

ACCF Financial Workbook

Part 3 • Access to Child Care Fund Financial Workbook

Welcome and Instructions

Welcome to Part 3 – Excel Financial Workbook. This part of the application process is where applicants convert the implementation plan into a detailed costed framework by linking expenses to activities and expected results, ensuring alignment across all three (3) application components.

For additional guidance and/or support related to the completion of the financial workbook, please refer to the Application Step-by-Step Guidelines, which can be found on the application website.

This workbook contains the following tabs:

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|-----------|--|---|
| 1. | Welcome and Review | |
| 2. | Form 1 – Applicant Info | <i>Your organization and contact details</i> |
| 3. | Form 1 – Narrative | <i>Your strategic narrative responses</i> |
| 4. | Form 2 – Implementation Plan | <i>Your projects, with review status & comments</i> |
| 5. | Budget tabs (one per Fiscal Year) | <i>Yellow cells are yours to fill in</i> |
| 6. | Summary | <i>Auto-calculated totals across all projects</i> |

Comments from the Application Review Committee

The ACCF Application Review Committee has provided the following comments on your overall application:

{{comments from ACCF Application Intake Helper - Preliminary Review tab}}

Form 1 — Applicant Information

Submission Metadata

Submission ID	
Completion time	

Eligibility Confirmation

I have read and understood the Application Guidelines and Instructions and that I can reach out to the MFS for help and support.	
Confirmation that your organization meets all baseline funding conditions as described in the Applicant Guide.	

Organization

Legal name	
Operating (common) name, if different	
Street address	
City or town	
Province or territory	
Postal code	
Phone number	
Email address	
Mailing address (if different from above)	
Closest associated CF Base	

Organization type	
Charitable Registration Number	
Incorporation/Corporation Number	
CRA Business Number	

Primary Contact

Name and Surname	
Position / Role	
Preferred language of communication	
Phone number	
Email address	

Form 1 — Strategic Narrative

Q1. Describe how your project aligns with the priorities of the ACCF program.

Q2. Describe the demonstrated need your project will address in the military community.

Q3. Describe how your organization has the capacity and experience to deliver this project.

Q4. Describe the expected outcomes and how you will measure success.

Q5. Describe any partnerships or collaborations that will support delivery of this project.

Form 2 — Implementation Plan

Form 2 Submission Details							▼ From the ACCF Review Committee ▼	
Project Name	Description	Primary Objective(s)	Activity/ies	Applicable Years	Increase access to child care	Increase child care service delivery	Preliminary decision	Comments
Inclusive services expansion project	increase the inclusion component in each of our programs	Enhance inclusion support for children with special needs;	Recruitment of inclusion or special needs staff;Sensory rooms/inclusive materials;	2026-2027 2027-2028 2029-2030	Yes	No	Proceed with application	
Spring Break Program	develop and offer a Spring Break program for school kids.	Expand access to before- and after-school care;	Before- and after-school care programs;	2026-2027	No	Yes	Proceed with application	
ECE Development Program	develop and implement a comprehensive training / development programs for ECEs	Strengthen ECE staff capacity and on-call care;	Babysitting courses;ECE staff support;	2026-2027 2029-2030	No	No	Rejected	not eligible under this program
School kids program	develop and implement a program specific for school kids	Expand access to before- and after-school care;	Before- and after-school care programs;	2027-2028 2029-2030	Yes	Yes	Proceed with application	
Certified Babysitters Bank Project	Develop a list of certified baby sitters for military families.	Provide respite care during deployments or operational absences;Strengthen ECE staff capacity and on-call care;Increase temporary care options for newly posted families;Expand access to before- and after-school care;	Babysitting courses;Specialized supports for direct program delivery;	2026-2027 2029-2030	Yes	No	Proceed with application	Funding must only be used for XYZ, not ABC

Note: The above information is provided as an example.

Project Budgets • Fiscal Year {{Fiscal Year}}

Each block below covers one project's budget for this fiscal year. Yellow cells are for you to fill in; everything else is locked and/or pre-populated.

Project: {{Project name}}

Project Name	{{Project name}}
Project Description	{{Project description}}
Streams & Activities	
	KPIs
	# of Hours Increase # of Spaces Increase
Stream 1 - [Activity A]	
Stream 1 - [Activity B]	
Stream 2 - [Activity C]	
Stream 4 - [Activity D]	
Stream 4 - [Activity E]	
Stream 5 - [Activity F]	
Stream 5 - [Activity G]	
Stream 6 - [Activity H]	

Please note: the budget table below is only for the Fiscal Year {{Fiscal Year}}

Expense Type	Eligible Expenses	Description / Detail	FTEs	Salary	MERCs	Benefits	Total Requested	Comments / Justification	Stream 1 - [Activity A]	Stream 1 - [Activity B]	Stream 2 - [Activity C]	Stream 4 - [Activity D]	Stream 4 - [Activity E]	Stream 5 - [Activity F]	Stream 5 - [Activity G]	Stream 6 - [Activity H]	Row Completion Check
									Approximate % of Total Requested by Activity								
Direct Service Staff Compensation		Child care provider salaries															
		Child care navigator salaries															
		Playcare staff salaries															
		Respite care worker salaries															
		Inclusion support staff salaries															
Specialized / Inclusion Staffing		Retainer/on-call staff salaries															
		Inclusion support staff salaries															
Training & Professional Development		Special needs support staff															
		Staff training & workshops															
Program Delivery Costs		Professional memberships/accreditation fees															
		Babysitting course delivery															
		Emergency child care services															
		Temporary child care services															
		Occasional care services															
		PA/PT day child care services															
		Before/after school care programming															
		Summer/day camps															
Outreach & Communications		Inclusive programming delivery															
		Marketing materials / Family engagement materials															
Translation & Accessibility Services		Translation															
		Language support services															
Health & Safety Equipment		Smoke detectors / Carbon monoxide detectors / Door alarms / Camera systems															
		Emergency kits															
		Safe sleep materials															
Inclusion & Adaptive Equipment		Sensory materials / Assistive technology devices															
Child Care Equipment (Non-fixed)		Playground equipment / General child care equipment															
Capacity-Building Equipment		Emergency/on-call care equipment															
		Temporary setup equipment															
Furnishings & Appliances		Furniture / Appliances															
Program Materials (Child-Focused)		Toys and learning materials															
		Camp and activity supplies															
Operational Supplies		General consumables															
Age-Appropriate Equipment		Age-specific furnishings															
Total requested for this Project (this fiscal year)								-									