#### City of Toronto logo

# Indigenous Child and Family CentresExpression of Interest Package

Please submit a separate package for each program your organization is interested in delivering.

If applying as part of a partnership or consortium, please list the organization that will take on financial and administrative responsibilities first, then list the partner organizations below.

## Program Selection

Please check which Child and Family Centre location this EOI package pertains to:

[ ]  Mount Dennis Indigenous EarlyON Child and Family Centre

[ ]  Scarborough Indigenous EarlyON Child and Family Centre

Organization or Group Information

Organization or group Legal Name: Click here to enter text.

Name of Trustee (as applicable): Click here to enter text.

Phone number: Click here to enter text.

Email address: Click here to enter text.

Website address (as applicable): Click here to enter text.

Mailing address: Click here to enter text.

### Partner Organizations (as applicable)

**Partner #1:** Organization or group Legal Name: Click here to enter text.

Phone number: Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text. Postal Code: Click here to enter text.

Email address: Click here to enter text.

Website address (as applicable): Click here to enter text.

**Partner #2:** Organization or group Legal Name: Click here to enter text.

Phone number: Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text. Postal Code: Click here to enter text.

Email address: Click here to enter text.

Website address (as applicable): Click here to enter text.

**Partner #3:** Organization or group Legal Name: Click here to enter text.

Phone number:Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text. Postal Code: Click here to enter text.

Email address: Click here to enter text.

Website address (as applicable): Click here to enter text.

**Partner #4:** Organization or group Legal Name: Click here to enter text.

Phone number: Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text. Postal Code: Click here to enter text.

Email address: Click here to enter text.

Website address (as applicable): Click here to enter text.

**Partner #5:** Organization or group Legal Name: Click here to enter text.

Phone number: Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text. Postal Code: Click here to enter text.

Email address: Click here to enter text.

Website address (as applicable): Click here to enter text.

Partnership (as applicable)

If applying as a partnership, please describe the role of each partner and the decision making structure of this partnership.

Click here to enter text.

# Governance and Financial Information

This section helps us understand the strength of your organization’s governance structures and your organization’s financial health.

## Agency Governance Information

Please complete all of the following questions and tables. These questions help us understand the structure and organizational capacity of your agency.

**Please include a signed letter of support from your organization's Board of Directors with your submission.**

How often does your Board meet? Click here to enter text.

Provide the date of the prior year's AGM: Click here to enter text.

Number of voting members in attendance at prior year's AGM: Click here to enter text.

How many times did the Agency's Board meet during the prior year? Identify the number of meetings during this period where quorum was achieved.

Click here to enter text.

Please provide the names of the Agency's Board Members by either completing the table below or providing a separate listing, that includes position, name, telephone number, and mailing address.

**Officers of the Board Information**

| Position | Name | Telephone | Mailing Address |
| --- | --- | --- | --- |
| President or Chairperson | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Vice President | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Secretary | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Treasurer | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Board Member (if applicable) | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Board Member (if applicable) | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Board Member (if applicable) | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Board Member (if applicable) | Click here to enter text. | Click here to enter text. | Click here to enter text. |

##

## Agency Financial Information

Please complete all of the following questions and attach required additional documentation to your application, where necessary. These questions help us understand the financial capacity of your agency.

Does your agency have a finance committee?

[ ]  Yes [ ]  No

Does your agency have a policy on the use of reserves?
[ ]  Yes [ ]  No

If yes please describe.

Click here to enter text.

Does your agency have any arrears in rent?

[ ]  Yes [ ]  No

If yes, attach a letter from your landlord outlining the last 12 months payment history.

Does your agency have any outstanding legal obligations including outstanding lawsuits or other outstanding judicial proceedings?

[ ]  Yes [ ]  No

If yes, please describe below

Click here to enter text.

Does your organization receive funding from the City of Toronto? If so, please detail the division and funding stream or grant program below.

Click here to enter text.

# Experience Supporting Indigenous Communities

This section provides information on your organization's capacity and experience in supporting Indigenous communities, children and families.

Please describe your organization’s experience in supporting Indigenous children and families in Toronto. Please be specific in the types of programs your organization currently delivers that includes children from birth to 6 years old.

Click here to enter text.

Please describe the ways in which your organization already works towards meeting the needs of diverse Indigenous communities in Toronto, including people who identify as Urban Indigenous, Métis, First Nations, Inuit, Two Spirit, and Indigenous people living with disabilities.

Click here to enter text.

# Approaches to Program Delivery

## Program Planning

This section provides information on your organization’s approach to operating a Child and Family Centre that delivers the core services while ensuring that it is inclusive and culturally relevant to the diverse needs of Indigenous families in Toronto.

