

GovGrants

Service Provider Profile – User Guide –

Region of Peel's Early Years and Child Care Services

Updated Dec. 15, 2020

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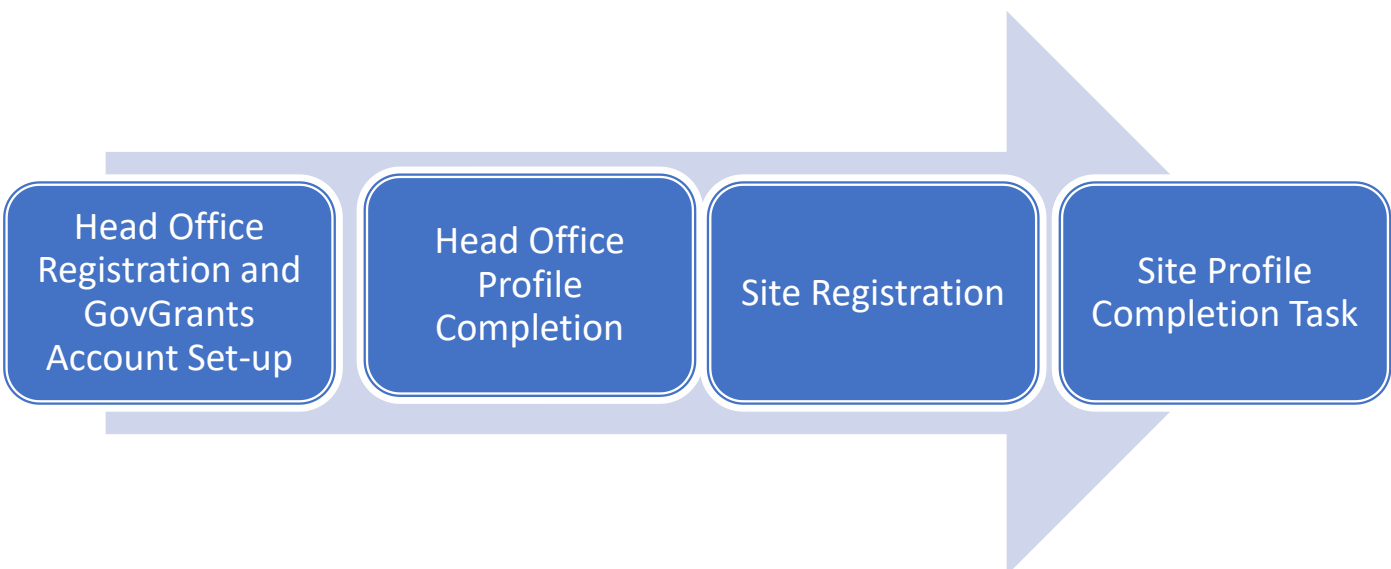
SERVICE PROVIDERS’ SUPPORTIVE RESOURCES FOR GOVGRANTS 89



Tip #1: Please use
Google Chrome for
GovGrants

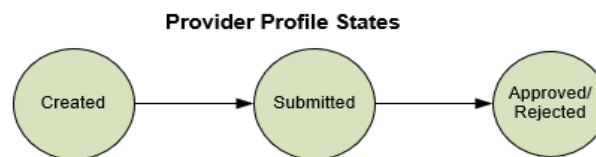
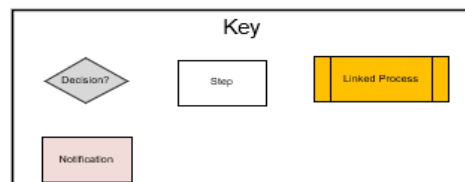
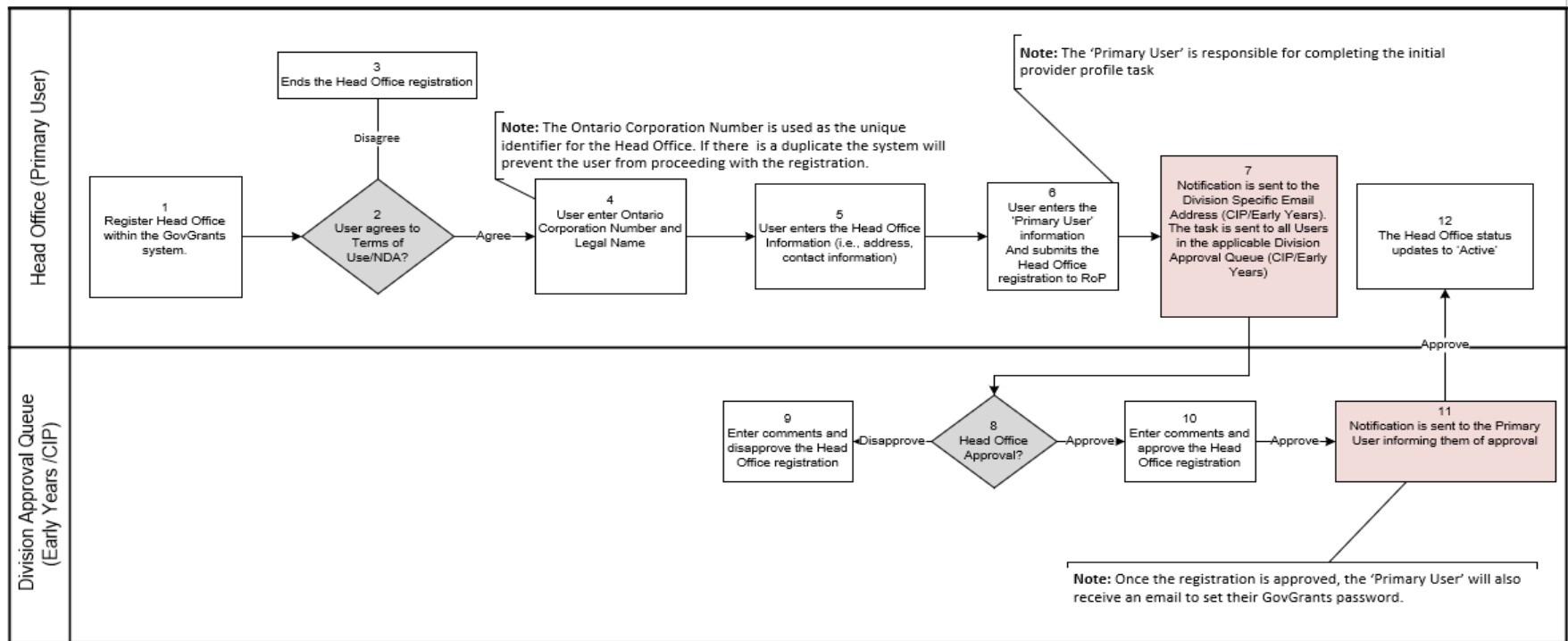
Overview

The purpose of this training manual is to describe in detail the GovGrants setup and registration process for you as a Service Provider. We will explain the process throughout in screenshots and written steps. Additionally, there are resources available to facilitate your ability to effectively use the GovGrants Technology located on the [Region of Peel's website here](#).



Review of the Head Office Registration- Process Map

The process steps below demonstrate a high-level overview of the Service Provider’s process to register their head office, and the Internal/RoP Approval steps required.

