CWELCC Unexpected Cost Funding – Application Form

This application form is for CWELCC-Enrolled Child Care Licensees to apply for funding for one-time, unexpected costs under the Canada-Wide Early Learning and Child Care Guidelines. The purpose of Unexpected Cost Funding is to support Licensees in addressing non-discretionary cost pressures. In order to be considered for funding, Licensees must submit this completed application form and supporting documentation, as requested.

Applications are completed by license, so if you are requesting funds for multiple sites, please complete a separate application for each site.

If you would like a copy of the Canada-Wide Early Learning and Child Care Guidelines or have any questions about the application, you may contact:
Stephanie Schofield, Children's Services Program and Policy Analyst
Phone: (705) 645-2412 ext. 4359 or Email: stephanie.schofield@muskoka.on.ca

Section One: Child Care Licensee Basic Information

Licensee Name:	Application Date: *dd/mm/yyyy*
Child Care Centre or Licensed Home Child Care Agency Name:	License Number:
Licensee Street Address:	City:
Type of License: *Please check one.*	Auspice: *Please check one.*
Contact Name:	Position Title:
Business Telephone Number:	Business Email:

Section Two: Child Care Licensee Site Information

Site Name:	
Site Address:	
Licensed Capacity:	
Operating Capacity:	
For Centres: Number of Rooms:	
For Licensed Home Child Care Agency: Number of Provider Homes:	

Section Three: Expenditure Information

Costs are eligible for Unexpected Cost Funding if they are:

- Unexpected and non-recurring;
- Necessary, economical and with regard for health and safety;
- Non-discretionary (costs that must be incurred for health and safety or legislative/regulatory needs);
- For provision of child care for children aged 0-6 years.

Unexpected Expense:	**Date Incurred:**	**Cost:**
Total Amount Requested: $		

Please provide receipts or quotes for the amount of funding requested.

Please describe the options have you investigated to support the unexpected costs and why they are not feasible. (Ex. Implement efficiencies, non-base fee revenue, fundraising, other government funding, etc.)

Notice of Collection of Personal Information
In accordance with s.29(2) of the Municipal Freedom of Information and Protection of Privacy Act and pursuant to s.48 & 68, Reg. 262 of the Child Care and Early Years Act, information on this form will be used only for purpose of determining eligibility for Emerging Issues Funding.

Name of Authorized Signing Officer (print name):	
Signature:	
Date (*dd/mm/yyyy*):	

By signing this application, you are agreeing that all the information provided is true to the best of your knowledge and understanding.