

# 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

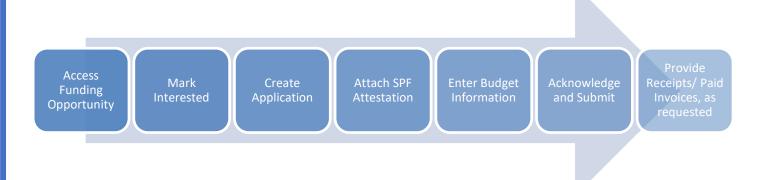
#### \*PLEASE NOTE:

- 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



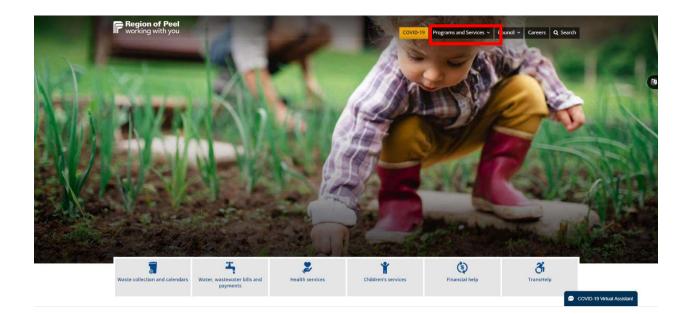
# The Process Overview

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

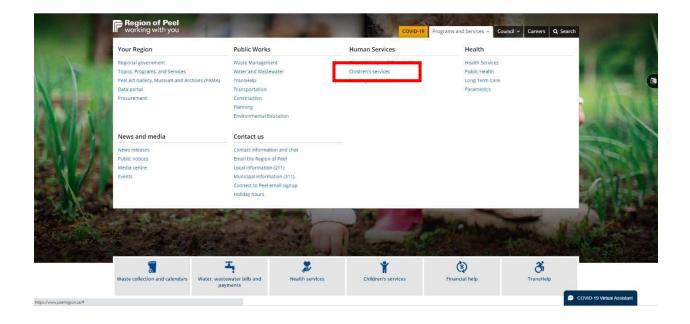


# Finding the GovGrants Landing Page

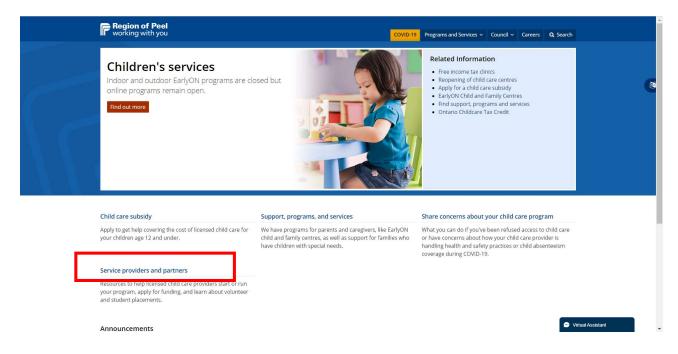
Using Google Chrome, go to <u>www.peelregion.ca</u>. Click the Programs and Services drop box.



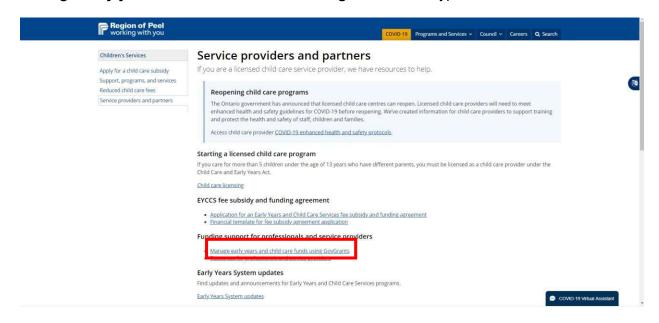
Choose the Children's Services hyperlink under Human Services



Click the Service Providers and Partners section.



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.



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

Region of Peel working with you	COVID-19 Programs and Services v Council v Careers Q Search			
Children's Services	Manage early years and child care funds			
Apply for a child care subsidy Support, programs, and services Service providers and partners	Service providers can manage their funding applications and reporting requirements online. Licensed child care providers and EarlyON programs can now use the GovGrants Technology System funding tool to: • Apply for funding. • Update their organization information. • Directly communicate with our staff. GovGrants will also allow you to get information about available funding opportunities and check on the status of your submission. GovGrants is user-friendly, safe and secure. The information you input into the system will only be accessible to authorized users in your organization and Early Years staff. You can view your information at any time and make updates as needed. If you have any questions about the funding tool, email the <u>Early Years system division</u> . <b>GovGrants sign in</b>			
	Getting started with GovGrants +			
	Application resources +			

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.

<< Peel Region Main Site Region of Peel work with you			Sign In   Register
Programs	Landing Pa	age	1
Navigates users to the peel region main site		An intervention of the state of th	Navigates users to the login page
Standard footer links across all GovGrants Pages	View Details	View Details	Navigates to additional program information

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	Sign In Register
PROGRAMS > EARLY YEARS EARLY YEARS EARLY YEARS Home Velocine 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). EarlyOA, and special needs programs to strengthen the Early Years system and promote longer-term sustainability. Prease cick: Register and enter the required information for Region of Peel to verify your eligibility and provide login credentias. Arrendy applied or renewing an existing application?	Quick Links: Eard/QH Child and Simily Control Starting a Licenses Child Care Program Inging on the Woopger Founding Support for Hodesstonals and Service Providers
GovGrants Privacy & Terms of Use   Accessibility   Accountability & Transparency	

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:
	Forget your password? <u>Form in</u> Don't have an account? <u>Require Now</u>
	I accept the Region of Perel's <u>Forms and Service</u>
	Login Ganed
GovGrants	Privacy & Terms of Use   Accessability   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.

Region of Peel working with you						Grants Porta	• 🙆 •
	nding Opportunities Applications Grants Monitoring Closeout						
Q Search	Task Summary By Phase			Task Summary By Due Date			
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Al	Funding Opportunities		0	Due within 7 Days			0
📑 Tasks –	Applications		0	Due within 30 Days			0
My Tasks -	Grants		0	Due in more than 30 Days			0
Pending Tasks	Monitoring		0				
Completed Tasks Pending Site Tasks	Closeout		0				
Activities -							
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	Snapshot_Application_Submission.pdf		AP897	TEST EO-HO	19/05/2021 9:14 AM	٥	
	Show 10 V	Page 1 of 1					1
	Entries						
	GovGrants	Ртічас	y & Terms of Use   Acces	sibility   Accountability & Transparency			4 ^

# **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.

Region of Peel working with you		_			-	Grants Portal 🗸	2.
<	Funding Opport	unities Applications Grants I	Monitoring Closeout				
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All ~	GovGrants ID	Funding Opportunity Name	Program Area	Application Due Date 🛧	Туре	Actions	
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Pending Tasks							
Completed Tasks			Total Re	cordo: 2			
Activities -			iotai Ne	00103. 2			
Funding Opportunities –							
Active							
Interested							
Closed							
<ul> <li>Recent Items –</li> </ul>							
	GovGrants	Privac	y & Terms of Use   Acces	sibility   Accountability & Transparer	icy	4	4 ^

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.

