



# Application guide Supporting Child Inclusion and Participation Funding Program

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## Overview

Families hold the most critical role in nurturing healthy development; however early learning opportunities can complement family life and support both families and young children during these formative years.

The Supporting Child Inclusion and Participation (SCIP) Funding Program helps children with diverse needs, who are vulnerable or with specific developmental needs, to fully participate in early learning and child care programs in their community. Administered by the Department of Education, Culture and Employment (ECE), SCIP provides eligible applicants with financial support to reduce or eliminate barriers to early learning for children birth to 6 years of age.

## Program focus

The early years, from birth to school entry, set the foundation for development, growth and learning. These early years are an essential opportunity to nurture and support the healthy social, emotional, cognitive, and physical development of young children.

SCIP funding helps provide early learning opportunities to families and young children who:

- have the potential to be developmentally vulnerable. Vulnerable children are those at an increased risk due to a variety of factors and who, without additional support, may continue to experience challenges throughout their life; and/or,
- have specific developmental needs who require extra supports to participate and thrive in early learning programs. Children with specific developmental needs include those children who may need extra supports to develop their physical skills, language and thinking skills, social and emotional skills.

## Mandatory program criteria

Funding must be used for an early childhood focus for children from birth to 6 years old. SCIP is not available for programming within the public education system.

Projects funded by SCIP must include child participation to promote access to early learning and have 'developmentally appropriate' activities for young children.

## Funding opportunities

SCIP Proposal Funding	Funding Stream	Funding Parameters	Eligible Organizations
<p><b>Yearly Proposal Funding</b></p> <p>Call for proposals each fiscal year.</p>	<p><u>Community Programming</u>: Creation and/or enhancement of unlicensed community play-based early learning opportunities such as ‘Family &amp; Tot’ programs.</p> <p><u>Additional Staff to Support Child Participation</u>: To hire one staff member to support one child who could not otherwise safely attend programming or community activities (one-to-one support), or to hire one staff member to support multiple children when the ratio does not allow for a safe and effective learning environment (one-to-multiple support).<sup>1</sup></p> <p><u>Program Consultation</u>: Funds to hire a consultant to assist early learning staff to increase their skills and knowledge to better serve a specific child or multiple children.</p>	<p>Proposals are submitted in response to yearly call for proposals each fiscal year.</p> <p>Organizations are encouraged to plan ahead for programming and supports related to early learning for children who are vulnerable or who have specific developmental needs.</p>	<p>Licensed centre-based early learning and child care programs</p> <p>Community play-based (unlicensed) early learning programs operated by:</p> <ul style="list-style-type: none"> <li>• Indigenous governments, organizations and communities</li> <li>• Local governments</li> <li>• Non-profit organizations</li> </ul>

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<sup>1</sup> For example, some groups of children may require a 2:8 staffing ratio rather than a 1:8 staffing ratio if numerous children have developmental delays and would benefit from small group interaction and closer attention by their early childhood educator.

	within their program.		
<p><b>Emerging Needs Funding</b></p> <p>Limited funds to respond to needs that arise throughout the year.</p>	<p><u>Additional Staff to Support Child Participation</u>: To hire one staff member to support one child who could not otherwise safely attend programming or community activities (one-to-one support).</p>	<p>Available for one-to-one additional staffing for a child who can otherwise not safely attend programming.</p>	
<p><b>Inclusion Funding</b></p> <p>Up to \$1,000 for resources and staff training related to supports for children who are vulnerable or with specific developmental needs.</p>	<p><u>Resources to Support Child Participation</u>: To support non-capital modifications to child care spaces or to purchase learning materials and resources.</p> <p><u>Staff Development to Support Child Participation</u>: For training opportunities for staff in licensed early learning centres to increase their skills and knowledge to better serve children of with diverse needs in their program.</p>	<p>Resources and Staff Development opportunities must be identified and funding applied for by end of December 31 each fiscal year.</p> <p>Funding cannot be used for mandatory training such as CPR or First Aid.</p>	<p>Licensed centre-based early learning and child care programs</p>
<p><b>Small Community Sustainability Funding</b></p>	<p>Funding of \$20,000 to provide sustainability for licensed centre-based early learning and child care programs in small NWT communities with a population of under 1,000 people where there are fewer resources available for early learning.</p>	<p>The Small Community Sustainability Funding will prioritize programs that cannot access operational subsidies outside of the GNWT. Those programs who receive operating subsidy from outside sources may submit a financial statement for review related to their eligibility for this fund.</p>	<p>Licensed centre-based early learning and child care programs in any small NWT community with a population under 1,000 people.</p> <p>The list for eligible communities is informed by the NWT Bureau of Statistics.</p>

# Deadlines

## Yearly Proposal Funding

Proposals for yearly funding are to be submitted by mail or email annually and post-marked/timed stamped by April 25 at 5 pm MST for funding for the upcoming fiscal year (April to March).

