

GovGrants

Special Purpose Funding Application

For

Service Providers

Early Years and Child Care Services

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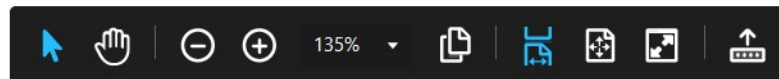
Learning Objectives

At the end of this training, the learner will know how to:

1. Access the Region of Peel website for the GovGrants portal
2. Find a Funding Opportunity in GovGrants
3. Mark the Funding Opportunity as Interested
4. Create a Special Purpose Funding application that includes populating budget categories such as Transformation, Repairs and Maintenance and Play Based Materials
5. Acknowledge the Application
6. Submit the Application for Approval
7. Print a copy of the Application
8. Complete a request for receipts/invoices

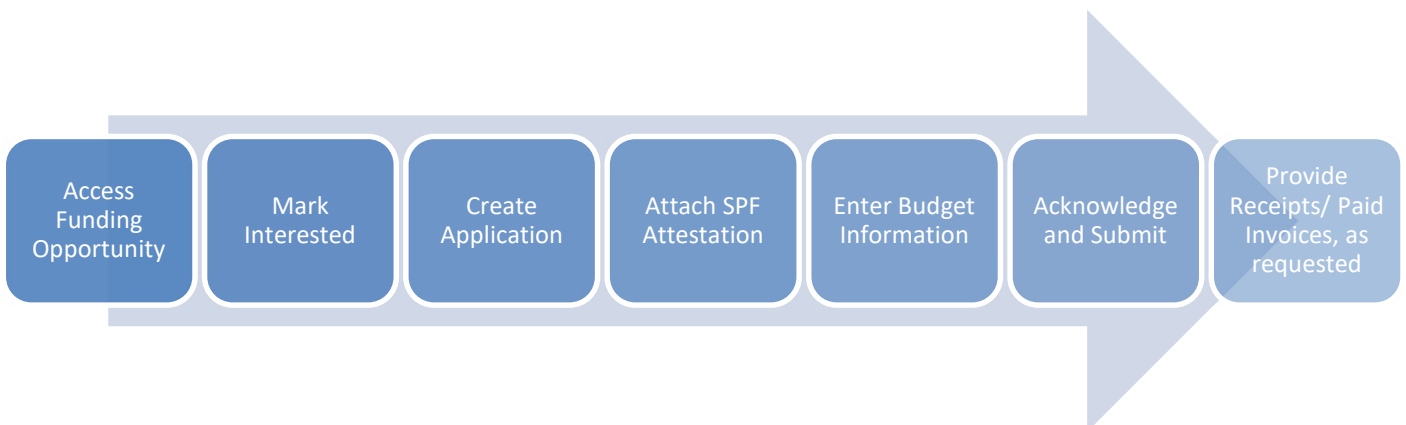
***PLEASE NOTE:**

- **ALL IMAGES ARE SAMPLES FOR REFERENCE PURPOSES ONLY.**
- **TO VIEW IMAGE DETAILS, PLACE YOUR CURSOR AT THE BOTTOM OF YOUR SCREEN AND CLICK + TO ZOOM IN**



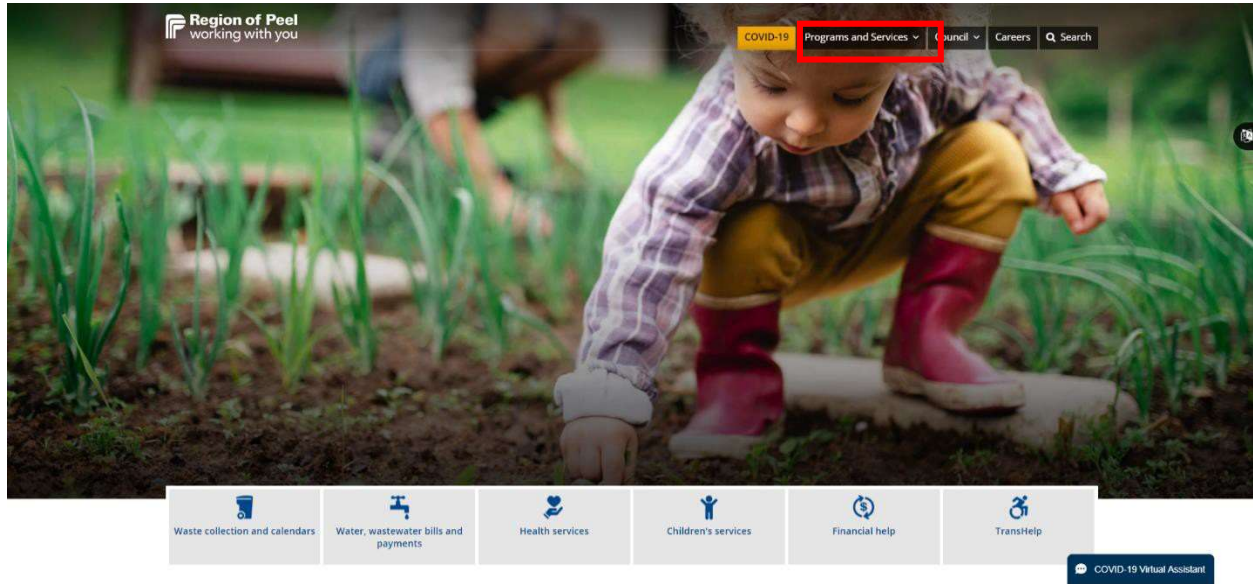
The Process Overview

The process to apply for Special Purpose Funding involves the following steps:

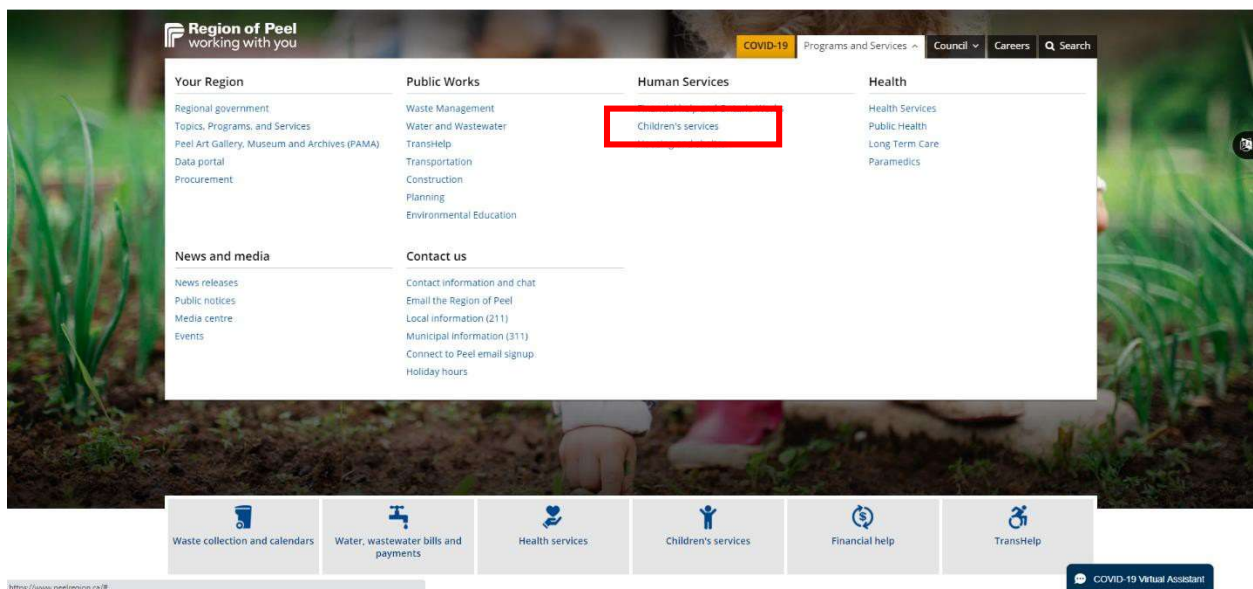


Finding the GovGrants Landing Page

Using Google Chrome, go to www.peelregion.ca. Click the Programs and Services drop box.



Choose the Children's Services hyperlink under Human Services



Click the Service Providers and Partners section.

The screenshot shows the top navigation bar with the Region of Peel logo and menu items: COVID-19, Programs and Services, Council, Careers, and Search. The main content area features a 'Children's services' section with a sub-header 'Indoor and outdoor EarlyON programs are closed but online programs remain open.' and a 'Find out more' button. To the right is a 'Related Information' section with a list of links: Free income tax clinics, Reopening of child care centres, Apply for a child care subsidy, EarlyON Child and Family Centres, Find support, programs and services, and Ontario Childcare Tax Credit. Below this are three columns of text: 'Child care subsidy', 'Support, programs, and services', and 'Share concerns about your child care program'. The 'Service providers and partners' link is highlighted with a red box. At the bottom right is a 'Virtual Assistant' button.

Go down to the Funding Support for Professionals and Service Providers section. Click on the **Manage early years and child care funds using GovGrants** hyperlink.

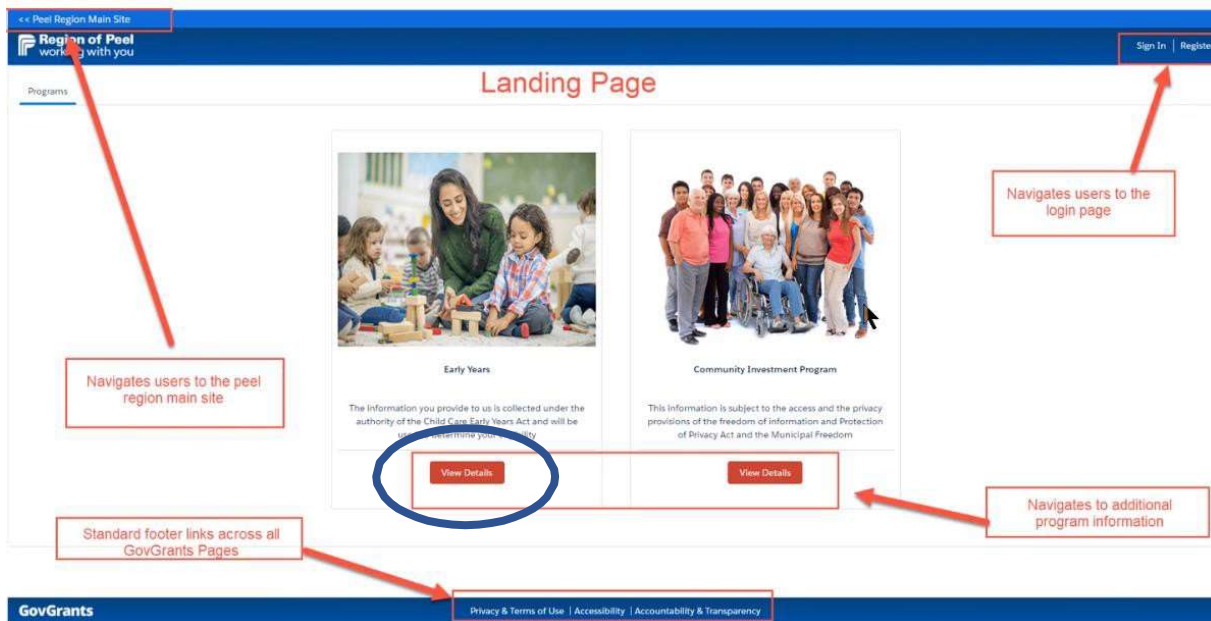
The screenshot shows the 'Service providers and partners' section. The left sidebar has a 'Children's Services' menu with links: Apply for a child care subsidy, Support, programs, and services, Reduced child care fees, and Service providers and partners. The main content area has a sub-header 'Service providers and partners' and a paragraph: 'If you are a licensed child care service provider, we have resources to help.' Below this are several sections: 'Reopening child care programs', 'Starting a licensed child care program', 'EVCCS fee subsidy and funding agreement', 'Funding support for professionals and service providers', and 'Early Years System updates'. The 'Manage early years and child care funds using GovGrants' link is highlighted with a red box. At the bottom right is a 'COVID-19 Virtual Assistant' button.

Special Purpose Funding

On this page you will see the red sign in button. Click on the red **GovGrants sign in** button to access GovGrants.



This is the GovGrants Landing page. There are two cards: the Early Years card and the Community Investment Program card. Click on the **View Details** button in the **Early Years** card to read more information about GovGrants.



Special Purpose Funding

View the information provided here. Click the **Sign In** button either in the top right-hand corner or in the middle of the page.

<< Peel Region Main Site
Region of Peel
working with you

PROGRAMS > EARLY YEARS

Early Years

Home

Welcome to the GovGrants Technology System for the Region of Peel. Our goal is to provide you with a solution that is user-friendly and that will support you with applications and reporting requirements for Early Years funding provided by the Region of Peel.

Early Years funding has been made available to support licensed child care (centre and home based), EarlyON, and special needs programs to strengthen the Early Years system and promote longer-term sustainability. Please click Register and enter the required information for Region of Peel to verify your eligibility and provide login credentials.

Already applied or renewing an existing application?

[Sign In](#)

Quick Links:
EarlyON Child and Family Centre
Starting a Licensed Child Care Program
Region of Peel Website
Funding Support for Professionals and Service Providers

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This will take you to the Registration/Login page. You will enter your username, password, click the radio button beside “I agree to the Region of Peel’s Terms and Services” and then the **Login** button.

<< Peel Region Main Site
Region of Peel
working with you

Sign In

* Username:

* Password:

Forgot your password? [Reset It](#)

Don't have an account? [Register Now](#)

I accept the Region of Peel's [Terms and Services](#)

[Login](#) [Cancel](#)

GovGrants Privacy & Terms of Use | Accessibility | Accountability & Transparency

Main Home Tab

This is the GovGrants home page as represented by the **Home icon** that is the landing tab when you login.

Phase	Count
Home	1
Funding Opportunities	0
Applications	0
Grants	0
Monitoring	0
Closeout	0

Due Date	Count
Life	1
Due within 7 Days	0
Due within 30 Days	0
Due in more than 30 Days	0

Name	Description	Attached To	Owner	Last Modified Date	Actions
Snapshot_Application_Submission.pdf		AP-897	TEST EO-HO	19/05/2021 9:34 AM	
Snapshot_Application_Submission.pdf		AP-898	TEST EO-HO	19/05/2021 4:45 PM	
Snapshot_Application_Submission.pdf		AP-896	TEST EO-HO	18/05/2021 7:51 AM	
Snapshot_Application_Submission.pdf		AP-897	TEST EO-HO	19/05/2021 9:14 AM	

Funding Opportunity

To find the Special Purpose funding opportunity, click on the **Funding Opportunities** tab.

Here you will find a list of new active funding opportunities. Click on the **eye icon** under the actions column to view the Special Purpose Funding opportunity.

GovGrants ID	Funding Opportunity Name	Program Area	Application Due Date	Type	Actions
AN-SPT-002	2020 Special Purpose	Child Care	21/05/2021	Formula	

Special Purpose Funding

The Overview tab and the Attachments tab provide you with information specific to this funding opportunity.

1. Click on the **Overview Tab** to review the details of the Special Purpose Funding opportunity. Pay close attention to the key dates section. The **Application Due Date** is listed here. Your application **must** be submitted before this date.

