



2018 GENERAL OPERATING GRANT FUNDING

You recently received your General Operating Grant Funding (GOG) allocation for 2018. The below will provide more information regarding the funding. Please note, your budget refers to an annual amount, you will receive this amount monthly beginning 2018.

GOG Allocation

Operators can use the funding towards 2 categories of expenses; increasing staff salaries and/or offsetting operating costs.

Funding Category 1

Operators **must use at least 80%** of the allocation in this category. It is used to increase your eligible staffs' salaries. All staff must receive a salary of minimum wage prior to all grants (including GOG and Wage Enhancement). Operators may use a maximum of 17.5% of this funding to cover mandatory employer contributions resulting from increased salary and benefit costs. Eligible staff must be in a permanent position, one that is part of a program's regular staffing component.

Eligible Positions	Ineligible Positions
RECE	Owners, who do not occupy another eligible position or title
Non-RECE	Clerical or Administrative Staff
Supervisor/Director	Summer Students
Home Child Care Visitor	Fee for service Contract
Home Child Care Provider	Employees of children's recreation programs
Cook	

The position may be Full-Time (minimum 35 hours per week) or Part-Time, part-time staff should only receive a part of the allocation (versus FT employees) based upon hours worked. You must provide a transparent method of distributing funding, and it must be fair and equitable. Communication to staff must be posted, outlining the distribution method used, and operators are required to obtain signatures from staff acknowledging they are aware of the distribution method. This will be a part of your reconciliation.

Funding Category 2

Maximum 20% of the approved GOG allocation may be used to offset operating costs in one of the following three areas:

1. Extra-Curricular Activities/Field Trips
2. Lease/Rental costs
3. Audit costs

Category 2 funding is optional, meaning you can use all or part of it towards increasing staff salaries.

One Time Transitional Budget (for those with a 5% decrease or more)

This funding will be provided for 2018 only, and will not be available 2019. This funding is to be used to continue your staffs' GOG allocation as it was in 2017. It will provide operators with time to communicate changes to staff and determine new distribution amounts. You must provide a transparent method of distributing funding, which must be fair and equitable.

2018 GOG Incentive (non-profit only)

Based on provincial directives this funding is for non-profit operators and can be used towards your preschool program to eliminate the need for you to increase preschool rates. You can apply it to an operating expense, proportionately, based upon the percentage that pertains to the preschool program, such as, catering costs, rent, hydro, heat, etc.