Please outline how the Indigenous Child and Family Centre will deliver programming that is culturally relevant to Indigenous families and aligns with the core services outlined in the [OEYCFC Planning Guidelines-Ontario](https://www.google.ca/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjet_fm-eTYAhVC7IMKHRQMDLEQFggnMAA&url=https%3A%2F%2Fefis.fma.csc.gov.on.ca%2Ffaab%2FMemos%2FCC2016%2FOEYCFC%2520Planning%2520Guidelines%2C%2520July%25202016.pdf&usg=AOvVaw1_Ap0ZLTo86L2GhxXczTLy). Please include details such as the frequency of program operation, operating days and hours, and locations where mobile programs will be held (this can be specific, such as naming a particular library branch, or more general, such as naming a neighbourhood or community space). Please also include specific program topics (for example, 'Ojibway Song Circle'). If the space below is not sufficient, or you would prefer to lay out this information in a different format, please note this below and include it in your submission.

Click here to enter text.

Describe what you aim to change in the lives of Indigenous children and families through the programming you've described above, and how you will know you've made a difference.
Click here to enter text.

Describe how the Centre will engage Indigenous families in the design of culturally responsive programming.

Click here to enter text.

Additional comments – is there anything else you would like us to know about your vision for program planning?

Click here to enter text.

Describe how you plan to recruit Indigenous staff to work in the program. Please include a description of the methods of outreach you will use as well as timelines and/or targeted hiring dates, assuming annual program funding starts on January 1st, 2019.

Click here to enter text.

Describe how you will outreach and communicate the program to diverse Indigenous communities in Toronto. What methods will you use to reach specific communities? Please specifically reference how you will connect with: Two Spirit families; Inuit families; Métis families and Indigenous families with children who are living with disabilities.

Click here to enter text.

Partnerships with other community organizations are key to making connections for – and with - families. Describe a) the collaborations and partnerships your organization has already established and b) what other organizations do you need to build strong relationships with to support Indigenous children and families to get their needs met in the community (for example, a strong relationship with Toronto Public Health could lead to easy referrals for families who want to access Speech and Language programs)?

Click here to enter text.

Describe how you will ensure the programs you provide are welcoming, inclusive, and accessible.

Click here to enter text.

Additional comments – is there anything else you would like us to know about your vision for service delivery?

Click here to enter text.

# Implementation of the Program – A Focus on Year One

## Create a Work Plan

The first year of implementation is critical to laying groundwork for a successful program. Funding renews annually and cannot be carried over – it’s important that organizations are ready to implement these programs as soon as funding is granted.

Please create a work plan that details how your organization will ramp-up and implement this program in 2019, assuming new sites are ready by January 1st 2019.

The work plan can be in any format you choose. Please think of the big picture when envisioning implementation of your work plan, while ensuring feasibility. The work plan should be holistic and detailed in its scope, and cover all areas of service delivery.

Please consult with the Journey Together Needs Assessment in order to incorporate program needs as expressed by Indigenous children and families. As well, please consult the allowable expenses outlined in the Program Budget work book. The budget component of this EOI package and work plan should inform each other. For example, if the purchase of a van is included in the budget, it should also be included in the work plan.

**Please include the completed work plan in your submission.**

**Develop a Program Budget

Please call 416.557.4838 or email** TOEYCFC@toronto.ca **to receive the excel work book that contains templates and instructions on how to complete the program budget.**

**Please include the completed program budget work book with your submission.**

# Thank you for completing the EOI package for Indigenous EarlyON Child and Family Centres!

Submit the completed package and all necessary documentation listed below:

[ ]  Completed Expression of Interest Package

 [ ]  Completed Work Plan

[ ]  Completed Program Budget

 [ ]  Copy of the most recent year's audited financial statements

 [ ]  Articles of Incorporation/Letters Patent

[ ]  Minutes from the prior year's Board Annual General Meeting

[ ]  Current insurance certificate

[ ]  Signed letter of support from your organization's Board of Directors

Submit the EOI package by **April 16th, 2018**
with the subject line ‘Journey Together’ by email: TOEYCFC@toronto.ca

# Appendix A: Indigenous EarlyON Child and Family Centre draft site plan

Consultation with Indigenous children, families, service providers and community leaders will inform the overall design of the Indigenous Child and Family Centre. Further, not all locations may be able to include all the elements referenced below. The order of magnitude included here is one possible outline of how the centre could take shape, but is not a firm plan for the space.

