

**Early Learning and Child Care Initiative
PROGRAM ENHANCEMENT GRANT APPLICATION (Page 1 of 2)**

I. FACILITY PROFILE

Please fill out all of the following:

- A. Facility name and mailing address as filed with the Registry of Joint Stocks.
- B. Contact person, phone number, fax number and e-mail should be of the person who completes the Program Enhancement Grant Application.

Facility Name:

Facility Mailing Address:

Postal Code:

Contact Person:

Position Title:

Phone #: (902)

Fax #: (902)

E-Mail:

II. CERTIFICATION BY APPLICANT

I have read and understand the following:

- A. The facility must have a valid license to operate a daycare facility. Failure to comply with the *Day Care Act* and Regulations may result in the facility not being eligible for the Program Enhancement Grant.
- B. There will be an accountability/evaluation process to monitor funding allocations. I agree to provide the Department of Community Services with information specific to the expenditure of funding provided under the Program Enhancement Grant.
- C. Compliance with the ***Terms and Conditions of the Program Enhancement Grant*** is required to ensure funding support.
- D. I have consulted with the facility's Early Childhood Development Officer (ECDO) and worked with them in the selection of items for the ***Program Enhancement Work Plan***.

I, the undersigned, do hereby certify that all the information provided is true and complete to the best of my knowledge and belief. Signing below, I agree to comply with the Terms and Conditions of the Program Enhancement Grant.

Director's Signature:

Print Name:

Date:

Chair of Board or Operator's Signature:

Print Name:

Date:

III. GRANT SUMMARY

Total Amount Requested:

\$

(As calculated in Section 5 of Work Plan)

**Early Learning and Child Care Initiative
PROGRAM ENHANCEMENT GRANT APPLICATION (Page 2 of 2)**

DIRECTIONS FOR COMPLETION

Funding for this program has been made possible by a commitment from the Province of Nova Scotia's Early Learning and Child Care (ELCC) program. Please refer to the ***Terms and Conditions of the Program Enhancement Grant*** 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 Program Enhancement Grant. A copy can also be obtained through request to your ECDO.

The completed Application Package must include the following items:

- A signed and fully completed Application Form (page 1).
- The facility's Work Plan (template included).

Please submit the Application Package to your Regional Office, attention Program Enhancement Grant on or before March 7, 2008. 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, no funding will be distributed until the signed original has been received.

Please consult with your regional ECDO when completing this grant Application Package.

The following pages of this package are the Work Plan template. Your submitted package *must* include a Work Plan containing all pages in the template. Do not remove any pages/sections from the template. Incomplete Applications/Work Plans 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.

Program Enhancement Work Plan

for

<<Facility Name>>

<<Facility Mailing Address>>

DIRECTIONS FOR COMPLETION

Purpose of the Program Enhancement Grant:

Facilities approved for the Program Enhancement Grant shall use the funding in ways that will build facility capacity to offer a high quality early learning environment. As such, equipment and materials purchased should be multi-purpose, open ended and well made - designed to support children's learning.

Key Considerations:

Careful and purposeful planning of a facility's environment can be achieved by considering the following:

- ✓ Have we reflected the children's lives and the broader community within the space; for example, do the resources/materials reflect the diversity of children, families and the wider community (i.e., are there books, puzzles, dolls and other materials showing people of different physical appearance, cultures and abilities)?
- ✓ Are there appropriately sized, soft, quiet and private spaces and furnishings?
- ✓ Is the space organized and uncluttered - are the resources/materials clearly and attractively arranged to encourage respectful use, are spaces clearly defined, are the tools available to complete projects and so on?
- ✓ Is the space aesthetic and does it inspire creativity and exploration (i.e., plants, natural materials, lamps, etc.)
- ✓ Do we provide resources that reflect real life; for example, life-sized dinner settings, real cooking utensils, life-sized communication equipment (life-sized telephones)

Work Plan Completion:

The Program Enhancement Grant Work Plan is designed to ensure that facilities reflect upon their needs and prioritize the selection of items to align with these needs. Facilities that are well equipped may not need items from Sections 1 (Classroom Furnishings) or Section 2 (Classroom Learning Environment). These facilities can make selections from Section 3 (Professional Resources) or work with their ECDO to create a custom list using Section 4 (Other Items). However, if a facility's program is best enhanced by purchasing new furnishings (i.e., facility has an inadequate amount or its existing furnishings are worn and needs to be replaced), the facility should select all its items from Section 1. Facilities shall progress through each section until their needs are met and/or the maximum funding amount (\$7500) is reached.

