

Access to Child Care Fund Application

PART 1 - FORM 1

Proposal Narrative



* Required

Welcome to the Access to Child Care Fund (ACCF) Application

Overview: The ACCF application process includes 3 documents, consisting of 2 MS Forms and one Excel Workbook:

1 – Proposal Narrative: This first MS Form collects organizational information and invites applicants to develop the narrative foundation of their **four-year proposal**, sharing plans, strategies, and vision for delivering meaningful childcare support to military families.

2 – Implementation Plan: The second form requires applicants to lay out a **year-by-year plan** for rolling out their four-year strategy.

3 – Financial Workbook: The third document is an Excel workbook that will be sent to the Funding Application 'Primary Contact' email address after the assessment of the 2 forms is completed. It will collect applicants' **financial planning** and projections.

Form 1 - This questionnaire is the first of the three forms detailed above. It collects organizational information and asks applicants to develop the narrative foundation of their proposal, including context about their project, long term plans, strategies, and vision for delivering meaningful child care support to military families. Responses contribute to the overall story of the four-year proposal and will be assessed against the ACCF objectives and the merit criteria outlined in the Framework. The form is organized into six sections:

1. Application Support
2. Baseline Funding Conditions Attestation
3. Organization Information
4. Primary Contact Information
5. Strategic Planning
6. Organization Profile

Applicants must refer to the Applicant Guide for detailed guidance on baseline conditions, merit criteria, and assessment expectations. MFS wishes applicants the best success with their submission.

The MFS Team

Contact us at: MFSACCF@cfmws.com

Application Guidelines and Instructions

1. I have read and understood the Application Guidelines and Instructions and that I can reach out to the MFS for help and support.

If not, please review the Application Guidelines and Instructions and reach out to us with questions before filling out this form. *

Yes, I have read and understood the Application Guidelines and Instructions.

Attestation - Baseline Funding Conditions

2. Confirm below that your organization meets all baseline funding conditions as described in the Applicant Guide. These conditions are mandatory for eligibility under this funding process.

If one or more conditions are not met, please resolve the outstanding items before applying.

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- Yes, I have confirmed that my organization meets all Baseline Funding Conditions as described in the Applicant Guide.

Applicant-Organization Information

3. Organization's legal name *

4. Organization's operating (common) name, if different from above

5. Street Address *

6. City or Town *

7. Province or Territory *

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Northwest Territories
- Nova Scotia
- Nunavut
- Ontario
- Prince Edward Island
- Quebec
- Saskatchewan
- Yukon

8. Postal Code *

Please enter at most 7 characters

9. Organization Phone Number

Format: 1-xxx-xxx-xxxx

Please enter at most 14 characters

10. Organization Email Address *

Please enter an email

11. Mailing Address (if different from above)

12. Closest associated CF Base *

- 2 CDSB Valcartier
- 2 CDSB Valcartier, Det Montréal
- 2 CDSB Valcartier, Det St-Jean
- 3 CDSB Edmonton
- 3 CDSB Edmonton, Det Wainwright
- 4 CDSB Petawawa
- 4 CDSB Petawawa, Det Toronto
- 5 CDSB Gagetown
- 5 CDSG Garrison St John's
- CANSOFCOM HQ
- CFB (O-G)
- CFB Bagotville
- CFB Borden
- CFB Cold Lake
- CFB Comox
- CFB Esquimalt
- CFB Gander
- CFB Goose Bay
- CFB Greenwood
- CFB Halifax
- CFB Kingston
- CFB Moose Jaw
- CFB North Bay
- CFB Shilo
- CFB Suffield
- CFB Trenton
- CFB Winnipeg
- Mainland BC

- Meaford
- P.E.I.
- SWO
- Central Saskatchewan

13. Organization type *

- Military Family Resource Center (MFRC)
- Personnel Support Program (PSP)
- Military Family Services (MFS) Entity

