

March 4th, 2011

Dear Operator,

Re: Minor Capital Health & Safety Funding

In 2010, the Children's Services minor capital Health & Safety funding program was under review to ensure that the objectives for this program were consistent with the Division's child care capital strategy and to ensure there was a clear, accountable process which makes effective use of public resources.

I am writing to advise you that Children's Services is re-launching the Health and Safety funding program. Effective March 2011, applications for Health & Safety funding will be accepted from child care centres, family resource program and special needs agencies that have a current service contract with the City of Toronto.

The application cycle for this funding will be continuous and ongoing to allow the Division to respond to the child care community needs as they arise. Applications will be accepted throughout the year and will be reviewed quarterly with funding allocated quarterly. Applicants will receive a confirmation letter to confirm receipt of their request.

Following each quarterly review, those requests that have been approved will receive confirmation of a funding allocation. This allocation confirms the amount the City is committed to funding once the project is complete and invoices have been received to verify the project details and cost.

No funding will be distributed in advance except in extreme circumstances. A partial advance payment option will be considered where the agency demonstrates a need and meets the City's criteria. Once invoices are received and verified payments will be issued by direct deposit.

The Minor Capital Health and Safety Funding Application is available at www.toronto.ca/children. Interested applicants will complete their application and submit to Metro Hall. There are several objectives that operators are asked to demonstrate in order to be considered for funding and these are described on the application form. This includes the objective that the investment is consistent with the transition to the Early Learning Program and supports service for younger age children (0-4 years).

If you have any questions, please contact your Consultant who will assist you.

Sincerely,

A handwritten signature in black ink, appearing to read "Elaine Baxter-Trahair".

Elaine Baxter-Trahair
General Manager
Toronto Children's Services