When completing this Work Plan, please contact your ECDO to discuss your facility's current environment and items that you would like to select for purchase.

CERTIFICATION BY APPLICANT

Please select one of the following:

- Yes, I have consulted with my regional ECDO and worked with them in the selection of items for this ***Program Enhancement Grant Work Plan.***
- No, I have not consulted with my regional ECDO.

SECTION 1: CLASSROOM FURNISHINGS

Facilities should reflect and take inventory of their classrooms. The intent of this category is to enable the replacement of worn or inappropriate items and/or the acquisition of new program related furnishing items. Please review the tables contained in this section to conduct your inventory assessment. The lists of eligible items are organized into two tables to reflect 'required' (licensing related) and 'enhanced' (non-licensing related) classroom furnishings. Facilities should select items from the list of 'required' furnishings before proceeding to the list of 'enhanced' furnishings. If you have questions with respect to your current furnishings meeting the requirements (appropriateness, condition, quantity) for Section 1, please contact your ECDO.

If you do not require items contained in these tables, proceed to Section 2: Classroom Learning Environment.

If you are selecting items contained in these tables below please place a check mark in the block adjacent to the item. Provide a brief description of the item selected. The description should indicate the type of material the item is made from, the size, and include a reference to the supplier / catalogue where it will be purchased. Indicate the quantity and calculate the total cost for each item based on the unit cost. *Please remember to include shipping charges in your calculation of total cost.* Calculate the total amount of all items selected in the table. Record the total amount in the space (Total of All Items) provided at the bottom of the table.

If the total amount is less than the \$7,500.00 grant maximum and you require additional items please proceed to Section 2: Classroom Learning Environment.

Note: You are required to consult with your ECDO for selection of eligible items and choosing age-appropriate materials.

Classroom (Required) Furnishings

Item	Description / Supplier	Quantity	Unit Cost	Total Cost
Age-appropriate Chairs <input type="checkbox"/>			\$	\$
Age-appropriate Tables <input type="checkbox"/>			\$	\$
Cots / Cribs & Mattresses <input type="checkbox"/>			\$	\$
Sleep Mats <input type="checkbox"/>			\$	\$
Soft Rugs <input type="checkbox"/>			\$	\$
Soft Pillows / Cushions <input type="checkbox"/>			\$	\$
Storage Baskets <input type="checkbox"/>			\$	\$
Adult Size Rocking Chair <input type="checkbox"/>			\$	\$
Age-appropriate shelving units <input type="checkbox"/>			\$	\$
Change Tables <input type="checkbox"/>			\$	\$
			Total of All Items	\$

Classroom (Enhanced) Furnishings

Item	Description / Supplier	Quantity	Unit Cost	Total Cost
Bean Bag Chairs <input type="checkbox"/>			\$	\$
Writing Tables <input type="checkbox"/>			\$	\$
Futons <input type="checkbox"/>			\$	\$
Plants <input type="checkbox"/>			\$	\$
Pictures (for children) <input type="checkbox"/>			\$	\$
			Total of All Items	\$

SECTION 2: CLASSROOM LEARNING ENVIRONMENT

Facilities should reflect and take inventory of their classroom learning environments. Please review the tables contained in this section to conduct your inventory assessment. The lists of eligible items are organized into tables to reflect the regions or areas that comprise a quality learning environment.

If you do not require items contained in these tables, proceed to Section 3: Professional Resources and Sections 4: Other Items.

If you are selecting items contained in one or more of the tables below, please place a check mark in the block adjacent to the item. Provide a brief description of the item selected. The description should indicate the type of material the item is made from, the size, and include a reference to the supplier / catalogue where it will be purchased. Indicate the quantity and calculate the total cost for each item based on the unit cost. *Please remember to include shipping charges in your calculation of total cost.* Calculate the total amount of **all** items selected in the table. Record the total amount in the space (Total of All Items) provided at the bottom of the table.

If the total amount is less than the \$7,500.00 grant maximum and you require additional items please proceed to Section 3: Professional Resources and Sections 4: Other Items. If you are not requesting items from Sections 2 through 4 proceed to Section 5: Cost Summary.