| Space | Description |
| --- | --- |
| Entry | Barrier free entry lobby with stroller, coat, diaper bag and shoe storage |
| Reception and Community Lounge | Reception and community lounge space for families to connect with centre staff and other families  |
| Family Washrooms | Barrier free washrooms that meet OBC requirements including child height toilets, child and adult change tables.  |
| Community Meeting Rooms | One large meeting room and two smaller meeting rooms. One room will be outfitted with sinks for multi-purpose use including health counselling and capacity building (vaccinations, well-baby visits, speech and language assessments, etc.). More robust ventilation systems will be installed in these pods to facilitate cultural practices like smudging to occur in smaller spaces within the centre |
| Drop-in Community Space | Open space with toys and equipment for drop-in programming that encourages child development |
| Laundry/Shower Room | Industrial washer and dryer and toy washing sink with connecting shower room for families who may be under-housed or experiencing homelessness |
| Kitchen | Kitchen could be oriented to be shared with both programs, and include a size-appropriate demo area for children to engage in cooking/food prep programming |
| Staff Spaces | One staff lounge with kitchenette and staff washroom, with adjacent area for coats and bags (secure door). Two offices for administrative staff including the centre supervisor |
| Workshop Room | Space for registered programming with table, toy & chair storage and servery with sink |
| Therapeutic Art Area | Permanently set up with tables, chairs, drying racks, art sink and storage space |
| Therapeutic Music/Sensory Area | Permanently set up with a piano, sensory lighting, Snoezelen Room elements, storage and build-in platform stage with ramp |
| Gross Motor Area | Space for gross motor equipment (could be part of the drop-in space) |
| Community Programming Pods | Office and meeting space for small-scale incubated community programs (such as an Indigenous language team or an Inuit specific program team) or for a Traditional Knowledge Keeper to meet with families individually. More robust ventilation systems will be installed in these pods to facilitate cultural practices like smudging to occur in smaller spaces within the centre  |
| Janitor’s Room |  |
| Telephone/LAN Room |  |
| Subtotal  |  |
| Outdoor Play Area | Include benches, storage shed, local and/or medicinal plants, trees, and water trough in a naturalized space |

# Appendix B: Indigenous EarlyON Staffing Model

The staffing model for Indigenous Child and Family Centres has been developed through extensive consultation with Indigenous service providers and early years specialists. This model provides the robust supports that aim to increase well-being outcomes for Indigenous children and families. These supports include Family Support & Outreach Workers and cultural supports through staff positions by including a Traditional Knowledge Keeper and apprentice in the complement.

This model meets the objective of the Ministry of Education’s Journey Together initiative of ‘greater participation in employment and training’ by creating needed new jobs and opening new career paths for Indigenous community members in Toronto.

The staffing model below is an example – organizations are welcome to develop their own model. However, at least one Registered Early Childhood Educator is required as part of the staff complement.

**Indigenous Child and Family Centre
Staffing Model**

| **Position** | **Responsibilities** |
| --- | --- |
| Supervisor | * Oversees all programming, ensure EarlyON centre is meeting mandatory core program expectations
* Implements HDLH? Pedagogy
* Hires, supervises and coaches staff
* Implements Indigenous early years approaches and practices
* Coordinates day-to-day running of both programs
* Coordinates and assists with planning and implementation of mobile child and family programs
 |
| Administrative Support | * Reception and intake support
* Coordinates day-today scheduling and maintenance needs
* Support centre supervisor with administrative needs
* Administers financial and other administrative functions
 |
| Caretaker/Cleaner | * Performs caretaking and cleaning duties
* Responsible for coordinating and overseeing maintenance work
 |
| Family Support & Outreach Worker | * Provide system navigation, accompaniment, service referrals and connections to families who access the Child and Family Centre
* Provide some case management support for families with complex needs (housing, food security, etc.)
* Liaison with schools, community groups, families and other service providers to connect children and families with Indigenous child care, EarlyON centres and other relevant services
* Uses social media and attends community events to raise awareness of available programs, services and special events
* Part of the mobile child and family program team
 |
| Traditional Knowledge Keeper | * Coaches staff on use of cultural knowledge in EarlyON programs
* Available to children and families for teachings or advice
* Provides programming in EarlyON programs
* Part of the mobile child and family program team
 |
| Apprentice to Traditional Knowledge Keeper | * Development opportunity for a community member to be mentored by and work with the traditional knowledge keeper
* Assists with traditional ceremonies and community celebrations
 |
| CFC Program Staff | * Deliver core EarlyON services
* Support families
* Connect families with resources in the centre and in the community
* Part of the mobile child and family team
* At least one staff should be a Registered Early Childhood Educator
 |
| Support Staff for Children with Disabilities | * Capacity building with Indigenous early years program staff to better support Indigenous children with special needs
* Support inclusion practices in Indigenous early years programs and services
* Develop culturally appropriate screening tools
* Provide referrals to special needs agencies
 |