



City of Richmond
Child Care Grant Program

City Grants Web-based System
Grant Applicant User Guide

REVISION CONTROL

Reference Document(s)		

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5	Sept 25, 2017	Rachel Ramsden		Changes for 2018 Grant Year
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1. Introduction

The City of Richmond supports the enhancement of a positive quality of life for all its residents. City Council recognizes that one means of helping to achieve this goal is through annual Grant Programs to support the work of non-profit community service organizations.

A City grant Web-based System was created, at community partners' request, to provide an integrated, user-friendly, efficient and effective on-line system for applicants. Some of the tangible benefits to having an online grant application system include:

- Reducing paperwork and eliminating unnecessary duplication from year to year;
- Enabling applicants to copy and revise their previous application rather than start each application anew;
- Providing the ability to access, save and review applications at any time from commencement to submission;
- Ensuring the completion of all mandatory fields before submission; and
- Establishing a database of application information for both the applicant and the City.

The City Grants Web-based System User Guide is designed for Child Care Grant Program applicants. Prior to applying, please read the Program Guidelines found at www.richmond.ca/culture/citygrant.htm.

The City has other grant programs for Arts and Culture; Health, Social & Safety; Parks, Recreation & Community Events; and Sports Hosting. Additional information on these grants programs can be viewed at www.richmond.ca/culture/citygrant.htm.

2. Account

a. Account Registration

City Child Care Grants are awarded to non-profit societies. To apply for a City Grant, a representative of the society must register by entering the society number (assigned by the BC provincial government), the society name, attaching two documents and choosing a password for the system. The two documents required are the Society's Certificate of Incorporation and their Constitution and Bylaws.

An email address must be supplied to receive correspondence from the City.

The 'society number' is an essential piece of information required to log in, access the account, change password or apply for a grant. Ensure this is available to the key people in your organization who will need access to your account.

First time applying online?

Account Registration

Society Number

Society Name

Email

Attach Certification of Incorporation:

No file chosen

Attach Constitution / Bylaws

No file chosen

Password

(minimum 8 characters)

Confirm Password

(Password entries must match)

b. Log In

Please log into the system by entering your society number and password. Then click the “Log In” button. As a Grant Applicant, you will have used the Account Registration function first, to create your account.

The screenshot shows a navigation bar with 'Community & Culture' and 'Business & Development' options. Below the navigation bar, the breadcrumb 'ns > Log In or Register' is visible. The main heading is 'Log in or Register'. A welcome message follows, explaining the system's purpose and providing links for 'Program Guidelines' and 'User Guides'. Below this, the section 'Already have an account?' is shown. The 'Log In' form includes two input fields: 'Society Number/User Name' and 'Password'. A blue 'Log In' button is positioned below the fields. At the bottom of the form, there are links for 'Forgot password? Reset Password.' and 'Email changed? Email the Administrator or call 604-276-4304.'

Community & Culture > Business & Development >

ns > Log In or Register

Log in or Register

Welcome to the City of Richmond's Web-based Grant Application System, designed to streamline the application process for non-profit organizations seeking to improve the quality of life for Richmond residents. Once you have registered, you will be asked to select a grant program: Health, Social and Safety; Parks, Recreation and Community Events; Arts and Culture; or Child Care. Before beginning your application, please review the relevant [Program Guidelines](#) and Web-based System [User Guides](#) to gain an understanding of program criteria and the application system.

Already have an account?

Log In

Society Number/User Name

Password

Log In

Forgot password? [Reset Password.](#)

Email changed? [Email the Administrator](#) or call 604-276-4304.

c. Change Password

Once your account is set up, you can change your password anytime by clicking the “Reset Password” link in the middle of the screen, under the blue “Log In” button.

Reset Password.' and 'Email changed? [Email the Administrator](#) or call 604-276-4304.'" data-bbox="259 191 791 540"/>

Already have an account?