Note: You are required to consult with your ECDO for selection of eligible items and choosing age-appropriate materials.

Classroom Learning Environment - Art and Music

Item	Description / Supplier	Quantity	Unit Cost	Total Cost
Music Books <input type="checkbox"/>			\$	\$
Musical Instruments (Drums, Xylophones, Triangles, Bells, Shakers, Sticks) <input type="checkbox"/>			\$	\$
Audio Players <input type="checkbox"/>			\$	\$
CDs <input type="checkbox"/>			\$	\$
Items Used for Movement (Banners; Ribbons; Hula hoops, Parachutes etc.) <input type="checkbox"/>			\$	\$
Easels <input type="checkbox"/>			\$	\$
Painting Utensils <input type="checkbox"/>			\$	\$
Drying Rack <input type="checkbox"/>			\$	\$
Writing Supplies <input type="checkbox"/>			\$	\$
Art Books <input type="checkbox"/>			\$	\$
Smocks <input type="checkbox"/>			\$	\$
Messy Mats <input type="checkbox"/>			\$	\$
			Total of All Items	\$

Classroom Learning Environment - Blocks				
Item	Description / Supplier	Quantity	Unit Cost	Total Cost
Blocks (cardboard, duplo and foam) <input type="checkbox"/>			\$	\$
Large Wooden Blocks <input type="checkbox"/>			\$	\$
Wooden Unit Blocks <input type="checkbox"/>			\$	\$
Soft Lego Bricks <input type="checkbox"/>			\$	\$
Toy Structures (Houses, Construction, Barns, Zoo Animals etc.) <input type="checkbox"/>			\$	\$
Animal Sets (Zoo, Wild and Farm) <input type="checkbox"/>			\$	\$
Toy People <input type="checkbox"/>			\$	\$
Small Cars; Trucks; Planes and Trains <input type="checkbox"/>			\$	\$
Transportation Signs <input type="checkbox"/>			\$	\$
Building Tables <input type="checkbox"/>			\$	\$
			Total of All Items	\$

Classroom Learning Environment - Sensory				
Item	Description / Supplier	Quantity	Unit Cost	Total Cost
Balance Beams <input type="checkbox"/>			\$	\$
Water Tables <input type="checkbox"/>			\$	\$
Spray Bottles <input type="checkbox"/>			\$	\$
Water Toys <input type="checkbox"/>			\$	\$
Child size mops and brooms <input type="checkbox"/>			\$	\$
Clay <input type="checkbox"/>			\$	\$
Play-doh <input type="checkbox"/>			\$	\$
Sand Table <input type="checkbox"/>			\$	\$
Sand (Sand and Moon Sand) <input type="checkbox"/>			\$	\$
Sand Tools (Shovels, Scoops and Containers, etc.) <input type="checkbox"/>			\$	\$
			Total of All Items	\$

Classroom Learning Environment - Dramatic Play

Item	Description / Supplier	Quantity	Unit Cost	Total Cost
Life-like and Imitation Household Items <input type="checkbox"/>			\$	
Imitation Appliances <input type="checkbox"/>			\$	\$
Well fitted Dress-up Clothing <input type="checkbox"/>			\$	\$
Imitation Food <input type="checkbox"/>			\$	\$
Pots and Pans <input type="checkbox"/>			\$	\$
Cribs, Beds and Cradles for Dolls <input type="checkbox"/>			\$	\$
Life-like Babies (Anti-bias and Anatomically Correct) <input type="checkbox"/>			\$	\$
Inclusive Play People Sets <input type="checkbox"/>			\$	\$
Puppets <input type="checkbox"/>			\$	\$
Toy Phones <input type="checkbox"/>			\$	\$
Toy Cash Registers <input type="checkbox"/>			\$	\$
Money <input type="checkbox"/>			\$	\$
Unbreakable Mirrors <input type="checkbox"/>			\$	\$
Props to set-up areas of interest such as a Doctor's Office, Beach and Camping areas <input type="checkbox"/>			\$	\$
			Total of All Items	\$