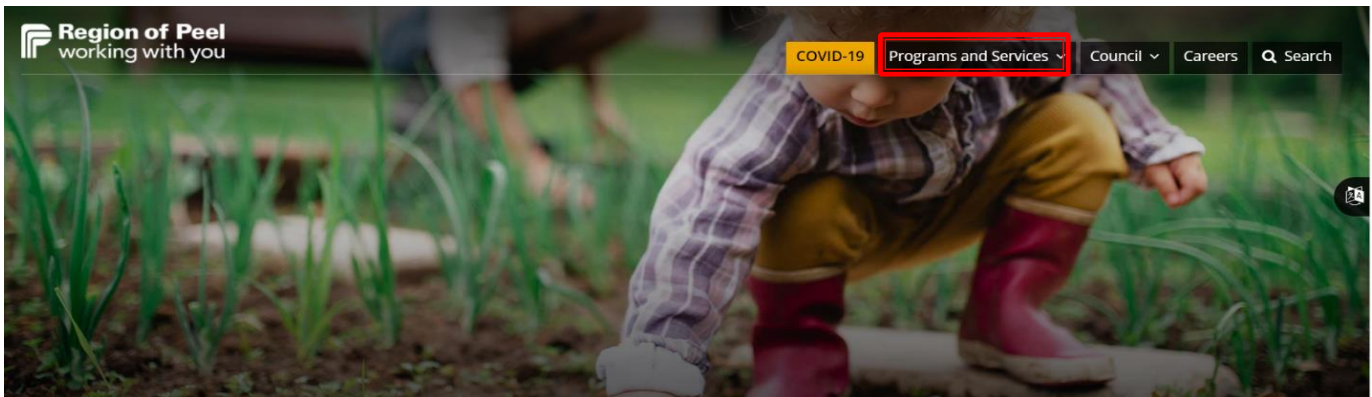


Head Office Registration Process Flow

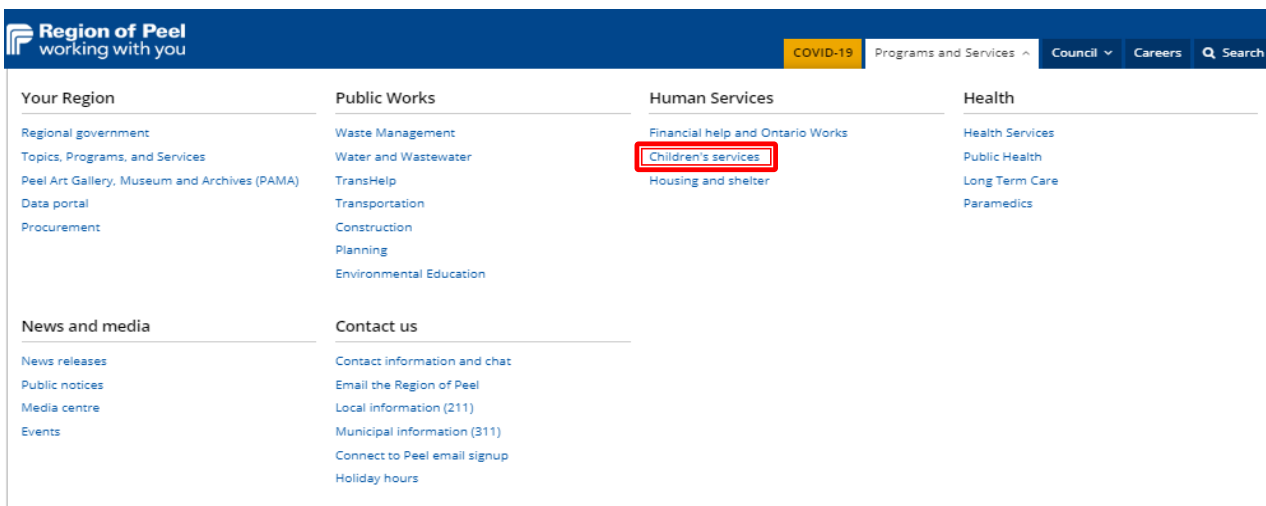
PART A - SERVICE PROVIDER HEAD OFFICE REGISTRATION

How to find the GovGrants link as a Service Provider

Navigate to www.peelregion.ca, Click on **Programs and Services** (please use Google Chrome with GovGrants)



Next, click on **Children's Services** under the Human Services Section



Click on Service Providers and Partners hyperlink

Apply for a child care subsidy

Check if you're eligible and learn how to apply for financial help if you can't afford the cost of child care.

Licensed child care, know your rights

No one should be refused access to child care because of special needs or fee subsidy. Learn about access and what you can do if you feel you have been turned away unfairly.

Find support, programs, and services

We have programs for parents and caregivers, like EarlyON child and family centres, as well as support for families who have children with special needs.

Service providers and partners

Find out how to start or run a child care program, apply for funding, and learn about volunteering and student jobs.

Reduced child care fees

The program that provided a reduced fee for families attending licensed child care centres in Peel has now ended.

Next, on the below screen, click on "Manage early years and childcare funds using GovGrants"

You will now see the **GovGrants sign in** button in red, click on it to begin your head office registration. Also, if you are a registered user with a username and password, this is also where you will access the GovGrants log in page.

Note: there is a user guide for commonly asked questions on How Do I, to access this document click on the Plus + sign where you see [Resources](#)

- Children's Services
- Apply for a child care subsidy
- Support, programs, and services
- Reduced child care fees
- Service providers and partners

Manage early years and child care funds

Service providers can manage their funding applications and reporting requirements online.

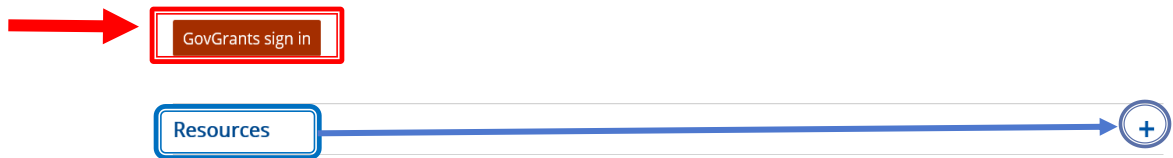
Licensed child care providers and EarlyON programs can now use the GovGrants Technology System funding tool to:

- 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 [Early Years system division](#).



You will be navigated to the below screen with two cards, Early Years, and Community Partnerships. Please click on the **View Details** button on the Early Years Card.

The screenshot shows the top of a website with the "Region of Peel" logo and "working with you" tagline. In the top right corner, there are links for "Sign In" and "Register". Below the header, the word "Programs" is underlined. Two program cards are displayed side-by-side. The left card is titled "Early Years" and features a photo of a woman and two children playing with blocks. Below the photo, it states: "The information you provide to us is collected under the authority of the Child Care Early Years Act and will be used to determine your eligibility." At the bottom of this card is a red button labeled "View Details", which is highlighted by a red arrow. The right card is titled "Community Investment Program" and features a photo of a diverse group of people. Below the photo, it states: "This information is subject to the access and the privacy provisions of the freedom of information and Protection of Privacy Act and the Municipal Freedom." At the bottom of this card is a red button labeled "View Details".

From the below screenshot, you can view the information from the **Quick Links** section, Click on **Sign in** if you are a registered user, or click on **Register** if you are new to GovGrants.

- Please click on **Register** located at the top right side of the page to begin registering your Head Office.

<< Peel Region Main Site

Region of Peel
working with you

Sign In Register

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 Webpage
- Funding Support for Professionals and Service Providers

- Please click on the radio box “ **I accept the Region of Peel’s Terms and Service**” (new provider must read before clicking on the agreement)
- Next, click on the **Register Now** hyperlink

<< Peel Region Main Site

Region of Peel
working with you

Sign In

* Username:

* Password:

Forgot your password? [Reset It](#)

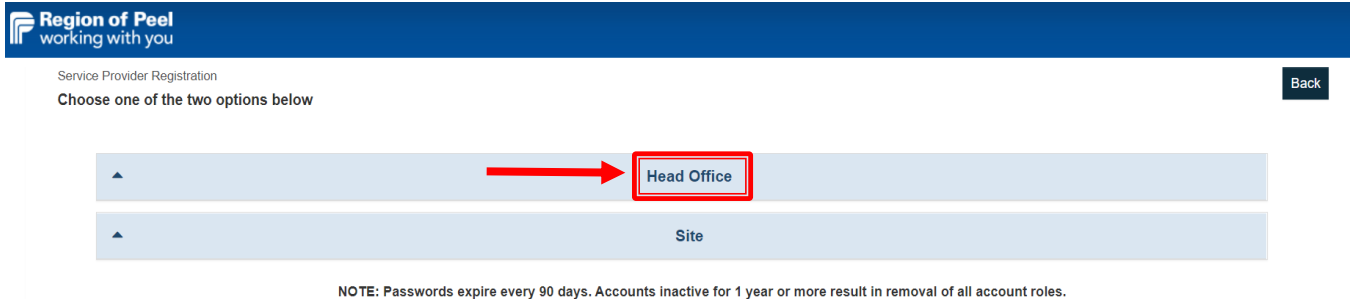
Don't have an account? [Register Now](#)

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

Login Cancel

SERVICE PROVIDER - REGISTERING A HEAD OFFICE

Click on **Head Office**



Region of Peel
working with you

Service Provider Registration Back

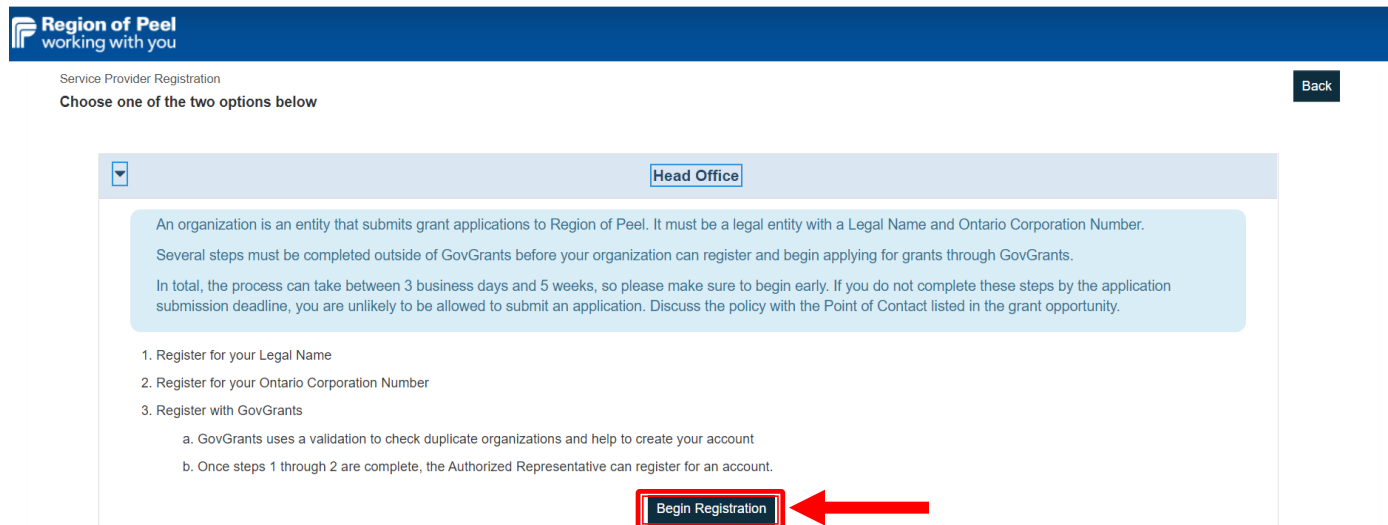
Choose one of the two options below

▲ **Head Office**

▲ Site

NOTE: Passwords expire every 90 days. Accounts inactive for 1 year or more result in removal of all account roles.

The page will expand and outline the three (3) steps required for your Head Office Registration, please click on **Begin Registration**.