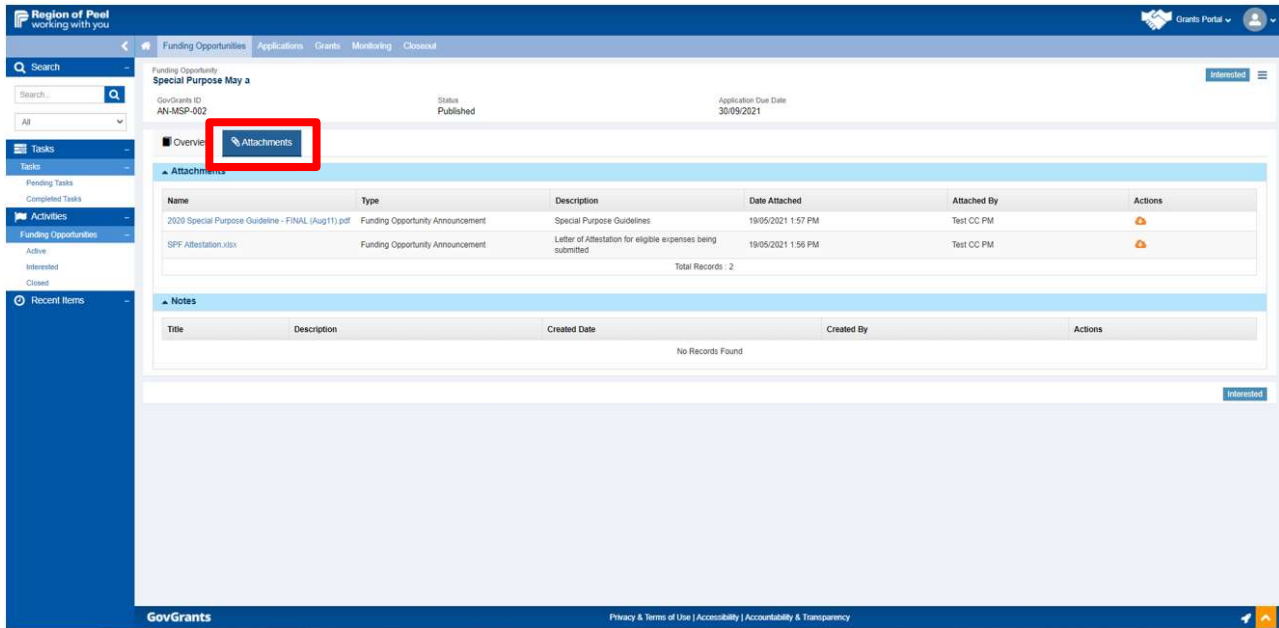
The screenshot shows the GovGrants portal interface. The 'Overview' tab is selected and highlighted with a red box. A red arrow points from the 'Overview' tab to the 'Application Due Date' field in the 'Key Dates' section, which is circled in red. The 'Application Due Date' is 21/05/2021. Other visible information includes the Funding Opportunity Name '2020 Special Purpose', Program 'PG-0043', and Fiscal Year '2021'.

2. Scroll to the bottom to view the **Allocated Amount** for the Special Purpose Funding opportunity. (Note that not all funding opportunities are given an allocation amount)

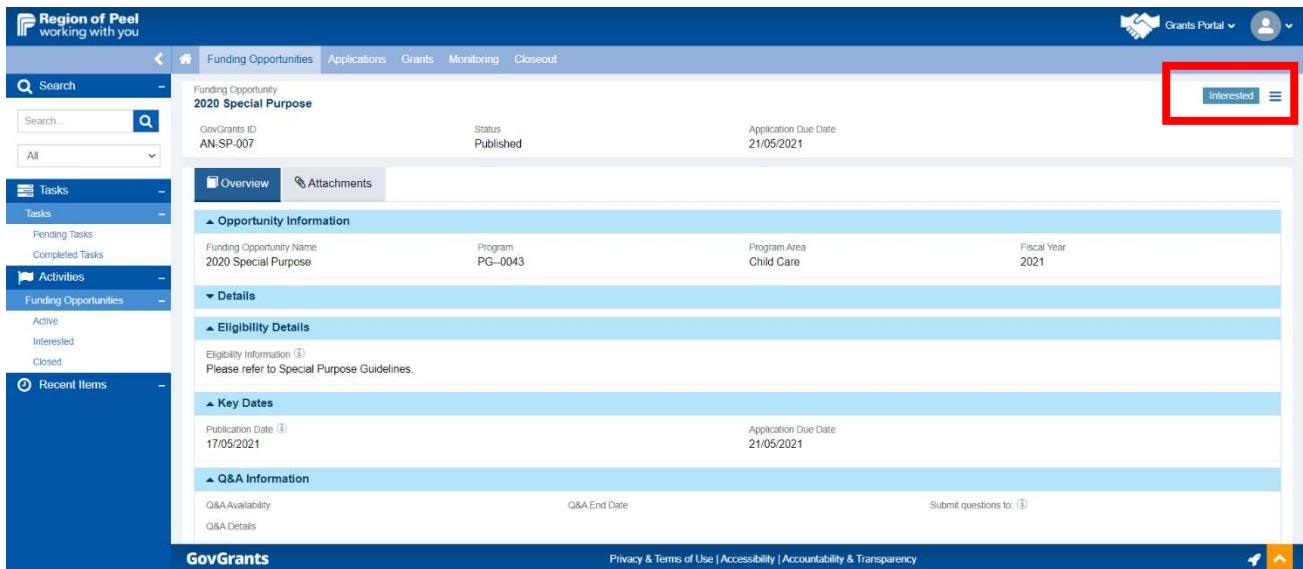
The screenshot shows the 'Details' tab of the GovGrants portal. The 'Allocated Amount' is highlighted with a red box and is \$50,000.00. The 'Key Dates' section shows a Publication Date of 19/05/2021 and an Application Due Date of 30/09/2021. The 'Invited Applicants' section lists 'Test EarlyON Non-Profit Head Office' as the External Organization. The 'Description' section provides details about the funding opportunity, including its purpose and application process.

Special Purpose Funding

- Go to the **Attachments** tab. The Region of Peel may include important documents in this section. Review any attachments provided by clicking the orange **cloud icon**.



- If you are interested in this funding opportunity, click the **Interested** button at the top right-hand corner of the page.



Special Purpose Funding

5. When you have marked a funding opportunity as “Interested”, the **Create Application** button will appear, and the status will change from Published to Interested.

Refer to page 16 if you are ready to start your application.

The screenshot displays the GovGrants portal interface for the Region of Peel. The main content area shows a funding opportunity titled "2020 Special Purpose" with a GovGrants ID of "AN-SP-007" and an application due date of "21/05/2021". The status is "Interested", which is highlighted with a red box. A "Create Application" button is also highlighted with a red box in the top right corner. The left sidebar contains navigation menus for "Tasks", "Activities", and "Recent Items". The "Activities" menu is expanded to show "Funding Opportunities" with sub-items: "Active", "Interested", and "Closed". The "Recent Items" menu is also visible. The main content area includes sections for "Opportunity Information" and "Details". The "Opportunity Information" section contains a table with the following data:

Funding Opportunity Name	Program	Program Area	Fiscal Year
2020 Special Purpose	PG-0043	Child Care	2021

The "Details" section provides a description of the funding opportunity and lists three components: 1. Transformation, 2. Repairs and Maintenance, and 3. Play-Based Material and Equipment. It also mentions that applications will be accepted between Monday September 28, 2020 and Friday October 30, 2020.

Finding your Funding Opportunity After Marking It “Interested”

If you choose **NOT** to start your application (Create Application) after marking it “interested,” you can locate your funding opportunity at a later time in the “Interested” folder.

From the Home tab (**House icon** and the default landing tab upon sign in) click on the **Funding Opportunities** tab at the top of the page. Then click the Interested hyperlink in the side panel.

The screenshot shows the 'Region of Peel working with you' GovGrants Support portal. The 'Funding Opportunities' tab is selected at the top. In the left sidebar, the 'Interested' link under the 'Funding Opportunities' section is highlighted with a red box. The main content area displays a table of 'Interested Funding Opportunities' with 12 records. The table columns are: GovGrants ID, Funding Opportunity Name, Program Area, Application Due Date, Status, and Actions. The status for most records is 'Converted to Application', while the last record, AN-SCB-002, is 'Interested'. An eye icon in the Actions column of the last record is highlighted with a red box.

GovGrants ID	Funding Opportunity Name	Program Area	Application Due Date	Status	Actions
AN-SP-007	Special Purpose - Train1	Child Care	09/19/2020	Converted to Application	
AN-SP-008	Special Purpose-Training External1	Child Care	09/19/2020	Converted to Application	
AN-SP-010	Special Purpose - External 3	Child Care	09/19/2020	Converted to Application	
AN-SP-011	Special Purpose_External Training4	Child Care	16/10/2020	Converted to Application	
AN-SP-014	Special Purpose_External Training6	Child Care	16/10/2020	Converted to Application	
AN-SP MC-002	Special Purpose MichC	Child Care	30/10/2020	Converted to Application	
AN-SP MC-001	Special Purpose MC Sept 17	Child Care	30/10/2020	Converted to Application	
AN-SP MC-003	Special Purpose EYS Test 2	Child Care	30/10/2020	Converted to Application	
AN-SP 03-001	EYS Test Special Purpose	Child Care	30/10/2020	Converted to Application	
AN-SP-003	Special Purpose 2020 - JR	Child Care	31/10/2020	Converted to Application	
AN-SP3-001	Special Purpose - NEW sept 18	Child Care	30/12/2020	Converted to Application	
AN-SCB-002	Stabilization CB MG 0610	Child Care	31/12/2020	Interested	

Find your funding opportunity in the list. Notice the status says interested. Click on the **eye icon** to open the interested funding opportunity. This will then bring you back to the funding opportunity that you had marked interested.

This screenshot is similar to the first one, but the 'Interested' link in the left sidebar is no longer highlighted. The table of 'Interested Funding Opportunities' is shown, and the record for AN-SP-003 (Special Purpose 2020 - JR) is highlighted with a red box. The 'Status' for this record is 'Converted to Application', and the 'eye icon' in the Actions column is also highlighted with a red box.

GovGrants ID	Funding Opportunity Name	Program Area	Application Due Date	Status	Actions
AN-SP-007	Special Purpose - Train1	Child Care	09/19/2020	Converted to Application	
AN-SP-008	Special Purpose-Training External1	Child Care	09/19/2020	Converted to Application	
AN-SP-010	Special Purpose - External 3	Child Care	09/19/2020	Converted to Application	
AN-SP-011	Special Purpose_External Training4	Child Care	16/10/2020	Converted to Application	
AN-SP-014	Special Purpose_External Training6	Child Care	16/10/2020	Converted to Application	
AN-SP MC-002	Special Purpose MichC	Child Care	30/10/2020	Converted to Application	
AN-SP MC-001	Special Purpose MC Sept 17	Child Care	30/10/2020	Converted to Application	
AN-SP MC-003	Special Purpose EYS Test 2	Child Care	30/10/2020	Converted to Application	
AN-SP 03-001	EYS Test Special Purpose	Child Care	30/10/2020	Converted to Application	
AN-SP-003	Special Purpose 2020 - JR	Child Care	31/10/2020	Converted to Application	
AN-SP3-001	Special Purpose - NEW sept 18	Child Care	30/12/2020	Converted to Application	
AN-SCB-002	Stabilization CB MG 0610	Child Care	31/12/2020	Interested	

Creating the Application

You are now on the interested funding opportunity page. You know you have marked it interested because the status is “Interested”, and the Create Application button is available. Click the **Create Application** button to create the Special Purpose Funding application.

The screenshot shows the 'Interested' page for a funding opportunity. The 'Create Application' button is highlighted with a red box in the top right corner. The page displays the following information:

- GovGrants ID:** AN-SP-007
- Status:** Interested
- Application Due Date:** 21/05/2021
- Program:** PG-0043
- Program Area:** Child Care
- Fiscal Year:** 2021

Opportunity Information:
 Funding Opportunity Name: 2020 Special Purpose

Details:
 Description: One-Time Special Purpose Funding is available to all eligible licensed child care Service Providers to support compliance with licensing and health requirements, support viability, and enhance quality. Special Purpose Funding consists of three components:
 1. Transformation. To support one-time costs for eligible business transformation expenses for not for profit and for profit providers.
 2. Repairs and Maintenance. To support licensed child care programs to maintain compliance with licensing and/or health requirements as per the Child Care and Early Years Act, 2014 (CCEYA).
 3. Play-Based Material and Equipment. To support the creation of enriching environments both indoors and outdoors consistent with How Does Learning Happen? Ontario's Pedagogy for the Early Years.
 Reimbursement for eligible expenses will be made to Service Providers through a claims-based approach, up to the Service Provider's maximum pre-approved amount. Service Providers are required to submit proof of purchases and/or payments verified by receipts and paid invoice.
 Applications will be accepted between Monday September 28, 2020 – Friday October 30, 2020

You have now created an application page. Note how the status has changed from Interested to Created.

The screenshot shows the 'Created' application page. The 'Status' is now 'Created', which is highlighted with a red box. A progress bar at the top indicates the application status: Created (checked), Submitted, and Converted to Award. The page displays the following information:

- Application Title:** 2020 Special Purpose
- GovGrants ID:** AP-895
- Status:** Created
- Application Due Date:** 21/05/2021
- Funding Opportunity ID:** AN-SP-007

Applicant Information:

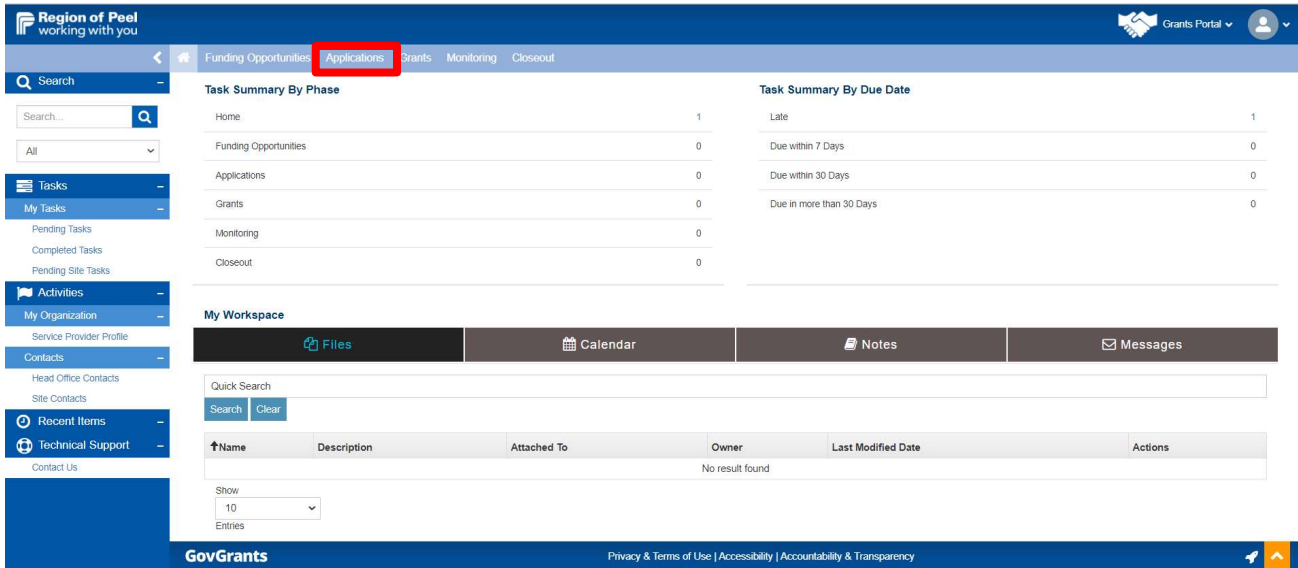
Applicant Organization	Ontario Corporation Number	Address
Test EarlyON Non-Profit Head Office	1234567	ABC Road
Province	City	Postal Code
British Columbia	Duncan	M2A 4H3
Country	Requested Budget	Version Number
Canada	\$0.00	1

Contacts:

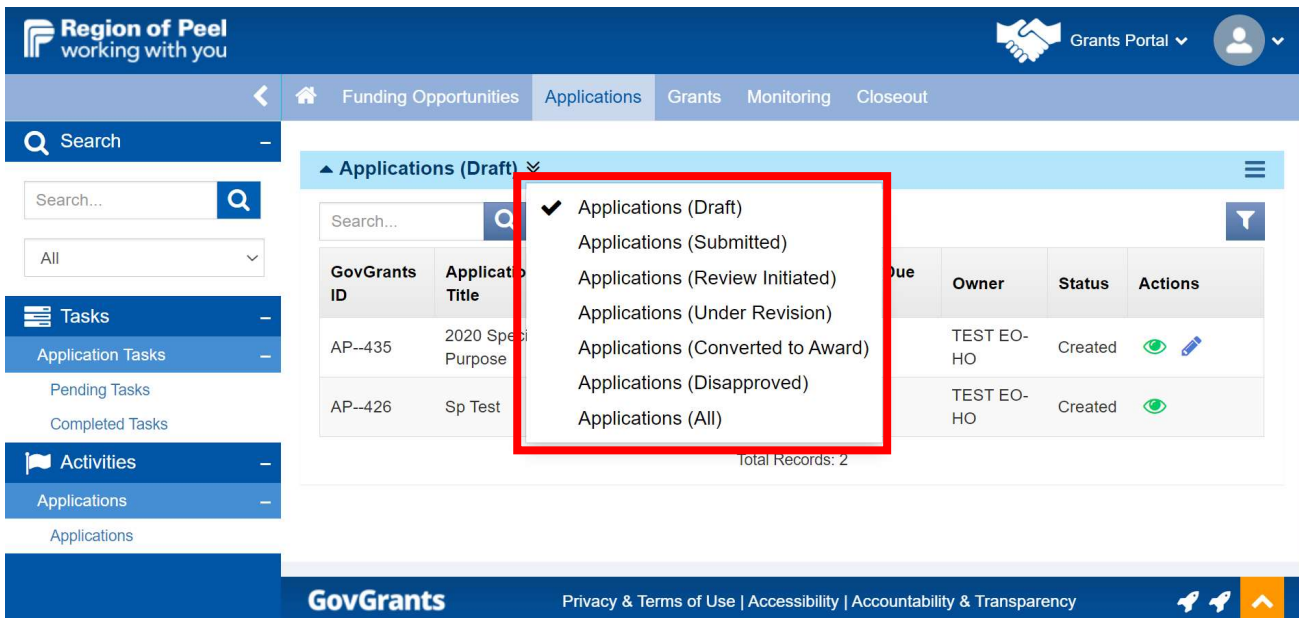
Project Role	Name	Email	Is Key Contact	Is User	Actions
* Records are sorted by Name ascending order					

Finding the Created or Submitted Application

Once you have created the application here's how to navigate back to it should you leave the system and return at another time. From the Home tab, click on the Applications tab at the top of the page.