Region of Peel working with you						Grants Portal 🗸 😐 🗸
<	Funding Opportunities Applications	Grants Monitoring Closeout				
Q Search -	Funding Opportunity 2020 Special Purpose					Interested
SearchQ	GovGrants ID AN-SP-007	Status Published		ic tion Due Date 0: 2021		
Tasks –	Overview SAttachments					
Tasks —	Opportunity Information					
Pending Tasks Completed Tasks	Funding Opportunity Name 2020 Special Purpose	Program PG0043		gran Area Ic Care	Fiscal Year 2021	
Activities -	✓ Details					
Funding Opportunities – Active Interested Closed	Eligibility Details     Eligibility Information (3)     Please refer to Special Purpose Guide	bines		•		
<ul> <li>Recent Items –</li> </ul>	▲ Key Dates					
	Publication Date  T7/05/2021			lication Due Date 05/2021		
	▲ Q&A Information					
	Q&A Availability Q&A Details	٥	&A End Date		Submit questions to: (1)	
	GovGrants		Privacy & Terms of Use   Accessibil	ity   Accountability & Trans	sparency	4 🔼

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)

Region of Peel working with you				Grants Portal 🗸 🙆
<	Funding Opportunities Applications Grants M	anitaring Closeout		
Q Search -	▲ Details			
Starth     Q       Al        Tasks     -       Tasks     -       Pending Tasks     -       Completed Tasks     -       Funding Opportunities     -       Activities     -       Activities     -       Interested     -	Special Purpose Funding consists of three componer 1. Transformation: To support one-time costs for eligit 2. Repairs and Maintenance: To support this 3. Play-Based Material and Equipment: To support the Reimbursement for eligible expenses will be made to Applications will be accepted between Monday Septe	We loaliness transformation expenses for not for profit and for profit providers. If care programs to maintain compliance with licensing and/or health requirements as par the Child Cas creation of enriching environments both hidoson and outdooc consistent with How Does Learning Ha Service Providers through a claims-based approach, up to the Service Provider's maximum pre-appro miter 20, 2020 – Friday October 30, 2020 at be accepted. This means that Service Providers will not be eligible for reimbursement for applications ed Child Care Centres only.	e and Early Yeans Act. 2014 (CCEVA). ppen? Ontarlo's Pedagogy for the Early Yeans. And amount. Service Providers are required to submit proof of purchases and/or payments verifier	d by receipts and paid invoice.
Closed O Recent Items -	Link For Additional Information (1)			
	Eligibility Details Eligibility Information ()     Key Dates Publication Date 1990/5/2021     Q&A Information	Application Due Oate 3009/2021		
	CSA Availability CSA Details	Q6A End Date	Submit guestions to:	
	<ul> <li>Invited Applicants</li> </ul>			=
	External Organization Test EarlyON Non-Profit Head Office			Allocated Amount \$50,000.00
				Create Application
	GovGrants	Privacy & Terms of Use   Accessibility	Accountability & Transparency	4

3. 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**.

Region of Peel working with you						Grants Portal	- 🙆
۲.	Funding Opportunities Applications Grant	s Monitoring Closeout					
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rdh	GovGrants ID AN-MSP-082	Status Published		plication Due Date /09/2021			
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eing Tasks	Attachments						
npleted Tasks	Name	Туре	Description	Date Attached	Attached By	Actions	
tivities –	2020 Special Purpose Guideline - FINAL (Aug11)	pdf Funding Opportunity Announcement	Special Purpose Guidelines	19/06/2021 1:57 PM	Test CC PM	۵	
g Opportunities —	SPF Attestation.xlsx	Funding Opportunity Announcement	Letter of Attestation for eligible expenses being submitted	19/05/2021 1:56 PM	Test CC PM	۵	
iled			Total Records :	2			
ent Items -	▲ Notes						
	Title Description		Created Date	Created By		Actions	
			No Records Fo	aund			
							Intereste

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

Region of Peel working with you				Grants Portal 🗸 🌔	<u> </u>
<	Funding Opportunities Applications C				
Q Search -	Funding Opportunity 2020 Special Purpose			Interested	=
Search Q	GovGrants ID AN-SP-007	Status Published	Application Due Date 21/05/2021		
All 🗸	Overview SAttachments				
Tasks -	Opportunity Information				- 1
Pending Tasks Completed Tasks	Funding Opportunity Name 2020 Special Purpose	Program PG0043	Program Area Child Care	Fiscal Year 2021	
Funding Opportunities –	✓ Details				
Active	Eligibility Details				
Closed	Eligibility Information (1) Please refer to Special Purpose Guidelines	i.			
Recent Items –	▲ Key Dates				
	Publication Date (1) 17/05/2021		Application Due Date 21/05/2021		
	▲ Q&A Information				
	Q&A Availability Q&A Details	Q&A End Date	e S	Submit questions to: (1)	
	GovGrants	Priv	racy & Terms of Use   Accessibility   Accountability & Transparency	4	^

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.

Region of Peel working with you				Grants Portal 🗸 🙆 🗸
<	Funding Opportunities Applications Gra	ints Monitoring Closeout		
Q Search –	Funding Opportunity 2020 Special Purpose			Create Application
Search Q	GovGrants ID AN-SP-007	Status Interested	Application Due Date 21/05/2021	
Tasks -				
Tasks – Pending Tasks	Overview   Attachments			
Completed Tasks	<ul> <li>Opportunity Information</li> </ul>			
Funding Opportunities –	Funding Opportunity Name 2020 Special Purpose	Program PG0043	Program Area Child Care	Fiscal Year 2021
Active	▲ Details			
Interested Closed			e Providers to support compliance with licensing and health requiren	nents; support viability; and enhance quality.
Recent Items –	3. Play-Based Material and Equipment: To su	for eligible business transformation exper sed child care programs to maintain comp upport the creation of enriching environme made to Service Providers through a clain	uses for not for profit and for profit providers. bilance with licensing and/or health requirements as per the Child Ca Its both indoors and outdoors consistent with How Does Learning H ns-based approach, up to the Service Provider's maximum pre-appro	appen? Ontario's Pedagogy for the Early Years.
	Applications will be accepted between Mond	ay September 28, 2020 - Friday October 3	30, 2020	
	GovGrants	P	rivacy & Terms of Use   Accessibility   Accountability & Transparency	4 🔼

