



How to Complete the Enhanced Funding Group Application

Please carefully read the following information before completing your application.

When completing your application:

- Print clearly.
- Complete **all** sections of the application. Failure to do so may result in a delay in the application process.
- Make sure the application is signed by the Child Care Program Supervisor/Contact Person (to verify all children's parents are engaged in an approved activity) **and** the applicable consultant, i.e. Early Interventionist.

You can submit your completed application by mail, fax, or in person:

Admin Clerk Secretary
Child Care Services
Social Services Branch
Community and Health Services Department
17250 Yonge Street
Newmarket, ON L3Y 6Z1

Fax: 905-895-5045

For more information, contact Darlene Preuten, Community Program Co-ordinator at 905-830-4444 or 1-877-464-9675 ext. 2455 or at darlene.preuten@york.ca.

Note: You can submit new applications at any time. Applications are date stamped and registered on the wait list by date.

Funding Approval Process:

- The Community Program Coordinator reviews all applications, ensures eligibility criteria are met, registers all new applicants on the Wait List, and presents applications to the Review Sub-Committee.
- The Review Sub-Committee meets a minimum of two times per year to review applications and to make funding recommendations.
- All funding requests approved by York Region are for a maximum of six months. Funding periods are January to June and July to December. If required, you must re-submit an application to get further funding. Re-application deadline dates are the last week of April and the last week of October.
- Funding approvals are managed within the approved annual budget. When funding is at capacity, applications are entered on the wait list. The wait list is managed on a first-come-first-served basis. As funding becomes available, applications on the wait list are addressed, as approved by York Region.

Application Checklist

Before you submit your application, make sure you have:

- completed **all** sections of the form
- obtained the required **two** signatures in Section F of the application

If you do not complete all sections or are missing signature(s), your application may be considered incomplete and will not be processed until the information has been received.