Log In

Society Number/User Name

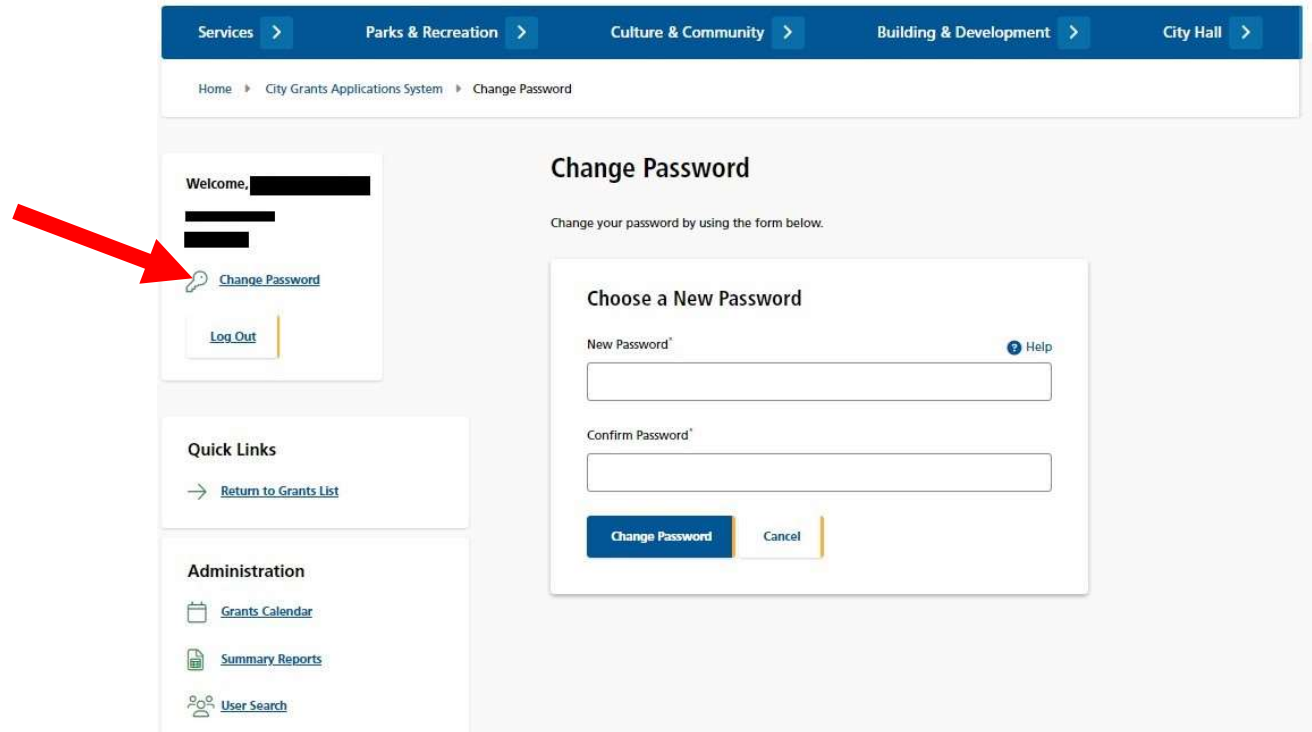
Password

Log In

Forgot password? [Reset Password.](#)

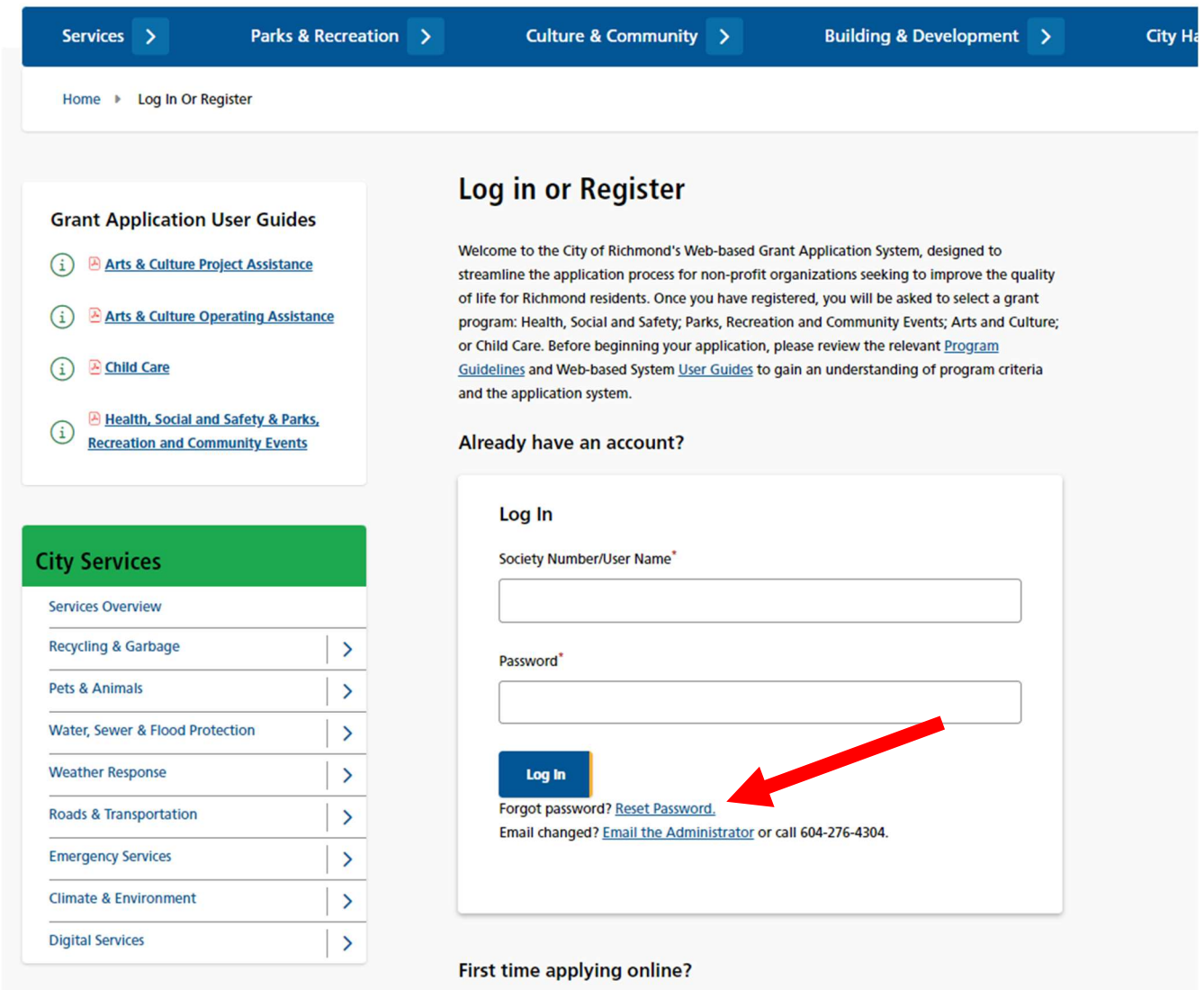
Email changed? [Email the Administrator](#) or call 604-276-4304.

Once in the “Reset Password” tool, enter a new password and repeat the password in the “Confirm Password” field. Then click the “Change Password” button at the bottom to save the new password.



d. Reset Password

If you forgot your password, or if your account gets locked out¹, you may generate a new temporary password. Go to the Log In page and click on the Reset Password link. This will take you to the “Reset Password” page.



¹ If someone tries to access your account and enters the wrong password more than four times, the account is locked out for your protection.

Enter your society number and click the “RESET PASSWORD” button.

Reset Password

If you forgot your password, please enter your Society Number/User Name below and we will reset it by emailing a temporary password to you.

