



Early Childhood Staff Grant Program Guidelines

Government of the Northwest Territories

**Department of Education, Culture and Employment
Early Childhood Program**



What is the Early Childhood Staff Grant?

The Early Childhood Staff Grant is a Department of Education, Culture and Employment (ECE) program to increase the financial income of early childhood staff who work in licensed day care centre facilities. The purpose of the Early Childhood Staff Grant is to increase the earning potential for licensed day care centre staff and also offer an incentive to attract new professionals to the early childhood workforce. It is just one of the ways that ECE is working towards strengthening the capacity of the early childhood field in the NWT.

These guidelines will provide applicants and their employers with helpful information including:

- Who is eligible to apply for the Early Childhood Staff Grant
- Grant Amount
- Payment Schedule
- How to apply
- Where to submit application forms
- Employer involvement
- Additional ECE contacts
- Where to get additional copies of forms

Who is Eligible to apply for the Early Childhood Staff Grant?

Employees eligible for the Early Childhood Staff Grant must:

- ✓ Be a permanent employee of a licensed day care centre facility
- ✓ Provide care, assistance and supervision of children as part of their usual job duties or provide on-site supervision of the daily operation of the program

Employees **not** eligible include but are not limited to:

- × Relief/casual or temporary staff
- × Employees whose primary function is cooking, cleaning or administrative duties
- × Bookkeepers
- × Administrative assistants
- × Maintenance staff
- × Board members
- × Volunteers
- × Drivers

ECE will make the final determination on whether an applicant is eligible.



Grant Amount

The following table shows the grant amounts for eligible employees based on the amount of hours worked per quarter and the level of post-secondary early childhood development education completed:

Number of hours worked per quarter	100 – 234 Hours per quarter (8- 18 hours per week)	235 – 351 Hours per quarter (18.5 – 27 hours per week)	354 – 468 Hours per quarter (27.5 – 36 hours per week)	469 + Hours per quarter (37 + hours per weeks)
\$ Amount eligible staff with no completed early childhood post-secondary education could receive per quarter	\$600	\$900	\$1,200	\$1,500
\$ Amount eligible staff with a completed early childhood certificate could receive each quarter	\$800	\$1,200	\$1,600	\$2,000
\$ Amount eligible staff with a completed early childhood diploma could receive each quarter	\$1,000	\$1,500	\$2,000	\$2,500
\$ Amount eligible staff with a completed early childhood degree could receive each quarter	\$1,200	\$1,800	\$2,400	\$3,000

For example: if an employee who has not completed a post-secondary early childhood program worked 35 hours/week during April – June, they will qualify for a grant of \$1,200 for the 1st quarter grant payment.



Providing proof of completed early childhood post-secondary education

Staff who have completed early childhood post-secondary education programs will receive a higher amount of grant based on their level of achievement. Applicants must provide proof of completing an early childhood program at an accredited post-secondary educational institution. Proof must be in the form of:

- Original official transcript indicating completion of program

To find out if a college or university is accredited, please refer to the Master List of Designated Educational Institutions as identified by the Government of Canada at the following address: <http://www.canlearn.ca/eng/tools/designated/index.shtml>

If the name on post-secondary documents is different from an applicant’s current name, proof of name change must be provided, e.g., photocopy of marriage certificate, photocopy of divorce certificate.

ECE will make the final determination on whether an applicant post-secondary education is eligible.

If transcripts are not received within 12 months of application, applicant will not receive retroactive pay for previous applications.

Payment Schedule

The following is the payment schedule. Payments will be made depending on when completed applications are received.

Quarter	Time Period	Can submit applications starting
1	April 1- June 30	July 1
2	July 1 – Sept 30	October 1
3	October 1 – December 31	January 1
4	January 1 – March 31	April 1

Payments may be affected by GNWT mandatory closure days.



How to apply

The following steps explain what is required to apply for the Early Childhood Staff Grant:

1. Complete the **Application Form**, ensuring the employer has filled out and signed the required section. Provide proof of completed early childhood post-secondary certificate, diploma or degree.
2. If an employee has never received an Early Childhood Staff Grant payment, complete the **Direct Deposit Form**.
3. If an employee has never received an Early Childhood Staff Grant payment complete the **TD1 and TD1NT Forms**.
4. **Submit** the documents to ECE.

