

Ministry of Education  
Early Years Division

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Ministère de l'Éducation  
Division de la petite enfance

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900, rue Bay  
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Toronto ON M7A 1L2



**Memorandum To:** Consolidated Municipal Service Managers  
District Social Services Administration Boards  
Provincial Urban Indigenous Organizations

**From:** Julia Danos  
Director  
Early Years Implementation Branch

**Date:** February 21, 2017

**Subject:** The Journey Together: Joint Planning and Proposal Package

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The purpose of this memorandum is to provide Indigenous organizations and service system managers with the Journey Together joint planning and proposal package, to support the implementation of the Ministry of Education's (EDU's) early years initiative under *The Journey Together: Ontario's Commitment to Reconciliation with Indigenous Peoples*. This initiative is intended to enhance access to culturally relevant, Indigenous-led early years programs and services off-reserve, including child care and child and family programs.

In January 2017 EDU released Capacity Funding agreements to partners to support meaningful, collaborative discussions and local planning in the implementation of this initiative. In addition, EDU has shared the results of needs assessments completed by several provincial Indigenous partner organizations with service system managers.

The joint planning and proposal package requires Consolidated Municipal Service Managers (CMSMs) or District Social Services Administration Boards (DSSABs), local Indigenous organizations and/or communities, and other relevant local planning partners to work together and develop joint proposals to expand access to culturally-relevant child care and child and family programs. In consultation with CMSMs/DSSABs and their partners, the ministry will use proposals to inform decisions on allocations and support the prioritization of immediate and longer-term opportunities.

The package is comprised of two parts:

1. Community Needs Assessment: to be completed once for the entire CMSM/DSSAB region; and,
2. Program Application Workbook: to be completed for each new or enhanced program being proposed.

In reviewing local proposals, the ministry will consider factors such as:

- The responsiveness of the proposed program to an identified need, opportunity, or service gap;
- The implementation readiness of the proposed program/provider;
- Whether the proposed program would result in a net increase in access to service;
- The extent to which the proposed program would support a balanced distribution of services/resources across groups and communities; and
- The extent to which the proposed program reflects potential opportunities to leverage existing programs, infrastructure and/or partnerships.

Complete packages must be submitted to the ministry by **May 31, 2017**. Please submit your proposal electronically to [tpa.edu.EarlyLearning@ontario.ca](mailto:tpa.edu.EarlyLearning@ontario.ca).

You may also print and submit your completed proposal by fax to (416) 314-7836, or by mail to:

Early Years Implementation Branch  
Early Years Division, Ministry of Education  
900 Bay Street 24th Floor, Mowat Block  
Toronto, ON M7A 1L2

For questions or comments, please contact your regional Child Care Advisor.

Sincerely,



Julia Danos  
Director  
Early Years Implementation Branch

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