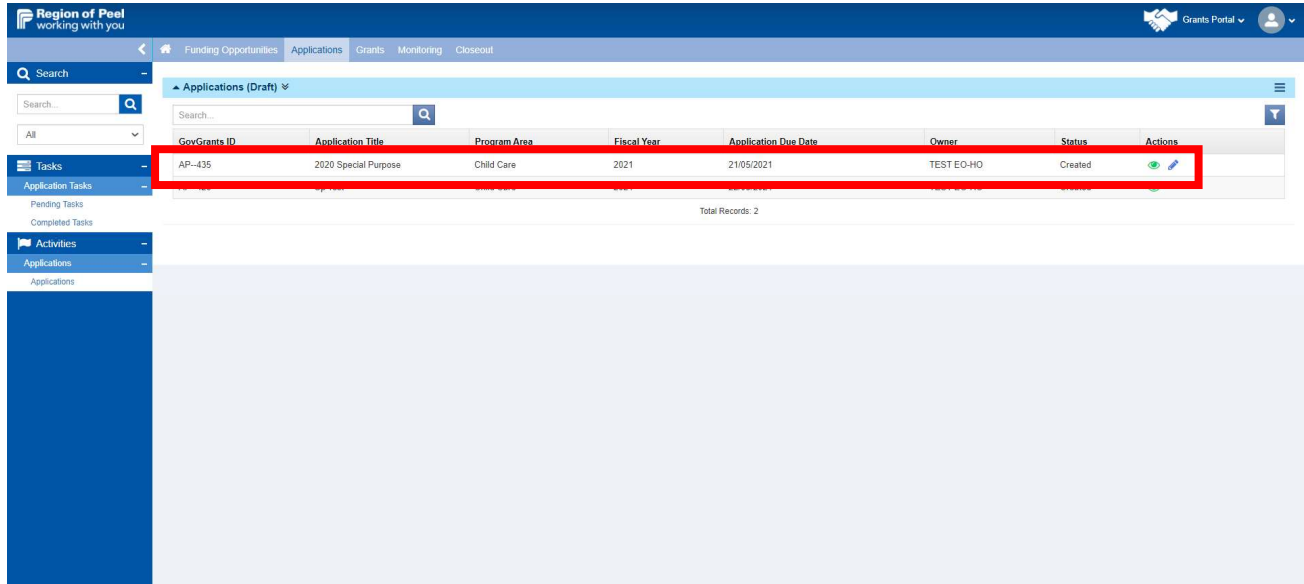
The default view is Applications (Draft). You may use the drop down to change the view to see Applications (Submitted) or Applications (All) for example. If you are looking for an application that you have begun, but not submitted, choose Applications (Draft).



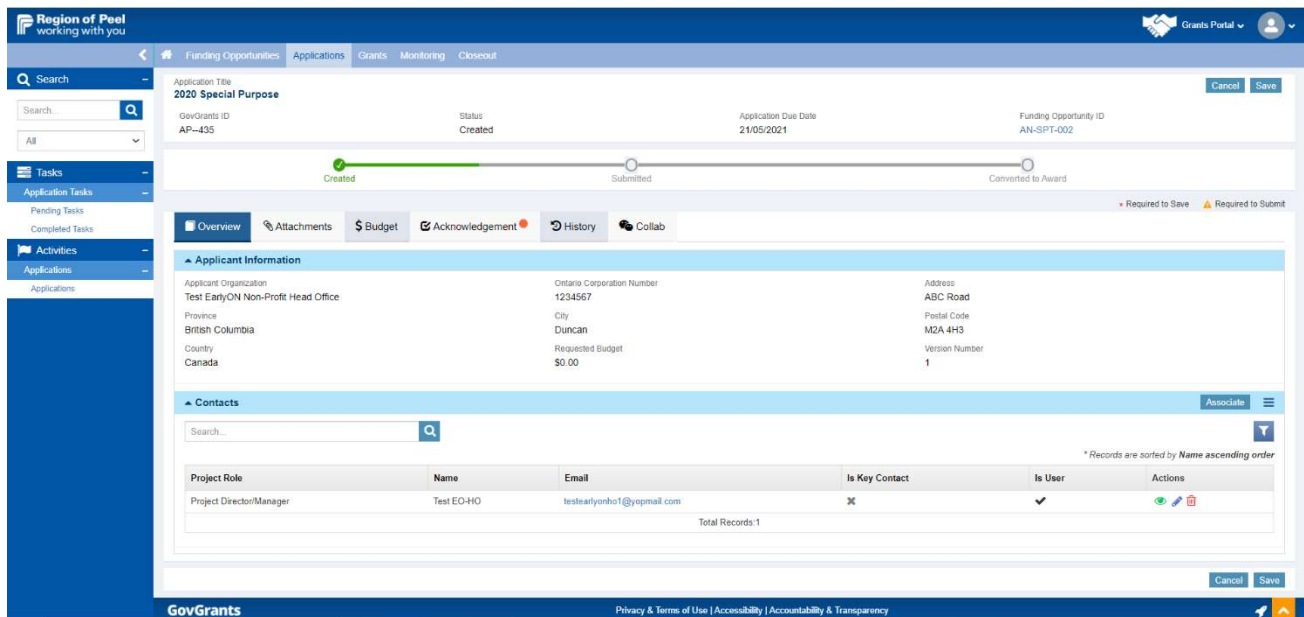
Special Purpose Funding

In this case you are looking for the draft application that you have just begun. Find the name of the draft application and follow the steps below to edit your application:

1. Click the **pencil icon**.

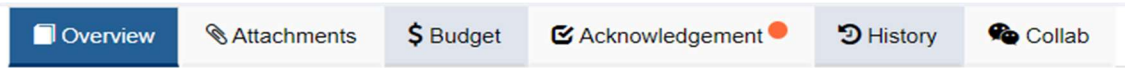


2. This will take you into the application page where you may continue to work on your application. There is also a hyperlink here to the original interested funding opportunity page.



Completing the Application

The application page has 6 tabs. We will navigate through each of the tabs required for submission of your application.



Overview Tab

Review all the information provided in this tab, then scroll to the bottom of the page and click **Save**.

The screenshot displays the 'Overview' tab of a GovGrants application. The page header includes the 'Region of Peel working with you' logo and navigation links for Funding Opportunities, Applications, Grants, Monitoring, and Closeout. The application details are as follows:




- Application Title: 2020 Special Purpose
- GovGrants ID: AP-435
- Status: Created
- Application Due Date: 21/05/2021
- Funding Opportunity ID: AN-SPT-002

A progress bar shows the application is currently in the 'Created' stage, with 'Submitted' and 'Converted to Award' stages remaining. A 'Save' button is highlighted in red at the bottom right of the page.

Applicant Information

Applicant Organization	Ontario Corporation Number	Address
Test EarlyON Non-Profit Head Office	1234567	ABC Road
Province	City	Postal Code
British Columbia	Duncan	M2A 4H3
Country	Requested Budget	Version Number
Canada	\$0.00	1

Contacts

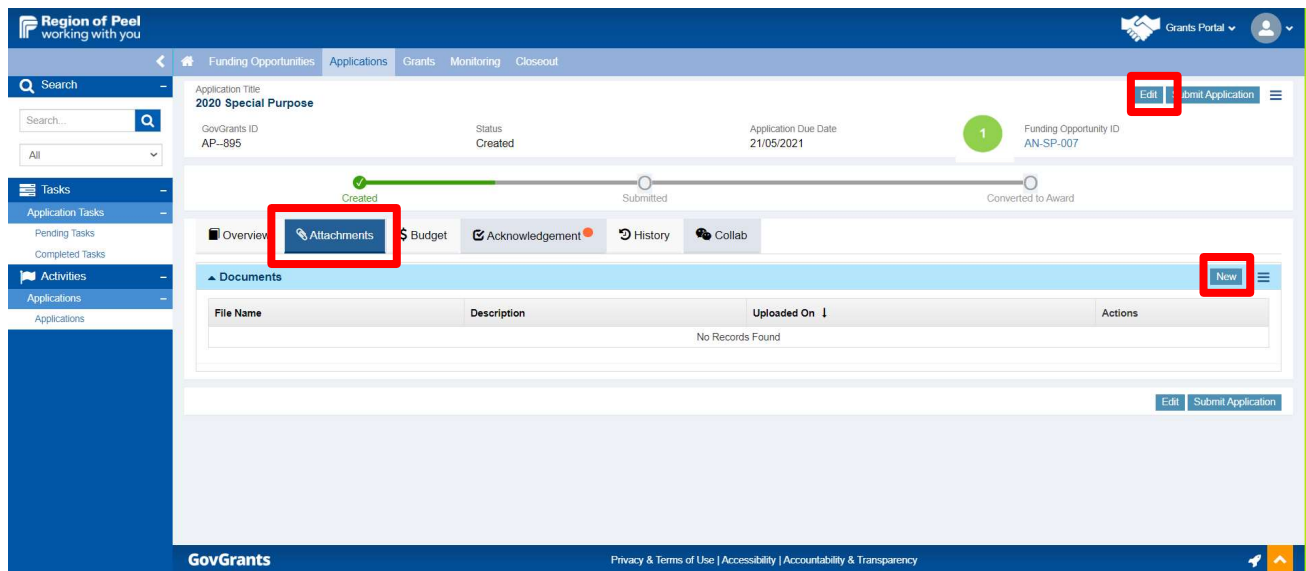
Project Role	Name	Email	Is Key Contact	Is User	Actions
Project Director/Manager	Test EO-HO	testearlyonho1@yopmail.com	✖	✓	  

Total Records: 1

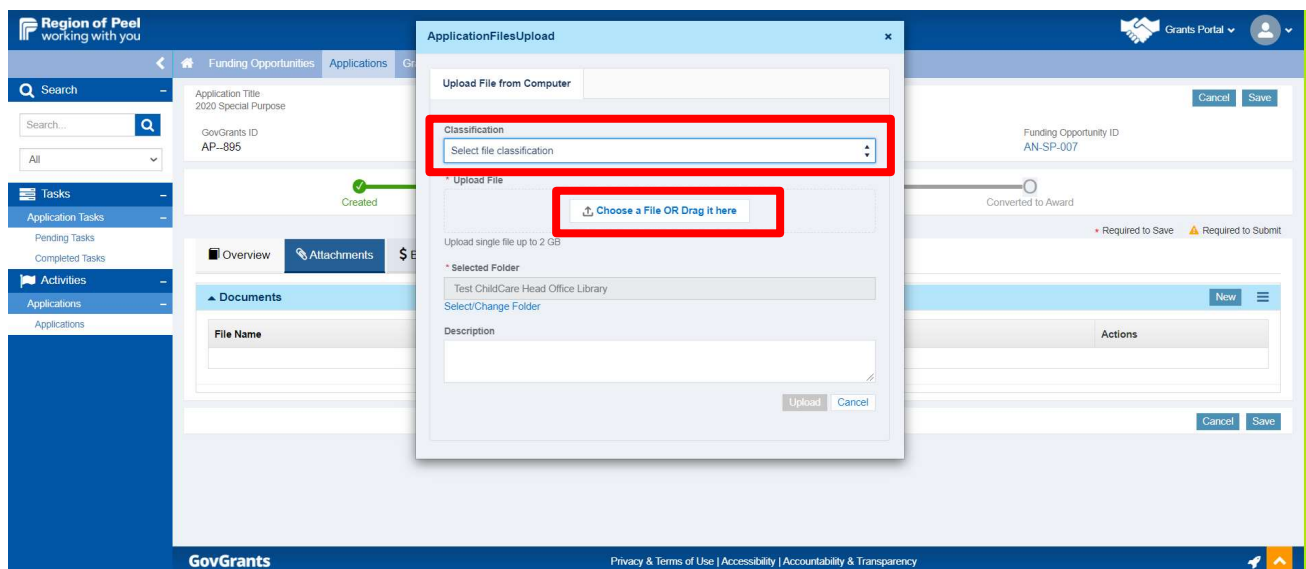
Attachments Tab

To submit the Special Purpose Funding (SPF) attestation, complete the following steps:

1. Complete the SPF attestation template (Note: If you need a copy of the SPF attestation template, click on the hyperlink under the Funding Opportunity ID **1** to take you to the original interested funding opportunity page).
2. Save your SPF attestation using the naming convention of your head office name + attestation. Example: If your head office is ABCDChildCare, you would name your SPF attestation file **ABCDChildCareAttestation**.
3. Click the **Edit** button and then click the **New** button.

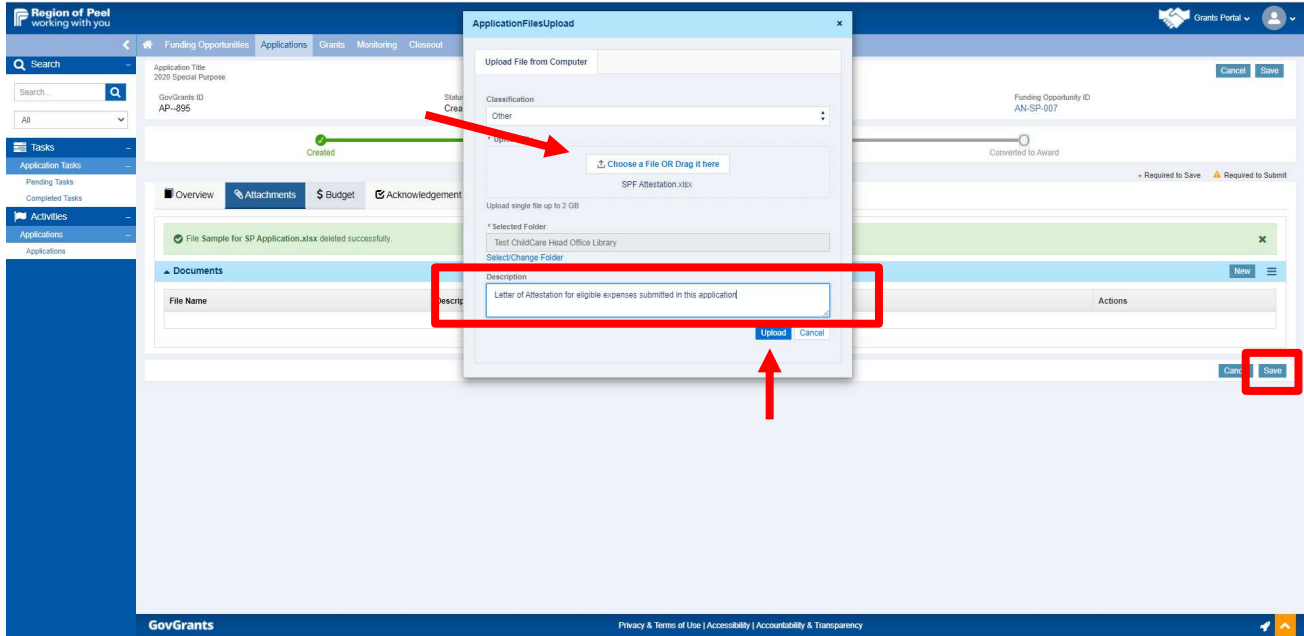


4. Click the drop-down arrow under Classification and select the **Other** category.



Special Purpose Funding

5. Click **Choose a File or Drag it here.**
6. Choose your attestation file from your computer
7. Click in the description box and enter a description of the document.
8. Click the **Upload** button.