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

# 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.

Region of Peel working with you				GovGrants		Grants Portal 🗸	
<	Funding Opportunitie	pplications Grants Monitoring					
Search -	← Interested Funding	g Opportunities 🐨					
rch Q	Search	٩					
*	GovGrants ID	Funding Opportunity Name	Program Area	Application Due Date	Status	Actions	
isks –	AN-SP-007	Special Purpose - Train1	Child Care	09/10/2020	Converted to Application	۲	
	AN-SP-008	Special Purpose-Training External1	Child Care	09/10/2020	Converted to Application	۲	
iding Tasks mpleted Tasks	AN-SP-010	Special Purpose - External 3	Child Care	09/10/2020	Converted to Application	۲	
ctivities -	AN-SP-011	Special Purpose_External Training4	Child Care	16/10/2020	Converted to Application	۲	
ing Opportunities –	AN-SP-014	Special Purpese_External Training6	Child Care	16/10/2020	Converted to Application	۲	
	AN-SP MC-002	Special Purpose MichC	Child Care	30/10/2020	Converted to Application	۲	
rested	AN-SP MC-001	Special Purpose MC Sept 17	Child Care	30/10/2020	Converted to Application	۲	
29.4	AN-SP MC-003	Special Purpose EYS Test 2	Child Care	30/10/2020	Converted to Application	۲	
lecent Items -	AN-SP 03-001	EYS Test Special Purpose	Child Care	30/10/2020	Converted to Application	۲	
P-004445 -29625	AN-SP-003	Special Purpose 2020 - JR	Child Care	31/10/2020	Converted to Application	۲	
P-051641	AN-SP3-001	Special Purpose - NEW sept 18	Child Care	30/12/2020	Converted to Application	۲	
P-051640	AN-SCB-002	Stabilization CB MG 0610	Child Care	31/12/2020	Interested	۲	
-29604			Total Records: 12				
28601	▲ Interested Closed	Funding Opportunities					
	Search	Q					
	GovGrants ID	Funding Opportunity Name	Program Area	Application Due Date 🛧	Status	Actions	
	AN-SP-004	Special Purpose TH 25	Child Care	30/09/2020	Converted to Application	۲	
		3	040074	and and a second s			_

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.

▲ Interested Fund	ng Opportunities 🕕				
Q Search	٩				
Y GovGrants ID	Funding Opportunity Name	Program Area	Application Due Date	Status	Actions
- AN-SP-007	Special Purpose - Train1	Child Care	09/10/2020	Converted to Application	۲
AN-SP-008	Special Purpose-Training External1	Child Care	09/10/2020	Converted to Application	۲
AN-SP-010	Special Purpose - External 3	Child Care	09/10/2020	Converted to Application	۲
AN-SP-011	Special Purpose_External Training4	Child Care	16/10/2020	Converted to Application	۲
AN-SP-014	Special Purpose_External Training6	Child Care	16/10/2020	Converted to Application	۲
AN-SP MC-002	Special Purpose MichC	Child Care	30/10/2020	Converted to Application	۲
AN-SP MC-001	Special Purpose MC Sept 17	Child Care	30/10/2020	Converted to Application	۲
AN-SP MC-003	Special Purpose EYS Test 2	Child Care	30/10/2020	Converted to Application	۲
IS - AN-SP 03-001	EYS Test Special Purpose	Child Care	30/10/2020	Converted to Application	۲
AN-SP-003	Special Purpose 2020 - JR	Child Care	31/10/2020	Converted to Application	۲
AN-SP3-001	Special Purpose - NEW sept 18	Child Care	30/12/2020	Converted to Application	۲
AN-SCB-002	Stabilization CB MG 0610	Child Care	31/12/2020	Interested	۲

# 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.

Region of Peel working with you				Grants Portal 🗸 🙆 🗸
Q Search –	Funding Opportunities Applications      Funding Opportunity	Grants Monitoring Closeout		
Search Q All	Cord Special Purpose GovGrants ID AN-SP-007	Status Interested	Application Due Date 21/05/2021	Create Application
Tasks – Tasks – Pending Tasks	Overview SAttachments			
Completed Tasks	<ul> <li>Opportunity Information</li> </ul>			
Funding Opportunities -	Funding Opportunity Name 2020 Special Purpose	Program PG0043	Program Area Child Care	Fiscal Year 2021
Active	▲ Details			
Cosed           O Recent Items         -	Special Purpose Funding consists of thr 1. Transformation: To support one-time 2. Repairs and Maintenance: To support 3. Play-Based Material and Equipment. Reimbursement for eligible expenses wi purchases and/or payments verified by	ee components. costs for eligible business transformation expense licensed child care programs to maintain complie To support the creation of enriching environments Il be made to Service Providers through a claims-	ince with licensing and/or health requirements as per the Chill both indoors and outdoors consistent with How Does Learni based approach, up to the Service Provider's maximum pre-	ld Care and Early Years Act, 2014 (CCEYA).
	GovGrants	Priv	acy & Terms of Use   Accessibility   Accountability & Transparency	

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

Region of Pe working with y	e <b>el</b> /ou									Sr	ants Portal 🗸 🙆 🗸
	< <	Funding Opport	unities Applications	Grants M	onitonng Closeout						
Q Search	-	Application Title 2020 Special Purpose									Cancel Save
Search	Q	GovGrants ID AP895		Г	Status Created		Application D 21/05/2021	ue Date	Funding Opport AN-SP-007	unity ID	
All	~										
Tasks	-		Created			Submitted			Converted to Award		
Tasks Pending Tasks	-									· Required to Save	A Required to Submit
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Funding Opportunities	-	Applicant In	formation								
Active Interested	<u> </u>	Applicant Organiza Test EarlyON No	tion on-Profit Head Office		Ontario 12345	Corporation Numbe	r	Address ABC R			
Closed		Province British Columbia			City Dunce	n		Postal 0 M2A 4			
② Recent Items	-	Country Canada			Reque: \$0.00	ited Budget		Version 1	Number		
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# 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.

Region of Peel working with you						Grants Portal 🗸 🙆 🕻
<	🔂 Funding Opportu	nities Applications Grants	Monitoring Closeout			
Q Search -	Task Summary	By Phase			Task Summary By Due Date	
Search Q	Home			1	Late	1
All 🗸	Funding Opportu	nities		0	Due within 7 Days	0
📑 Tasks 🛛 🗕	Applications			0	Due within 30 Days	0
My Tasks -	Grants			0	Due in more than 30 Days	0
Pending Tasks	Monitoring			0		
Completed Tasks Pending Site Tasks	Closeout			0		
📁 Activities –						
My Organization –	My Workspace					
Service Provider Profile		ピ Files	🛗 Calendar		🗐 Notes	☑ Messages
Contacts –						
Head Office Contacts Site Contacts	Quick Search					
<ul> <li>Recent Items –</li> </ul>	Search Clear					
<ul> <li>Technical Support –</li> </ul>	1 Name	Description	Attached To	Owner	Last Modified Date	Actions
Contact Us				No result	found	
	Show					
	10 Entries	~				
	GovGrants		Privacy	& Terms of Use   Acces	sibility   Accountability & Transparency	4 🔼

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).

