

**Early Learning and Child Care Initiative  
REPAIR and RENOVATION LOAN APPLICATION (Page 1 of 3)**

I. FACILITY PROFILE		
Facility Name:		<i>Legal Name</i>
Civic Address:		<i>Civic address of the centre being renovated or repaired</i>
Mailing Address:		
		Postal Code:
Facility is <input type="checkbox"/> Nonprofit <input type="checkbox"/> Commercial		
Facility is <input type="checkbox"/> Owned <input type="checkbox"/> Leased <input type="checkbox"/> Residential/Owner Occupied		
Detail Business Number (CRA):		
Contact Person (person completing this application):		Position Title:
Phone #: (902)	Fax #: (902)	E-Mail:

II. CERTIFICATION BY APPLICANT		
<p><b>I have read and understand the following :</b></p> <p>A. The facility must have a valid license to operate a daycare facility. Failure to comply with the <i>Day Care Act</i> and Regulations may result in the facility not being eligible for the Repair and Renovation Loan.</p> <p>B. There will be an accountability/evaluation process to monitor funding allocations, and outcomes. I agree to provide the Department of Community Services with information specific to the distribution of any funding provided under the Repair and Renovation Loan.</p> <p>C. Compliance with the <b><i>Terms and Conditions of the Repair and Renovation Loan</i></b> Program is required to ensure continued funding support.</p> <p>D. I have consulted with the facility's Early Childhood Development Consultant (ECDC) and worked with them in the preparation of the <b><i>Repair and Renovation Loan Work Plan</i></b>.</p>		
<p><b>I, the undersigned, do hereby certify that all the information provided is true and complete to the best of my knowledge and belief. By signing below, I agree and commit to the foregoing Terms and Conditions of the Child Care Centre Repair and Renovation Loan.</b></p>		
Director's Signature:	Print Name:	Date:
Chair of Board or Operator's Signature:	Print Name:	Date:

III. PROGRAM TYPE	
Program Type(s)	<input type="checkbox"/> Full-day <input type="checkbox"/> Part-day

IV. REPAIR / RENOVATION SUMMARY		
Type of proposed loan request <i>(check all that apply)</i>	<input type="checkbox"/> Repair <input type="checkbox"/> Renovation	<input type="checkbox"/> Accessibility <input type="checkbox"/> Energy Upgrade
Forgivable Loan Amount:	\$	75% Nonprofit / 25% Commercial of total loan amount.
Repayable Loan Amount:	\$	25% Nonprofit / 75% Commercial of total loan amount. Please enter zero (0) if a repayable loan is not required.
Total Loan Amount:	\$	Forgivable Loan Amount + Repayable Loan Amount + Applicant's Contribution <b>(Maximum total loan amount \$50,000.00)</b>

*Please refer to the Terms and Conditions for a description of the loan amounts.*

Early Learning and Child Care Initiative  
**REPAIR and RENOVATION LOAN APPLICATION (Page 2 of 3)**

**DIRECTIONS FOR COMPLETION**

Funding for this program has been made possible by a commitment of the Province of Nova Scotia's Early Learning and Child Care (ELCC) program to enhance the physical facility and grounds of commercial and non-profit licensed child care centres as well as existing family home agencies. Please refer to the **Terms and Conditions of the Child Care Repair and Renovation Loan** before completing this application package. To obtain a copy of the Terms and Conditions visit the Department of Community Services Internet Site at: <http://www.gov.ns.ca/coms/families/provider/index.html>. Under 'Programs and Resources' you will find a link to the Repair and Renovation Loan. A copy of the Terms and Conditions can also be requested from your ECDC.

The completed Application Package must include the following items:

- A signed and fully completed Application Form.
- A copy of current Certificate of Registration with Registry of Joint Stock Companies.
- A list of the facility's Board of Directors, their positions, and by-laws.
- Child care facilities that own their space must provide a copy of their deed.
- Child care facilities that lease their space must provide a copy of their current lease **and** a letter of approval for the proposed expansion / replacement initiative from their landlord.
- Proof of fire and casualty insurance.
- Repair and Renovation Work Plan (form included in this Application Package).
- Financial Information (form included in this Application Package).
- Copies of three (3) estimates from qualified contractors.

Please submit the application package to your Regional Office, attention Repair and Renovation Loan on or before **Friday, October 30, 2009**. Only original copies of the Application Package will be accepted. Please retain a copy of the Application Package submitted for your records. Faxed copies will be accepted to initiate the process; however, the original package, including the signed original Application Form, must be submitted to your Regional Office before the Application can be evaluated.

**Please consult with your regional ECDC when completing the Repair and Renovation Loan Application. Your regional Licensing Officer should also be contacted for questions pertaining to licensing and regulation.**

Use the following pages of this package to submit your Work Plan and Financial Information. If additional space is required please insert additional pages as necessary. Do not remove any pages/sections from the template. Incomplete Applications will not be evaluated until the missing or incomplete information has been provided. Missing or incomplete information must be provided by the application deadline stated above.

## Repair and Renovation Work Plan

*Please describe in detailed the proposed repair, renovation, accessibility or energy upgrade.*

## Repair and Renovation Work Plan

*Describe how this repair or renovation will improve or enhance the child care centre's program, facility or both.*

## Repair and Renovation Work Plan

*Describe what impact this repair or renovation project will have on the children in the child care program. Include the measures or contingency plans the centre has in place to mitigate any disruption.*

## Financial Information

Using the suggested entries provide the details of your annual operating budget for the current fiscal year.

### Annual Operating Budget

Budget Year (dd/mm/yyyy)

#### Revenue

Parent fees	\$
Child Care Subsidy	\$
Supported Child Care Funding	\$
Child Care Operating Grant Funding	\$
Stabilization Grant	\$
Other: Grants	\$
Other: Loans/Lines of Credit	\$
Other: Funding from private donations/fund raising etc.	\$
Other (please specify)	\$
Other (please specify)	\$
	\$
<b>Total Revenue</b>	<b>\$</b>

#### Expenditures

Salaries and Benefits	\$
Rent/Mortgage	\$
Property Taxes	\$
Utilities	\$
Food	\$
General Repairs & Maintenance	\$
Program Supplies & Equipment	\$
Office & Telephone	\$
Insurance	\$
Staff Training	\$
Accounting/Audit/Legal Fee & Service Charges	\$
Transportation	\$
Other (please specify)	\$
Other (please specify)	\$
<b>Total Expenditures</b>	<b>\$</b>

<b>Excess (Deficit) of Revenue over Expenditure</b>	<b>\$</b>
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The Plan should outline how the loan proceeds will enhance operating efficiencies, i.e. reduce heating costs, enable children with special needs to attend the centre, etc. This Plan will provide any comments needed to explain the difference in the current budget and the projected operating budget.