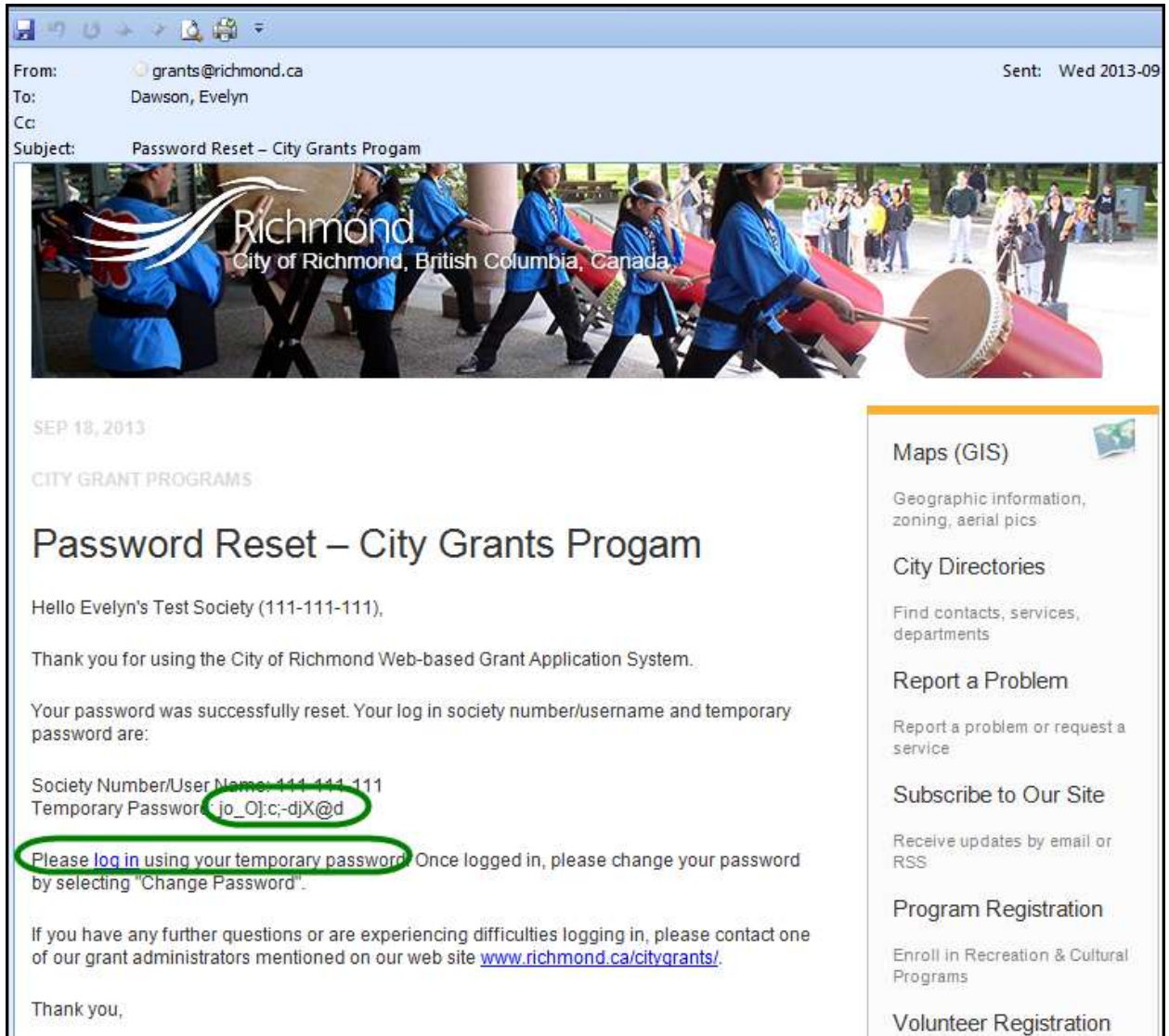
Reset Password

Society Number/User Name*

Reset Password

Return to Login

The system will email you a temporary password. Click on the link in the email to go to the Log In page.



Enter your society number and the temporary password to log in.

You will then want to use the Change Password function to create a password that you can remember.



Log in or Register

Welcome to the City of Richmond's Web-based Grant Application System, designed to streamline the application process for non-profit organizations seeking to improve the quality of life for Richmond residents. Once you have registered, you will be asked to select a grant program: Health, Social and Safety; Parks, Recreation and Community Events; Arts and Culture; or Child Care. Before beginning your application, please review the relevant [Program Guidelines](#) and Web-based System [User Guides](#) to gain an understanding of program criteria and the application system.

Already have an account?

Log In

Society Number/User Name*

Password*

Log In

[Forgot your password? Reset Password.](#)

Email changed? [Email the Administrator](#) or call 604-276-4304.

3. Grants List Options

a. Grant List

Once logged in, all of your Grants are listed on the page, and show the following information:

- Year
- Grant Program
- Date & Time Submitted
- Requested Grant Amount
- Amount Awarded
- Grant Status

Home > City Grants Applications System > Grants List

Welcome [REDACTED]

Grant Applicant
[REDACTED]

[Change Password](#)

- [Certification of Incorporation](#)
- [constitution-by-laws-20181030164322627.pdf](#)

[Log Out](#)

Quick Links

→ [New Grant Application](#)

→ [Return to Grants List](#)

Grant Application User Guides

- [Arts & Culture Project Assistance](#)
- [Arts & Culture Operating Assistance](#)
- [Child Care](#)
- [Health, Social and Safety & Parks, Recreation and Community Events](#)

Grants List

- Save your work frequently. You may be logged out unexpectedly. You do not need to have completed a step in order to save it.
- You can sort the information below by clicking on the table headings.
- Please remove all passwords from documents before you attach them.

