

# Early Learning and Child Care Trust Fund



## Application Guidelines

*Early Learning and Child Care Project Review Board, Inc.  
Comité d'examen du projet d'apprentissage et de garde des jeunes enfants, Inc.*

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# Early Learning and Child Care Trust Fund

## Application Guidelines

*Please refer to these Guidelines when completing the funding application.*

### *Introduction*

An Early Learning and Child Care Trust Fund was created by the Government of New Brunswick to promote learning and development in early childhood, support the training and labour force participation of parents, and support parents in the care and nurturing of their children by improving early learning and child care programs and services.

The Early Learning and Child Care Project Review Board is responsible for disbursing funds from the Trust Fund to child care operators, recognized post-secondary institutions and individuals currently employed in an approved child care facility in New Brunswick for approved projects related to the:

- training for early childhood educators;

All funding applications will be reviewed by the Early Learning and Child Care Project Review Board Inc. A Project Review Coordinator supports the Review Board and is available to assist organizations in the completion of funding applications. Licensing information and/or employment status will be verified with the Department of Education and Early Childhood Development.

## *Training Assistance for the Early Childhood Education (ECE) Certificate or Diploma*

Training of child care staff in child development and early childhood education is an important determinant of the quality of care children receive. Child care workers must be warm and emotionally engaged with children but also have the necessary knowledge, skills and abilities to stimulate their overall development.

Funding of up to **\$3,000** is available to:

- staff currently employed in an approved child care facility who are working towards their ECE Certificate or Diploma on a part time basis for courses (part of the ECE program) completed on or after January 1, 2007; or
- ECE graduates who completed their ECE Certificate or Diploma after January 1, 2007 and are now working in an approved child care facility.

Applicants must meet the following criteria:

1. are currently employed in an approved child care facility in New Brunswick.
2. are not receiving 100% funding from: Early Childhood Care and Education New Brunswick Association's Reimbursement Project; Employment Insurance, the Distance Education Training Initiative (2003-2007), the Post-Secondary Student Support Program (PSSSP) or their employer for these courses.
3. have paid for the course fees in advance. Funds will only be paid once the applicant has provided the Early Learning and Child Care Project Review Board with confirmation from the training institution stating the final grade and a copy of the receipt (required to verify the eligible amount). If the course was not successfully completed then **no** funding for the cost of the course will be provided.
4. are enrolled in the ECE Certificate or Diploma programs at one of the following New Brunswick training institutions recognized by the Department of Education and Early Child Development :
  - Academy of Learning
  - Atlantic Business College
  - Collège communautaire du Nouveau-Brunswick
  - New Brunswick Community College (NBCC)
  - Oulton College
  - Union of New Brunswick Indians (UNBI) Training Institute

Funding from the Early Learning and Child Care Trust Fund and other sources cannot exceed the actual cost of tuition.

Applicants must provide the following information with each request for funding:

- Application for Funding for Early Childhood Education Training
- Proof of completion of the course or a transcript with the course mark or a photocopy of the ECE Certificate or Diploma
- Proof of employment – either a letter stating your employment OR a pay stub from an approved child care facility in New Brunswick
- Proof of payment - an invoice or statement from the college stating the exact amount of the tuition fees. A Tuition, Education and Textbook Amounts Certificate from the Canada Revenue Agency will also be accepted. Only tuition fees will be considered.

Eligible applicants will receive a tax receipt (T4A) for the funding amount.

Note: the Early Learning and Child Care Project Review Board reserves the right to verify completion of the course with the training institution and employment status with the child care facility named on the application form. The Board may also verify if funding was received from the other sources mentioned above.

## *Application Process*

Individuals interested in applying for project funding must submit a detailed application to the Early Learning and Child Care Project Review Board.

Funding applications are available from the Early Learning and Child Care Project Review Coordinator at 1-877-992-9898 or on-line at the Government of New Brunswick's website at:

<http://www.gnb.ca/0000/ECHDPE/ELCC-TrustFund.asp>

Applicants will be advised in writing on final decisions regarding their application.

**Applications  
must be  
mailed to:**

Early Learning and Child Care Trust Fund  
P.O. Box 22024  
Fredericton, New Brunswick  
E3A 5T6

Telephone: 1-877-992-9898

Email: [ELCCAGJE@gnb.ca](mailto:ELCCAGJE@gnb.ca)

<http://www.gnb.ca/0000/ECHDPE/ELCC-TrustFund.asp>