Region of Peel working with you							30	Grants	Portal 🗸	2.
<	😚 Funding O	pportunities	Applications	Grants	Monitoring	Closeou				
Q Search –	▲ Applicatio	ons (Draft) 3		one (Droff		-				=
All	Search GovGrants	Q Applicatio Title	Application	ons (Subr		)ue	Owner	Status	Actions	T
Tasks – Application Tasks –	AP435	2020 Speci Purpose		ons (Conv	er Revision) verted to Awar	<sup>r</sup> d)	TEST EO- HO	Created	۲	
Pending Tasks Completed Tasks	AP426	Sp Test	Applicati		pproved)		TEST EO- HO	Created	۲	
Activities –					Total Records: 2					
Applications –										
Applications										
	GovGrant	ts	Privacy & Te	rms of Use	e   Accessibility	Accountal	oility & Transpar	ency	4	4 🔨

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**.

Image: Search and Table a	Region of Peel working with you								Grants Port	al 🗸 [
Applications (Draft)		🕻 💣 Funding Opportunili	es Applications Grants Monitori	ng Closeout						
Skattor     Normal Action       Skattor     Good Cartes ID     Apolication Title     Prooram Area     Fiscal Year     Apolication Due Date     Owner     Status     Actions       Taskes     -     Good Cartes ID     Apolication Title     Prooram Area     Fiscal Year     Apolication Due Date     Owner     Status     Actions       Taskes     -     -     -     -     -     -     -     -       endrog Taska     -     -     -     -     -     -     -       endrog Taska     -     -     -     -     -     -     -       endrog Taska     -     -     -     -     -     -     -       endrog Taska     -     -     -     -     -     -     -       endrog Taska     -     -     -     -     -     -     -       endrog Taska     -     -     -     -     -     -     -       endrog Taska     -     -     -     -     -     -     -       endrog Taska     -     -     -     -     -     -     -       endrog Taska     -     -     -     -     -     -     -       end			ft) ∀							
Configuration     Application Title     Program Area     Fiscal Year     Application Due Date     Owner     Status     Actions       Tasks     -     AP-435     2020 Special Purpose     Child Care     2021     2105/2021     TEST EO-HO     Created     Implication Tasks     I	arch Q	Search	٩	Î.						
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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.

Region of Peel working with you	🕻 👫 Funding Opportunities Appli	ations Grants I	Monitoring Closeout								
Search	Application Title     2020 Special Purpose		intering Catholina								Cancel Sa
rchQ			Status Created			Application Due Date 21/05/2021			Funding Opportunity ID AN-SPT-002		
Ý			Ciealeu			21/03/2021			Allest Pouz		
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lication Tasks	-									* Required to Save	🛓 Required to S
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	GovGrants				Privacy & Terms of Use	Accessibility   Accountability	& Transnarency				

# Completing the Application

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

	Overview	& Attachments	\$ Budget	C Acknowledgement	C History	Collab 🍄
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#### **Overview Tab**

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

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<	H Funding Opportunities Applications	Grants Mo	nitoring Closeout							
Q Search - Search Q All ~	Application Title 2020 Special Purpose GovGrants ID AP435		Status Created			Application Due Date 21/05/2021		Funding Op AN-SPT-0		Cancel Save
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Activities –	Applicant Information									
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										Cancel Save
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#### 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).
- 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.

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🍋 Activities 🛛 –	▲ Documents			New
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тарлошона			No Records Found	
				Edit Submit Application
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4. Click the drop-down arrow under Classification and select the **Other** category.

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If working with you         Image: Constraint of the second seco	Upload File from Computer Classification Select file classification Upload File Choose a File OR Drag it here Upload sinte file up to 2 GC	Cancel Save Punding Opportunity ID AN-SP-007 Converted to Award  Required to Save A Required to Submt  New Converted to Award  Required to Save Save Required to Save Required t
GovGrants	Privacy & Terms of Use   Accessibility   Accountability & Transparency	4 🔼

- 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.

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Q Search - Search Q All V	Funding Opportunities Applications Grants Monitoring Closeeut     Application Title     205 Special Propose     General P		Canori Save Funding Opportunity ID AN SP-007
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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.

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<	Funding Opportunities Applications	Grants Monitoring Closeout		
Q Search -	Application Title 2020 Special Purpose			Edit Submit Application
Search Q	GovGrants ID AP895	Status Created	Application Due Date 21/05/2021	Funding Opportunity ID AN-SP-007
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	Budget Period #		Start Date   01/08/2021	End Date 31/12/2021
	Budget Narrative			
	Justification for Project Cost <ul> <li>Provide justification for project budget of</li> </ul>	ost.		
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2. Click on the **plus icon** under the Budget Periods section to open the budget categories.

Budget Period #	Start Date 1	End Date

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

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Tasks -		Created		Submitted		Converted to Award
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	▲ Budget Pe	eriods				≡
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	BP01			01/06/2021		31/12/2021
	A Bu	dget Categories				=
	Sean	ch	Q			T
						* Records are sorted by Row Number ascending order
	#	Category Name				Proposed Budget Actions

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.

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Activities	-		#	Category Name		Proposed Budget Actions	
Applications			1	Transformation		\$0.00 👁 🧪	
Applications	_		2	Repairs and Maintenance		\$0.00 👁 🖋	
			3	Play-Based Materials		\$0.00 👁 🥒	
				Total		\$0.00	
					Total Records:3		
		▲ B	udget Narra	ative			
			ification for Pro Provide justi	ject Cost fication for project budget cost.			
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- 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.

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Budget Category						
ategory Name Repairs and Maintenance						
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Detailed Budget Category	1					New
Child Care Site/Home Care Age	ency	Legal Name †	Item Purchased or Work Completed		Purchase Spent Amount	Claimed Amount Receipt/Invoice
				No Records Found		
File Name †		Classification		Description	File Lin	ĸ
SPF Attestation xisx	_	Other		Letter of Attestation for eligible expenses submitted	SPF Att	estation xisx
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SPF Attestation.xix	search # 1 2	Other Category Name Transformation Repairs and Maintenance Flay-Base Materials				* Records are solid by Row Number ascending Sosed Budget Actions 50.00
SPF Attestation.xix	Search	Other Category Name Transformation Repairs and Maintenance Pilay-Based Materials Total				* Records are solid by Row Number ascending Sosed Budget Actions 50.00

- 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.

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16 🔺 Detailed Budge	et Category							New Save
Child Care Site/Ho	ome Care Agency Legal Name †	Item Purchased or Work Completed	Vendor/Supplier	Date of Purchase	Spent Amount	Claimed Amount	Receipt/Invoice	Actions
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Ac Test EarlyON Non	n-Profit Head Office x *		ABC Painters	13/05/2021	1,000	1,000	SPF Attestation.xlsx	× * ×
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	1000			Total Records:3		3		
	Budget Narrative							
	Justification for Project Cost Provide justification for project budget co	ot.						
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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.