Returning Applicants:
For your new application to be considered, your Grant Use Report for the previous year's grant must be submitted by the application deadline. To access the Grant Use Report form, click the applicable previous year's approved grant. Then click Grant Use Report at the top of the page.

If you are re-applying for the same kind of grant, you have the option to start by copying your previous grant application by clicking on the "Duplicate" button beside an approved grant. Your duplicate will appear below as a Draft for the new application year. Open this draft, then work through the Steps on the right hand side to provide current information. **It is your responsibility to ensure that all information is entered and accurate before submitting the new application.**

Grant Year	Application	Grant Amount	Grant Status
2024	CC: Child Care Capital Grant Submitted on:	Requested: \$9,000.00 Awarded:	DRAFT
2024	CC: Child Care Professional & Program Development Grant Submitted on: Sep 1, 2023 9:40 AM	Requested: \$60.00 Awarded:	SUBMITTED
2024	HSS: \$5,000 or Less Grant Single Year Submitted on:	Requested: \$4,300.00 Awarded:	DRAFT
2024	HSS: Over \$5000 Grant Program Multi Year - Year 2 Submitted on: Sep 1, 2023 12:53 PM	Requested: \$8,200.00 Awarded:	SUBMITTED

b. Grant List

On the Grant list, click on the Grant Program for the application you wish to review. This will take you to the Grant Application Details page.

Grant Year	Application	Grant Amount	Grant Status
2022	CC: Child Care Professional & Program Development Grant Submitted on: Sep 5, 2023 11:32 AM	Requested: \$2,345.00 Awarded: \$2,345.00	REPORTING COMPLETED Duplicate
2024	CC: Child Care Professional & Program Development Grant	Requested: \$0.00 Awarded:	DRAFT

Grant Application Details page:

Services > Parks & Recreation > Culture & Community > Building & Development > City Hall >

Home > City Grants Applications System > Child Care Program > Grant Application Details

Welcome, [REDACTED]

Grant Applicant
[REDACTED]

[Change Password](#)

- [Certification of Incorporation](#)
- [constitution-bylaws-20181030164322627.pdf](#)

[Log Out](#)

Grant Application Details

Application for Child Care Professional & Program Development Grant

[REDACTED]

[PDF Report](#)

Status: APPROVED (on September 05, 2023) [Grant Use Report](#)

Grant Year: Requested Grant Amount:

Council Decision

APPROVED | \$2,345.00

Date: 2023-09-05

Decision: test test

Society #: [REDACTED]

Date of Incorporation:

- [Certification of Incorporation](#)
- [constitution-bylaws-20181030164322627.pdf](#)

Contact

<p>Contact:</p> <p>Polly Pocket CAO 778-997-9486 smozin@richmond.ca</p>	<p>Signing Officers:</p> <p>Hank Black President Prue Purple Treasurer</p>
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Quick Links

→ [New Grant Application](#)

→ [Return to Grants List](#)

Grant Application User Guides

- [Arts & Culture Project Assistance](#)
- [Arts & Culture Operating Assistance](#)
- [Child Care](#)

c. Enter Your Grant Use Report

Before you can apply for a grant, you must have completed the Grant Use Report for any previous grant you received.

Navigate to your Approved grant from a preceding year and press the link to **Grant Use Report**.

<u>Grant Year</u>	<u>Application</u>	<u>Grant Amount</u>	<u>Grant Status</u>
2022	CC: Child Care Professional & Program Development Grant <small>Submitted on: Sep 5, 2023 11:32 AM</small>	Requested: \$2,345.00 Awarded: \$2,345.00	APPROVED Duplicate

Grant Application Details

Application for Child Care Professional & Program Development Grant



[PDF Report](#)

Status: **APPROVED** (on September 05, 2023) [Grant Use Report](#)

Grant Year: 2024

Requested Grant Amount: 2345.00

Council Decision

APPROVED | \$2,345.00

Date: 2023-09-05

Decision: test test

Welcome, [Redacted]

Grant Applicant
[Redacted]

[Change Password](#)

- [Certification of Incorporation](#)
- [constitution-bylaws-20181030164322627.pdf](#)

[Log Out](#)

City Grants Applications System

Application for Child Care Professional & Program Development Grant

[Redacted]

Society #: [Redacted]
Grant Proposal Title: Specialty Program Development Project
Grant Amount Approved: \$2,345.00
[Application Review](#)

Project Description*

Benefit Received*

Expenses	
<input type="text"/>	\$0.00
<input type="text"/>	\$0.00
<input type="text"/>	\$0.00
Total Expenses	\$0.00

Revenue	
<input type="text"/>	\$0.00
<input type="text"/>	\$0.00
<input type="text"/>	\$0.00
Total Revenue	\$0.00
Surplus/(Deficit)	\$0.00

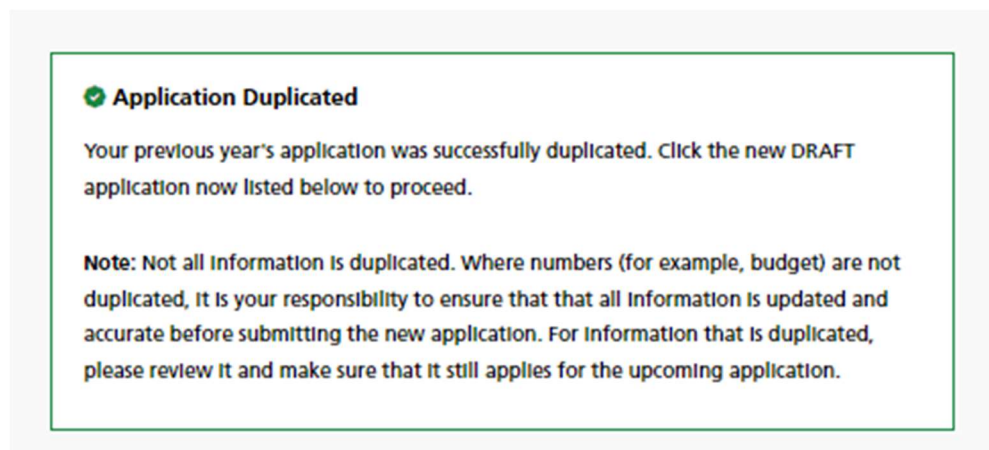
[Save Draft](#) [Submit Grant Use Report](#)

d. Duplicate a Grant Application

To create a new Grant Application from a previous application, you will find the “Duplicate” button in the Grant Status column for Grants that have been **Approved** or **Reporting Complete** on the Grants Listing page. Click on the “Duplicate” button to create a copy of your Grant in **DRAFT** mode.