Region of Peel
working with you

Service Provider Registration Back

Choose one of the two options below

▼ **Head Office**

An organization is an entity that submits grant applications to Region of Peel. It must be a legal entity with a Legal Name and Ontario Corporation Number. Several steps must be completed outside of GovGrants before your organization can register and begin applying for grants through GovGrants. In total, the process can take between 3 business days and 5 weeks, so please make sure to begin early. If you do not complete these steps by the application submission deadline, you are unlikely to be allowed to submit an application. Discuss the policy with the Point of Contact listed in the grant opportunity.

1. Register for your Legal Name
2. Register for your Ontario Corporation Number
3. Register with GovGrants
 - a. GovGrants uses a validation to check duplicate organizations and help to create your account
 - b. Once steps 1 through 2 are complete, the Authorized Representative can register for an account.

Begin Registration

Read the non-disclosure agreement details carefully and click on **Agree**

Region of Peel
working with you

Registration
Legal Disclaimer

Agree Disagree

Non-Disclosure Agreement

To continue further, you must agree to the following:

The following terms apply to your organization's submission of information and documents to GovGrants. By using GovGrants, you understand and consent to the following:

The funding applications submitted herein include information that shall not be disclosed outside the government and shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate this application, retain a record of submission, and to receive, store, and transfer documents needed to process applications, conduct pre and post-award transactions, and to manage grant awards issued to the registrant organization. Organizational information shall be requested only for the purpose of creating and maintaining an account, and of submitting, reviewing, and processing applications and grant awards. No personally-identifiable client-level data shall be required by the organization for submission via GovGrants at any time.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful purpose. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on GovGrants. At any time, or for any lawful purpose, the organization may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Applications submitted via GovGrants shall remain confidential until the time that grant terms are accepted by the applicant organization and a grant award is issued by the organization. At that time, the documents become public information and subject to review, audit, and public disclosure. If a grant is awarded as a result of, or in connection with the submission, the application and its contents shall be incorporated by reference into the grantee's agreement and requirements, including pre-award conditions. The applicant agrees not to disclose any organization notice of intent to fund until the organization issues an award or public notification of the award.

Step 1 of 3:

Please enter your organization's **Legal Name** and **Ontario Corporation Number** then click on the **Next** button to continue. *If you do not have an Ontario Corporation Number please send an email to zzg-EarlyYearsSystemsDivision@peelregion.ca*

Region of Peel
working with you

Registration
Step 1 of 3

Cancel Next

Fields marked as* are required

In order to start the registration, please provide the following information for your organization.

*Legal Name	Yardy Daycare
*Ontario Corporation Number	

Cancel Next

Notes:

- A Service Provider must ensure that they have registered with CRA for their [business number](#) and program account(s) such as: Corporation Number, HST Number, and payroll deductions, etc.
- Here is the link <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/register.html>
- Using the Ontario Corporation Number, the System will check for duplicate entries. If a duplicate is identified, please contact the Region of Peel

Step 2 of 3:

Please enter the information in the required fields noted with a red Asterisk. Also, in the **Division box**, click on the search and select **Early Years for Child Care Services**. Once you have populated the boxes click on the **Save** button

Auspice: for Profit or Non-Profit

Division: Early Years for EYCCS

Fields marked as * are required

▲ **Head Office Information** ←

Please fill in the following fields in order to create your organization profile in the system

Legal Name Yardy Daycare	Ontario Corporation Number 2545949	*Organization Operating As ⓘ Yardy Daycare
*Auspice For-Profit	*Phone Number (905) 567-9874	Fax
Website	*Division ⓘ <input type="text"/> <input type="button" value="Q"/>	

▲ **Head Office Address** ←

*Address	*Province --None--	*City --None--
*Postal Code ⓘ	Country	



Step 3 of 3: Authorized Representative(Primary User):

Authorized Representative Information Section (Required) – *This User is the authorized representative with signing authority for the organization and will be responsible for creating other users and/or forms in GovGrants. In addition, this role will be responsible for submitting documents like applications, amendment requests, etc. and committing the organization to funding opportunities and formal grant agreements.*

Please enter your information and note the mandatory fields with a red * Asterix. Once completed, click on the **Save** Button.

Registration
Step 3 of 3

Back Cancel Save

Fields marked as * are required

▲ Organization Representatives:

To continue this registration, the following User information is required. Upon approval of this request, your account information will be sent through email to the Authorized Representative.

- **Authorized Representative (Required)** – This User is the authorized representative with signing authority for the organization and will be responsible for creating other users and/or forms in GovGrants. In addition, this role will be responsible for submitting documents like applications, amendment requests, etc. and committing the organization to funding opportunities and formal grant agreements.

▲ Authorized Representative Information ←

Job Title	*First Name	*Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Phone Number	Phone Extension	*Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

The user will complete the Captcha information by clicking on “I’m not a robot” box below, then click on the **Submit** button

Region of Peel
working with you

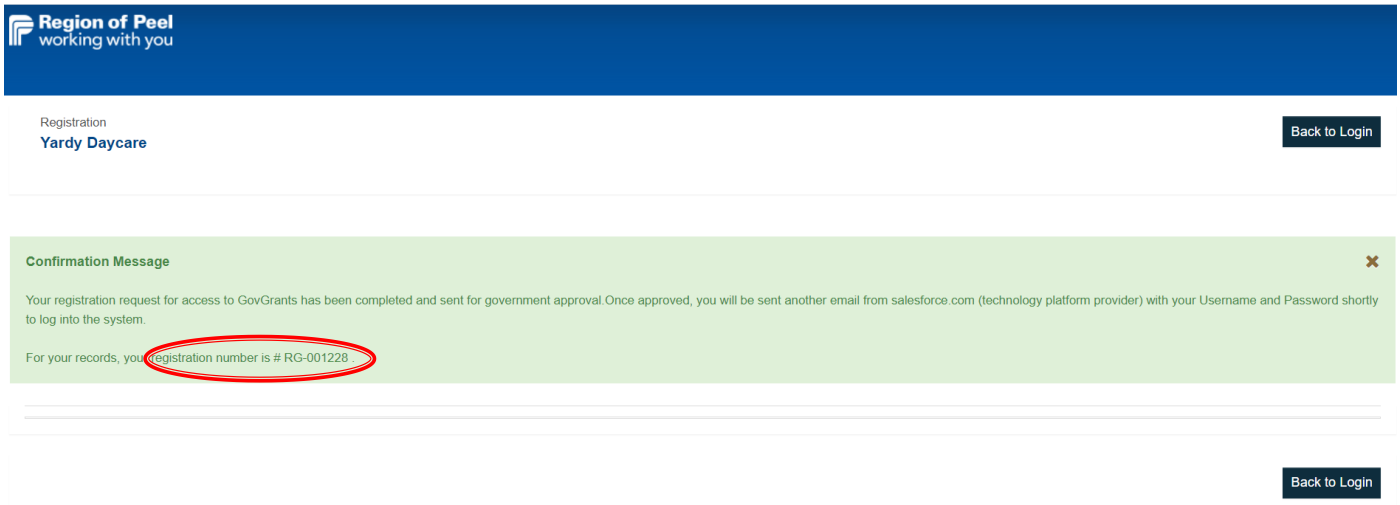
I'm not a robot

reCAPTCHA
Privacy - Terms

CAPTCHA (Completely Automated Public Turing test to tell Computers and Humans Apart) is a type of security measure known as challenge-response authentication. CAPTCHA helps protect you from spam and password decryption by asking you to complete a simple test that proves you are human and not a computer trying to break into a password protected account.

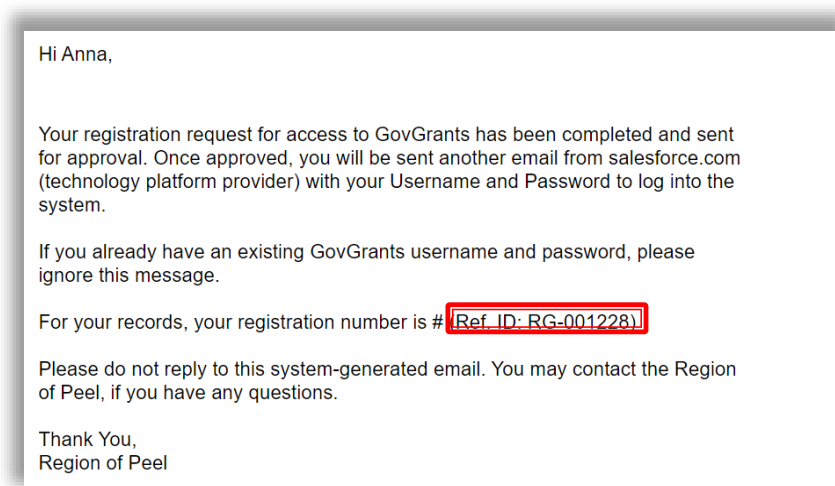
Submit Cancel

You will get a confirmation message in green, please write down the registration number for reference.



The screenshot shows a web interface for the Region of Peel. At the top left is the logo "Region of Peel working with you". Below it, the text "Registration Yardy Daycare" is displayed. A "Back to Login" button is in the top right. A green confirmation message box contains the text: "Your registration request for access to GovGrants has been completed and sent for government approval. Once approved, you will be sent another email from salesforce.com (technology platform provider) with your Username and Password shortly to log into the system. For your records, your registration number is # RG-001228." The registration number is circled in red. A second "Back to Login" button is at the bottom right.

The Service Provider's Primary User will receive the below email once they have successfully completed their initial Head Office registration as per the previous steps.



The screenshot shows an email message with the following content:

Hi Anna,

Your registration request for access to GovGrants has been completed and sent for approval. Once approved, you will be sent another email from salesforce.com (technology platform provider) with your Username and Password to log into the system.