								Save
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Budget Category								
Category Name Repairs and Maintenance								
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Detailed Budget Category							_	New =
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
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Test EarlyON Site	Test EarlyON Site	Window Replacements	XYZ Contractors	10/03/2021	\$1,500.00	\$1,500.0	SPF Attestation xisx	1 B Q
Test EarlyON Site 2	Test EarlyON Site 2	Concrete work front entrance	Cement-R-Us	06/05/2021	\$500.00	\$500.0	SPF Attestation.xlsx	180
			Total Records:3		\$3,000.00	\$3,000.0		
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	Total		Total i	Records:3		S	0.00	
Budget Narra	tive							
Justification for Proje								
	cation for project budget cost.							

- 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.

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	Total Records 3	
	Budget Narrative  Auditations for Project Cost     Provide justification for project budget cost.	
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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.

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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.

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earch –	Application Title 2020 Special Purpose		Canor
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	3 Play-Based Materials		S0.00 🗶 🖋
	Total		\$3,000.00
		Total Records:3	
	Budget Narrative		
	Justification for Project Cost		
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#### Acknowledgement Tab

Complete the following to provide acknowledgement of your application:

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

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Q Search -	Application Title 2020 Special Purpose					Edit St nit Application 🚍
SearchQ	GovGrants ID AP895	Status Created		Application Due Date 21/05/2021	Funding Opportunity ID AN-SP-007	
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My Tasks Pending Tasks Completed Tasks	Overview   Attachments	\$Budget CAcknowledgement DHis	story 🌑 Collab			
Pending Site Tasks	Acknowledgement					
My Organization -	I hereby certify that the information provi complete.	ided above is accurate and Acknowledgement		Submitted By	Submitted On	
Service Provider Profile						
Contacts - Head Office Contacts						Edit Submit Application
Site Contacts						
<ul> <li>Recent Items –</li> </ul>						
Technical Support –						
Contact Us						
	GovGrants		Privacy & Terms of Lis	e   Accessibility   Accountability & Transparency	<b>v</b>	4 🔨
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2. Click the **I Agree** radio button and then click the Page **Save**.

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Q Search -	Application Title 2020 Special Purpose					Cancel Save
Search Q	GovGrants ID	Status		Application Due Date	Funding Opportunity ID	
All	AP895	Created		21/05/2021	AN-SP-007	
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Activities -	Acknowledgement					
My Organization	I hereby certify that the information pro	Acknowledgement		Submitted By	Submitted On	
Service Provider Profile	complete.					
Head Office Contacts						_
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Contact Us						
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#### **History Tab**

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arch Q	GovGrants ID AP895	Status Created		Application Due Date 21/05/2021	Funding Opportunity ID AN-SP-007	
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mpleted Tasks nding Site Tasks	Snapshot History					
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vice Provider Profile				No Records Found		
acts -						Edit Submit Applicati
te Contacts Recent Items –	-					Barrow Brownakh Lancas
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ondact Us						

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.

Region of Peel working with you								Grants Portal 🗸	2.
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Applications	Snapshot_Application_Submission.pdf			19/05/2021 4:45 PM			TEST EO-HO		
					Total Rec	cords : 1			
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The following summary will open with an outline of your application details.

		A	pplicati	on Title	- Spec	ial Purp	ose Ma	iy a			
Fund	GovGrants AP898 fing Opports	inity ID		Status ted to Grar	ntor		n Due Dat 9/2021	e			
Applic	ant Inform	nation									
Applic	ant Organiz EarlyON No	ation		Intario Cor 234567	poration N	lumber	Addn ABC	ess Road			
British Columbia				City Duncan			2		12		
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					Contact	s					
Proje	roject Role Name Email					Is Key	Contact	Is User			
Project	t or/Manager	Test EO	но	testearly	onho1@yop	mail.com	faise		true		
				Bu	dget Per	riods					
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BP01						01/01/20	21			30/09/2	Q
						Budge	t Catego	ories			
- 1	Calancer, Nav							10			
- f	Category Nar Transformation										
1	Repairs and I	Maintenance									
	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	- Balance and a second s
		0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	\$0.00	İ
	Play-Based N	falerials						17			
								Total			

#### 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.

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			unities Applications										
Q Search	- ۵	Application Title Special Purpose	May a										=
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Activities	-	Messages										Sen	d Email
Applications		Search		Q									T
Applications		From			То				Subject				
							No record	ds found					
		GovGrants				Privacy & T	erms of Use   Acce	essibility   Accou	untability & Transp	parency			4 🔨

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**.

Region of Peel working with you	Send Email ×	grants Portal 🗸 🔬 🗸
Search     Coverview     Coverview	Send Copy (Cc) to Me ● □ Subject ●* Special Purpose Application  Eody Content ● X ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●	Ending Opportunity ID +MSP-002 In Award Send Endin
GovGrants	Privacy & Terms of Use   Accessibility   Accountability & Transparency	4 🔼

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

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Verify working with you	Eunding Opport: Application Title Special Purpose GovGrants ID AP–898			=
Pending Tasks Completed Tasks Activities –	Overview Messages	CC Send Copy (Cc) to Me	Send Email	
Applications – Applications	From	Subject Special Purpose Application Body Content I have a question about eligible expenses under the Transformation budget category	T	
	GovGrants	Privacy & Terms of Use   Accessibility   Accountability & Transparency	4	^

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.

Region of Peel working with you				Grants Portal 🗸 🔔 🗸
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Applications	From	То	Subject	Actions
	testearlyonho1@yopmail.com	jenny.rains@peelregion.ca	Special Purpose Application	۰ (۱)
			Total Records: 1	
	1			
	GovGrants	Privacy &	Terms of Use   Accessibility   Accountability & Transparency	4 🔼

**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".

Region of Peel working with you											Grants Portal 🗸 🙆 🗸
<	💮 Funding Opports	unities Applications	s Grants Mo	onitoring Closeout							
Q Search -	Application Title 2020 Special Pur	pose									t Submit Application
Search Q	GovGrants ID AP895			Status Create	d			Application Du 21/05/2021	e Date	Funding Opportunity ID AN-SP-007	
Tasks -	1		Created		_		Submitted			O Converted to Award	
My Tasks Pending Tasks	Overview	Attachments	\$ Budget	C Acknowledgement	3 History	💫 Collab					
Completed Tasks Pending Site Tasks	Messages										Send Email
Activities – My Organization –	Search			Q		-					Y
Service Provider Profile Contlacts	From					То		No records found	Subject		
Head Office Contacts Site Contacte											
Recent Items     –											Edit Submit Application
Technical Support _     Contact Us											
	1										
	GovGrants						Privacy & Terms	of Use   Accessibility   Accou	ntability & Transparency		4 🔨

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.

