. General Operating Grant will be recalculated when funding and time permits
3. Operators **cannot decrease base salaries**, General Operating Grant is to increase staff salaries
4. Operators consent to be identified by The Regional Municipality of York as being in receipt of General Operating Grant

5. Operators shall provide The Regional Municipality of York a copy of the communication and method of distribution provided to staff along with staff signatures
6. Operators will submit the General Operating Grant Reconciliation Statement to The Regional Municipality of York within the requested time period identified on the reconciliation statement
7. Operators will be required to submit in-year funding allocation status updates, when requested, to ensure allocations will be fully unitized in accordance with guidelines
8. Operators will submit documentation in the required format to York Region within the time period specified
9. The Region shall pay General Operating Funding to the Operator in a monthly amount not to exceed the total budget for the budget period set out in Schedule D
10. To build capacity and inclusion, all operators in receipt of General Operating Grant must also accept children in receipt of Fee Subsidy and children with special needs. Operators must agree to hold a valid Schedule B and Schedule C of the Child Care Services Agreement
11. Meet all contractual and funding requirements
12. General Operating funds not utilized in accordance with any of the funding conditions and/or in accordance with the service agreement between the Operator and The Regional Municipality of York will be returned to The Regional Municipality of York
13. All funding, Fee Subsidy, Special Purpose, General Operating, Wage Enhancement, Rate Incentives, Pay Equity Union Settlement, Special Needs Resourcing and Enhanced Funding will be added together to determine the type of audit required
14. Operators cannot limit the amount of funding approval in order to stay below audit requirements

## **Audit Requirements**

All child care operators receiving Regional funding are required to submit financial statements annually, within 120 days of the operator's year end.

Operators in receipt of Regional funding of \$249,999 or less must provide:

- Funding Declaration Form
- Board of Directors' Reviewed or Corporation Officers Reviewed Financial Statement

Operators in receipt of Regional funding of \$250,000.00 or more must provide:

- Funding Declaration Form
- Board of Directors' Reviewed or Corporation Officers' Reviewed Financial Statement with a completed Review Engagement

Operators in receipt of Regional funding of \$500,000.00 or more must provide:

- Funding Declaration Form
- Audited Financial Statement