



BC FIRST NATIONS HEAD START PROGRAM

Funding Policies

BC First Nations Head Start Program (BCFNHS)
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1.0 Definitions of Terms

AHRDA	Aboriginal Human Resource Development Association (daycare funds were previously administered by the Aboriginal Child Care Society)
Applicant	The community (or communities) applying for funding to operate a Head Start Program
Capital	Renovations, equipment and furnishings
Centre-Based	A program where children and their families receive services in a facility
Collaborative communities	When there are two (2) or more First Nations-to-First Nations community partnerships
Community	As determined by the Department of Indian and Northern Affairs
Equipment and furnishings	May include, but not limited to: playground equipment, computer hardware, appliances, furniture, equipment, toys, tables, chairs, first aid kits/earthquake kits, and vehicle purchases
FNIHB	First Nations and Inuit Health Branch, Health Canada
Funding linkages	A First Nations organization which is currently accessing Department of Indian Affairs K4/K5/G1 funding and/or receiving ongoing operational funding from Aboriginal Human Resource Development Association for daycare
Home-Based/Outreach	Could include: Mother Goose, parent-tot, toy lending library, home visits, assessments, reporting to parents, community kitchen
INAC	Indian and Northern Affairs Canada (previously DIAND)
IRs	Indian Reserves as defined by INAC
Operational Costs	May include: <ul style="list-style-type: none"> ▪ salaries and benefits ▪ training and travel costs for Head Start employees, parents and children ▪ honorariums

- contractual fees
- materials and supplies
- rent
- utilities
- maintenance
- equipment rental
- local transportation
- vehicle lease/insurance
- liability insurance
- audits

Operating Costs	Refers to Head Start Funding Operational Funding only
Principles and Guidelines	Aboriginal Head Start On Reserve Principles and Guidelines (1998)
Professional Development	<p>May include:</p> <ul style="list-style-type: none"> ▪ organizing and training a Parent Advisory Board or Committee ▪ staff workshops delivered by professional child care expert(s) ▪ parent and community workshops focusing on enhancing child development activities, importance of investing in a child-centered community, etc.
Remoteness Index Factor	As defined by the Band Classification Manual, Indian and Northern Affairs (March 2001). Geographic Zones, Centres and Road Access are defined as follows:
Zone 1	A geographic zone where the First Nation is located within 50 km of the nearest service centre with year-round access
Zone 2	A geographic zone where the First Nation is located between 50 and 350 km from the nearest service centre with year-round access
Zone 3	A geographic zone where the First Nation is located over 350 km from the nearest service centre with year-round road access
Zone 4	A geographic zone where the First Nation has no year-round road access to a service centre and, as a result, experiences a higher cost of transportation

City Centre A major population centre where various economic indices can be defined for calculating operational and maintenance (O & M) funding requirements for departmentally funded capital assets.

Each First Nation is assigned a city centre based on the proximity of the city centre to the most populous site of the First Nation.

In cases where two city centres are located approximately the same distance from the populous site, the city centre that best reflects the economic activities of the most populous site shall be chosen.

Service Centre The nearest community where a First Nation can gain access to government services, banks and suppliers. The nearest community would have the following services available:

- suppliers, material and equipment (i.e. for construction, office operation etc.)
- a pool of skilled and semi-skilled labour; and
- at least one financial institution (i.e. bank, trust company, credit union etc.)

As well, the following services would typically be available:

- provincial services (such as health services, community and social services, environment services) and
- federal services (such as Canada Post, Employment Centre)

Road Access Road access includes surface transportation on year-round paved or gravelled roads linking a First Nation community with the nearest service centre.

Under this definition, ferry service forming part of the provincial road network and capable of transporting adequate quantities of required material, equipment and supplies, constitutes road access.

Temporary disruptions (such as during spring thaw) are not considered to constitute a break in normal access.

2.0 **Background to Funding Policy**

Revisions to the BC First Nations Head Start Program Funding Policies (first created in 1999) were developed through a community-driven process.

From September to November 2001, planning sessions were held in six locations throughout the province. These sessions were jointly sponsored by the First Nations Chiefs Health Committee and the BC First Nations Head Start Program (FNIHB, Health Canada) and facilitated by Edith Loring-Kuhanga, First Nations Training & Consulting Services.

Recommendations were made for revisions to the existing BCFNHS funding policies to ensure that the funding policies are fair and equitable for all communities—those currently operating a Head Start program and those who intend to operate a program in the future.

At each of the six initial sessions, two representatives were selected to represent their geographic areas at a follow-up Policy Review sub-committee meeting. Edith Loring-Kuhanga was contracted to facilitate the meeting and write the policy. The sub-committee spent three days reviewing and incorporating the recommendations from the planning sessions.