Region of Peel working with you		Confirm	x		Grants Portal 🗸 🙆 🗸
<	Funding Opportunities Applications Grants Monitoring	Are you sure you want to submit this Application?			
Q Search -	Application Title 2020 Special Purpose		No Yes		Edit Submit Application
SearchQ	GovGrants ID AP895	Status Created	Application Due Date 21/05/2021	Funding Opportunity ID AN-SP-007	
📰 Tasks —	Created		O	Converted to Award	
My Tasks - Pending Tasks Completed Tasks	Overview  Attachments  Sudget  CACK	nowledgement 🥲 History 🔍 Collab			
Pending Site Tasks	Messages				Send Email
Activities - My Organization -	Search	٩			T
Service Provider Profile	From	То	Subject		
Contacts - Head Office Contacts			No records found		
Sile Contacts					
Ø Recent Items –					Edit Submit Application
Technical Support -     Centact Us					
Contact Os					
	GovGrants		Privacy & Terms of Use   Accessibility   Accountability & Transparency		4 🔼

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.

* Budget. You must enter budget betalle befate submitting an Application to the Gitartist	x

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".

Region of Peel working with you					Grants Portal 🗸 🚨 🗸
×	*				
Q Search -	Application Title 2020 Special Purpose				=
SearchQ	GovGrants ID AP895	Submitted to Grantor	Application Due Date 21/05/2021	AN-SP-007	
Tasks – Application Tasks –	Created		Submitted	O Converted to Award	
Pending Tasks Completed Tasks	Overview & Attachments \$ Budget	Collab			
Activities -	Allocated Amount				
Applications -	Allocated Amount \$50,000.00				
	Budget Periods				=
	Budget Period #		Start Date †	End Date	
	BP01		01/06/2021	31/12/2021	
	Budget Narrative				
	Justification for Project Cost <ul> <li>Provide justification for project budget cost.</li> </ul>				
	GovGrants		Driversy & Terme of Lice I Accessribility I Accessribility & Tenensensey		
	GovGrants		Privacy & Terms of Use   Accessibility   Accountability & Transparency		4 🔨

# 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.

Hi,	
This email is to notify you that Opportunity	's Application #AP172 for Funding has been sent back for revisions.
· · · · · · · · · · · · · · · · · · ·	and resubmit the application. hat revisions should be made to the Application, nd view the Notes that the Region of Peel has
Please do not reply to this ema any questions or need assista	ail. You may contact the Region of Peel, if you have nce.
Thank you, Region of Peel	

- 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.

Region of Peel working with you									Grants Portal 🗸	2.
۲.	# Funding Opportunities	Applications Grants Monitori	ng Closeout							
Q Search -	Pending Tasks (Assi	igned To Me) 🕕								=
Search Q	Search		Q ®							T
All	GovGrants ID	Туре		Subject		Created By	Due Date 🛧	Status	Actions	
Tasks -	AP900	Revise Application		Revise Application - AP900		Test CC PM	27/05/2021	Not Started	•	
Application Tasks _					Total Records: 1					
Pending Tasks	A Pending Tasks (Assi	igned By Me) 🕕								
Completed Tasks -	Search		Q (i)							T
Applications –	GovGrants ID	Туре		Subject		Created By	Due Date 🛧	Status	Created Date	
Applications					No records found					

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

ion of Peel king with you	Funding Opportunities Applications	Grants Monitoring Closeout			¥	Grants Portal 🗸 🌘
ch –	Application Title Special Purpose May 20 Gov(rants ID AP-900	Status Under R	wision	Application Due Date 30/09/2021	Funding Opportunity ID AN-MSP-004	Cancel S
* s –		Under Revision		Submitted	Converted to Award	
on Tasks g Tasks sted Tasks	Overview  Nattachments	\$ Budget CAcknowledgement	D History Collab		* Require	d to Save 🛕 Required to S
nties – ons –	Documents					New
tions	File Name		Description	Uploaded On 1	Actions	
						Cancel 5

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.

Region of Peel working with you		ApplicationFilesUpload ×	😽 Grants Portal 🗸 🙆 🗸
<	Funding Opportunities Applications Grants Monitoring Closeout		
Q Search -	Application Title Special Purpose May 19	Upload File from Computer	Cancel Save
Search	GovGrants ID State AP897 Und	Classification	Funding Opportunity ID AN-MSP-001
Al 👻	0	Other +	0
My Tasks -	Under Revision	∴ Choose a File OR Drag it here	Converted to Award
Pending Tasks Completed Tasks	Cverview Attactments \$ Budget & Acknowledgement	Test 3 docx Uplead single file up to 2 GB	• Required to Save 🔒 Required to Submit
Pending Site Tasks	Documents	* Selected Folder	New E
My Organization -		Test ChildCare Head Office Library	
Service Provider Profile	File Name Attestation Letter.xisx	Select/Change Folder Description	Actions
Contada -	Addestration Letter, Joss	Invoice for Window Replacement	
Head Office Contacts Site Contacts			
Recent Items -		Upload Cancel	Cancel Save
Technical Support			
Contact Us			
	GovGrants	Privacy & Terms of Use   Accessibility   Accountability & Transpar	rency 🖌 🖌

- 8. 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.
- 9. Click the **Upload** button.
- 10. Complete steps 7 to 9 until all requested receipts/invoices are uploaded.
- 11. Click the **Budget Tab** and the **Edit** button.

Region of Peel working with you							Grants Portal 🗸 💁 🗸
< *	Fundir	g Opportunities Applications	Grants Monitoring Closeout				
Q Search –	Application Special I GovGrant	Purpose May 20	Status		Application Due Date	Funding Opportunity ID	Edit Su tit Application 🚍
Al	AP900		Under Revis	sion	30/09/2021	AN-MSP-004	
Tasks – Application Tasks –		_	Under Revision	_	Submitted	O Converted to Award	
Pending Tasks	Ove	erview 🔊 Attachmens	\$ Budget C Acknowledgement	D History 💊 Collab			
Completed Tasks -	Allo	cated Amount					
Applications Applications	Allocate \$50,00	d Amount 0.00					
	▲ Bud	get Periods					=
		Budget Period #			Start Date 1	End Date	
	Ξ	BP01		01/01/2021		30/09/2021	
		Budget Categories					=
		Search	Q				T
						* Records are sorted b	y Row Number ascending order
		# Category Name			Proposed Budget	Original Proposed Budget	Actions
		1 Transformation			\$0.00	\$0.00	
		2 Repairs and Mainte 3 Play-Based Materia			\$3,500.00	\$3,500.00	
		Total	8		\$3,500.00	\$3.500.00	·
					Total Records:3		
		lget Narrative					
		ation for Project Cost Provide justification for project budget	cost.				
	GovGra	ants		ţ	Privacy & Terms of Use   Accessibility   Accountability &	Transparency	1 🔼