Grant Year	Application	Grant Amount	Grant Status
2022	CC: Child Care Professional & Program Development Grant Submitted on: Sep 5, 2023 11:32 AM	Requested: \$2,345.00 Awarded: \$2,345.00	APPROVED Duplicate

Grant Application duplication confirmation.



The duplicated Grant application will appear on the Grants List with Status **DRAFT**.

Grant Year	Application	Grant Amount	Grant Status
2022	CC: Child Care Professional & Program Development Grant Submitted on: Sep 5, 2023 11:32 AM	Requested: \$2,345.00 Awarded: \$2,345.00	REPORTING COMPLETED Duplicate
2024	CC: Child Care Professional & Program Development Grant	Requested: \$0.00 Awarded:	DRAFT

3. Grant Status

a. Grant Status

The Grant Status is located at the top of the Grant Application. When you submit your application, and when your Grant Use Report is accepted, the system will send you an automatically generated email to notify you.



Below are the different Grant statuses:

- **DRAFT**
- **SUBMITTED**
- **UNDER REVIEW**
- **APPROVED**
- **REPORTING COMPLETED**
- **DECLINED**

b. Draft

The Grant Applicant is entering and adding to the application. The Grant Administrator may view the information.

c. Submitted

When the application is in the Submitted status, no further edits can be done to the application by the Applicant. The Grant Administrator may ask for additional information from the Applicant and attach it to the application under the title of 'Additional Information'.

d. Under Review

When the application is in the Under Review status, it is being reviewed by the Grant Administrator and Grant Reviewers. They will assess the application and make recommendations to Council. Then Council will review the application and make their final decision regarding the grant.

e. Approved

The Grant is approved by the City of Richmond. The applicant may enter their Grant Use Report, when ready.

f. Reporting Completed

The results of the grant have been entered and submitted using the Grant Use Report link. This information must be entered for all 'approved' grants by the next year's grant application deadline if the society wishes to apply for a grant for the following year.

g. Declined

This status is set if the City declines the Grant application.

4. Create a Grant Application

a. General Tips

You can create a new Grant Application either from scratch, or from having the system duplicate one of your previous Grants (See "Duplicate a Grant Application" for instructions).

Below are some tips to assist you when creating a Grant Application from scratch:

- 1) There is a navigation menu on the left hand side that allows you to go directly to the different parts of the application.
- 2) All fields marked with a * are required.
- 3) To attach a document to the application, first click 'Choose File' and locate the document on your computer, then click 'Add File' to add the document to your application.
- 4) Missing information or errors are highlighted with pink:

Amount Requested*

Required

Proposed Project

Proposal Title*

Required

A summary of these issues will also be displayed in an error message at the top and bottom of the page:

Please correct the following:

- Proposal Title is required
- Please enter the Requested Grant Amount

- 5) Steps completed with all required information receive a green checkmark ✓ in the navigation menu on the left of the screen.

The screenshot shows the 'Grant Application' interface. On the left is a navigation menu with a red box around the 'Capital Grant Application' section. The menu items are: ✓ Step 1 - Application Contacts, Step 2 - Applicant Information, ✓ Step 3 - Grant Program, ✓ Signing Officers, Review Application, and Submit Application. The main content area is titled 'Grant Application' and contains a progress indicator with five steps, where steps 1, 3, and 4 are marked with green checkmarks. Below the progress indicator is the 'Step 1: Applicant Contacts' form, which includes fields for Society Name, Society Number, Registered Charity Number, and Society Website (with the value www.richmond.ca). A 'Contact Information' section is partially visible at the bottom.

- 6) The system allows you to upload up to 3 documents for each question and accepts any combination of the following file formats:
- PDF
 - DOC
 - DOCX
 - JPEG
 - JPG
 - GIF
 - TIFF
 - PNG
 - XLS
 - XLSX
 - BMP
- 7) If you have uploaded a wrong file or wish to update an existing file, please remove the unwanted file by clicking the **Remove** link to the right of the file.
- 8) At any given point during the application process, you can click the “Save Draft” button at the bottom of the page and log out of the system. If you use the “Save Draft” button, be assured that all information you have entered has been saved in the database.



- 9) To proceed through the steps in order, click the “Save & Proceed to Next Step” button at the bottom of the page for each step. All edits will be re-checked when the Grant Application is submitted.



b. *Creating your Grant Application*

To create a new Grant Application from scratch, you will find “New Grant Application” under the ‘Quick Links’ on the left side of the Grants Listing page. Click on the button to go to **Step 1: Application Information** and fill out the application.

Welcome, [Redacted]

Grant Applicant [Redacted]

[Change Password](#)

- [Certification of Incorporation](#)
- [constitution-bylaws-20181030164322627.pdf](#)

[Log Out](#)

Quick Links

- [New Grant Application](#)
- [Return to Grants List](#)

Grants List

- Save your work frequently. You may be logged out unexpectedly. You do not need to have completed a step in order to save it.
- You can sort the information below by clicking on the table headings.
- Please remove all passwords from documents before you attach them.