If you already have an existing GovGrants username and password, please ignore this message.

For your records, your registration number is # **Ref ID: RG-001228**

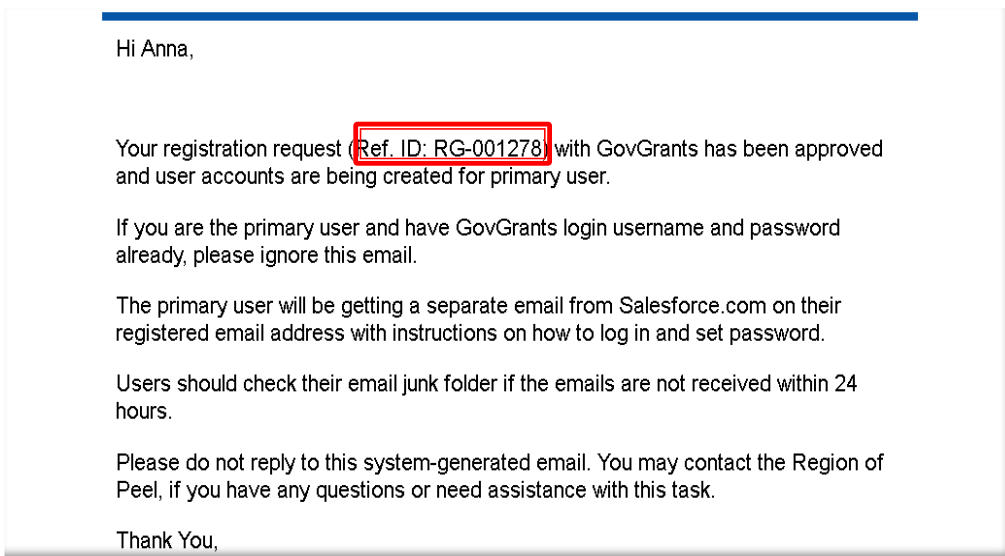
Please do not reply to this system-generated email. You may contact the Region of Peel, if you have any questions.

Thank You,
Region of Peel

SERVICE PROVIDER – 3 Emails Received after Submitting your Head Office Registration

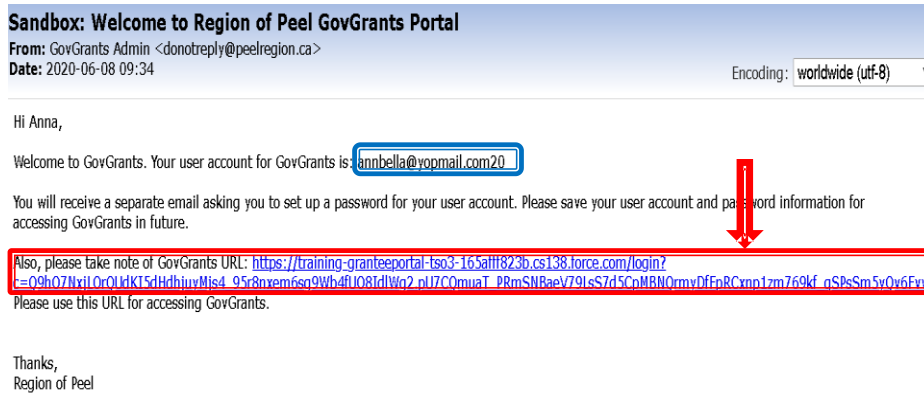
Email #1: (ROP has approved the Head Office Registration)

- Registration has been approved and the Reg ID # is identified in the below example
- Primary user will be getting an email on setting up their username and password



Email #2:

- The Primary user will receive their username, example (annbella@yopmail.com20), and a hyperlink to set up their password. **Click** on the link in the email.



You will be navigated to the below screen, please follow the password set up steps; Enter a New Password and Re-enter the password in the Confirm New Password box, then click on **Change Password**

salesforce

Change Your Password

Enter a new password for **annbella@yopmail.com20**.
Make sure to include at least:

- 8 characters
- 1 letter
- 1 number

* New Password

* Confirm New Password

Change Password

Email #3:

This is the 3rd email that the service provider receives; However, once the user has set up their password, they will be automatically logged into GovGrants to complete their Head Office Provider Profile as per the 3rd email instructions. *“Complete the task”*

Sandbox: Notification: A Task to Update The Head Office ProviderProfile is Available
From: GovGrants Admin <donotreply@peelregion.ca>
Date: 2020-06-08 09:35
Encoding: worldwide (utf-8)
[Show pictures...](#)

Hi Anna,

The Provider Profile for Rasta Daycare Centre has been assigned to you for your completion.

Log in to GovGrants to complete the task.

Please do not reply to this system-generated email. You may contact the Region of Peel, if you have any questions or need assistance with this task.

Thank You,
Region of Peel



My Tasks – Pending Tasks –

Below, is the provider page after logging in. The Head Office Primary User is now ready to complete the provider profile.

Click on Pending Tasks from the left pane, and then **click** on the green arrow icon under the Actions column to begin completing your Head Office Profile.

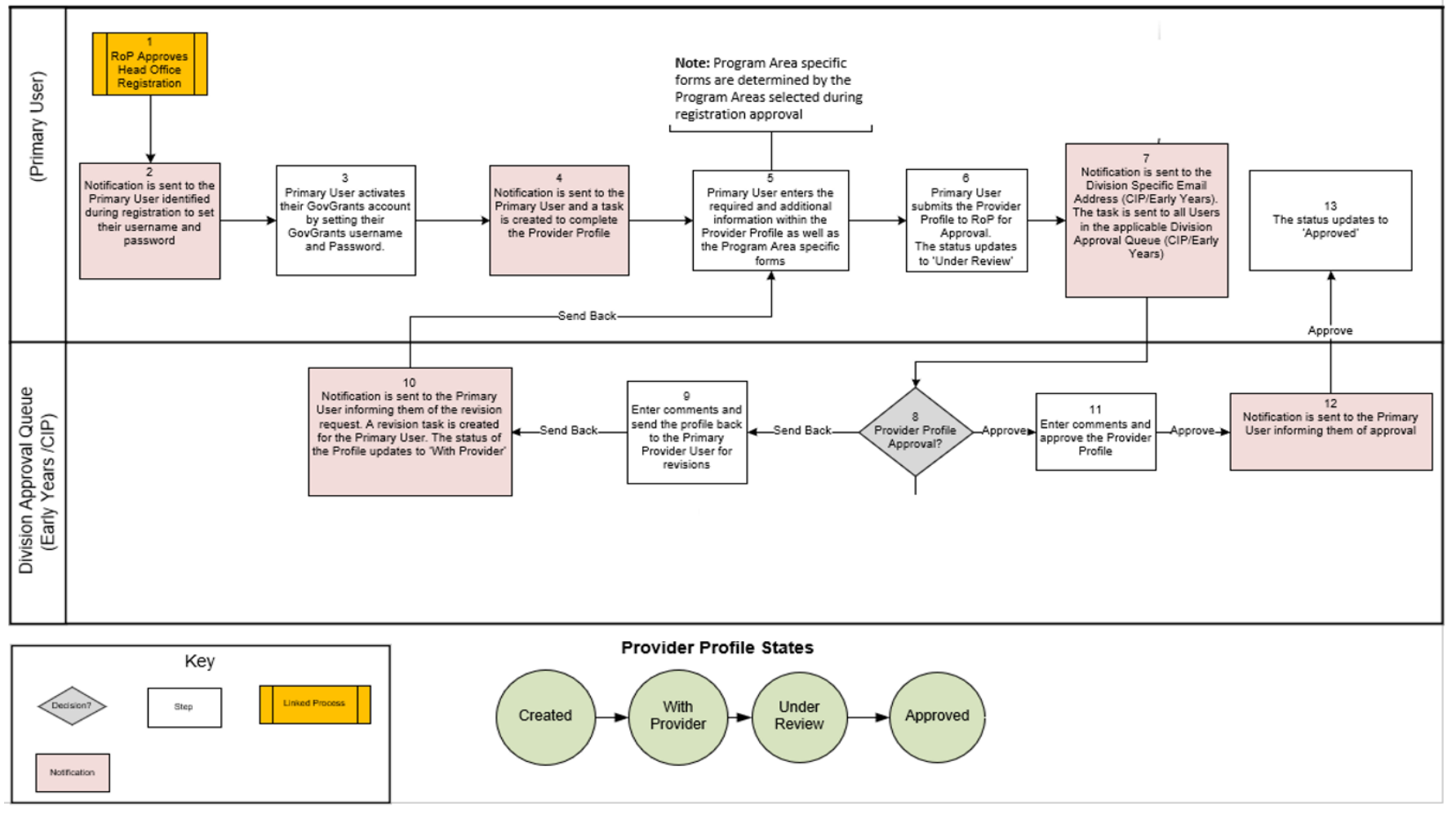
The screenshot shows the 'Region of Peel' Grants Portal interface. The left navigation pane has 'Pending Tasks' highlighted. The main content area shows a table of 'Pending Tasks (Assigned to Me)'. The table has columns for GovGrants ID, Type, Subject, Created By, Due Date, Status, and Actions. A task with ID SPP-053781 and Type 'Complete Profile' is listed. The 'Actions' column for this task contains a green arrow icon, which is highlighted with a red box. A red arrow points from the 'Pending Tasks' link in the navigation pane to this green arrow icon.