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

Region of Peel working with you					Grants Portal 🗸 🙆
(	🗧 🖶 Funding Opportunities Applications Grants Monitoring Closeou	5			
Q Search	Application Title Special Purpose May 20				Cancel Save
Search Q	GovGrants ID	Status Under Revision	Application Due Date 30/09/2021	Funding Opportunity ID AN-MSP-004	
📑 Tasks -	Under Revision			Convertied to Award	
Application Tasks Pending Tasks Completed Tasks	Overview      Nattachments      S Budget      C Acknowledge	nent 🔍 🧐 History 🛛 💊 Collab			Required to Save Acquired to Submit
Activities	Allocated Amount				
Applications	Atlocated Amount. \$50,000,00				
	Budget Periods				=
	Budget Period #		Start Date 1	End Date	
	E 8P01		01/01/2021	30/09/2021	
	Budget Categories				=
	Search _ Q			* Records are sorted b	y Row Number ascending order
	# Category Name		Proposed Budget	Original Proposed Budget	Actions
	1 Transformation		\$0.00	\$0.00	• /
	2 Repairs and Maintenance		\$3,500.00	\$3,500.00	0/
	3 Play-Based Materials		\$0.00		01
	Total		\$3,500.00 Total Records 3	\$3,500.00	
	Budget Narrative				
	Justification for Project Cost		West State in a provide a state of the state of the state of the state of the		
	GovGrants		Privacy & Terms of Use   Accessibility   Accountability & Transparent	ey	1

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

								Save
							. Required to Save	A Required to Submit
<ul> <li>Budget Category</li> </ul>								
Category Name Repairs and Maintenance								
Detailed Budget Category								New Save
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	Test EarlyON Non-Profit Head O	flice Painting of Toddler Room	ABC Painters	13/05/2021	\$1,000.00	\$1,000.00	SPF Attestation xlsx	100
		Window Replacements						
Test EarlyON Site	<ul> <li>Test EarlyON Site</li> </ul>		XYZ Contractors	10/03/2021	1,500	1,500	SPF Attestation.xlsx	· •
			10					-
Test EarlyON Site 2	Test EarlyON Site 2	Concrete work front entrance	Cement-R-Us	06/05/2021	\$1,000.00	\$1,000.00		1 🖻 🕰
Test EarlyON Site 2	Test EartyON Site 2	Concrete work front entrance	Cement-R-Us	06/05/2021	\$1,000.00 \$3,500.00	\$1,000.00 \$3,500.00	Tool 2 dams	184
▲ Files	Test EarlyON Site 2	Concrete work front entrance			\$3,500.00		Tool 2 dams	
	Test EarlyON Site 2		Des	06/05/2021 cription er of Atestation	\$3,500.00	\$3,500.00	Tool 2 dams	
Files	Test EarlyON Sile 2	Classification	Des	cription	\$3,500.00	\$3,500.00 File Link	Tool 2 dams	
Files File Name 1 SPF Attestation vitox	Test EarlyON Site 2	Classification Other	Des	cription	\$3,500.00	\$3,500.00 File Link PFF Attestation xisx:	Tool 2 dams	=
▲ Files File Name 1 SPF Attestation.stax Test 3.docr		Classification Other	Des	cription er of Attestation	\$3,500.00	\$3,500.00 File Link PFF Attestation xisx:	Ted 3 docx	=
► Files File Name 1 SFF Attestition.tbs: Test 3 doc: 2	Repairs and Maintenance	Classification Other	Des	conption er of Attestation \$3,500.00	\$3,500.00	\$3,500.00 File Link PFF Attestation xisx:	1 122 3 docx	=
► Files File Name 1 SFF Attestition.tbs: Test 3 doc: 2	Repairs and Maintenance Pay-Based Materials	Classification Other	Des	scription er of Athestation \$3,500.00 \$3.00	\$3,500.00	\$3,500.00 File Link PFF Attestation xisx:	3.500 00 (1) 50.00 (1) 50.00 (1)	=

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

								- 6
					2.	Page Sav	· Required to Save	Required to Su
Budget Category								
Category Name Repairs and Maintenance								_
Detailed Budget Category					1. Sect	tion Save		Save
Child Care Site/Home Care Agency	Legal Name †	Item Purchased or Work Completed	Vendor/Supplier	Date of Purchase	Spent Amount	Claimed Amount	ReceiptInvoice	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	180
Test EarlyON Site	Test EarlyON Site	Concrete for front entry way	XYZ Contracting	04/05/2021	\$500.00	\$500.00 #	Attestation Letter xlsx	180
Test EarlyON Site 2	Test EarlyON Site 2	Window repairs	ABC Contractors	07/05/2021	500	500	Test 3.docx x x	C
					\$2,000.00	\$2,000.00		
			Total Record	rds:3				
▲ Files								
File Name 1	Classifica	ition	Description		,	ile Link		
Attestation Letter xisx	Other		Test		,	destation Lefter.xisx		
Test 3.dock	Other		Invoice for Window Repl	acement		iest 3. docx		
_	Total			\$2,000.00			\$2,000.00	_
				Total Records 3				
- Budget Narrat	ive							
	ct 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.

Region of Peel working with you	_						Grants Portal •	- 🙆 -
	👫 Finding Opportunities Applications Grants /	Nonitoring Closeout						
Q Search	Test ChildCare Head Office							=
SearchQ	Legal Name Test EarlyON Non-Profit Head Office	Head Offic SP-0444		Head Office Status Active	Ausp For-I	ice Profit		
Tasks - My Tasks -	Created	W	Vith Provider	Under Review	Approved		Archived	
Pending Tasks Completed Tasks	Head Office Profile	Contracts Profile Histo	0Y					
Pending Site Tasks	Head Office Information							
Activities – My Organization –	Head Office Name Test ChildCare Head Office		Auspice For-Profit		Registered Charity? (1) No			
Service Provider Profile	Registered Charitable Tax Number		HST Registered? Yes		Ontario Corporation Number 1234567			
- Head Office Contacts	Incorporation Date 24/09/2019		Email testearlyonho1@yopmail.com		Phone Number (214) 333-9999			
Site Contacts	Fax		Website		Fiscal Year End Month			
<ul> <li>Recent Items –</li> </ul>			https://www.google.com		Dec			
D Technical Support -	Fiscal Year End Day 31		Insurance Expiry Date 31/12/2019					
Contact Us	Address Information							=
								T
	Address Type	Address	Province	City	Postal Code	Actions		
	Primary Address	ABC Road	British Columbia	Duncan	M2A 4H3	۲		
	Biling	ABC Road	British Columbia	Duncan	M2A 4H3	۲		
				Total Records: 2				
	Primary Contact							
	Job Title		First Name Test		Last Name EO-HO			
	Phone Number (214) 333-9999		Phone Extension		Email testearlyonho1@yopmail.com			
	Head Office Specific Information							
	GovGrants		Privacy & Term	is of Use   Accessibility   Accountability & Trar	Isparency			1 ^

