

Child Care Facility ECEG Application Submission Checklist

Name of Child Care Facility:	
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This checklist is a tool that will assist in the submission of the child care facility's required documentation. Please return this checklist along with all required completed and signed documents to your Early Childhood Development Consultant.

If you have any questions, please contact your regional Early Childhood Development Consultant.

Item	Check
<p>The Funding Agreement –Completed, Signed and Submitted</p> <p>1) Facilities who are currently in receipt of ECEG Funding, please note Funding Agreements are valid for a period of five Years</p> <p>2) Facilities who are new applicants (2012-2013) must complete, sign, and submit a Funding Agreement along with their ECEG application, valid signatures as outlined below: Please note: Funding Agreements available from Regional Early Childhood Development / Community Outreach Specialists.</p> <ul style="list-style-type: none"> • Non-profit – signed by the authorized Directors and Officers that are operating under a Board structure. (A non-profit organization which is incorporated under the Societies Act) • Commercial - signed by the Owner–Operator that is sole proprietor or partnership. 	<input type="checkbox"/>
<p>ECEG Application – Read and Understood</p> <ul style="list-style-type: none"> • ECEG Terms and Conditions (Updated January 2012) • Directions for submitting the ECEG application • Information on Grant Calculation • Information on Grant Distribution (80%-Wages/Statutory Benefits/Extended Benefits, 15%- Operating Costs, 5% - Professional Growth. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>ECEG Application – Completed and copy retained for your records</p> <ul style="list-style-type: none"> • SECTION 1: Child Care Facility Profile • SECTION 2: Enrollment • SECTION 3: Educators • SECTION 4: Professional Growth Plan completed in consultation with your Regional Early Childhood Development Consultant. Section 4 A & B. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>ECEG Application - Signed</p> <ul style="list-style-type: none"> • SECTION 5: Certification of Applicant Names, Dates and Signatures are required before the application can be processed. (Printed and Legible) 	<input type="checkbox"/>