9. After uploading your attestation, click the page **Save**. Ensure you click the page **Save** button located at the top or bottom right of the page to save the information on the Attachments Tab.

Budget Tab

Complete the following on the budget tab for the claims you are applying for.

1. Review your allocated amount and the budget period dates.

Region of Peel working with you

Grants Portal

Application Title: 2020 Special Purpose

GovGrants ID: AP-895

Status: Created

Application Due Date: 21/05/2021

Funding Opportunity ID: AN-SP-007

Progress: Created → Submitted → Converted to Award

Overview | Attachments | **Budget** | Acknowledgement | History | Collab

Allocated Amount: \$50,000.00

Budget Period #	Start Date ↑	End Date
BP01	01/06/2021	31/12/2021

Budget Narrative: Justification for Project Cost
• Provide justification for project budget cost.

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2. Click on the **plus icon** under the Budget Periods section to open the budget categories.

Budget Period #	Start Date ↑	End Date
+ BP01	01/01/2021	30/09/2021

3. Click the **Edit** button to be able to enter your claims for reimbursement.

Region of Peel working with you

Grants Portal

Application Title: 2020 Special Purpose

GovGrants ID: AP-895

Status: Created

Application Due Date: 21/05/2021

Funding Opportunity ID: AN-SP-007

Progress: Created → Submitted → Converted to Award

Overview | Attachments | **Budget** | Acknowledgement | History | Collab

Allocated Amount: \$50,000.00

Budget Period #	Start Date ↑	End Date
BP01	01/06/2021	31/12/2021

Budget Categories

Search...

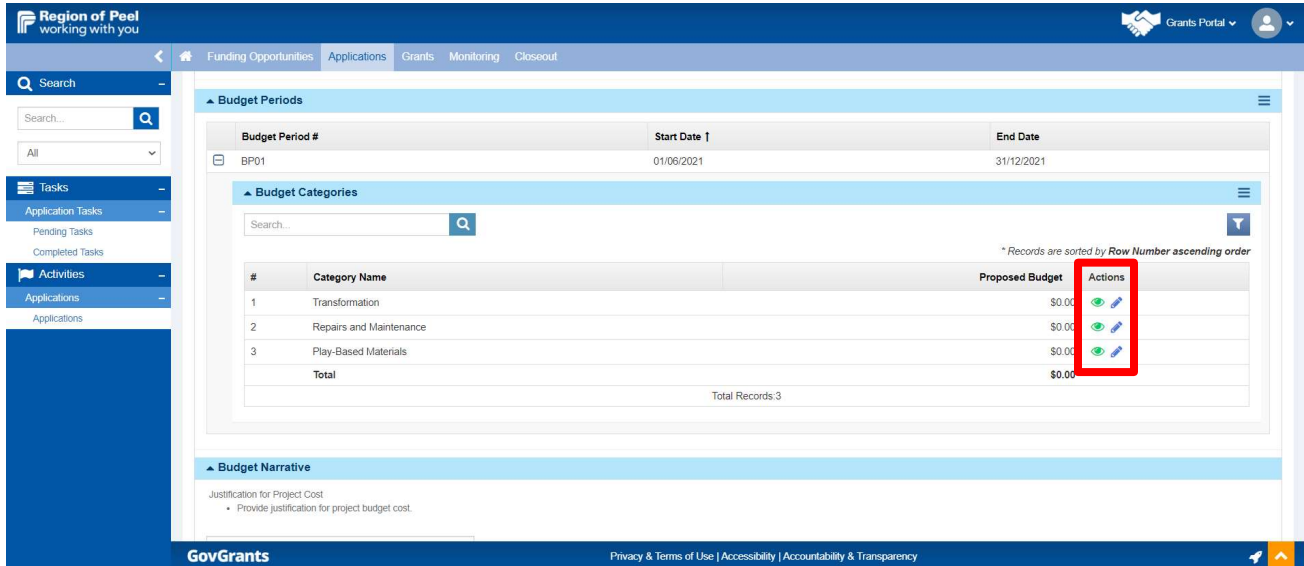
* Records are sorted by Row Number ascending order

#	Category Name	Proposed Budget	Actions
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Special Purpose Funding

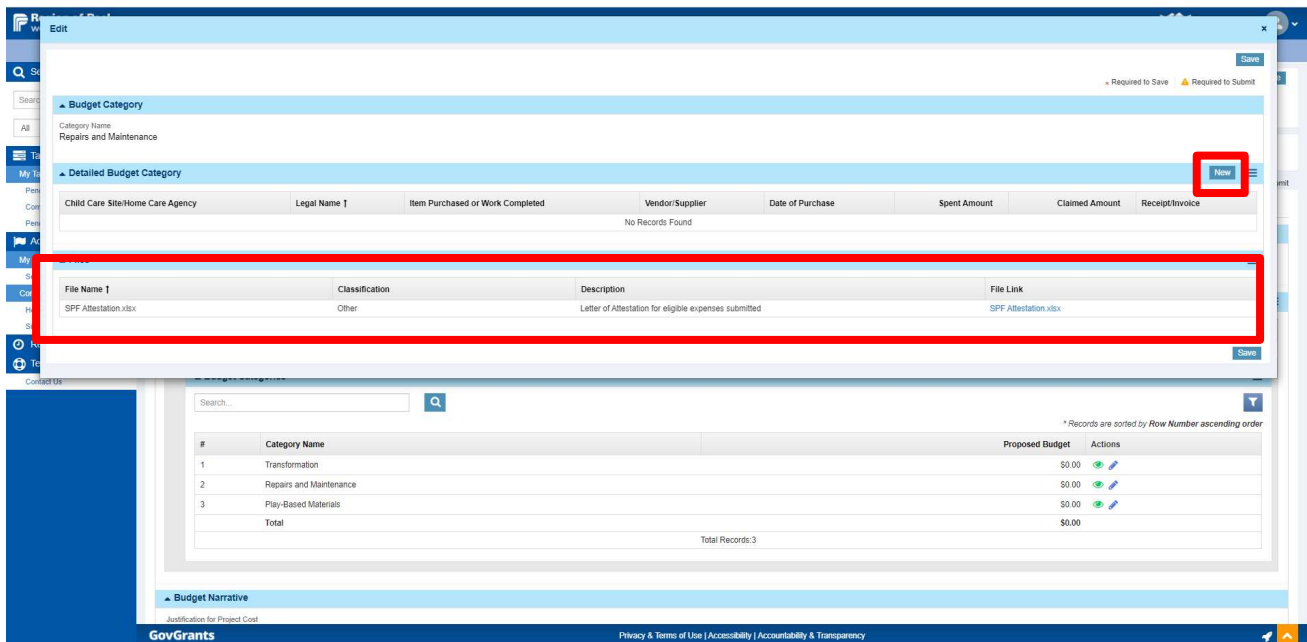
You will complete the following steps for each of the budget categories that you have claims to enter for reimbursement.

A. Click the **pencil icon** for the selected budget category.



B. Complete the Detailed Budget Category by entering each claim for reimbursement and provide an attestation as follows:

- i. Click the **New** button to begin. Notice the attestation you uploaded under the Attachments tab is listed at the bottom of the page. This attestation is applicable to each claim.



Special Purpose Funding

- ii. Complete the required fields for each claim:
 - Select the Site from the drop-down box.
 - Enter details of the item purchased or work completed.
 - Enter Vendor/Supplier name.
 - Select Date of Purchase. A calendar will pop up, click the applicable day and year.
 - Enter Spent Amount.
 - Enter Claimed Amount.
 - Click the drop-down arrow under Receipt/Invoice and search for the attestation file
 - Click on the attestation file.
- iii. To add more claims for reimbursement, click the **New** button and complete step ii.

C. You can click the **Section Save** after each claim entry or after a few claim entries. Be sure to click on the **Section Save** and not the **Page Save**. You will lose your work if you click on the Page Save prior to clicking on the Section Save.

The screenshot displays the 'Edit' page for a claim entry in the GovGrants system. The 'Detailed Budget Category' section is highlighted with a red box and contains the following data:

Child Care Site/Home Care Agency	Legal Name	Item Purchased or Work Completed	Vendor/Supplier	Date of Purchase	Spent Amount	Claimed Amount	Receipt/Invoice	Actions
Test EarlyON Non-Profit Head Office		Painting of Toddler Room	ABC Painters	13/05/2021	1,000	1,000	SPF Attestation.xlsx	

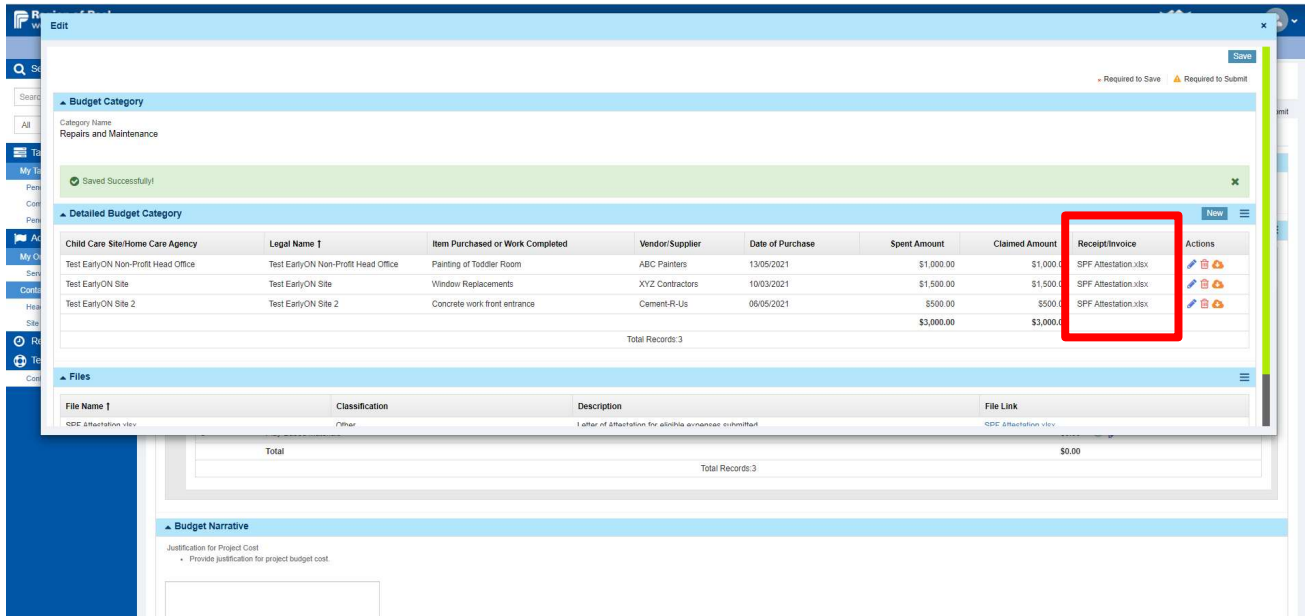
Below the 'Detailed Budget Category' section is the 'Files' section, which contains a table with the following data:

File Name	Classification	Description	File Link
SPF Attestation.xlsx	Other	Letter of Attestation for eligible expenses submitted	SPF Attestation.xlsx

At the bottom of the page, the 'Budget Narrative' section is visible, with a text area for justification. The GovGrants logo and footer information are also present.

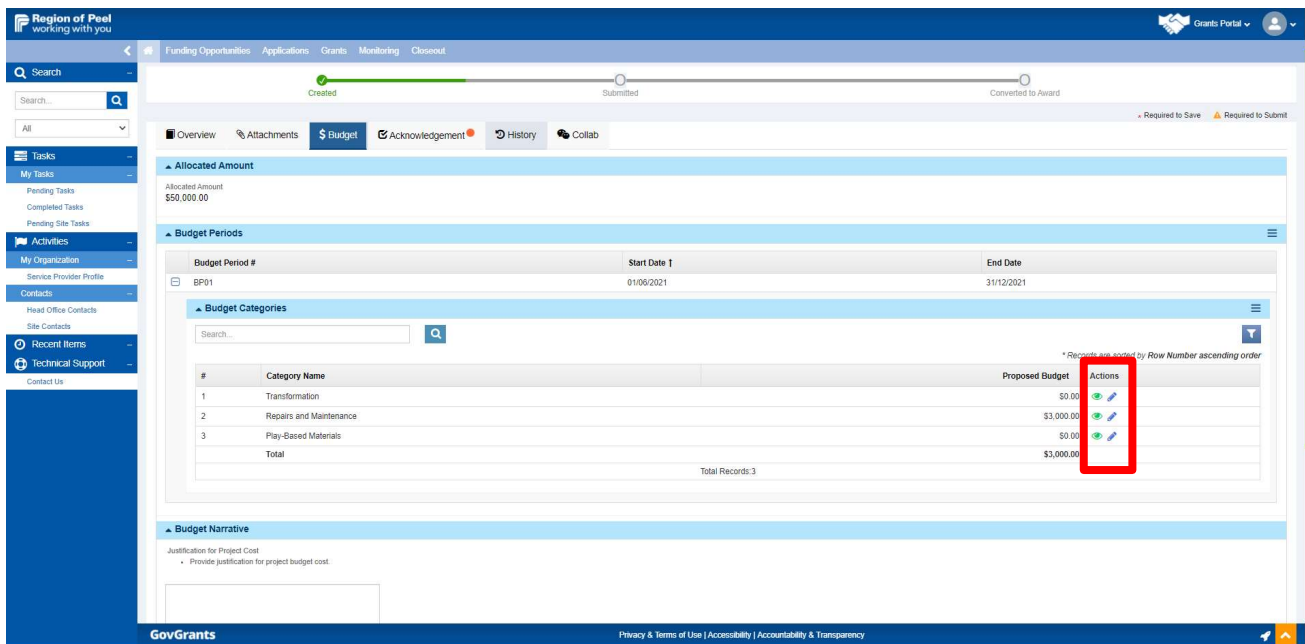
Special Purpose Funding

D. When you have entered all of your claims for reimbursement, you will notice that only your attestation file will appear under the Receipt/Invoice column.