1. Application Form - attached

It is the responsibility of the eligible employee to ensure the *Application Form* is completed. Applicants are required to provide proof of their completed post-secondary early childhood education program from an accredited college or university. The applicant must also ensure their employer has filled out and signed **Section 3** of the application form.

ECE uses the *Application Form* to:

- Determine applicant eligibility for the Early Childhood Staff Grant program
- Collect territorial statistical data

2. Direct Deposit Form (if required) - attached

If you have never received an Early Childhood Staff Grant payment or if you changed your banking information since your last payment, complete the *Direct Deposit Form*.

The GNWT will deposit your payment by direct deposit to any Canadian chartered bank. Applicants may have their grant payment deposited to their savings or chequing account. By completing the enrollment form and returning it with their application, payment will be made directly to their bank account.

Please include a void cheque or online banking printout with your account information. Bank stamps are also accepted.

3. TD1 and TD1NT Forms – (if required) attached

If you have never received an Early Childhood Staff Grant payment before, complete the TDI and TD1NT forms. These are Government of Canada forms. The Canada Revenue Agency requires the forms to be filled out and submitted when a person earns income. The forms are used to determine the amount of your tax deductions.



Tax implications of receiving the Early Childhood Staff Grant:

Applicants are eligible for this grant due to their employment in the early childhood sector. As this grant is based upon the hours worked each quarter, the Canada Revenue Agency considers this grant to be a *Government Sponsored Earnings Supplement* and is taxable income. As such, amounts paid under this program are subject to income tax. In order for ECE to properly calculate how much income tax to withhold from the grant payment for remittance to the Canada Revenue Agency on the employee's behalf, grant payments will be processed through the GNWT PeopleSoft Information System.

PeopleSoft Information:

The Government of the Northwest Territories (GNWT) uses the PeopleSoft Information System to pay all employees, however applicants are not considered GNWT employees. The grant payment is processed through PeopleSoft because it provides applicants with information on their payments and access to print tax slips (T4A) which will be important when filing income taxes. Once the completed application form has been submitted to ECE, a copy will be forwarded to the GNWT's Department of Finance to process the payment.

4. Submit forms to ECE

Submit all fully completed forms to the appropriate ECE Regional Early Childhood Consultant. Applications can be submitted via email, fax or mail and can also be dropped off to your closest Regional Early Childhood Consultant. The contact information of Regional Early Childhood Consultants is provided on the following page.

Where to get extra copies of the forms

Copies of Early Childhood Staff Grant forms are available:

- On-line for printing at <http://www.ece.gov.nt.ca>
- Department of ECE - Regional Early Childhood Consultants



Employer Involvement

It is the responsibility of the employee to apply for the Early Childhood Staff Grant Program. However, employers must verify their employee's job duties and hours worked.

ECE recognizes that, as the first point of contact, employers will likely receive questions about the program from their staff members. Please feel free to redirect questions from employees about the Early Childhood Staff Grant to any Regional Early Childhood Consultant or the ECE employees identified on the following page.



Where to Submit Application Forms

NORTH SLAVE REGION:

Janette Morris

Early Childhood Consultant
Education, Culture & Employment
Nova Coast Plaza
Box 1320
Yellowknife, NT X1A 2L9
PH: 867-767-9356 ext. 71353
FX: 867-873-0423
Email: janette_morris@gov.nt.ca

SAHTU REGION:

Karla Lennie

Early Childhood Consultant
Education, Culture & Employment
Box 147
Norman Wells, NT X0E 0V0
PH: 867-587-7160
FX: 867-587-2612
Email: karla_lennie@gov.nt.ca

SOUTH SLAVE REGION:

Ann Keizer

Early Childhood Consultant
Education, Culture & Employment
Sweetgrass Building
Box 1406
Fort Smith, NT X0E 0P0
PH: 867-872-7434
FX: 867-872-4507
Email: ann_keizer@gov.nt.ca

DEHCHO REGION:

Tracy Waugh Antoine

Early Childhood Consultant
Education, Culture & Employment
Box 740
Fort Simpson, NT X0E 0N0
PH: 867-695-7329
FX: 867-695-7351
Email: tracy_waughantoin@gov.nt.ca

BEAUFORT DELTA REGION:

Maribeth Pokiak

Early Childhood Consultant
Education, Culture & Employment
GNWT Multi-Use Building
Bag 1
Inuvik, NT X0E 0T0
PH: 867-777-7436
FX: 867-777-7218
Email: maribeth_pokiak@gov.nt.ca