GovGrants ID	Type	Subject	Created By	Due Date	Status	Actions
SPP-053781	Complete Profile		Automated	15/06/2020	Pending	

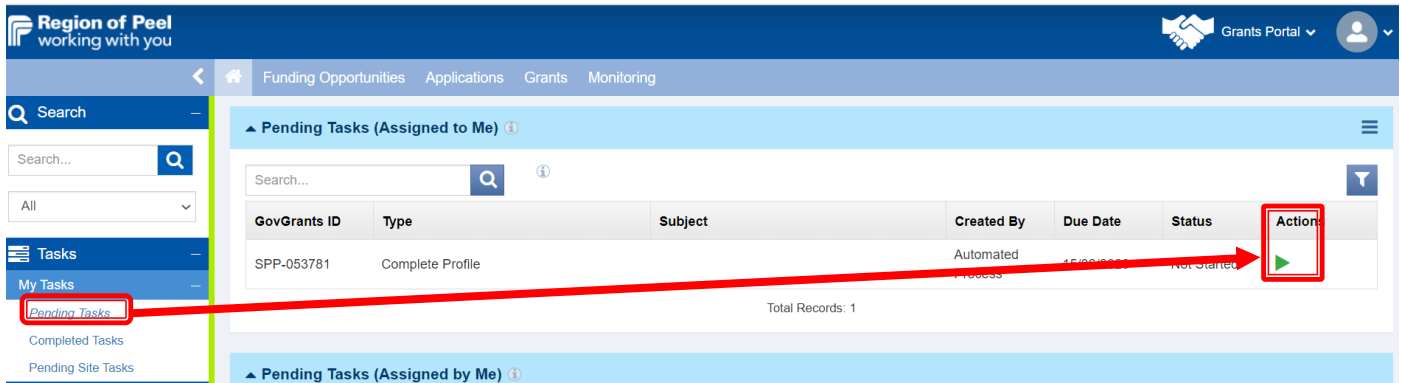
PART B - COMPLETING the HEAD OFFICE /PROVIDER PROFILE

Process Map – Head Office Profile Completion

The below process map outlines the steps for the Service Provider completion of their Head Office Profile, and the Internal/RoP approval steps

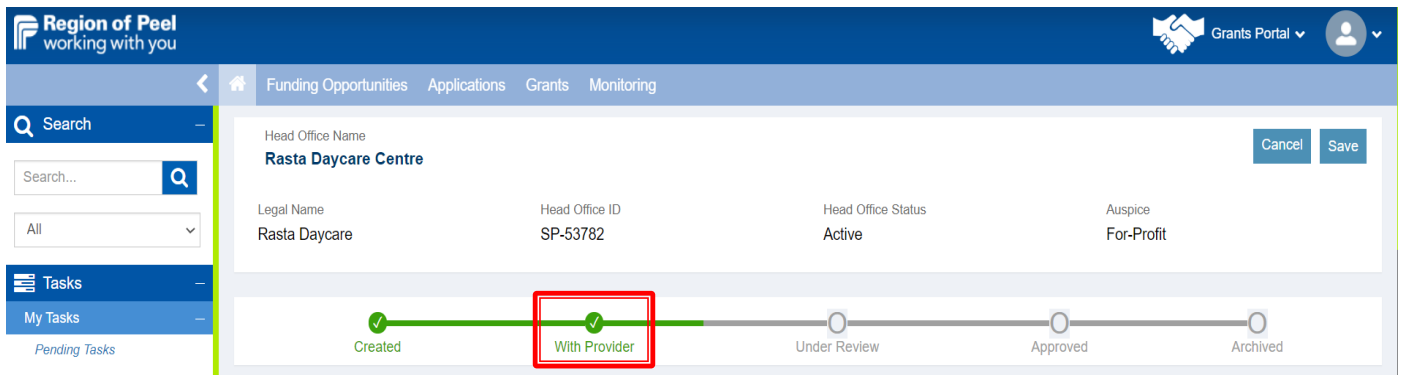


The Service Provider logs into GovGrants and from the **My Tasks** located on the left navigation pane, the provider will click on **Pending Tasks**. Next, click on the green arrow icon under the Actions column to pick up the task.



You will be navigated to the below page and skim the page block header that includes:

- Status Bar: currently with Provider (*Grantor/RoP has required the provider to complete the Provider Profile*)
- Head Office Name
- Legal Name: at Registrations
- Head Office ID: SP-53782 – Remember this number after your head office has been approved, it will be required when registering a Site later
- Head Office Status: Active
- Auspice: for Profit



Head Office Profile Tab

Head Office Information Section:

Some of the fields are pre-populated from the Registration; However, the mandatory fields with a red Asterix must be populated.

Region of Peel working with you

Grants Portal

Funding Opportunities Applications Grants Monitoring

Created With Provider Under Review Approved Archived

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Pending Site Tasks

Activities

My Organization

Service Provider Profile

Contacts

Head Office Contacts

Site Contacts

Recent Items

Head Office Profile Site Information Contracts Profile History

Head Office Information

*Head Office Name Rasta Daycare Centre

Auspice For-Profit

*Registered Charity? --None--

Registered Charitable Tax Number

*HST Registered? --None--

Ontario Corporation Number 145894893490

*Incorporation Date dd/mm/yyyy

*Email

*Phone Number (905) 791-9654

Fax



Website

Fiscal Year End Month





Fiscal Year End Day

Insurance Expiry Date


Address Information Section:

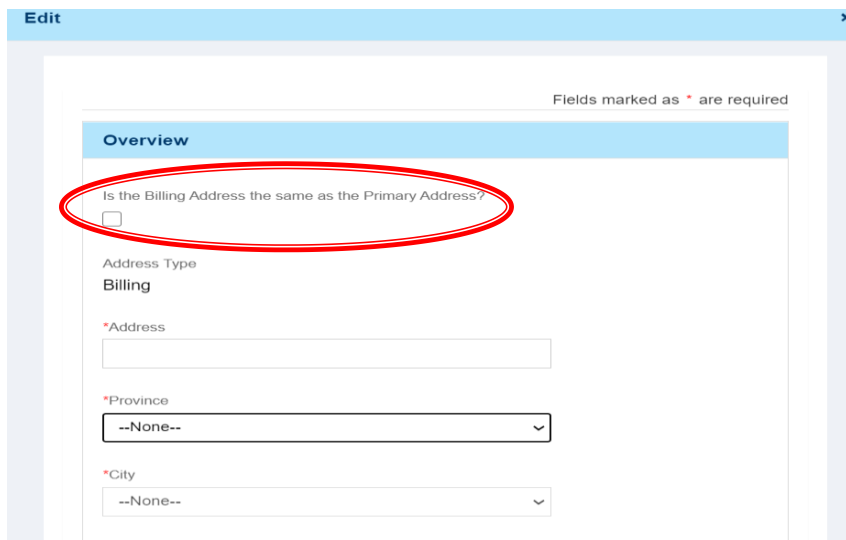
- If the user needs to edit the address information, they can click on the blue pencil icon under the Actions column.
- If the user wishes to view the Billing information details, they can click on the view icon , or if the user wants to edit the Billing information, please **click** on the edit  icon under the Actions Column

Address Information





Address Type	Address	Province	City	Postal Code	Actions
Primary Address	2457 Powerful Street	Ontario	Brampton	L6P 1X8	 
Billing					 

Billing Information:

Once the user clicks on the edit icon  for the billing information, a pop-up modal window will appear. **click** on the box to confirm “Is the billing address the same as the primary address?” if it is not, please enter the billing address details in the fields: Address, Province, City...then scroll to the bottom of the pop-up modal window and click the **Save** button once completed.



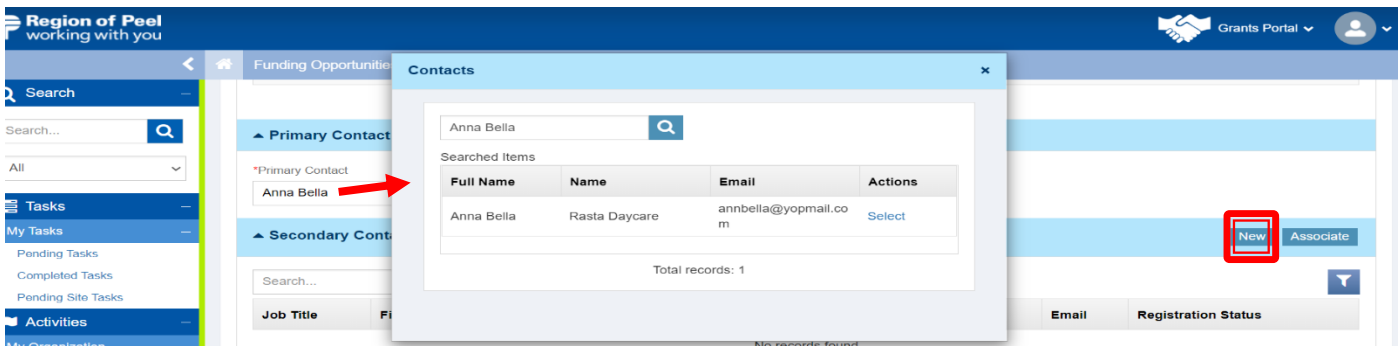
Billing address confirmation is the same as the Primary Address

▲ Address Information ☰					
Address Type	Address	Province	City	Postal Code	Actions
Primary Address	2457 Powerful Street	Ontario	Brampton	L6P 1X8	 
Billing	2457 Powerful Street	Ontario	Brampton	L6P 1X8	 

Total Records: 2

Primary Contact Section:

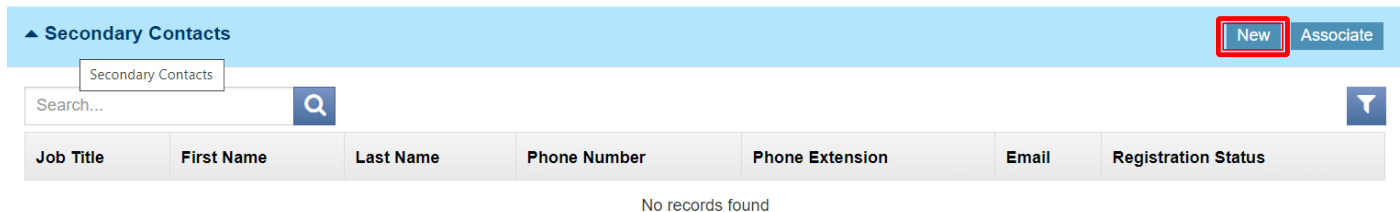
Note: This person was the primary user who registered the Head Office. However, let's say you want to change the primary contact to another registered GovGrants user at a later time, by clicking on the **search** in the Primary Contacts area, a pop-up modal window will appear, and the user will type in a name to begin searching for a registered GovGrants user, and click on **Select** to change to another Primary User. *The box will only show previously populated registered GovGrants user(s).* The **New** button will allow the user to add a new Primary User.