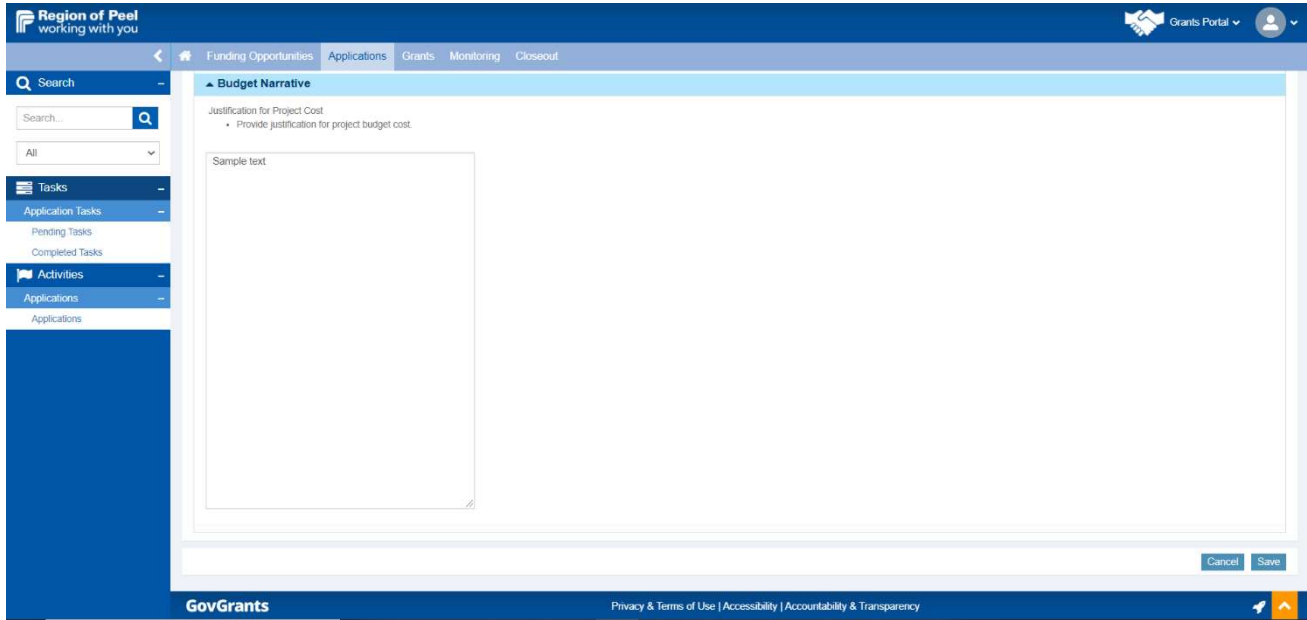
E. Finally, click the **Page Save** button. Click the **x** in the top right-hand corner to close the Modal window.

F. You will return to the Budget tab. Complete steps A to E to enter the claims for reimbursement in the applicable budget categories.

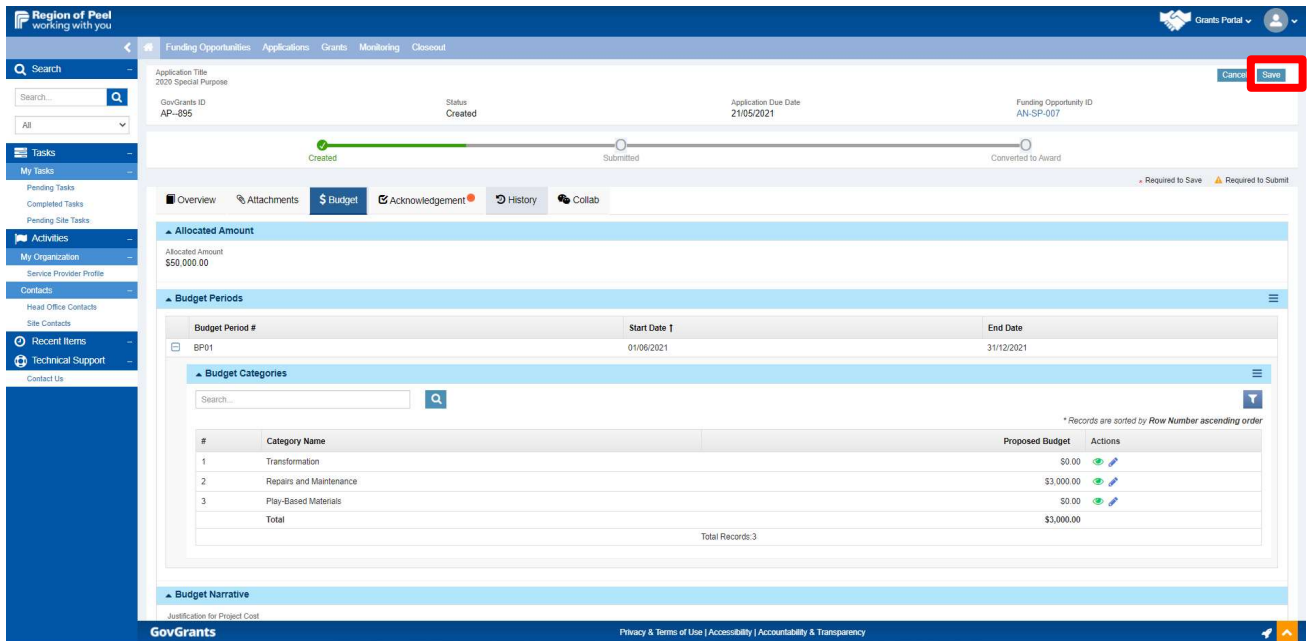


Special Purpose Funding

The Budget Narrative section is where you can enter additional details about what you have entered in your Budget Categories that you want us to be informed about.



To save all data entered under the Budget Tab, please ensure that you click on the **Page Save** located on the top of the page.

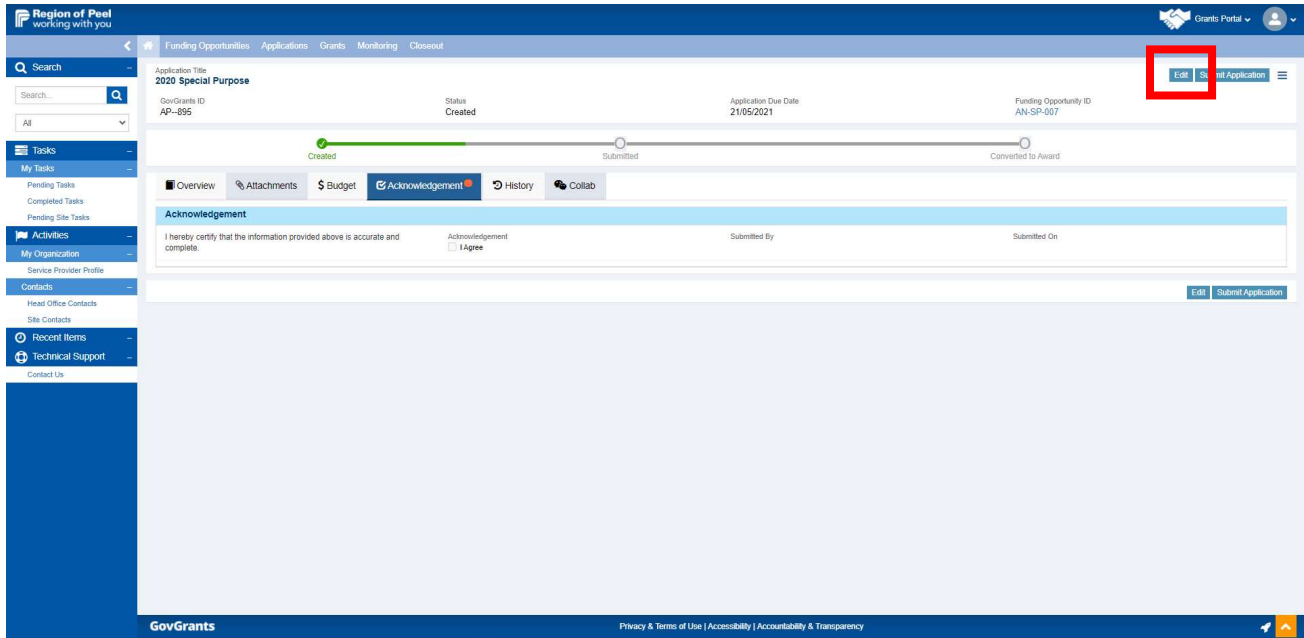


Special Purpose Funding

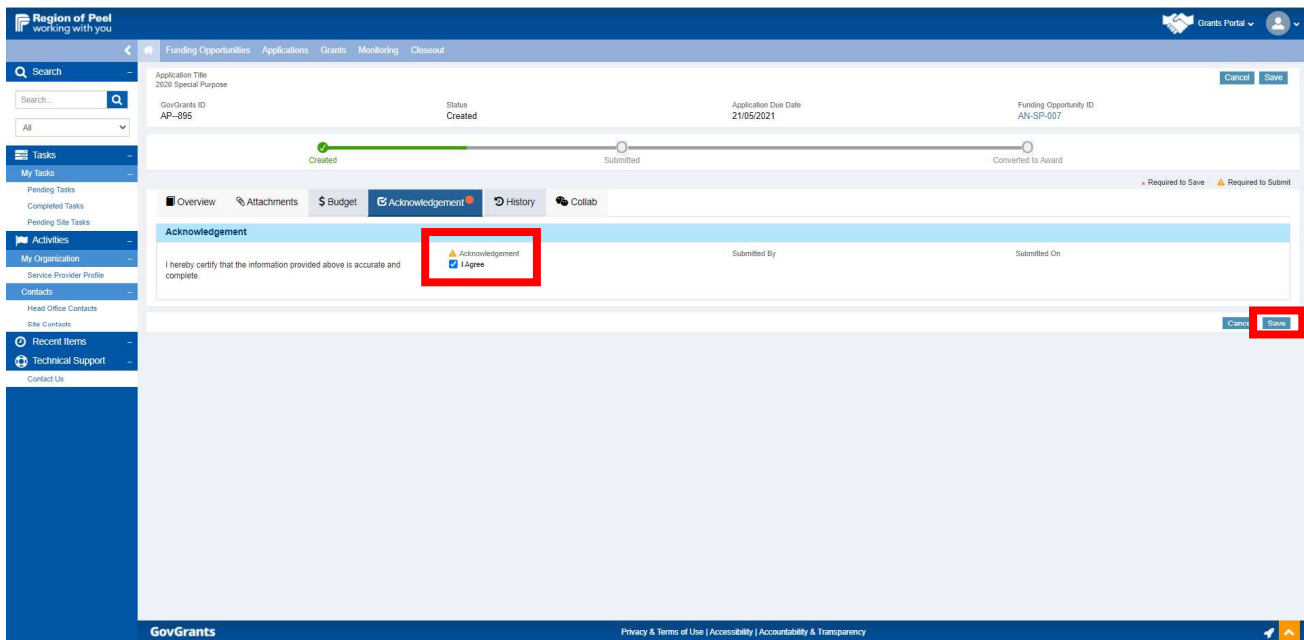
Acknowledgement Tab

Complete the following to provide acknowledgement of your application:

1. Click the **Edit** button to access the I Agree radio button



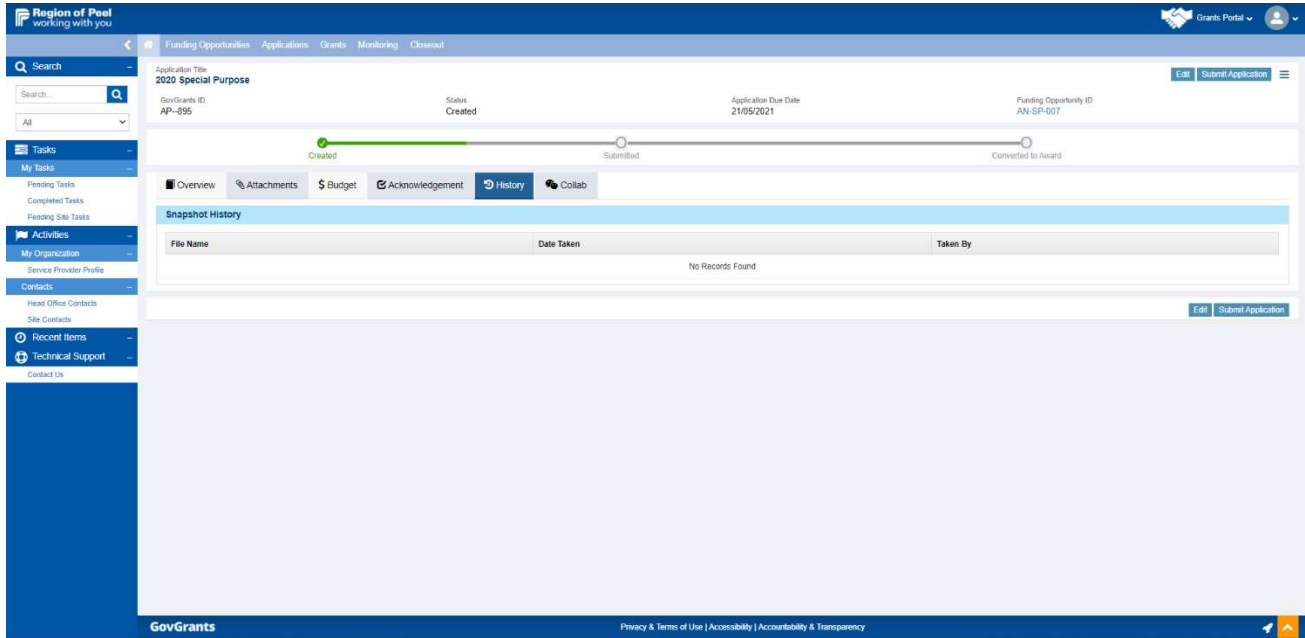
2. Click the **I Agree** radio button and then click the Page **Save**.



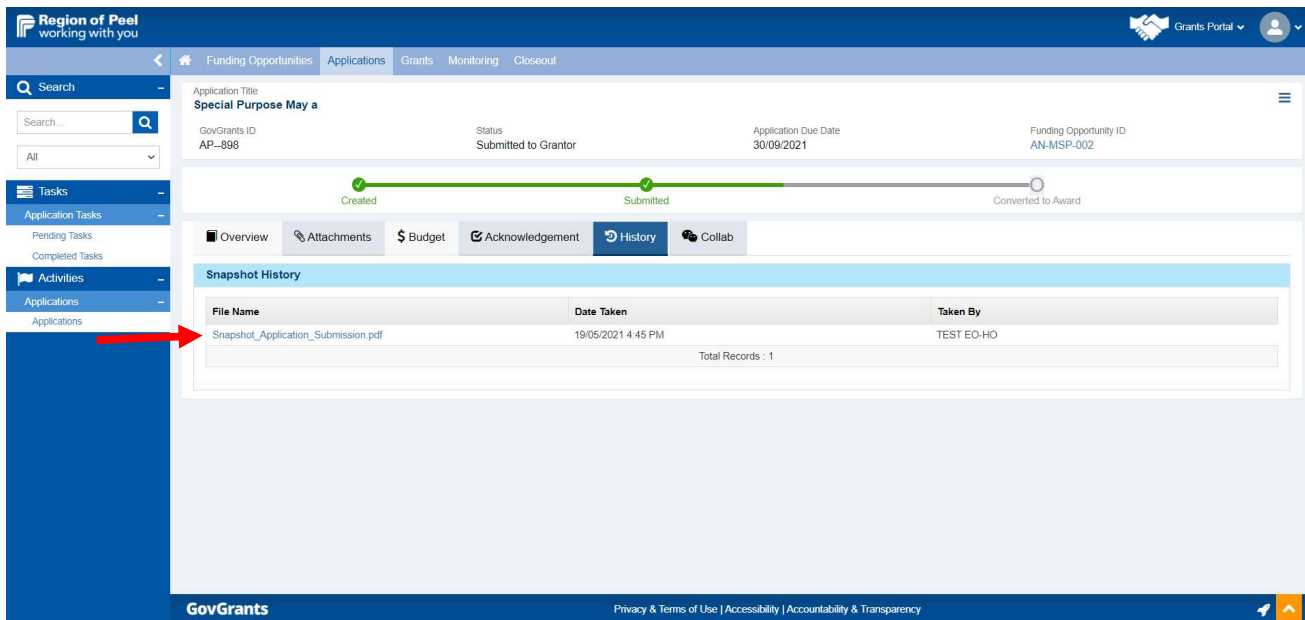
Special Purpose Funding

History Tab

The history tab keeps a record of the application. It will remain blank until the application is submitted.



Once your application is submitted, click on the History tab. Under the Snapshot History section, click on your application.



Special Purpose Funding

The following summary will open with an outline of your application details.