Classroom Learning Environment - Science

Item	Description / Supplier	Quantity	Unit Cost	Total Cost
Plants (non-toxic) <input type="checkbox"/>			\$	\$
Weigh Scales <input type="checkbox"/>			\$	\$
Measuring Cylinders <input type="checkbox"/>			\$	\$
Microscope <input type="checkbox"/>			\$	\$
Magnets <input type="checkbox"/>			\$	\$
Magnifying Glass <input type="checkbox"/>			\$	\$
Binoculars <input type="checkbox"/>			\$	\$
Tape Measurers <input type="checkbox"/>			\$	\$
Thermometers <input type="checkbox"/>			\$	\$
Exploration Table <input type="checkbox"/>			\$	\$
Shell Collections <input type="checkbox"/>			\$	\$
Fossil Collections <input type="checkbox"/>			\$	\$
Nature Cards <input type="checkbox"/>			\$	\$
Science Kits <input type="checkbox"/>			\$	\$
Aquarium <input type="checkbox"/>			\$	\$
Terrarium <input type="checkbox"/>			\$	\$
Globes <input type="checkbox"/>			\$	\$
Prisms <input type="checkbox"/>			\$	\$
Stethoscope <input type="checkbox"/>			\$	\$
			Total of All Items	\$

Classroom Learning Environment - Language and Literacy

Item	Description / Supplier	Quantity	Unit Cost	Total Cost
Books <input type="checkbox"/>			\$	\$
Audio Players <input type="checkbox"/>			\$	\$
Head Sets <input type="checkbox"/>			\$	\$
Listening Centres <input type="checkbox"/>			\$	\$
Felt Boards <input type="checkbox"/>			\$	\$
Mailboxes <input type="checkbox"/>			\$	\$
Library Display <input type="checkbox"/>			\$	\$
Writing Tools <input type="checkbox"/>			\$	\$
Language Games <input type="checkbox"/>			\$	\$
Matching Games <input type="checkbox"/>			\$	\$
			Total of All Items	\$

Classroom Learning Environment - Woodworking

Item	Description / Supplier	Quantity	Unit Cost	Total Cost
Wooden Offcuts / Patterns <input type="checkbox"/>			\$	\$
Small Wooden Spools <input type="checkbox"/>			\$	\$
C-Clamps and Vises <input type="checkbox"/>			\$	\$
Fasteners (Screws, Glue etc.) <input type="checkbox"/>			\$	\$
Life-like Tools (Hammers, Saws, Hand-drills etc.) <input type="checkbox"/>			\$	\$
Paint <input type="checkbox"/>			\$	\$
Brushes <input type="checkbox"/>			\$	\$
Sand Paper (or Palm / Sponge) <input type="checkbox"/>			\$	\$
Safety Goggles <input type="checkbox"/>			\$	\$
Gloves <input type="checkbox"/>			\$	\$
Aprons <input type="checkbox"/>			\$	\$
Wood Work Bench <input type="checkbox"/>			\$	\$
Tape Measure <input type="checkbox"/>			\$	\$
			Total of All Items	\$

Classroom Learning Environment - Manipulative

Item	Description / Supplier	Quantity	Unit Cost	Total Cost
Insert Puzzles	<input type="checkbox"/>		\$	\$
Unit Blocks	<input type="checkbox"/>		\$	\$
Interlocking Blocks	<input type="checkbox"/>		\$	\$
Parquetry Blocks	<input type="checkbox"/>		\$	\$
Construction Sets (Tinker toys, Lincoln Logs, Straws, Pipes and Connectors)	<input type="checkbox"/>		\$	\$
Lacing Cards	<input type="checkbox"/>		\$	\$
Self-help Toys (Zippers, Snaps Buttons, etc.)	<input type="checkbox"/>		\$	\$
Peg Boards	<input type="checkbox"/>		\$	\$
Games / Board Games	<input type="checkbox"/>		\$	\$
Geo-boards	<input type="checkbox"/>		\$	\$
Shape Sorters	<input type="checkbox"/>		\$	\$
Busy Boards	<input type="checkbox"/>		\$	\$
Wind-up Toys	<input type="checkbox"/>		\$	\$
Pop-up Toys	<input type="checkbox"/>		\$	\$
Nesting Cups	<input type="checkbox"/>		\$	\$
Gears	<input type="checkbox"/>		\$	\$
Nuts and Bolts	<input type="checkbox"/>		\$	\$
			Total of All Items	\$

SECTION 3: PROFESSIONAL RESOURCES

If you have met the requirements on Sections 1 and 2 and have discussed these selections with your ECDO please select items from Section 3: Professional Resources.