Secondary Contact Section:

The primary user can add a new secondary contact by clicking on the **New** button. Please click on **New**
Note: The Associate button is used to search for a pre-existing / registered GovGrants user.

Step 1: Click on New to add a secondary contact







Step 2:


A pop-up window will appear as per below and the primary user will enter the details in each field for this (new) secondary user. *Please be sure to enter all information in the mandatory fields indicated by the red * Asterix.*

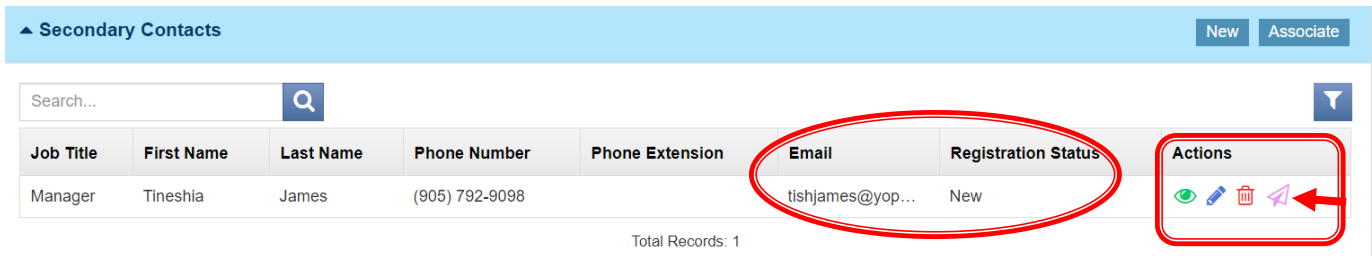
Please click on the **Save** button once completed.





The screenshot shows a 'New' pop-up window with a light blue header and a close button (x) in the top right corner. Inside the window, there is a form titled 'Information' with a light blue header. The form contains six input fields arranged in two columns. The fields are: Job Title, *First Name, *Last Name, *Phone Number, Phone Extension, and *Email. The asterisks indicate mandatory fields. A 'Save' button is located at the bottom right of the form, highlighted with a red box. A note at the top right of the form area states 'Fields marked as * are required'.

Step 3:

Once you have clicked on the Save button, the below icons will appear under the Actions column
View icon , edit icon  (edit the contact details), trash can icon  (delete the info) and the **airplane icon**  (send invitation).

Please click on the **airplane icon**  to send the invite to the email indicated under the Email column. *Note that the Registration Status is “New”*

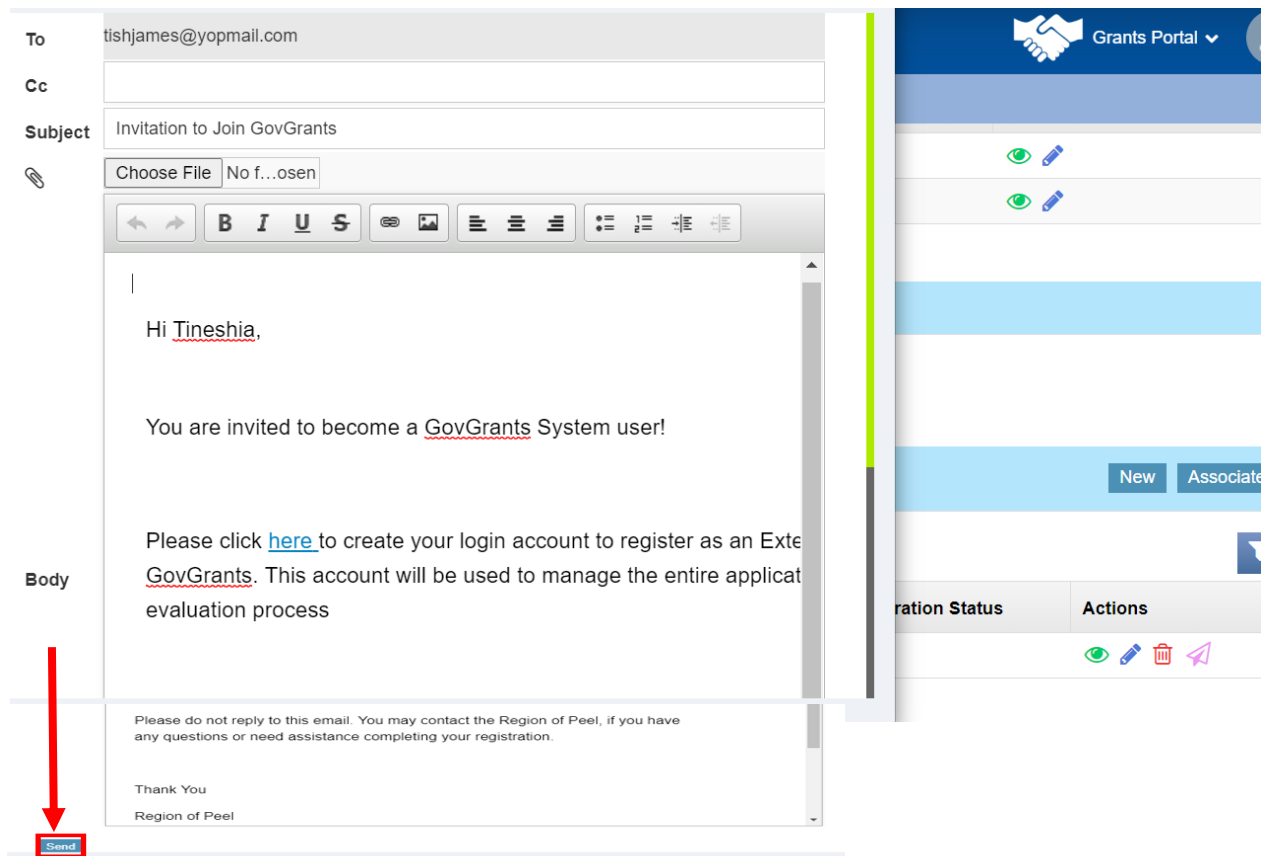


Job Title	First Name	Last Name	Phone Number	Phone Extension	Email	Registration Status	Actions
Manager	Tineshia	James	(905) 792-9098		tishjames@yop...	New	   

Total Records: 1

Step 4:

The below screen will appear, and the primary user will click on the **Send** button located at the bottom of the email, then click on the “x” (top right of the box) to close the pop-up window.



To: tishjames@yopmail.com

Cc:

Subject: Invitation to Join GovGrants

Choose File No f...osen

Body

Hi Tineshia,

You are invited to become a GovGrants System user!

Please click [here](#) to create your login account to register as an External GovGrants. This account will be used to manage the entire application evaluation process




Please do not reply to this email. You may contact the Region of Peel, if you have any questions or need assistance completing your registration.

Thank You
Region of Peel

Send

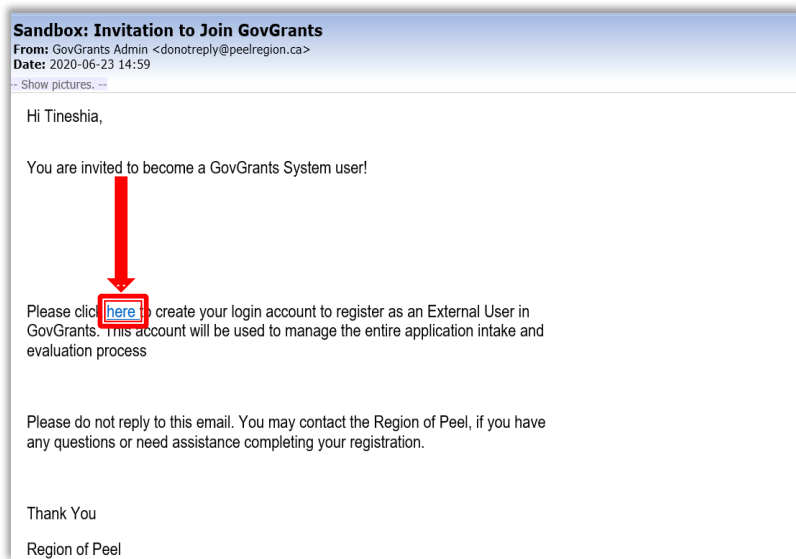
Step 4a:

Once the primary user clicks on the **send** button above, the page automatically refreshes and now the airplane icon is removed from the Actions column, and the Registration Status says “**Invitation Sent**”
If the primary user wants to add another secondary contact, simply click on the New button and repeat steps 1-4