Application Title - Special Purpose May a

GovGrants ID AP-898	Status Submitted to Grantor	Application Due Date 30/09/2021
Funding Opportunity ID AN-MSP-002		

Applicant Information

Applicant Organization Test EarlyON Non-Profit Head Office	Ontario Corporation Number 1234567	Address ABC Road
Province British Columbia	City Duncan	
Postal Code M2A 4H3	Country Canada	Requested Budget \$1,000.00

Contacts

Project Role	Name	Email	Is Key Contact	Is User
Project Director/Manager	Test EO-HO	testearlyonho1@yopmail.com	false	true

Budget Periods

Budget Period #	Start Date	End Date
BP01	01/01/2021	30/09/2021

Budget Categories

Category Name																							
Transformation																							
Repairs and Maintenance																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Staff Title</th> <th>Standard Hours Per Year Per FTE</th> <th>Previous Total FTE Per Year</th> <th>Previous Staff</th> <th>Previous Salary</th> <th>Previous Benefits</th> <th>Previous Total</th> <th>Proposed Total FTE Per Year</th> <th>Proposed Staff</th> <th>Proposed Salary</th> <th>Pr</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">\$0.00</td> <td style="text-align: center;">\$0.00</td> <td style="text-align: center;">\$0.00</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">\$0.00</td> <td></td> </tr> </tbody> </table>		Staff Title	Standard Hours Per Year Per FTE	Previous Total FTE Per Year	Previous Staff	Previous Salary	Previous Benefits	Previous Total	Proposed Total FTE Per Year	Proposed Staff	Proposed Salary	Pr		0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	\$0.00	
Staff Title	Standard Hours Per Year Per FTE	Previous Total FTE Per Year	Previous Staff	Previous Salary	Previous Benefits	Previous Total	Proposed Total FTE Per Year	Proposed Staff	Proposed Salary	Pr													
	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	\$0.00														
Play-Based Materials																							
Total																							

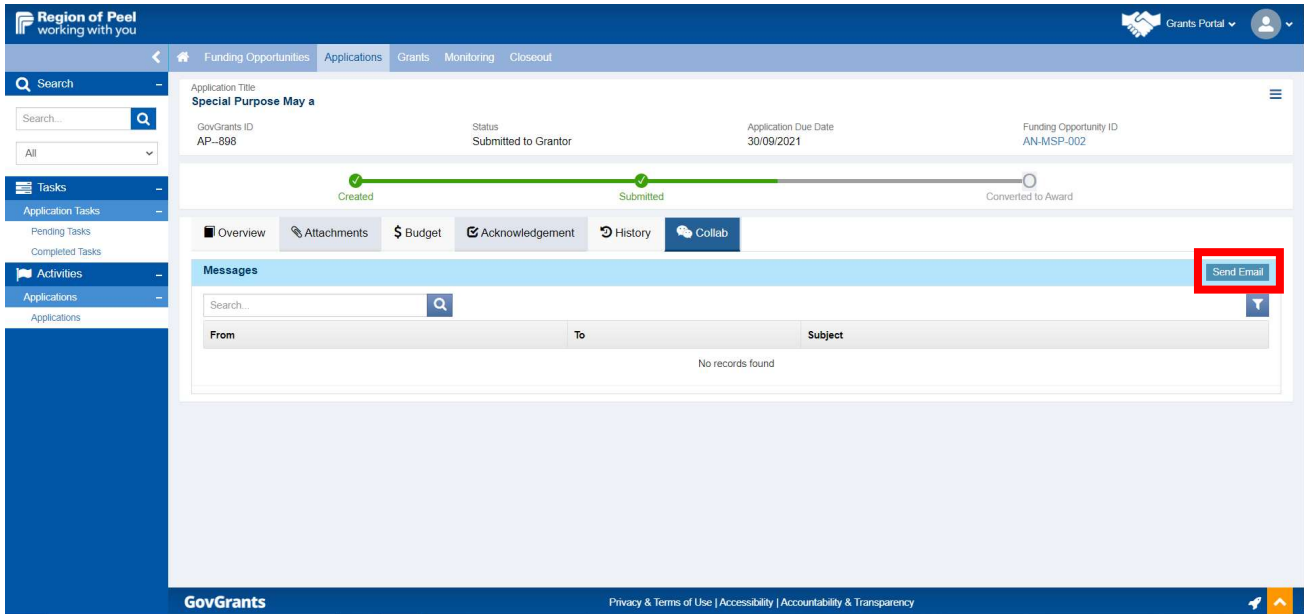
Page 1 of 2

Special Purpose Funding

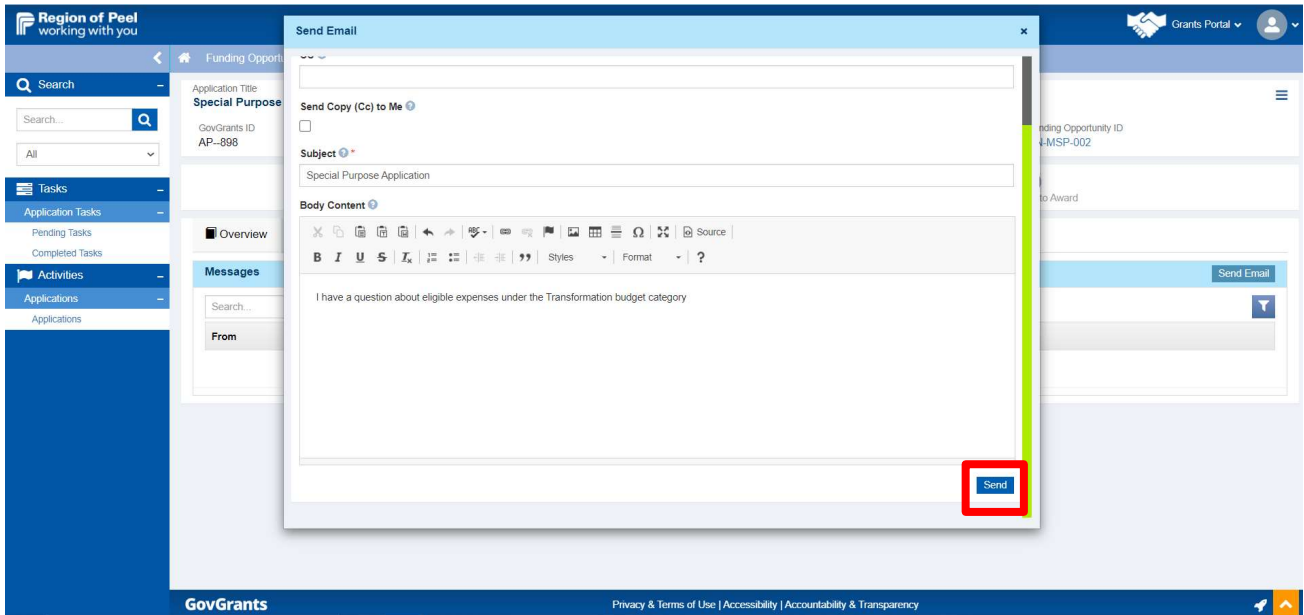
Collab Tab

Should you wish to send an email to the Region of Peel related to your application, you may do so through the Collab Tab.

1. Click on the **Send Email button** for a Modal window to appear.

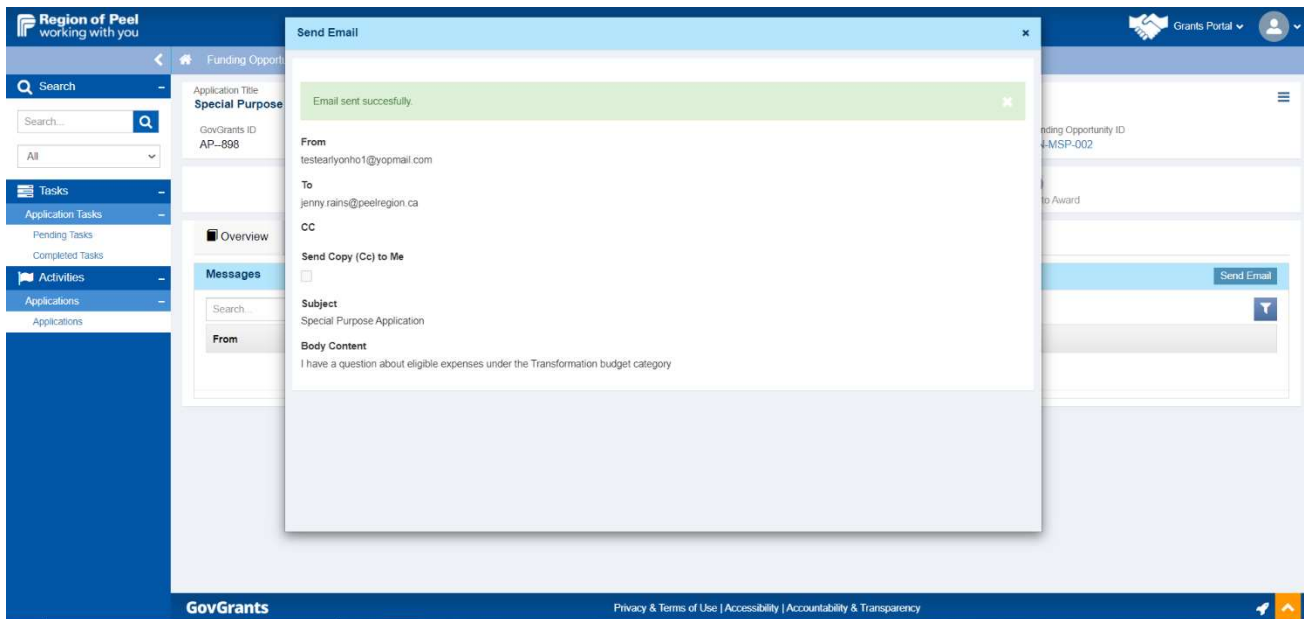


2. Enter the email address in the **To:** field and enter a **CC:** if desired. Click the **Send a Copy to Me** check box and then enter the **Subject** of the email as well as the body content. Click the **Send button**.

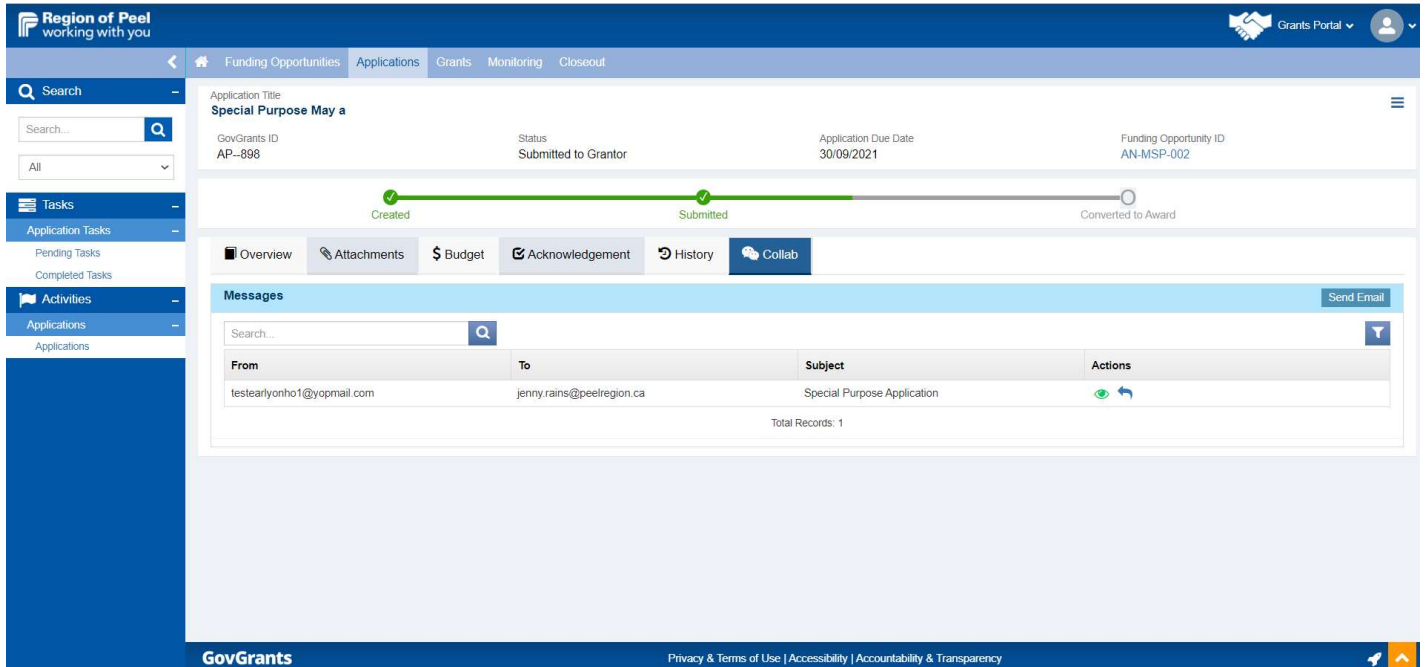


Special Purpose Funding

3. You will get the green Email Sent Successfully message.



4. A copy of the email is kept on the application file in GovGrants. The reply will also be sent both to you and a copy to GovGrants.

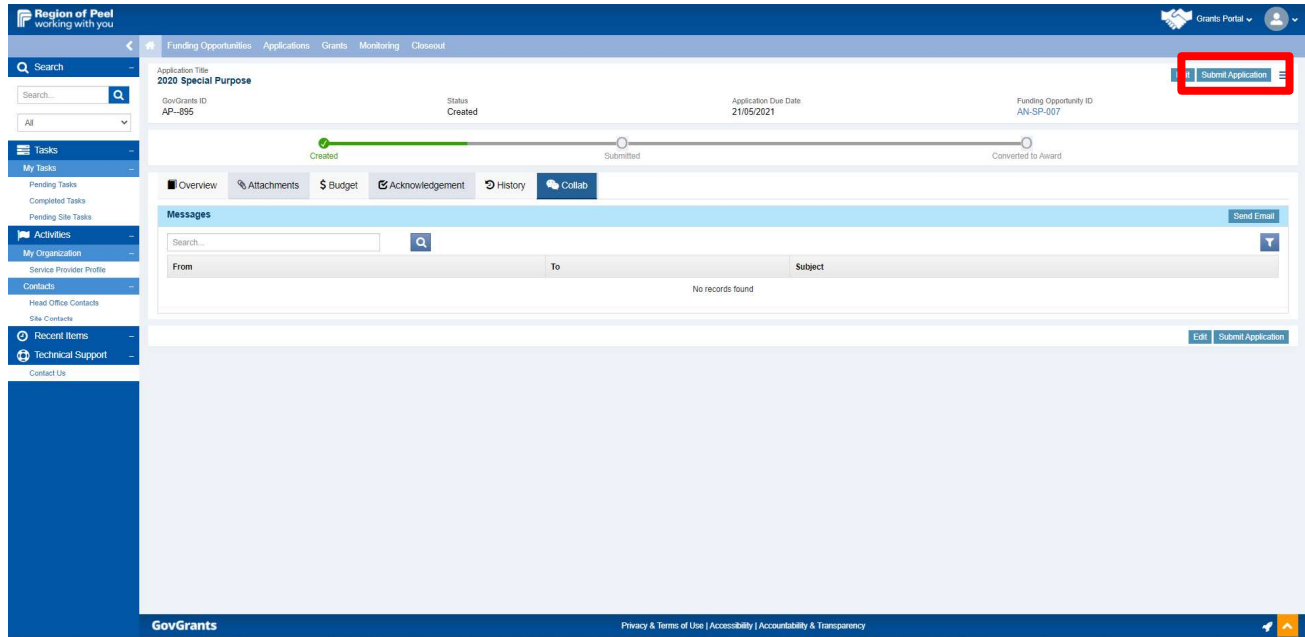


Note: E-mails sent via GovGrants are best read in the system. You can find all e-mails sent to/from you in the sections where they were sent or in the centralized Message section of the Home tab.