Following completion of the revised Funding Policy, three conference calls were held to make additional final revisions. The Policy was finally ratified by the BCFNHS Policy Review sub-committee on Friday January 18, 2002.

3.0 **General Funding Information**

All communities who apply to the BC First Nations Head Start Program for funding must adhere to national AHS (Aboriginal Head Start) Principles and Guidelines.

Proposals must outline how projects will incorporate the six program components and provide service to all participating children 0 to 6 years of age.

Communities must make linkages with other programs and/or funding agencies. *Head Start is not a stand-alone program*, but provides communities with an opportunity to create linkages with existing community programs/services who are already providing services to children 0 to 6 years of age.

Although projects will be supported in principle for three years, standardized Agreements will be drawn up annually.

Renewal of funding is dependent on the receipt of mandatory reports which are outlined in the Standardized Agreements.

Although projects will be supported in principle, the Region has the authority to revoke funding if requirements are not met.

4.0 Eligibility

- 4.1 Eligibility for Head Start spaces is determined by:
- a. The number of children the applicant plans to include in the Head Start program; (which must be *a minimum of four (4) Head Start spaces*); and
 - b. The number of eligible children aged 0 - 6 years (determined by current INAC statistics), up to a maximum of 60% of the INAC figure—or a maximum of 30 spaces, whichever is less.

5.0 Capital Funding

- 5.1 **Equipment and furnishings.** Funding for equipment and furnishings will be based on the eligible number of Head Start spaces at \$300 per space to a maximum of 30 spaces.

Note: Applicants awarded funding for equipment and furniture purchases must provide the following documentation:

- Detailed budget breakdown of item cost(s) over the fiscal year funding (including itemized receipts);
- Detailed work plan showing how item expected to be used in Head Start program

- 5.2 **Renovations or additions to existing facilities.** The following amounts will be awarded on a one-time basis (based on Zones):
- a. Up to \$1,500 per Head Start space for communities in Zone 1 or 2; or
 - b. Up to \$1,800 per Head Start space for communities in Zone 3 or 4; and/or
 - c. Up to a maximum of 75% of actual costs; and/or
 - d. Up to a maximum of \$ 45,000 per project.

Note: Applicants awarded funding for renovations must fulfill specific reporting requirements outlined in the Standardized Agreements.

6.0 Program Development Funding

Applicants awarded Head Start spaces are eligible for Program Development funds for:

- curriculum development
 - policy development
 - staff training
 - board training
- a. **Zone 1 and 2**
Single communities will be awarded up to a maximum of \$10,000
—or 15% of total operating costs per project
 - b. **Zone 3**
Single communities will be awarded up to a maximum of \$ 15,000
—or 15% of total operating costs per project
 - c. **Zone 4**
Single communities will be awarded up to a maximum of \$ 20,000
—or 25% of total operating costs per project
 - d. **Zone 4 Collaborative communities**
Will be awarded up to a maximum of \$20,000—or 25% of total operating costs per project

7.0 Operational Funding

7.1 Head Start Space Allocation

Applicants awarded Head Start spaces will be eligible to access Operational Funding for one fiscal year based on the following amounts:

- a. **Zone 1:** \$3,300 per Head Start space
 - b. **Zone 2:** \$3,795 per Head Start space
 - c. **Zone 3:** \$4,290 per Head Start space
 - e. **Zone 4:** \$4,785 per Head Start space
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7.2 **Base Funding for Small Sites**

In addition to the space allocation described in [7.1] above:

- a. Sites with 9 or fewer spaces will receive a Base Funding of \$20,000 per year
- b. Sites with 10 - 15 spaces will receive a Base Funding of \$10,000 per year

7.3 **Additional Space Allocations** for:

- a. Collaborative Communities: additional \$300 per Head Start space
- b. Special Travel Allocation: Up to a maximum of \$150 per Head Start space if applicants are providing services to children who are residing on different IR of the same community. Applicants must justify additional expenses in order to be considered for this allocation.

8.0 Slippage Funding (Occasional Unanticipated Funds)

When slippage (availability of additional unanticipated funds) occurs, a Call For Proposals will go out to all projects, who may submit proposals according to criteria established in the Call For Proposal.

The regional office will review all proposals and make allocation decisions.

9.0 Administrative Review of Funding Decision

- 9.1 Applicants with concerns about funding decisions may direct their concerns in writing to the Regional Program Coordinator; and
 - 9.2 The Regional Coordinator will then forward the concern—together with an explanation of the funding decision—to the Regional Director, FNIHB and the Regional Advisory Committee; and
 - 9.3 The concern will be jointly addressed by the Regional Director and the Regional Advisory Committee. A final decision will be made and communicated to the applicant in writing.
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