Returning Applicants:

For your new application to be considered, your Grant Use Report for the previous year's grant must be submitted by the application deadline. To access the Grant Use Report form, click the applicable previous year's approved grant. Then click Grant Use Report at the top of the page.

If you are re-applying for the same kind of grant, you have the option to start by copying your previous grant application by clicking on the "Duplicate" button beside an approved grant. Your duplicate will appear below as a Draft for the new application year. Open this draft, then work through the Steps on the right hand side to provide current information. It is **your responsibility to ensure that all information is entered and accurate before submitting the new application.**

Grant Year	Application	Grant Amount	Grant Status
2024	CC: Child Care Capital Grant Submitted on:	Requested: Awarded:	DRAFT

c. *Select a Grant Program*

This step asks you to choose a grant program. This selection must be made before you continue onto the next step. Complete this information and press Save and Proceed to Next Step.

New Grant Application

The City of Richmond provides a range of grant programs. To make an online application, please select one of the grant programs below.

As you fill in your application, please be sure to use one of the following options before exiting each page.

Save Draft - The **Save Draft** button will save any changes made to the current application and you will remain on this page. You do not need to complete all questions in order to save your progress.

Save & Proceed to Next Step - The **Save & Proceed** button will save any changes made to the current page, before moving you to the next page. At some steps, you will need to complete all the required questions in order to proceed.

Form Navigation - You can use the menu on the left to jump to any available page of the form. Please note that navigating to another page of the application form through the menu on the left will discard any unsaved changes.

File Uploads - To attach a file to your application please press the **Upload** button and then **Add File** button before pressing **Save Draft** or **Continue**.

Start a New Application

Select Grant Type:

- Health, Social & Safety
- Parks, Recreation & Community Events
- Arts & Culture Operating Assistance
- Child Care Capital Grant
- Child Care Professional & Program Development Grant

[Start Application](#)

[Return to Grants List](#)

d. Step 1: Applicant Information

This step allows you to enter general information on the organization and contact information. Complete this information and press **Save and Proceed to Next Step**. Remember, you may press **Save Draft** at any time and your application will be saved so that you may return to it later.

Home » City Grants Applications System » Child Care Capital Grant » Grant Application

Grant Application

The following section includes questions about the Society.

Step 1: Applicant Contacts

1 2 3 4 5

SocietyName
Autism Society of British Columbia

Society Number
107810046RR0001

Registered Charity Number

Society Website

Contact Information

Please enter this information carefully. We will use it in future correspondence with you.

First Name*

Postal Code*

Phone No*

Email*

Capital Grant Application

- Step 1 - Application Contacts
- Step 2 - Applicant Information
- Step 3 - Grant Program
- Signing Officers
- Review Application
- Submit Application

Quick Links

- [New Grant Application](#)
- [Water, Sewer & Flood Protection](#)
- [Weather Response](#)
- [Roads & Transportation](#)
- [Emergency Services](#)
- [Climate & Environment](#)
- [Digital Services](#)

Welcome [Redacted]

Grant Applicant
[Redacted]

[Change Password](#)

- [Certification of Incorporation](#)
- [constitution-bylaws-20181030164322627.pdf](#)

[Log Out](#)

This step collects information about your non-profit society.

Grant Application

The following section includes general questions about your Society. For assistance in filling out this section of the form, please refer to the [Grant Program Guidelines](#).

1 2 3 4 5

Step 2: Applicant Information

Application Qualifications

Tell us about your organization. (e.g. history, vision and mandate)*

Additional Information Help

No file chosen

Maximum 3 attachments

Describe Programs and Services provided in the past 5 years*

Do you provide licensed child care programs?

Yes

No

Please complete the [Licensed Capacity and Current Enrolment Form](#) for the type and number of child care spaces your Society provides and your current enrolment for each program using information on your Child Care License(s) and upload below.

Supporting Documents

Provincial Child Care License(s)*

[? Help](#)

No file chosen

Maximum 3 attachments

Completed [Licensed Capacity and Current Enrolment form](#)*

[? Help](#)

No file chosen

Maximum 3 attachments

Child Care Program's Operating Budget for the Current Fiscal Year*

[? Help](#)

No file chosen

Maximum 3 attachments

List of Board of Directors, Officers, and Executive Directors of the Society, including their addresses and contact information*

[? Help](#)

No file chosen

Maximum 3 attachments

Minutes of the most recent Annual General Meeting*

[? Help](#)

No file chosen

Maximum 3 attachments

Financial Statements or Audited Statement, including balance sheet, for recently completed fiscal year (include the auditors' report signed by external auditors or see the Grant Program Guidelines for exceptions)*

[? Help](#)

No file chosen

Maximum 3 attachments

If you did not attach an Audit Report or Audit Review Report, please explain why:

f. Step 3: Capital Grant Program

This step collects all of the information about your Capital Grant proposal.

The screenshot shows a web form titled "Step 3: Grant Program". At the top, there is a progress indicator with five numbered circles (1-5), where circle 3 is highlighted. Below the title, the form contains several sections: "Amount Requested" with a text input field; "Proposed Project" with a "Proposal Title" text input field; "Purpose of the Grant" with four radio button options: "Equipment", "Furnishings", "Playground Improvements", and "Other"; a text area for "Describe in detail the purpose of the grant and how the funds will be used"; another text area for "Describe how these funds will be used to enhance child care service delivery (e.g. Improve quality, availability, inclusion or accessibility)"; and finally, a text input field for "Who will benefit from the grant, if received, including the number of programs, staff, families, etc?".

Describe how this request aligns with current City priorities as outlined in the [Program Guidelines \(Appendix A\)](#)*

Do you have any additional funders or partners who will be assisting with this project?

- Yes
- No

If yes, please list the partners and their role.*

Proposed Project Budget Summary

Please list the preferred/lower cost items from your Proposed Project Budget form and include all sources of revenue including the requested child care grant funds.