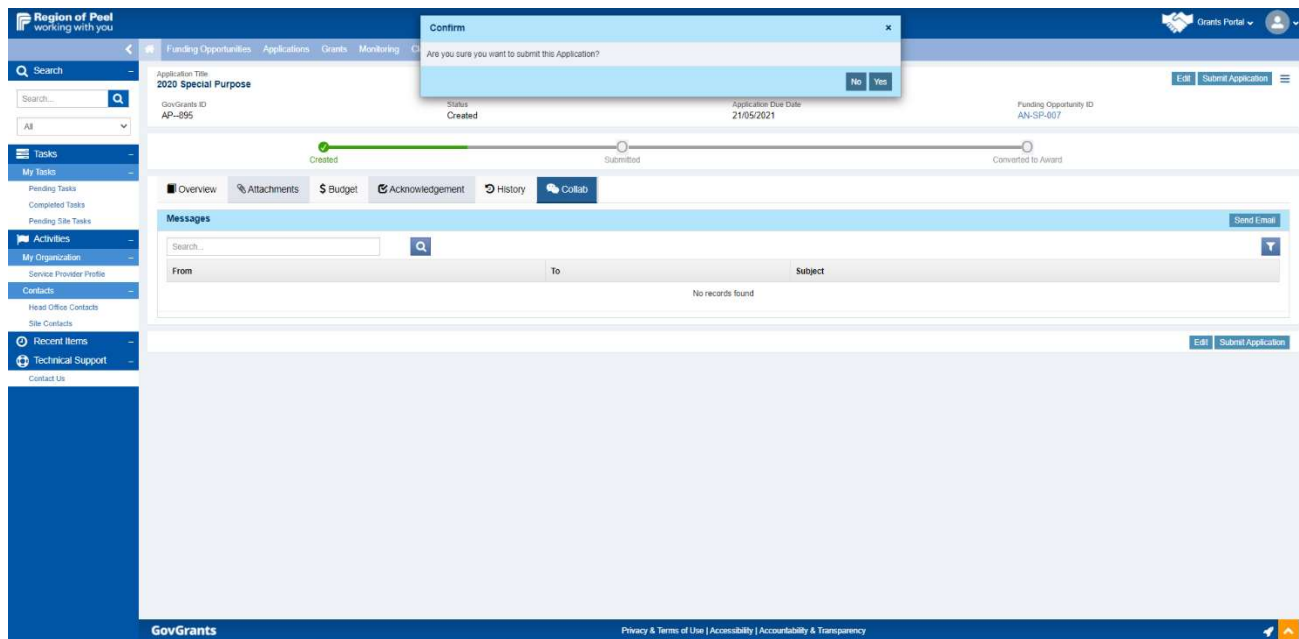
Submit the Application

Once you have reviewed the entire application for correctness and accuracy, the you can submit your application to the Region of Peel by following the steps outlined below.

1. Click the **Submit Application** button. Notice the status is currently in “Created”.



2. A confirmation message will appear. Click **Yes** if you are ready to submit your application. Important: Once you have sent your application, the status changes to “Submitted” and the application is no longer editable.



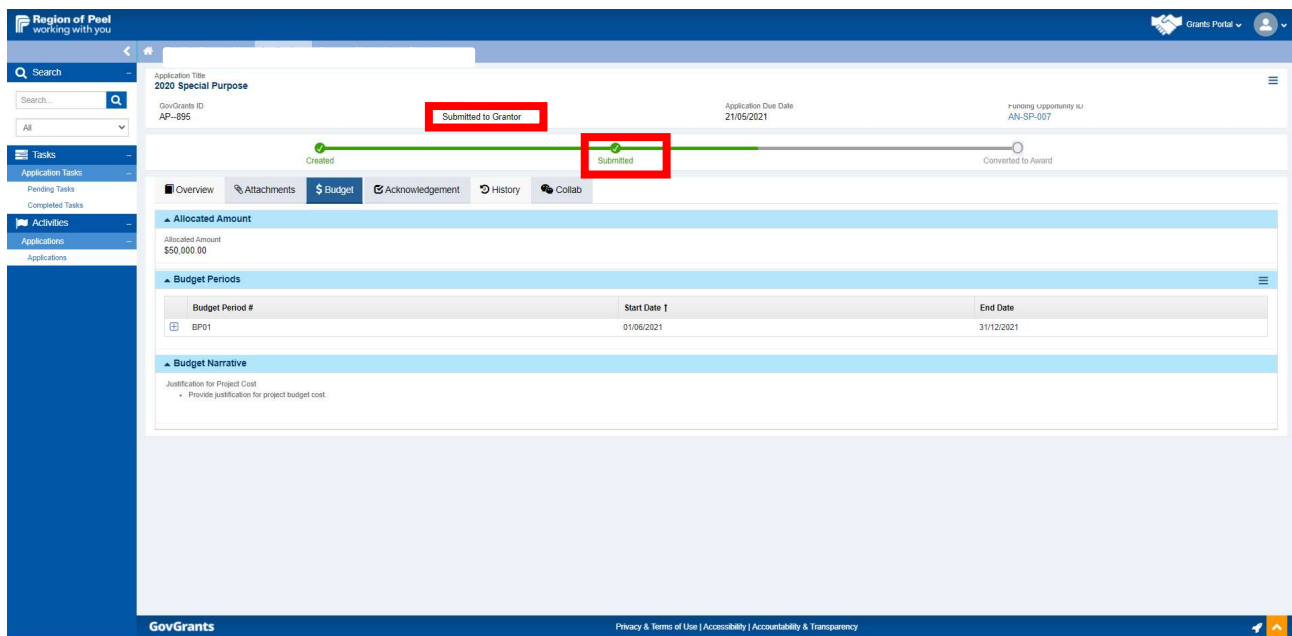
Special Purpose Funding

3. If you did not complete sections under the Budget and Attachments tabs, you will receive a message in red specifying the area(s) that require your attention as shown in the sample below.



Click the **Edit** button. Click the tabs listed in red, edit and save where necessary. Return to the Acknowledgement Tab, click **Save**, then click the **Submit Application** button

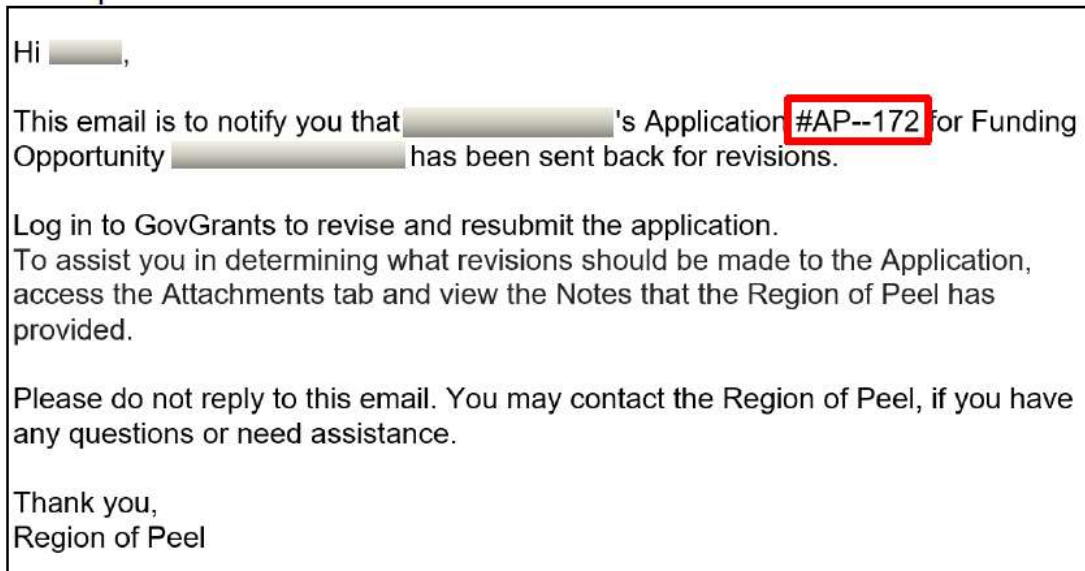
The application has now been submitted to The Region of Peel. The status has now changed to "Submitted".

A screenshot of the Region of Peel GovGrants application page. The page shows the application details for "2020 Special Purpose" with GovGrants ID AP-895. The application date is 21/05/2021. The status is "Submitted to Grantor", which is highlighted with a red box. The application is currently in the "Submitted" stage, also highlighted with a red box. The page includes a navigation menu on the left with options like Search, Tasks, and Applications. The main content area shows the "Budget" tab selected, with sections for "Allocated Amount" (\$50,000.00), "Budget Periods" (one period from 01/06/2021 to 31/12/2021), and "Budget Narrative". The footer contains "GovGrants" and "Privacy & Terms of Use | Accessibility | Accountability & Transparency".

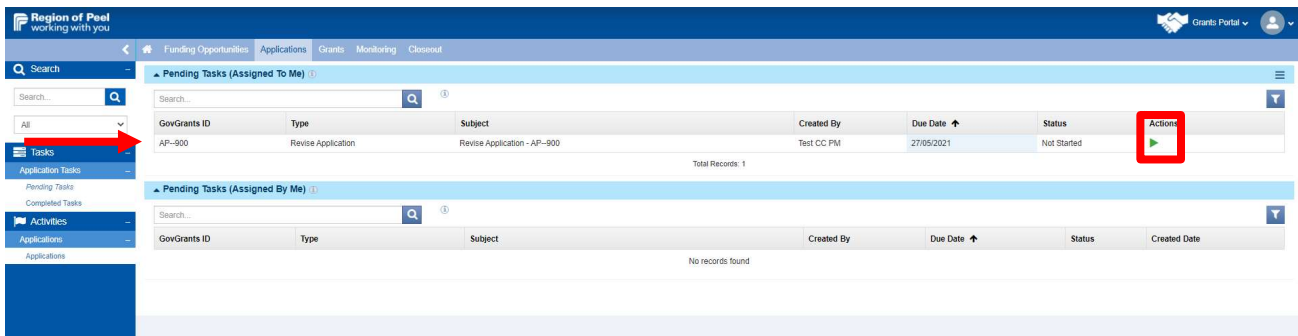
Request for Receipt/Invoice

In reviewing the claims in your application, we may need receipts/invoices. If receipts/invoices are needed, your application will be sent back to you to attach the requested information prior to final approval of your application. Complete the following when a request is received:

1. Review the email received from the Region of Peel. It notifies you of the application that has been sent back and what to do. As outlined in the guidelines, you will have three business days to provide the receipts/invoices.

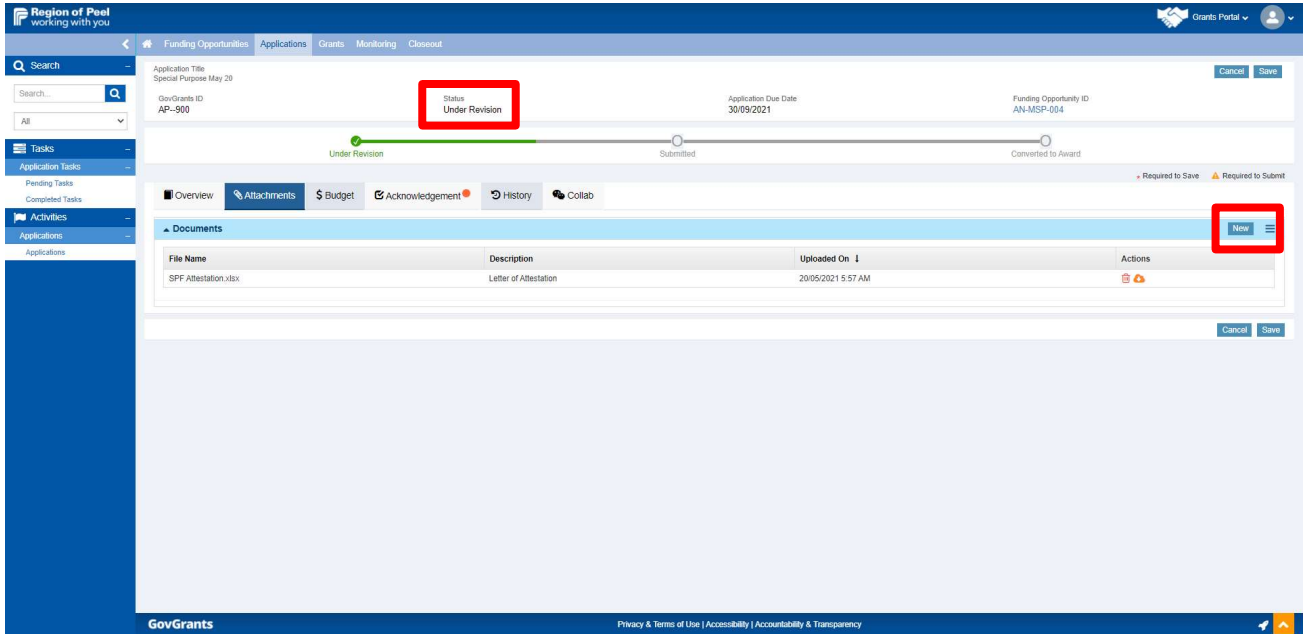


2. Scan receipts/invoices and save with an identifiable naming convention to your computer as this will help you when uploading the file on the Attachment tab and updating the Budget tab.
3. Log in to GovGrants.
4. Click on the **Applications tab** and **Pending Tasks** from the side panel.
5. Locate the application and click the **green arrow** under the Actions column to open and revise your application.

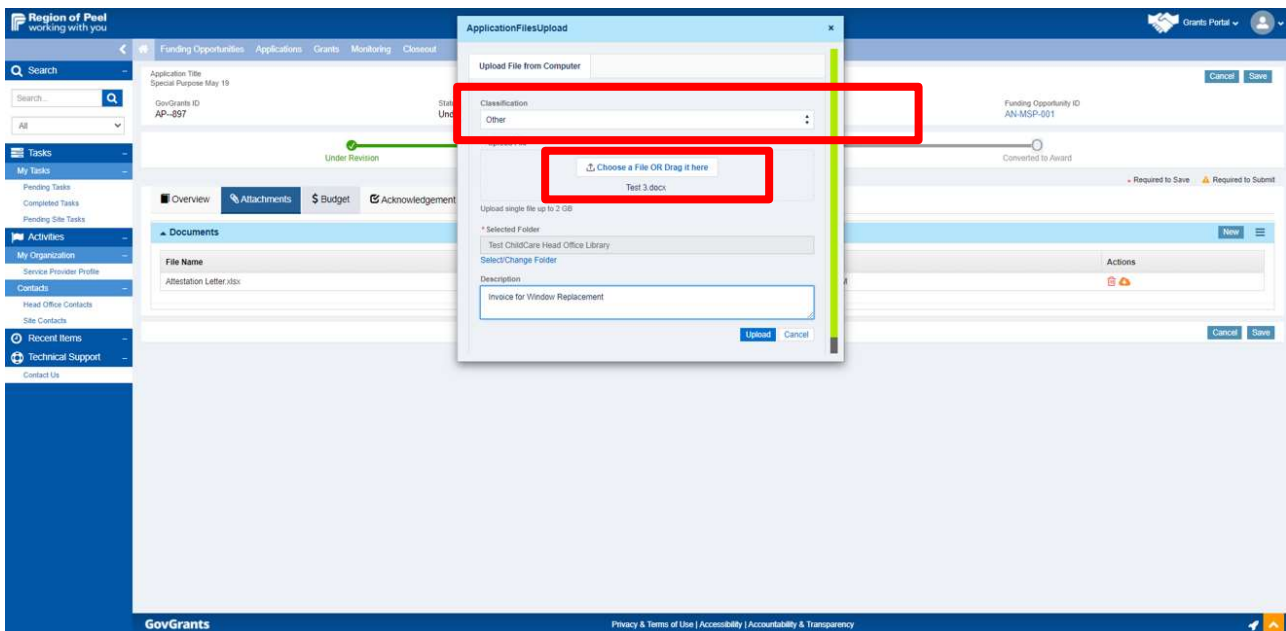


Special Purpose Funding

6. The application will open on the Attachments Tab. You will notice the status will state Under Revision. Click the **New** button.



7. Click the dropdown arrow under Classification and select the **Other** category. Click Choose a File or Drag it here. Choose the applicable file from your computer.



Special Purpose Funding

- Enter a description of the document in the **Description box**. It is important that the description accurately describes the exact items on the receipt/invoice so you are able to pair the correct receipt/invoice to the claim on the Budget tab.
- Click the **Upload** button.
- Complete steps 7 to 9 until all requested receipts/invoices are uploaded.
- Click the **Budget Tab** and the **Edit** button.

