Application guide

Supporting Child Inclusion and Participation Funding Program

January 2024

Government of
Northwest Territories

If you would like this information in another official language, call us.
English
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Si vous voulez ces informations dans une autre langue officielle, contactez-nous.
French
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Kīspin ki nitawihtīn ē nīhīyawihk ōma ācimōwin, tipwāsinān.
Cree
_____

Tłı̨chǫ yatı k'è̜è̀. Dı wegodı newǫ dè, gots'o gonede.
Tłı̨chǫ
_____

Ɂerıhtł'ís Dëne Sųłıné yatı t'a huts'elkër xa beyáyatı theɂą ɂat'e, nuwe ts'ën yółtı.
Chipewyan
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Edı gondı dehgáh got'ı̨e zhatıé k'é̜é edatł'éh enahddhę nıde naxets'é edahłí.
South Slavey
_____

K'áhshó got'ı̨ne xədə k'é hederı ɂedı̨htl'é yerınıwę nídé dúle.
North Slavey
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Jii gwandak izhii ginjìk vat'atr'ijąhch'uu zhit yinohthan jì', diits'àt ginohkhìi.
Gwich'in
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Uvanittuaq ilitchurisukupku Inuvialuktun, ququaqluta.
Inuvialuktun
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Inuktitut
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Hapkua titiqqat pijumagupkit Inuinnaqtun, uvaptinnut hivajarlutit.
Inuinnaqtun
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Indigenous Languages:
Indigenous_languages@gov.nt.ca

French:
867-767-9348
866-561-1664 Toll Free

Table of Contents

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 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 six 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:

- SCIP promotes **inclusion** by funding the necessary supports a child, or group of children, require to access early learning. This includes supporting children with developmental needs who require enhanced or individual supports within the same early learning environment or setting as their peers. It may involve using specialized approaches and materials for them to be successful.

- Available on a two-year cycle, SCIP funding promotes **participation** in early learning by funding the creation of unlicensed play-based community programming such as 'Family & Tot' groups that include activities matched to the child's development, promote belonging and a sense of identity, and connects children and families to supportive relationships and resources.

Mandatory program criteria

Funding must be used for an early childhood focus for children from birth to six 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[1]

SCIP Proposal Funding	Funding Stream	Funding Parameters	Eligible Organizations
Proposal Funding Community Programming will be provided funding on a two-year contribution agreement cycle. **Call for proposals for Additional Staff and Program Consultation will occur each fiscal year.**	Community Programming: Creation and/or enhancement of unlicensed community play-based early learning opportunities such as 'Family & Tot' programs. Inclusion Staff to Support Child Participation: 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).[2]	Proposals are submitted in response to yearly call for proposals each fiscal year. 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.	Licensed centre-based early learning and child care programs that participate in the Child Care Fee Reduction (CCFR) Subsidy. Community play-based (unlicensed) early learning programs operated by: • Indigenous governments and organizations • Community/municipal governments • Non-profit organizations

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[1]Applicants may apply for funding multiple streams for multiple projects. You may be successful in some proposals and not others depending on whether your applications meet the criteria and the strength of the other proposals submitted.

[2] 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.

	Program Consultation: 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. Within their program.		
Emerging Needs Funding Limited funds to respond to needs that arise throughout the year.	Inclusion Staff to Support Child Participation: To hire one staff member to support one child who could not otherwise safely attend programming or community activities (one-to-one support).	Available for one–to-one additional staffing for a child who can otherwise not safely attend programming.	
Inclusion Funding Grants Up to $1,000 for resources and staff training related to supports for children who are vulnerable or with specific developmental needs.	Resources to Support Child Participation: To support non-capital modifications to child care spaces or to purchase learning materials and resources.\n\nStaff Development to Support Child Participation: 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.	Resources and staff development opportunities.\n\nMay apply between April 1 to December 1 for use during each fiscal year.\n\nFunding cannot be used for mandatory training such as CPR or First Aid.	Licensed centre-based early learning and child care programs that participate in the Child Care Fee Reduction (CCFR) Subsidy.

Deadlines

Proposal Funding

Proposals for yearly funding are to be submitted by email annually and post-marked/timed stamped by 5 pm MST as of the deadline indicated on the call for proposals for the upcoming fiscal year (April to March).

Inclusion Funding Grants

Requests for inclusion funding are accepted yearly from April to December. The applications may be received between April 1 to December 1 at 5 pm. Funding must be used by the end of the fiscal year.

Emerging Needs Funding

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 the table below).

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 are to be emailed to earlylearning@gov.nt.ca.

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 (*Accepted every second year - next call for proposals in 2025*)	• Community Programming Application Form
Inclusion Staff to Support Child Participation	• Additional Staff to Support Child Inclusion Application Form • Specialist Recommendation for Support Form • Other medical forms may be attached with child identifiers removed
Program Consultation	• Program Consultation Applications Form • Quote from consultant outlining services and cost
Resources to Support Child Participation	• Resources to Support Participation Application Form • A budget for identified resources is required. • Information about the resources may be attached
Staff Training to Support Child Participation	• Staff Training Application Form • A budget for requested resources is required • Information about the training is required

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

Inclusion funds will be provided by a grant based on successful applications. All other 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.

    o 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.