Expenses

Item/Activity	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total Expenses	\$0.00

Revenue

Item/Activity	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total Revenue	\$0.00

Revenue

Item/Activity	Amount
Surplus/(Deficit)	\$0.00

Comments

[Help](#)

0

Proposed Project Timeline

City grant funding, if approved, is historically available by April 1.

Start Date*

yyyy-mm-dd🗓

Completion Date*

yyyy-mm-dd🗓

Supporting Documents

Completed [Proposed Project Budget Form](#) outlining the itemized budget (identifying two quotes/prices) for how grant funds will be used* [? Help](#)

No file chosen

Maximum 3 attachments

Additional supporting information, including two quotes for all projected costs* [? Help](#)

No file chosen

Maximum 3 attachments

Additional sources of funding or contributions that will be used to complete the proposed grant project* [? Help](#)

No file chosen

Maximum 3 attachments

Outline of the timeline for completing the project and using the grant funds* [? Help](#)

No file chosen

Maximum 3 attachments

Supporting documentation demonstrating the need for the grant funds* [? Help](#)

No file chosen

Maximum 3 attachments

Letters of Support (please note letters from Society staff do not apply)* [? Help](#)

No file chosen

Minimum 2 attachments
Maximum 3 attachments

g. Step 2: Professional & Program Development Grant Applicant Information

This step collects information about your non-profit society.

1 — 2 — 3 — 4 — 5

Step 2: Applicant Information

Application Qualifications

Tell us about your organization. (e.g. history, vision and mandate)*

Additional Information ? Help

Choose File No file chosen

Add File

Maximum 3 attachments

Describe Programs and Services provided in the past 5 years*

Do you provide licensed child care programs?

Yes

No

If you provide licensed child care programs, please complete the [Licensed Capacity and Current Enrolment Form](#) for the type and number of child care spaces your Society provides and your current enrolment for each program using Information on your Child Care License(s) and upload below.

Supporting Documents

Provincial Child Care License(s) (Required if you deliver licenced child care) [? Help](#)

No file chosen

Maximum 3 attachments

Completed [Licensed Capacity and Current Enrolment](#) form (Required if you deliver licenced child care) [? Help](#)

No file chosen

Maximum 3 attachments

Operating Budget for the Current Fiscal Year* [? Help](#)

No file chosen

Maximum 3 attachments

List of Board of Directors, Officers, and Executive Directors of the Society, Including their addresses and contact information* [? Help](#)

No file chosen

Maximum 3 attachments

Minutes of the most recent Annual General Meeting* [? Help](#)

No file chosen

Maximum 3 attachments

Financial Statements or Audited Statement, Including balance sheet, for recently completed fiscal year (Include the auditors' report signed by external auditors or see the Grant Program Guidelines for exceptions)* [? Help](#)

No file chosen

Maximum 3 attachments

If you did not attach an Audit Report or Audit Review Report, please explain why:

h. Step 3: Professional and Program Development Grant Program

This step collects all of the information about your Professional and Program Development Grant proposal.

1 2 3 4 5

Step 3: Grant Program

Amount Requested*

Proposed Project

Proposal Title*

Describe in detail the purpose of the grant and how the funds will be used*

Describe how these funds will be used to enhance child care service delivery support skill development of early childhood educators, and benefit the broader Richmond child care community*

Who will benefit from the grant, if received, including the number of programs, staff, families, etc?*

Describe how this request aligns with current City priorities as outlined in the [Program Guidelines \(Appendix A\)](#)*

Do you have any additional funders or partners who will be assisting with this project?

Yes

No

If yes, please list the partners and their role.*

Proposed Project Budget Summary

Please list the preferred/lower cost items from your Proposed Project Budget form and include all sources of revenue including the requested child care grant funds.

Expenses

Item/Activity	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total Expenses	\$0.00

Revenue

Item/Activity	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total Revenue	
	\$0.00
Surplus/(Deficit)	
	\$0.00

Comments

[Help](#)

Proposed Project Timeline

City grant funding, if approved, is historically available by April 1.

Start Date*

Completion Date*

Supporting Documents

Completed [Proposed Project Budget Form](#) outlining the itemized budget (identifying two quotes/prices) for how grant funds will be used* [Help](#)

Choose File | No file chosen

Add File

Maximum 3 attachments

Additional supporting information, including two quotes for all projected costs* [Help](#)

Choose File | No file chosen

Add File

Maximum 3 attachments

Additional sources of funding or contributions that will be used to complete the proposed grant project* [Help](#)

Choose File | No file chosen

Add File

Maximum 3 attachments

Outline of the timeline for completing the project and using the grant funds* [? Help](#)

No file chosen

Maximum 3 attachments

Supporting documentation demonstrating the need for the grant funds* [? Help](#)

No file chosen

Maximum 3 attachments

Letters of Support (please note letters from Society staff do not apply)* [? Help](#)

No file chosen

Minimum 2 attachments
Maximum 3 attachments

i. Signing Officers

This step allows you to download a form for the signatures of two signing officers of your society, and then upload it to the application.

1 2 3 4 5

Step 4: Signing Officers

Board Member 1

First Name*

Last Name*

Society Role*

Board Member 2

First Name*

Last Name*

Society Role*

Signatures

Download and complete the [Declaration and Signatures Form](#) and attach the signed copy to your application here.

Completed Signatures Form*

No file chosen [? Help](#)

5. Review Application

a. General

Once you have completed the application, the system will take you to the “Review Application” page where you can review all your information and view any uploaded documents. If you need to make any changes, you may click on the link from the left column menu or click the “Make Changes” button at the bottom of the page.

The navigation menu on the left side of the screen will also indicate if you have provided all required information. If any of the steps do not have a green checkmark ✓ next to it, you will need to go back to that step and review the information.