If you are selecting items from this table please place a check mark in the block adjacent to the item. Provide a brief description of the item selected. The description should indicate the type of material the item is made from, the size, and include a reference to the supplier / catalogue where it will be purchased. Indicate the quantity and calculate the total cost for each item based on the unit cost. *Please remember to include shipping charges in your calculation of total cost.* Calculate the total amount of all items selected in the table. Record the total amount in the space (Total of All Items) provided at the bottom of the table.

Please proceed to Section 5: Cost Summary.

Note: You are required to consult with your ECDO for selection of eligible items and choosing age-appropriate materials.

Professional Resources					
Item		Description / Supplier	Quantity	Unit Cost	Total Cost
Teacher Reference Books or Journals	<input type="checkbox"/>			\$	\$
Parent Reference Books or Journals	<input type="checkbox"/>			\$	\$
Professional Subscriptions	<input type="checkbox"/>			\$	\$
Digital Camera for documentation	<input type="checkbox"/>			\$	\$
Video Camera for documentation	<input type="checkbox"/>			\$	\$
Audio Recorders	<input type="checkbox"/>			\$	\$
Light Tables	<input type="checkbox"/>			\$	\$
Overhead Projectors	<input type="checkbox"/>			\$	\$
Computer (for centre use only)	<input type="checkbox"/>			\$	\$
Computer Peripherals (Printer, Scanner, etc.)	<input type="checkbox"/>			\$	\$
Business Related Computer Software	<input type="checkbox"/>			\$	\$
Children's Educational/Learning Software	<input type="checkbox"/>			\$	\$
				Total of All Items	\$

SECTION 4: OTHER ITEMS

If there are items that are excluded from the tables in Sections 1, 2 and 3 that your facility could use and which meet the purpose of this Grant, please consult with your ECDO. If the ECDO recommends that the item be included for consideration, list the item in the table below.

Provide a brief description of the item listed. The description should indicate the type of material the item is made from, the size, and include a reference to the supplier / catalogue where it will be purchased.

Indicate the quantity and calculate the total cost for each item based on the unit cost. *Please remember to include shipping charges in your calculation of total cost.* Calculate the total amount of all items listed in the table. Record the total amount in the space (Total of All Items) provided at the bottom of the table.

Please proceed to Section 5: Cost Summary.

Note: You are required to consult with your ECDO for selection of eligible items and choosing age-appropriate materials.

Other Items					
Item		Description / Supplier	Quantity	Unit Cost	Total Cost
	<input type="checkbox"/>			\$	\$
	<input type="checkbox"/>			\$	\$
	<input type="checkbox"/>			\$	\$
	<input type="checkbox"/>			\$	\$
	<input type="checkbox"/>			\$	\$
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	<input type="checkbox"/>			\$	\$
	<input type="checkbox"/>			\$	\$
	<input type="checkbox"/>			\$	\$
	<input type="checkbox"/>			\$	\$
				Total of All Items	\$

SECTION 5: COST SUMMARY

In the table below, enter the total amount (**Total of All Items**) from each table in Sections 1 through 4 into the **Total Cost** field(s) for the corresponding category. Sum all amounts and enter the result in the **Total Amount Requested** field. This amount cannot exceed the \$7,500.00 grant maximum.

When completed, refer back to Page 1 of the Application. In the **Grant Summary section** (Section III) of the Application, enter the **Total Amount Requested** with this same total calculated in the table below.

Cost Summary	Total Cost
Section 1: Classroom Furnishings	
Classroom Furnishings	\$
Section 2: Classroom Learning Environment	
Art and Music	\$
Blocks	\$
Sensory	\$
Dramatic Play	\$
Science	\$
Language and Literacy	\$
Woodworking	\$
Manipulative	\$
Section 3: Professional Resources	
Professional Resources	\$
Section 4: Other Items	
Other Items	\$
Total Amount Requested:	\$

For DCS Personnel Only: *Not to be completed by Applicants*

Facility in Compliance:	<input type="checkbox"/> YES <input type="checkbox"/> NO (If "NO" please add notes below)
Facility Consulted with ECDO:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Facility Recommended for Funding:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:	