## Inclusion Funding

Requests for inclusion funding are accepted yearly from April to December. The applications must be received by December 31 at 5 pm MST. Funding must be used by the end of the fiscal year.

## Small Community Sustainability Funding

Requests for this funding are accepted yearly from April to December. The applications must be received by December 31 at 5 pm MST. Funding must be used by the end of the fiscal year.

## Emerging Needs Process

While organizations are encouraged to plan ahead for child programming needs by participating in the yearly proposal funding process, funding may be available in limited circumstances on a first-come-first-served basis until the SCIP fund is exhausted, to address needs that arise outside of the yearly process. Contact your regional [Early Childhood Consultant](#) for more information.

# How to apply

Be sure to include all the required forms and documents: fill in all sections of the forms and use the checklist to confirm that you are preparing a thorough application.

We recommend you contact the [Early Childhood Consultant](#) in your region to discuss your proposal before you apply.

1. Complete the application form, and ensure all sections are complete. Each application must include the required supporting documents, based on the funding being applied for (see Table 2).
2. The child’s family must consent to the program applying for funding on behalf of their child and should be included in the development of programming for their child.
3. Submit the complete application form and all supporting documents on or before the deadline. Applications submitted after the deadline will not be considered. Completed forms may be emailed or mailed to your regional [Early Childhood Consultant](#). If sending by mail, forms must be received by ECE by the application deadline.
4. By applying, applicants agree to the terms and condition.
5. You will receive a confirmation of receipt of your application by email.

## Required supporting documents

Proposal-based Funding	Required supporting documents
Community Programming	<ul style="list-style-type: none"> <li>• Community Programming application form</li> </ul>
Additional Staff to Support Child Participation	<ul style="list-style-type: none"> <li>• Additional Staff Application Form</li> <li>• Specialist Recommendation Form</li> <li>• Other medical forms may be attached with child identifiers removed</li> </ul>
Program Consultation	<ul style="list-style-type: none"> <li>• Program Consultation Form</li> <li>• Quote from consultant outlining services and cost</li> </ul>
Resources to Support Child Participation	<ul style="list-style-type: none"> <li>• Resources to Support Participation Funding Application</li> <li>• A budget for identified resources is required.</li> <li>• Information about the resources may be attached</li> </ul>

<b>Staff Training to Support Child Participation</b>	<ul style="list-style-type: none"> <li>• Staff Training Funding Application</li> <li>• A budget for requested resources is required</li> <li>• Information about the training is required</li> </ul>
<b>Small Community Sustainability Funding</b>	<ul style="list-style-type: none"> <li>• Small Community Sustainability Funding Application</li> <li>• Financial statement (only for programs who receive operational subsidies from outside of GNWT funding)</li> </ul>

## Application processing time

Your regional [Early Childhood Consultant](#) will email you to inform you of the status of your proposal.

## How funding decisions are made

A territory-wide SCIP Review Committee, chaired by the Early Childhood Inclusive Learning and Wellness Coordinator and supported by Early Childhood Consultant representation from all regions of the NWT will make the final determination on whether an application is eligible based on the program’s funding criteria and principles.

Please note that decisions regarding eligibility and funding amounts are final.

## How funding is provided

SCIP Funding will be provided by a contribution agreement.

## Funding conditions

This funding is subject to the following additional conditions:

- Applicants will be asked to provide brief interim and final reports for Yearly Proposal Funding.
  - Interim reporting is essential as funds that cannot be used as anticipated in the original proposal, may be returned to ECE for re-distribution as part of the [Emerging Needs Process](#).
- Contribution agreements under \$20,000 will be paid in a single instalment. For agreements over \$20,000, interim and final reporting will be required to release the remainder of the funds. Unused funds are required to be returned.
- Successful application for Inclusion Funding must provide information on the training or resources of interest. This funding will be paid in full following the signing of the contribution agreement.

## Limitations to funding

Organizations, projects, and expenses not eligible for funding are:

- Capital equipment expenses. Funding may be used for non-permanent enhancements only.
- Funding is not available for programming that is part of the public school system.
- Children who are over 6 years of age at time of the application.
- Developmental resources required for general program operation.
- Training that is mandatory for to meet licensing requirements, such as First Aid.