Access to Child Care Fund (ACCF) Application FAQ

General

Q: Can applicants request different funding than previous year?

A: Yes, applicants will be able to include new funding requests in the upcoming application process. The FY26-30 application will be a much more robust and defined process, including a funding framework and application guide that will provide ample guidance and support to complete the application. These documents will be available once the callout is made for the application period.

Q: Will all fiscal year funding requests (4-years total) be reviewed and approved during the FY26-27 Funding Application process?

A: The current application period will review the entirety of the applicant(s) 4-year proposal. However, the assessment of funding allocations will be approved on a year-to-year basis, in alignment with the conditional funding requirements. Funding is recommended for 4 years; and reviewed and approved yearly.

Q: How is this funding application different from previous funding processes?

A: This ACCF is a multi step, multi-year application that relies on a needs-based process using a prioritization formula and a results-based approach. Applications must clearly link activities, costs, and expected outcomes. Funding is assessed using a results-based framework rather than high-level proposals.

Q: Are all 3 application parts submitted at the same time?

A: No. The application process is sequential; forms 1 and 2 are submitted via the website, and the Financial Workbook will be provided to each applicant during part 3 as outlined in the application instructions.

Q: Can changes be made once an application is submitted?

A: Changes cannot be made after submission unless explicitly requested during the assessment process. Should changes be required to either Form 1 or Form 2, the applicant must contact the MFS team. No changes to applications will be accepted after the Financial Workbook (Excel) has been submitted.

Q: Why is the funding application a multi-year application if funds are only disbursed annually?

A: The ACCF application is based on a multi-year funding cycle (2026-2030), designed to provide consistent financial support, strategic and long-term staffing, programming and operational needs. However, the funds will be re-reviewed and approved on an annual basis (per fiscal year) to align projected costs with updated cost-of-living adjustments (COLA), current economic price fluctuations, and fair market value considerations.

Q: Who should be contacted for application inquiries?

A: All questions, concerns, and/or technical support inquires can be directed to the Initiative 3 Access to Child Care team at MFSACCF@cfmws.com

Form 1 – Proposal Narrative

Q: When is ACCF Application MS Form 1 due?

A: The deadline for the ACCF Application MS Form 1 is due by end of business (EOB) 22 June 2026.

Q: Is the applicant required to submit the mandatory documentation as listed in the ACCF Framework?

A: No, there is no physical submission required during the application process, however, Form 1 contains an attestation that the applicant organization complies with the mandatory requirements including the baseline funding conditions, as listed in the ACCF Framework.

Q: What actions should be taken if the ACCF MS Form 1 Application window is missed?

A: If the MS Form 1 is not submitted within the application submission window, the applicant will not be eligible to receive ACC Funding.

Q: The French Form 1 is presenting some text in English, rather than in French.

A: As a troubleshooting method, please insert the text **&lang=fr-CA** at the end of the URL (hyperlink in browser).

Form 2 – Implementation Plan

Q: When is the ACCF Application MS Form 2 due?

A: The deadline for the ACCF Application MS Form 2 is due by end of business (EOB) 22 June 2026.

Q: What actions should be taken if the ACCF MS Form 2 Application window is missed?

A: If the MS Form 2 is not submitted within the application submission window, the applicant will not be eligible to receive ACC Funding.

Q: The French Form 2 is presenting some text in English, rather than in French.

A: As a troubleshooting method, please insert the text **&lang=fr-CA** at the end of the URL (hyperlink in browser).

Q: How many total projects can I submit?

A: Applicants can submit a total of 15 projects in their Form 2 submission. If additional projects are required, applicants may submit an additional Form 2 or as needed.

Q: How many activities can be selected per project?

A: Applicants can submit a total of 8 activities per project.

Q: Are playground / play structures still eligible under ACC Funding?

A: While MFS provides oversight for programmatic investments through the Child Care Enhancement Program (CCEP), CFMWS is not responsible for the provision or acquisition of capital infrastructure—including modular units-as A-PS-110 assigns responsibility for MFRC facilities and related infrastructure to the local Base or Wing under the public real property framework. Public provision of facilities-rests with the local Base/Wing, not with CFMWS, and that the appropriate mechanism already exists to identify local infrastructure requirements.

Q: What is accessibility vs. affordability in the context of Access to Child Care Funding?

A: Accessibility refers to the extent to which a service, program, or initiative can be reached and understood by military families. Whereas affordability refers to the cost of a service or initiative that is manageable by families. Within the context of the ACCF, the primary intention is to increase access (or accessibility) of child care to military families. The ACCF seeks to fund activities, programs, and in-person services that target child care accessibility solutions.

Q: How does ACCF Emergency Care differentiate from the Military and Veteran Family Program (MVFSP) Emergency Family Care Assistance (EFCA)?

A: ACCF Emergency Care serves as a funding opportunity to develop proactive, alternative, and innovative support services for emergency situations. The MVFSP funded EFCA service is intended for families only when all other support options have been exhausted and the need is both urgent and exceptional. ACCF Emergency Care is positioned to be proactive, whereas EFCA is reactive, in response to an emergency care situation that is occurring or previously occurred.