The screenshot shows the GovGrants application interface for a Special Purpose May 20 application. The application is currently in the 'Under Revision' status. The 'Budget' tab is selected, and the 'Edit' button is highlighted with a red box. The budget details are as follows:

Budget Period #	Start Date 1	End Date
BP01	01/01/2021	30/09/2021

#	Category Name	Proposed Budget	Original Proposed Budget	Actions
1	Transformation	\$0.00	\$0.00	
2	Repairs and Maintenance	\$3,500.00	\$3,500.00	
3	Play-Based Materials	\$0.00	\$0.00	
Total		\$3,500.00	\$3,500.00	

- Click the **plus icon** to expand to see the budget categories.
- Click the **pencil icon** for the budget category that contains the claim that you are providing the receipt/invoice for.

The screenshot shows the GovGrants application interface for a Special Purpose May 20 application. The application is currently in the 'Under Revision' status. The 'Budget' tab is selected, and the 'Edit' button is highlighted with a red box. The budget details are as follows:

Budget Period #	Start Date 1	End Date
BP01	01/01/2021	30/09/2021

#	Category Name	Proposed Budget	Original Proposed Budget	Actions
1	Transformation	\$0.00	\$0.00	
2	Repairs and Maintenance	\$3,500.00	\$3,500.00	
3	Play-Based Materials	\$0.00	\$0.00	
Total		\$3,500.00	\$3,500.00	

Special Purpose Funding

- Review the list of claims to find the claim you are providing receipt/invoices for.
- Click the **pencil icon** to allow you to update the **Receipt/Invoice field**.
- Start typing your file name and then select the receipt/invoice to replace the original attestation for the claim.

Budget Category
Category Name: Repairs and Maintenance

Detailed Budget Category

Child Care Site/Home Care Agency	Legal Name 1	Item Purchased or Work Completed	Vendor/Supplier	Date of Purchase	Spent Amount	Claimed Amount	Receipt/Invoice	Actions
Test EarlyON Non-Profit Head Office	Test EarlyON Non-Profit Head Office	Painting of Toddler Room	ABC Painters	13/05/2021	\$1,000.00	\$1,000.00	SPF Attestation.xlsx	[Pencil] [Trash]
Test EarlyON Site	Test EarlyON Site	Window Replacements	XYZ Contractors	10/03/2021	1,500	1,500	SPF Attestation.xlsx test	[Pencil] [Trash]
Test EarlyON Site 2	Test EarlyON Site 2	Concrete work front entrance	Cement-R-Us	06/05/2021	\$1,000.00	\$1,000.00	SPF Attestation.xlsx	[Pencil] [Trash]
					\$3,500.00	\$3,500.00	Test 3.docx	[Pencil] [Trash]

Files

File Name 1	Classification	Description	File Link
SPF Attestation.xlsx	Other	Letter of Attestation	SPF Attestation.xlsx
Test 3.docx	Other		Test 3.docx

Budget Narrative
Justification for Project Cost

- Click the **Section Save** and then the **Page Save**.

Budget Category
Category Name: Repairs and Maintenance

Detailed Budget Category

Child Care Site/Home Care Agency	Legal Name 1	Item Purchased or Work Completed	Vendor/Supplier	Date of Purchase	Spent Amount	Claimed Amount	Receipt/Invoice	Actions
Test EarlyON Non-Profit Head Office	Test EarlyON Non-Profit Head Office	Toddler Room painted	ABC Painters	13/05/2021	\$1,000.00	\$1,000.00	Attestation Letter.xlsx	[Pencil] [Trash]
Test EarlyON Site	Test EarlyON Site	Concrete for front entry way	XYZ Contracting	04/05/2021	\$500	\$500	Attestation Letter.xlsx	[Pencil] [Trash]
Test EarlyON Site 2	Test EarlyON Site 2	Window repairs	ABC Contractors	07/05/2021	500	500	Test 3.docx	[Pencil] [Trash]
					\$2,000.00	\$2,000.00		

Files

File Name 1	Classification	Description	File Link
Attestation Letter.xlsx	Other	Test	Attestation Letter.xlsx
Test 3.docx	Other	Invoice for Window Replacement	Test 3.docx

Budget Narrative
Justification for Project Cost

- Complete steps 11 to 17 until all of your receipts/invoices are paired with the applicable claims.
- Click the Acknowledgement Tab, click **Save**, then click the **Submit Application** button.

Troubleshooting

Guidance is provided below for situations that may occur while your application is under review.

Issue Uploading Receipt/Invoice

The following option is available only when a requested receipt/invoice cannot be uploaded using the steps outlined under Request for Receipt/Invoice.

Each site has a Documents tab that allows you to upload documents specific for the site. To upload a receipt/invoice using this option, complete the following steps:

1. Click on the **Home icon** and the Service Provider Profile on the side panel.

The screenshot displays the GovGrants portal interface. On the left side panel, the 'Home icon' (a house icon) is highlighted with a red box, and the 'Service Provider Profile' option under the 'My Organization' section is also highlighted with a red box. The main content area shows the profile for 'Test ChildCare Head Office'. At the top, there is a progress bar with stages: Created, With Provider, Under Review, Approved, and Activated. Below this, the 'Head Office Information' section contains the following details:

Head Office Name	Test ChildCare Head Office	Auspice	For-Profit	Registered Charity?	No
Legal Name	Test EarlyON Non-Profit Head Office	Head Office ID	SP-04446	HST Registered?	Yes
Registered Charitable Tax Number		Ontario Corporation Number	1234567	Phone Number	(214) 333-9999
Incorporation Date	24/09/2019	Email	testearlyonho1@yopmail.com	Fiscal Year End Month	Dec
Website	https://www.google.com	Insurance Expiry Date	31/12/2019		

Below the information section is the 'Address Information' table:

Address Type	Address	Province	City	Postal Code	Actions
Primary Address	ABC Road	British Columbia	Duncan	M2A 4H3	
Billing	ABC Road	British Columbia	Duncan	M2A 4H3	

At the bottom, the 'Primary Contact' section shows:

Job Title	First Name	Last Name
Phone Number	Test	EO-HO
(214) 333-9999	Phone Extension	Email
		testearlyonho1@yopmail.com

The footer of the page includes the GovGrants logo and the text: Privacy & Terms of Use | Accessibility | Accountability & Transparency.

Special Purpose Funding

2. Click the **Site Information Tab** and then the **eye icon** for the site you are uploading the receipt/invoice for.

The screenshot shows the GovGrants portal interface. The main content area displays the 'Test ChildCare Head Office' profile. A red box highlights the 'Site Information' tab. Below this, a table lists three sites. The 'eye icon' in the 'Actions' column for 'Test EarlyON Site 2' is highlighted with a red box.

Site Name	Address	Program Area	Program Area Status	Status	Actions
Test EarlyON Site	Test 10 Peel Brampton Ontario N5N 4K4 Canada	EarlyON	Approved	Active	
Test EarlyON Site	01 Test Address Toronto Ontario A1A 1A1 Canada	Child Care	Under Review	Active	
Test EarlyON Site 2	02 Address 2 Toronto Ontario A2A 2A2 Canada	Child Care	Under Review	Active	

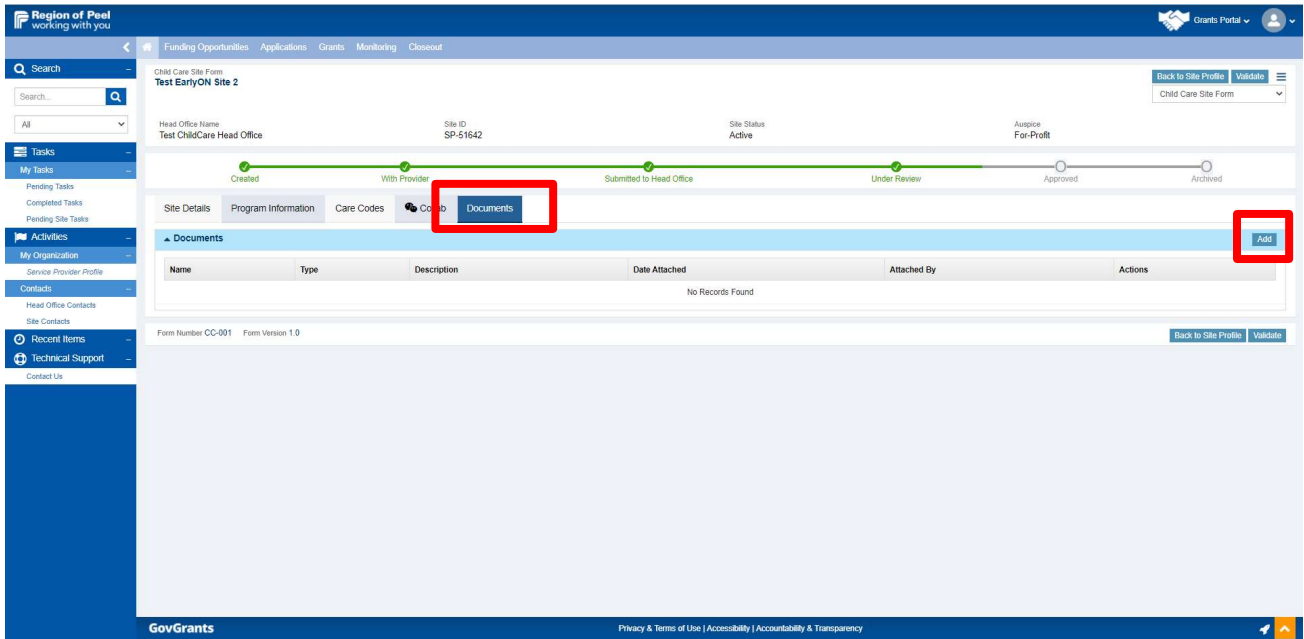
3. Scroll to the bottom of the page and click the **eye icon** next to Child Care Site Form

The screenshot shows the 'Site Information' page for a site. The 'Site Specific Information' section is expanded, showing a table with one record. The 'eye icon' in the 'Actions' column for the 'Child Care Site Form' is highlighted with a red box.

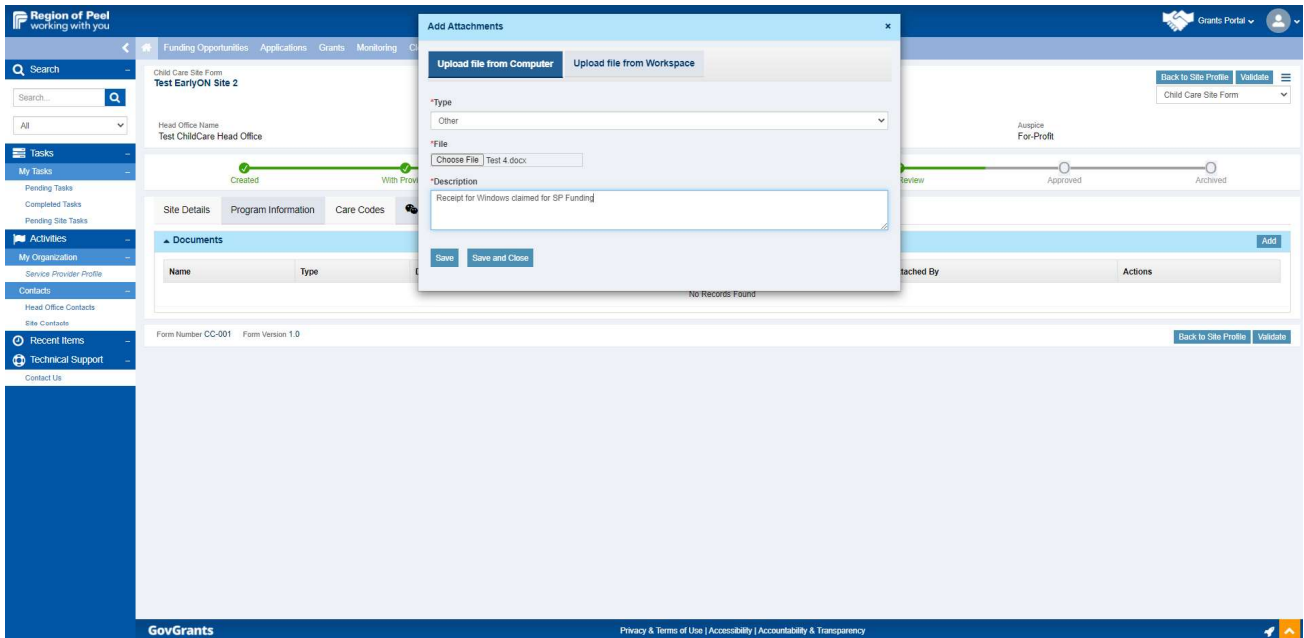
#	Program Area Form	Last Update	Actions
1	Child Care Site Form	12/01/2021 6:50 PM	

Special Purpose Funding

4. Click the **Documents Tab** and then the **Add** button



5. Click the dropdown arrow under **Type** and select **Other**. Click **Choose File** to select your receipt/invoice file. Enter a description and then click Save and Close.



6. Click on the **Collab Tab** and send a message that the requested receipt/invoice was uploaded in the site's Documents tab.

Special Purpose Funding

Wrong Receipt/Invoice Uploaded

If you are notified that the wrong receipt/invoice was uploaded, you can delete the file following the steps below when the application is sent back to you and the status is Under Revision.

1. Click Applications from the top menu bar
2. Find the application with the wrong document.
3. Click the **pencil icon**

The screenshot shows the 'Region of Peel' GovGrants interface. The top navigation bar includes 'Funding Opportunities', 'Applications', 'Grants', 'Monitoring', and 'Closeout'. The 'Applications' menu item is highlighted with a red box. Below the navigation bar is a search bar and a table of applications. The table has columns for 'GovGrants ID', 'Application Title', 'Program Area', 'Fiscal Year', 'Application Due Date', 'Owner', 'Status', and 'Actions'. The row for application 'AP-900' is highlighted with a red box. The 'Status' for this application is 'Under Revision'.

GovGrants ID	Application Title	Program Area	Fiscal Year	Application Due Date	Owner	Status	Actions
AP-899	Special Purpose May	Child Care	2021	30/09/2021	TEST EO-HO	Review Initiated	
AP-895	2020 Special Purpose	Child Care	2021	21/05/2021	TEST EO-HO	Submitted to Grantor	
AP-896	Special Purpose May a	Child Care	2021	30/09/2021	TEST EO-HO	Review Initiated	
AP-897	Special Purpose May 19	Child Care	2021	30/09/2021	TEST EO-HO	Review Initiated	
AP-898	2021 Substitution - Safe Re-Start - TEST	Child Care	2021	31/05/2021	TEST EO-HO	Submitted to Grantor	
AP-900	Special Purpose May 20	Child Care	2021	30/09/2021	TEST EO-HO	Under Revision	

4. You will land on the **Attachments** tab.
5. Click the **garbage icon** to delete the incorrect document from your application.

The screenshot shows the 'Region of Peel' GovGrants interface, specifically the 'Attachments' tab for application 'AP-900'. The 'Attachments' tab is selected. The application details show 'Special Purpose May 20' and 'Status: Under Revision'. Below the details is a 'Documents' table with columns for 'File Name', 'Description', and 'Upload On'. The row for 'Test 3.docx' is highlighted with a red box, and a garbage icon is visible next to it.

File Name	Description	Upload On
Test 3.docx		20/05/2021 8:58 AM
SFF Attestation.xlsx	Letter of Attestation	20/05/2021 9:57 AM

Special Purpose Funding

- You will receive a message highlighted in green stating the file was successfully deleted. Click the **Save** button.

The screenshot displays the GovGrants portal interface for the Region of Peel. The top navigation bar includes 'Funding Opportunities', 'Applications', 'Grants', 'Monitoring', and 'Closeout'. The application details for 'Special Purpose May 20' are shown, with a status of 'Under Revision' and an application due date of '30/09/2021'. A progress bar indicates the current stage is 'Under Revision'. A green message box at the top of the main content area states 'File Test 3.docx deleted successfully'. Below this, a 'Documents' table lists a file named 'SPF Attestation.xlsx' with a description of 'Letter of Attestation' and an upload date of '20/05/2021 5:57 AM'. A 'Save' button is highlighted with a red box in the top right corner of the application details section.

File Name	Description	Uploaded On	Actions
SPF Attestation.xlsx	Letter of Attestation	20/05/2021 5:57 AM	