

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: F. Children's Services	Effective Date: <b>January 1, 2013</b>
Topic: 10. One Time Funding	<b>New</b>
Subject: 10.3. Play Based Material and Equipment Funding	
Policy No. F.10.3	Page 1 of 1

**POLICY**

The Manitoulin-Sudbury DSB will provide Play Based Material and Equipment Funding to approved non-profit child care service providers based on priority and available funds. Funding is intended to help approved non-profit child care operators to create and maintain enriching environments that are developmentally appropriate. In addition, funds are intended to promote children's exploration and learning through play, consistent with the principles of the Early Learning Framework. Play Based Material and Equipment funding may also be used to purchase non-consumable supplies/equipment that supports the regular operation of the child care program.

**PROCEDURE**

The expenditure of funds shall be allocated on a claims basis and based on priority and funding availability.

Play Based Material and Equipment funding may also be used to purchase non-consumable supplies/equipment that supports the regular operation of the child care program (e.g. kitchen supplies, IT etc.).

1. Organizations will annually submit an electronically completed proposal or request for funds.
2. The Play Based Materials and Equipment Request shall indicate the items being proposed along with an estimate of the costs. An explanation of how the request supports learning through play shall be provided at the request of the DSB. Full funding utilization is intended to occur within the approval year and as set within a contract for funds.
3. The DSB will monitor and reconcile any funds not utilized within the timeline indicated within the contract for funds.
4. Request forms must be submitted on or before the date set by the Manitoulin-Sudbury DSB.
5. Organizations that receive funding shall keep a record of expenditures and receipts for a minimum of 7 years. Organizations shall provide a record of expenditures upon the request of the Manitoulin-Sudbury District Services Board within 10 business days.