ACCF Emergency Care is limited to supporting CAF families in instances of absence or relocation and does not support the reimbursement of emergency care provision to families.

Q: What are the funding limitations on respite care?

A: Respite care is intended to be offered to families as an opportunity for planned care, that is not emergent and supports the family during military-related operational requirements. Where funding is intended to support operational readiness, eligible organizations (i.e. MFRCs) shall act as the primary service provider. Where additional capacity is required (i.e. geographical restrictions or in-home respite care services), the eligible organization may engage third-party service providers through contractual agreements as alternative means of increasing access to care. In such cases, all agreements and related funding transactions must occur directly between the organization and the service provider. The ACCF does not provide user fee reductions or affordability subsidies for child care as outlined in the ACCF Framework.

Recipients are also responsible for ensuring compliance with Canada Revenue Agency (CRA) requirements related to taxable benefits. In general, where child care services are subsidized, the subsidized portion may constitute a taxable benefit to the user, depending on the structure and delivery of the service. Recipients must assess and manage these obligations in accordance with applicable CRA guidance. For example, in the context of the Child Care Taxable Benefit, a child care service is not considered a taxable benefit if users are paying Fair Market Value, but it is a taxable benefit if they are paying less than Fair Market Value.

Q: Can the ACCF fund retainer fees for respite care and/or emergency care?

A: Organizations may engage third-party service providers through contractual agreements as alternative means of increasing access to care, including the reservation of child care spaces through retainer fees. The ACCF shall not fund the direct costs of care, which remain the financial responsibility of the family, as determined by the third-party provider or established Fair Market Value.

In general, where child care services are subsidized, the subsidized portion may constitute a taxable benefit to the user, depending on the structure and delivery of the service. Recipients must assess and manage these obligations in accordance with applicable CRA guidance. For example, in the context of the Child Care Taxable Benefit, a child care service is not considered a taxable benefit if users are paying Fair Market Value, but it is a taxable benefit if they are paying less than Fair Market Value.

Financial Workbook (Excel)

Q: When is the ACCF Application Excel workbook due?

A: The deadline for the ACCF Application Excel workbook is due by end of business (EOB) 10 July 2026.

Q: What actions should be taken if the ACCF Excel workbook submission window is missed?

A: If the Excel application is not submitted within the submission window, the applicant will not be eligible to receive ACC Funding.

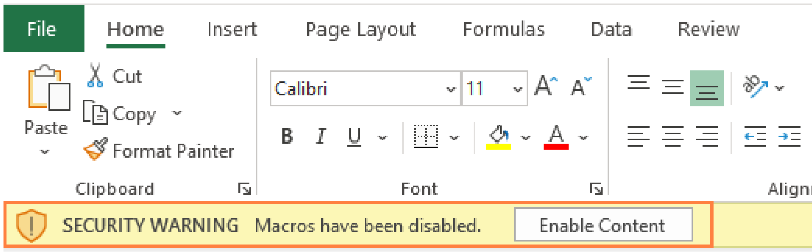
Q: Where can the ACCF Application Excel workbook be found?

A: Following the completion and submission of the ACCF Application MS Form 1 and 2, MFS will conduct an initial assessment of the application (refer to ACCF Framework) and return the pre-populated Financial Workbook (Excel) via email to the primary contact email address provided in the MS Form 1.

Q: How to enable content in the Application Excel workbook?

A: The Excel form contains a series of ‘macros’ such as drop-down options and auto-calculation features. The macros must be enabled for the workbook features to function accurately.

When you open the file, the below message may appear with a shield icon; you must select ‘Enable Content’ each time it indicates the security warning.



Alternatively, a secondary troubleshooting method to enable required macros includes following these steps: File --> Options --> Trust Centre --> Trust Centre Settings --> Macro Settings --> Enable --> OK

Q: What is fair market value?

A: Fair market value refers to reasonable costs based on local conditions such as labour markets, cost of living, and service delivery environments.

Q: Does a ‘Justification’ need to be articulated for every entry?

A: No. Entries in the ‘Justification’ column of the budget breakdown are only required where clarification is needed, such as where costs exceed typical market value rates or require additional explanation.

Q: What are the constraints around staff salary and compensation expenses?

A: Military Family Resource Centres (MFRCs) are to follow the applicable “Staffing and Salary Guide for MFRCs” implemented by the Military and Veteran Services Program (MVFSP), and all Staff of the Non-Public Funds (SNPF) are to adhere to the CFMWS salary scale.

Q: How do I accurately reflect staff cost whose area of responsibility (AOR) is disbursed amongst multiple activities?

A: Applicants should only capture budgetary requirements for staff, not operational requirements. If a particular staff is responsible for multiple activities within a project, their respective percentage split can be identified in the “Approximate % of Total Requested by Activity” columns for each activity.