14. Charitable Registration Number *

Enter your CRA charitable registration number. Example: 123456789 RR 0001

Please enter at most 17 characters

15. Incorporation / Corporation Number *

Enter your federal, provincial, or territorial incorporation number

Please enter at most 30 characters

16. CRA Business Number *

Enter your 9-digit CRA Business Number. Do not include program account letters or suffixes such as RT0001, RP0001, or RR0001

Example: 123456789

Please enter at most 9 characters

Primary Contact Information

17. Name and Surname of the Primary Contact for this application *

18. Position / Role *

Executive Director (ED)

Senior Manager

Manager

19. Preferred language of communication *

English

French

20. Phone number of the Primary Contact for this application

21. E-mail address for the Primary Contact for this application *

Please make note of which address utilized here — the identical email address will be required when submitting Form 2

Please enter an email

Access to Child Care - Project Narrative

This section asks you to describe the strategic foundation of your 4 year proposal and explain how your organization plans to address identified child care needs and increase access to child care services.

Focus on the pressures, gaps, and operational realities shaping your approach, and how your objectives and activities will support meaningful, sustainable outcomes for military families.

22. What childcare needs or service gaps does your four-year proposal address?

This question asks you to describe the specific gaps or unmet needs your proposal is designed to address. Your response helps reviewers understand the context and urgency for your proposed initiatives, and why your organization is well-positioned to respond.

Response guidance

1. Explain who is affected, where it occurs, and what services are missing or insufficient.
2. Explain the urgency and relevance: why these gaps matters now.
3. Provide supporting evidence: waitlists, demand, trends, demographic data, survey results, or other information demonstrating the need.
4. Describe alignment with fund priorities: how addressing these gaps advance the objectives of the ACCF fund.

*

Please enter at most 4000 characters

23. How will your organization address the identified needs or service gaps?

Describe how your organization plans to respond to the gaps and pressures identified in Question 1. Focus on your proposed strategies, collaborations, and any innovative approaches that will help deliver meaningful childcare support to military families.

Response guidance

1. What specific activities or methods will address the gaps.
2. How your plan complements existing services and ensures it does not duplicate what is already available.
3. Key partners or coordination efforts that strengthen service delivery.
4. Any innovative elements and measurable results (e.g., new spaces, increased access, reduced waitlists).

*

Please enter at most 4000 characters

24. **Please explain your overarching strategy for the multi-year funding period.**

This question asks you to describe your organization's **broad strategy** for the entire four-year funding period. Focus should be on how your plan will develop over time, support fund priorities, and achieve sustainable, meaningful outcomes for military families.

Response guidance

1. How does your plan support fund objectives, equity, innovation, and sustainability.
2. How each year's goals connect and build on previous years.
3. How does the program is designed to grow, adapt, or scale over time.

*

Enter your answer

25. **Please explain who will deliver the proposed activities and how your team and organizational structure will support successful implementation.**

Describe the people and organizational structure behind your proposal. The focus should be on who will deliver the activities, their skills and experience, and how your organization is structured to ensure successful, sustainable delivery.

Response guidance

1. Key staff and roles responsible for implementation
2. Relevant expertise, track record, and qualifications of your team
3. How your organizational structure and resources support successful outcomes
4. Areas requiring extra resources, support, or partnerships to ensure delivery

*

Enter your answer

26. **How could your organization creatively maintain or expand the proposed activities in the long term?**

This question asks you to reflect on how your initiative could continue or evolve once the funding period ends. Consider strategies that ensure lasting impact, creative approaches to sustainability, and opportunities to grow or replicate services for military families.

Response guidance

1. How services might continue, evolve, or adapt after/if funding ends.
2. Collaborations that could support ongoing delivery or impact.
3. Data, research, or examples suggesting potential long-term benefits.
4. Ways the program could grow, expand, or be adapted for other communities.

*

Enter your answer

Next Step

Using your strategic narrative as a foundation, the next step is to develop an implementation plan that includes projects, activities, and timelines. Form 2, the four-year implementation plan, will guide and support you throughout this process.

At any time during this process, you are welcome to contact the ACCF Team if you have questions.

Thank you for completing this form.

Be sure to click Submit, below.

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