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

el ou						Grants Portal 🗸	. 🙆
	Applications Grants Monitoring Closeout						
Head Office Name Test ChildCare Head Offi	fice						
Legal Name Test EarlyON Non-Profit He	Head Office SP-0444		Head Office Status Active	Auspice For-Profit			
	Created V	With Provider	Under Review	Approved	-	Archived	
Head Office Profik	Site Information Contracts Profile Histo	ary					
Sites							≡
Search	Q						۲
Site Name	Address	Program Area	Program Area Status	Status	Actions		
Test EarlyON Site	Test 10 Peel Brampton Ontario N5N 4K4 Canada	EarlyON	Approved	Active	۲		
Test EarlyON Site	01 Test Address Toronto Ontario A1A 1A1 Canada	Child Care	Under Review	Active	۲		
Test EarlyON Site 2	02 Address 2 Toronto Ontario A2A 2A2 Canada	Child Care	Under Review	Active	۲		
			Total Records: 3				

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

Region of Peel working with you							Grants Portal 🗸	2.
< 🕻	Funding Opportunities A							
Q Search -	Site Information							
Search Q								
	Review Area		Phone Number (555) 123-1233		Fax (555)	456-4566		
All 🗸	Email		License Number					
📑 Tasks –			TEST2222222					
My Tasks -	Address Information							=
Pending Tasks								T
Completed Tasks	Address Type	Address	Provinc	e City	Postal Code	Actions		
Pending Site Tasks								
My Organization -	Primary Address	02 Address :	2 Ontano	Toronto	A2A 2A2	۲		
Service Provider Profile				Total Records: 1				
Contacts -	Primary Contact							
Head Office Contacts	Job Title		First Name		Last Na EO-H	ime		
Site Contacts	Phone Number		Test Phone Extension		EU-HI	5		
Recent Items -	(214) 333-9999					rlyonho1@yopmail.com		
Technical Support	Secondary Contacts							
Contact Us	-							100
	Search	۹						T
	Job Title	First Name	Last Name	Phone Number	Phone Extension	Email	Status	
				No records found				
	Site Specific Informat	tion						=
	Please save your profile char	nges before clicking any icons in the Actions of	lumn. Otherwise, you may lose your changes.					
	Search	Q						T
	# Progra	am Area Form		Last Update		Actions		
	1 Child C	Care Site Form		12/01/2021 6:50 PM		۲		
				Total Records: 1				
	C							
	GovGrants			Privacy & Terms of Use   Accessibility   Acco	suntability & Transparency			4 ^

- Child Care Site Form Test EarlyON Site 2 Q Site ID SP-51642 Site Stat Active Head Office Name Test ChildCare Head Office Auspice For-Profit -0 Site Details Prog Add A Do Date Att Nam No Records Found per CC-001 Back to Site Profile Validate ion 1 0 4 ^
- 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.

Region of Peel working with you		Add Attachments ×	1	Grants Portal 🗸 🙆 🗸
<	Funding Opportunities Applications Grants Monitoring 0			
Q Search -	Child Care Site Form Test EarlyON Site 2	Upload file from Computer Upload file from Workspace		Back to Site Profile Validate
Search Q	lest early on site 2	туре		Child Care Site Form 🗸
All	Head Office Name	Other 👻	Auspice	
📑 Tasks -	Test ChildCare Head Office	'File	For-Profit	
My Tasks -	00	Choose File Test 4.docx		O
Pending Tasks	Created With Pro	Description     Receipt for Windows claimed for SP Funding	Review Approved	Archived
Completed Tasks Pending Site Tasks	Site Details Program Information Care Codes			
📁 Activities 👘	Documents			Add
My Organization -	Name Type	Save Save and Close	tached By	Actions
Service Provider Profile Contacts ~	Name Type	No Records Found	tached By	Actions
Head Office Contacts		NO RECORD FOUND		
Bite Contacts     O     Recent Items     -	Form Number CC-001 Form Version 1.0			Back to Site Profile Validate
Technical Support _				
Contact Us				
				inger
	GovGrants	Privacy & Terms of Use   Accessibility   Accountability & Transparency		1

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

#### 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**

Region of Pe working with y	el ou	_							Grants Portal -	- 🙆
	< 1	Funding Opportunitie	Applications G ats Monitoring Closeou	t						
Search	-	Applications (All)								=
arch	Q	Search	Q							۲
i.	~	GovGrants ID	Application Title	Program Area	Fiscal Year	Application Due Date	Owner	Status	Actions	
Tasks	-	AP899	Special Purpose May	Child Care	2021	30/09/2021	TEST EO-HO	Review Initiated	۲	
lication Tasks	_	AP895	2020 Special Purpose	Child Care	2021	21/05/2021	TEST EO-HO	Submitted to Grantor	۲	
nding Tasks	199	AP898	Special Purpose May a	Child Care	2021	30/09/2021	TEST EO-HO	Review Initiated	۲	
mpleted Tasks		AP897	Special Purpose May 19	Child Care	2021	30/09/2021	TEST EO-HO	Review Initiated	۲	
ctivities	-	AP. 808	2021 Stabilization - Safe Re Statt - TEST	Child Care	2024	21/05/2021	TEST EO HO	Submitted to Grantor		_
	-	AP900	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.

Region of Peel working with you						Grants Portal 🗸 💁 🗸
<	H Funding Opportunities Application	is Grants Monitoring Closeout				
Q Search -	Application Tille Special Purpose May 20					Cancel Save
Search Q	GovGrants ID AP900	Status Under Re	vision	Application Due Date 30/09/2021	Funding Opportunity ID AN-MSP-004	
Ali 🗸		•		0-	0	
Application Tasks -		Under Revision		Submitted	Converted to Award	
Pending Tasks Completed Tasks	Overview Nattachments	\$ Budget C Acknowledgement	Collab			Required to Save A Required to Submit
Activities -	Documents					New
Applications – Applications	File Name		Description	Uploaded On 4		
	Test 3.docx			20/05/2021 8:58 A/	4	84
	SPF Attestation.xisx		Letter of Attestation	20/05/2021 5:57 AP	a	
						Cancel Save
						Cantor Save
	GovGrants		F	Privacy & Terms of Use   Accessibility   Accountability & Transparency		4 🔼

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

Region of Peel working with you							Gran	its Portal 🗸 🙆 🗸
		ons Grants Monitoring Closcout						
Q Search -	Application Title Special Purpose May 20							Cano Save
Search Q	GovGrants ID AP900	Status Under Re	vision	Application Due Da 30/09/2021	de:	Funding Opportunity ID AN-MSP-004		
Al 👻		Vinder Revision		Submitted		Converted to Award		
Application Tasks – Pending Tasks Completed Tasks	Overview  Natiachments	\$ Budget & Acknowledgement	History Collab				* Required to Save	A Required to Submit
Activities -								
Applications – Applications	File Test 3.docx deleted succe	issfully.						×
	Documents							New
	File Name		Description		Uploaded On 1		Actions	
	SPF Attestation xisx		Letter of Attestation		20/05/2021 5:57 AM		ê 🛆	
	-							Cancel Save
	GovGrants		P	Privacy & Terms of Use   Accessibility   Accountability & Transparency				