Secondary Contacts								New	Associate
Job Title	First Name	Last Name	Phone Number	Phone Extension	Email	Registration Status	Actions		
Manager	Tineshia	James	(905) 792-9098		tishjames@yopm...	Invitation Sent	  		

Step 4b:

The secondary user will log into their email account and will receive an email as per below. Please click on the “**here**” hyperlink



Step 4c:

The secondary user will read the non-Disclosure Agreement, and click on the **Agree** button located at the top right or bottom of the page

Region of Peel
working with you

Registration
Legal Disclaimer

Agree **Disagree**

Non-Disclosure Agreement

To continue further, you must agree to the following:
To Continue further, agreement to the following is required:

NDA Form:
The following consent form terms apply to your organization's submission of information and documents to GovGrants. By using GovGrants, you understand and consent to the following:

The funding application submitted herein includes information that shall not be disclosed outside the government and shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate this application, retain a record of submission, and to receive, store, and transfer documents needed to process applications, conduct pre and post-award transactions, and to manage grant awards issued to the registrant organization. Organizational information shall be requested only for the purpose established by GovGrants for creating, and maintaining an account and submitting, reviewing, and processing applications and grant awards. No personally-identifiable client-level data shall be required by the organization for submission via GovGrants at any time.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful purpose. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on GovGrants. At any time, or for any lawful purpose, the organization may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Applications submitted via GovGrants shall remain confidential until the time that grant terms are accepted by the applicant organization and a grant award is issued by the organization. At that time, the documents become public information and subject to review, audit, and public disclosure. If a grant awarded as a result of, or in connection with the submission, the application, and its contents shall be incorporated by reference into the grantee's agreement and requirements, including pre-award conditions. The applicant agrees not to disclose any organization notice of intent to fund until the organization issues an award or public notification of the award.

The Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. No confidential or proprietary data will be shared without an applicant's permission and will be governed by terms negotiated in the final grant award agreement. This restriction does not limit the organization's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets and each sheet of data it wishes to restrict are marked with the following legend: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

Step 5:

In the Additional User Address section, the secondary user will enter their details in all the mandatory fields and once completed, click on the **Save** button at the top right of the screen

Region of Peel
working with you

Registration
Step 1 of 1

Cancel **Save**

Fields marked as * are required

Additional User Detail

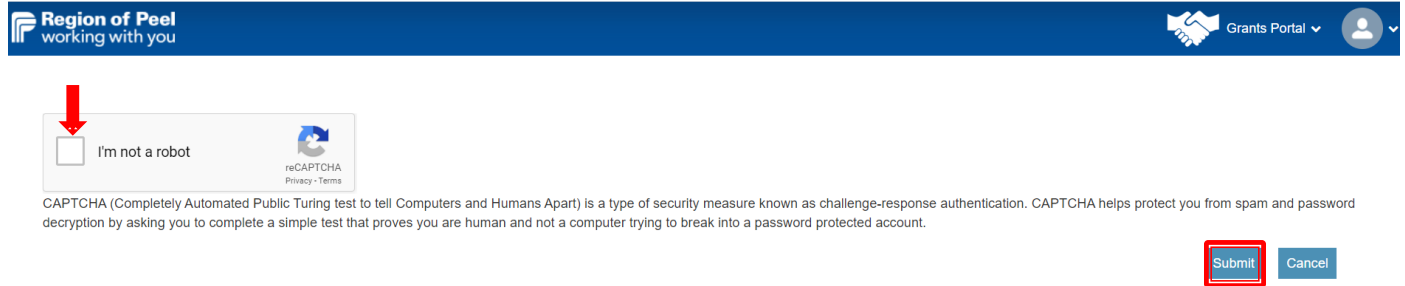
Organization Name Rasta Daycare	First Name Tineshia	Last Name James
Phone (905) 792-9098	Email tishjames@yopmail.com	

Additional User Address

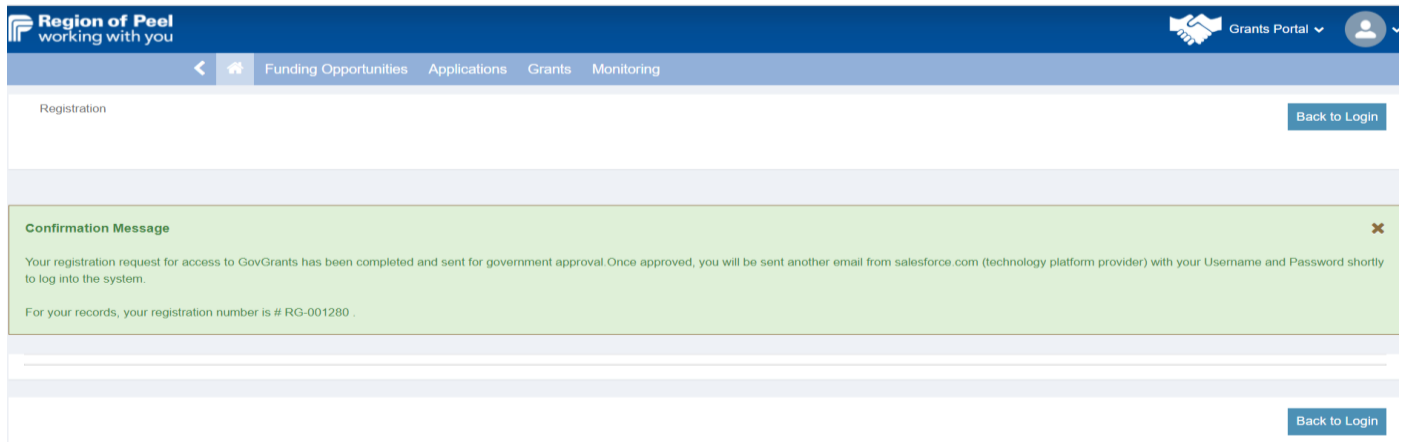
*Address ⓘ 45 Latanya Drive	*Province Ontario	*City Brampton
*Postal Code L6p1x7	Country Canada	

Step 5a:

The Captcha page loads and this new secondary user will click in the box “I’m not a robot” and then click on the **Submit** button






Confirmation of the “new” secondary user submitted information to GovGrants



Step 5b:

Below is the completed registration of the secondary contact. **Note the airplane icon is no longer there,** and the **Primary User** (who initially clicked on new to add a secondary contact) is now able to view, edit or delete this “new” secondary contact in the continuation of the Head Office Profile completion.
FYI- only the primary user will be able to edit first name, last name and phone number. A primary user will oversee the adding or changing of the contact info for their secondary user(s)

Important: at this stage the **Primary User of the Head Office** can continue with completing the remaining sections of the Head Office Profile

Secondary Contacts							
Job Title	First Name	Last Name	Phone Number	Phone Extension	Email	Registration Status	Actions
Manager	Tineshia	James	(905) 792-9098		tishjames@yopm...	Active	  

Total Records: 1

Business:

- A primary user whom is completing the Head Office Profile can add more users by repeating the steps 1-4 above

Head Office Primary User	Head Office Secondary User
<p>1 Primary User</p> <ul style="list-style-type: none"> • Can enter/update Centre Base / Home Child Care information • Can enter/update Service Provider Profile information- • Can create or edit an application for funding • Can submit an application for funding <p>The Head Office Primary User should be someone in a senior position who has with signing authority (for example a board member, director, owner or CEO)</p>	<p>Up to *2 Secondary Users</p> <ul style="list-style-type: none"> • Can enter/update Centre Base / Home Child Care information • Can enter/update Service Provider Profile information • Can create or edit an application for funding <p>The Head Office Secondary User should be involved in the financial or administration of the business company (for example a Finance Manager, Financial Analyst, Controller, Board member, Area/Regional Manager, other)</p>

Tip #4 : Service Providers' Resources available on [ROP external site](#)

- [Service provider roles and permissions](#)
 This chart outlines roles and permissions for Service Providers within the GovGrants system.

- *Reminder: To continue completing the Head Office Profile, the user can click on the Google page tab, or simply log into their GovGrants account and pick up the task from their Pending Tasks (Assigned to Me) by clicking on the green arrow icon under the Actions column. **Click** on the Head Office Profile tab and scroll to the next section 😊*

The screenshot shows the top navigation bar of the Region of Peel Grants Portal. The logo 'Region of Peel working with you' is on the left. On the right, there are 'Grants Portal' and a user profile icon. Below the navigation bar, there are tabs for 'Funding Opportunities', 'Applications', 'Grants', and 'Monitoring'. A search bar is on the left. Below the search bar, there are tabs for 'Head Office Profile', 'Site Information', 'Contracts', and 'Profile History'. The 'Head Office Profile' tab is selected. The main content area shows a status filter with options: 'Created', 'With Provider', 'Under Review', 'Approved', and 'Archived'. A note at the bottom right says 'Fields marked as * are required'.

Head Office Specific Information Section:

Please **click** on the Authorized Members green eye icon under the **Actions** column.

The screenshot shows the 'Head Office Specific Information' section of the Region of Peel Grants Portal. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a search bar and a dropdown menu for 'All'. The main content area has a heading 'Head Office Specific Information' and a sub-heading 'Please save your profile changes before clicking any icons in the Actions column. Otherwise, you may lose your changes.' Below this is a search bar and a table with the following columns: '#', 'Program Area Form', 'Last Modified Date', and 'Actions'. The table contains three records. The second record, 'Authorized Members', is highlighted with a red box. The 'Actions' column for this record contains a green eye icon. The table also shows 'Total Records: 2' at the top and 'Total Records: 3' at the bottom.