Grant Application Details

Application for Child Care Capital Grant

Autism Society of British Columbia

Society #: 107810046RR0001

Status: DRAFT

[Certification of Incorporation](#)
[constitution-bylaws-20181030164322627.pdf](#)

<p>Contact:</p> <p>Bob Smith CEO 778-997-9486 smozin@richmond.ca www.richmond.ca 123 street Richmond, British Columbia Canada, V7A 2Y6</p>	<p>Signing Officers:</p> <p>Jane Green President Clark White Secretary Authorized Signatures</p>
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Proposal Information

Requested Grant Amount:

...the itemized budget (identifying ... used

[20230901090530459.DOCX](#)

[20230901090539771.DOCX](#)

- Additional supporting Information, including two quotes for all projected costs
 - [additional-supporting-inform-20230901090551459.pdf](#)
- Additional sources of funding or contributions that will be used to complete the proposed grant project
 - [additional-sources-of-fundIn-20230901090610115.pdf](#)
- Outline of the timeline for completing the project and using the grant funds
 - [outline-of-the-timeline-for-20230901090647022.DOCX](#)
 - [outline-of-the-timeline-for-20230901090658350.DOCX](#)
- Supporting documentation demonstrating the need for the grant funds
 - [supporting-documentation-dem-20230901090715600.DOCX](#)
- Letters of Support (please note letters from Society staff do not apply)
 - [letters-of-support-please-no-20230901090732085.jpg](#)
 - [letters-of-support-please-no-20230901090745772.pdf](#)

Make Changes - This will take you back to step 1 where you can make changes from the beginning of your application or use the navigation menu bar on the right hand side of the screen to go directly to any step.

Make Changes
Submit Application

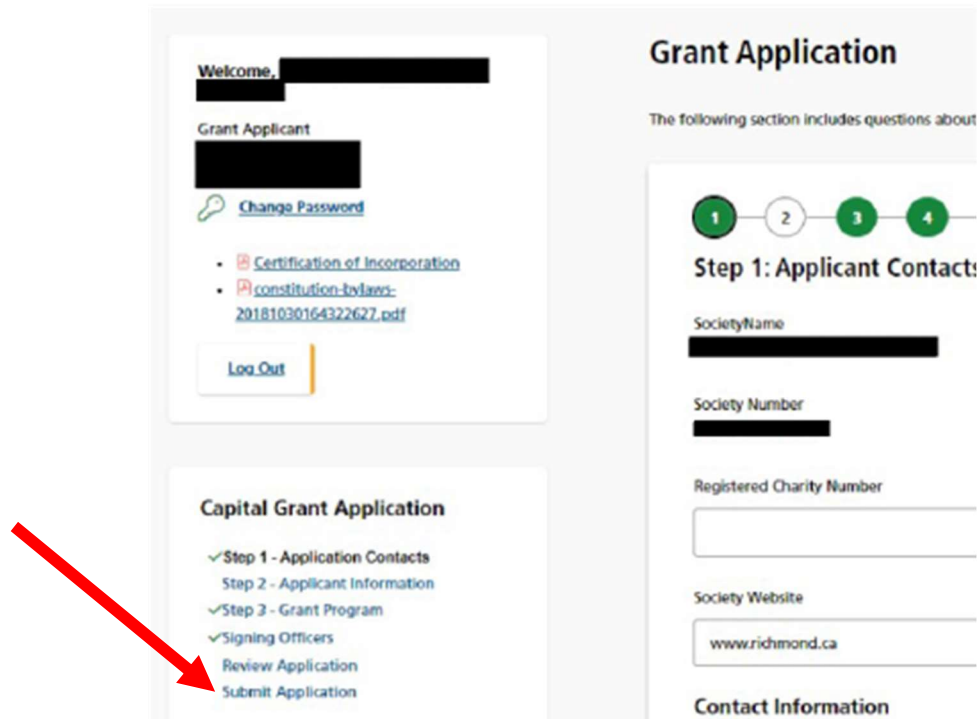
b. *Print Application*

To print the application use the print function on the browser..

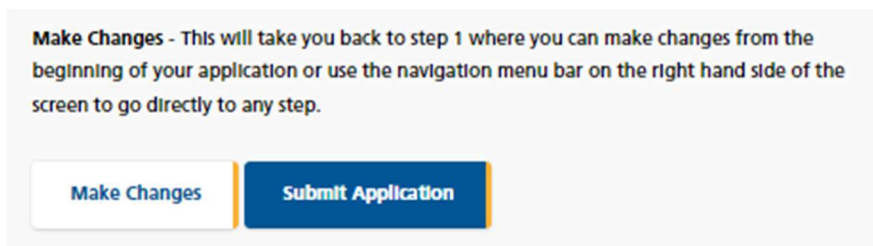
c. *Submit Application*

If you are satisfied with your answers and are ready to submit the application, there are two ways to do this.

On the navigation menu on the left side of the screen, you may click Submit Application.



Or, at the bottom of the Review Application page, click the button that says Submit Application.



If you have not fully completed the application, the system will list the unfinished step(s) on the page.

You may click on the link provided on the list or use the navigation menu on the left side of the screen to return to that specific step, review your answer, and complete the application.

❗ You have not fully completed the application.

Following is a list of steps that have not been completed. You must complete these steps before submitting your application. Please click on the links below to complete each unfinished step(s).

- [Step 3 - Grant Program](#)

d. Terms & Conditions

If all answers are in order, the system will take you to the final step: “Terms & Conditions”.

Please read through the document carefully.

You must answer “Yes” at the bottom of the page before you can submit the application successfully.

Once it is submitted, the system will send you an email confirming your application.

Since this is a competitive process, please note that once the application is submitted, you will no longer be able to make changes. Please review your application thoroughly before pressing Submit.