#	Program Area Form	Last Modified Date	Actions
1	Head Office EarlyON Summary	08/06/2020 9:34 AM	
2	Authorized Members	08/06/2020 9:34 AM	
3	Head Office Child Care Summary	08/06/2020 9:34 AM	

Authorized Members Tab:

User will be navigated to the below page, first, click on the Edit button located at the top right or bottom left of your page. This will put the page in edit mode in GovGrants (if you do not see the edit button at the top or bottom right of the page, then you are already in Edit mode)

Next, to add a new Authorized Member you can click on the **New** Button.

The screenshot displays the 'Authorized Members' tab in the GovGrants system. The page includes a navigation menu on the left with options like 'Search', 'Tasks', 'Activities', 'My Organization', 'Contacts', and 'Recent Items'. The main content area features a progress bar with stages: 'Created', 'With Provider', 'Under Review', and 'Approved'. Below the progress bar, there are tabs for 'Authorized Members' and 'Notes'. The 'Authorized Members' tab is active, showing a search bar and a table with columns: Position, First Name, Last Name, Address, Province, City, Postal Code, Phone Number, Home Phone, and Email. The table currently contains no records. A 'New' button is highlighted with a red box, indicating the action to add a new member. At the bottom, there are buttons for 'Back to Head Office Profile' and 'Save'.

Region of Peel
working with you

Grants Portal

Funding Opportunities Applications Grants Monitoring

Search

Search... [Q]

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Pending Site Tasks

Activities

My Organization

Service Provider Profile

Contacts

Head Office Contacts

Site Contacts

Recent Items

Created With Provider Under Review Approved

Fields marked as * are required

Authorized Members Notes

Authorized Members Associate New

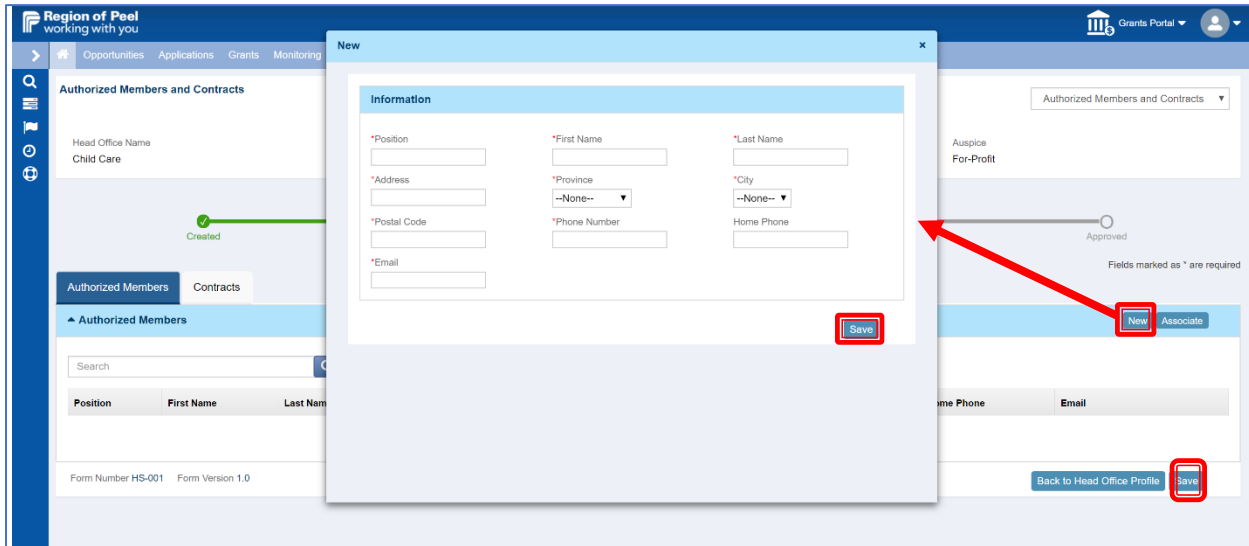
Search... [Q]

Position	First Name	Last Name	Address	Province	City	Postal Code	Phone Number	Home Phone	Email
No records found									

Form Number HS-001 Form Version 1.0

Back to Head Office Profile Save

In this example, the Service Provider is a for-profit auspice, so you will only be adding an authorized member details in the pop-up modal window below. Once completed, click on the **Save** button in this window. *If the pop-up window does not close click on the “x”*.



To associate an existing contact in the Authorized User section, click on the **Associate** Button, and a pop-up **Information** modal window will appear. Enter the contact's full name, position, address and so on, then click on the **Search** button. If there is an existing registered user for this service provider another pop-up modal window will appear, and the user will click on **Select** from the Actions column to add this person to the Authorized Member section.

Note: if it does not automatically carry over the contact details, you will have to manually enter it in the Contacts modal window search field.

The screenshot shows a web application interface with a sidebar on the left containing navigation items like 'Search', 'Tasks', 'My Tasks', 'Activities', 'My Organization', 'Contacts', and 'Recent'. The main content area is titled 'Associate' and contains two modal windows. The 'Information' modal is in the background, with a red arrow pointing from its '*Contact' field to the search field of the 'Contacts' modal in the foreground. The 'Contacts' modal has a search bar and a table of 'Searched Items'.




First Name	Last Name	Organization	Email	Actions
Anna	Bella	Rasta Daycare	annbella@yopmail.com	Select
Tineshia	James	Rasta Daycare	tishjames@yopmail.com	Select
Buba	Rose	Rasta Daycare	bubarose@yopmail.com	Select

Total records: 3

The user now has the option to view (green eye icon), edit (blue pencil icon) or delete (red trash can) the authorized member. Click on **Save**, to do a page save. You will get a message in green “**form saved successfully**”

Next, click on the “**Back to Head Office Profile Button**”

The screenshot shows the Region of Peel Grants Portal interface. The top navigation bar includes 'Region of Peel working with you', 'Grants Portal', and a user profile icon. The main content area is titled 'Authorized Members' and features a table with the following data:

Position	First Name	Last Name	Address	Province	City	Postal Code	Phone Number	Home Phone	Email	Actions
Executive Director	Anna	Bella	2457 Powerful Street	Ontario	Brampton	L6P 1X8	(905) 791-9654		annbella@yopmail.com	  

Below the table, it indicates 'Total Records: 1'. At the bottom right, a red arrow points to the 'Back to Head Office Profile' button, and a red box highlights the 'Save' button.

Authorized Member – For a Non-Profit

If you are a non-profit organization, you will need to complete the Board of Directors information under the Authorized Members Tab.

Click on the **Edit** button at the top right of the page. This will put the page/form in edit mode

The screenshot shows the 'Authorized Members' form in view mode. At the top right, there are buttons for 'Back to Head Office Profile', 'Edit', and 'Validate'. The 'Edit' button is highlighted with a red box and a red arrow. Below the buttons, the form displays the following information:

- Head Office Name: Happy House Daycare
- Head Office ID: SP-53778
- Head Office Status: Active
- Auspice: Non-Profit

A progress bar below the information shows the following steps: Created (checked), With Provider (checked), Under Review (unchecked), and Approved (unchecked).

The form has two tabs: 'Authorized Members' and 'Notes'. The 'Authorized Members' tab is active, showing the 'Board of Directors Details' section. This section contains the following questions:

- Are all positions on the board filled?
- If no, what steps are being taken to recruit new board members?
- How many board meetings are held per year?
- How often are the board's bylaws, policies, and procedures reviewed?
- List all active sub-committees
- List current work being addressed/reviewed by these sub-committees:

Below the questions is a table for the 'Board of Directors' with the following columns: Position, First Name, Last Name, Province, City, Email, Year Started on Board, and Occupation. The table is currently empty, with a search bar and a magnifying glass icon above it.

Complete all the required fields.

The screenshot shows the 'Authorized Members' form in edit mode. The form is filled out with data, and the 'Edit' button is highlighted. The form displays the following information:

- Head Office Name: Happy House Daycare
- Head Office ID: SP-53778
- Head Office Status: Active
- Auspice: Non-Profit

A progress bar below the information shows the following steps: Created (checked), With Provider (checked), Under Review (unchecked), and Approved (unchecked).

The form has two tabs: 'Authorized Members' and 'Notes'. The 'Authorized Members' tab is active, showing the 'Board of Directors Details' section. This section contains the following questions:

- *Are all positions on the board filled?
--None--
- If no, what steps are being taken to recruit new board members?
- *How many board meetings are held per year?
- *How often are the board's bylaws, policies, and procedures reviewed?
- *List all active sub-committees

At the bottom of the form, there is a footer with the text: 'Privacy & Terms of Use | Accessibility | Accountability & Transparency'.

Complete the questions under the Board of Directors Details section then click **Save**.

The screenshot shows the 'Board of Directors Details' form in the Grants Portal. The form includes the following fields and values:

- *Are all positions on the board filled? **Yes**
- If no, what steps are being taken to recruit new board members? (Empty text area)
- *How many board meetings are held per year? **6**
- *How often are the board's bylaws, policies, and procedures reviewed? **1 time per year**
- *List all active sub-committees: **finance subcommittee, fundraising subcommittee**
- *List current work being addressed/reviewed by these sub-committees: **work being done is explained here**

At the bottom of the form, there is a 'Board of Directors' section with a search bar and a table with columns: Position, First Name, Last Name, Province, City, Email, Year Started on Board, and Occupation. A 'New Associate' button is also present.

A green confirmation notice will appear. Click on **Back to Head Office Profile**

The screenshot shows the same Grants Portal interface after the form has been saved. A green confirmation message 'Form saved successfully' is displayed at the top. Below it, the 'Authorized Members' section shows the following details:

Head Office Name	Head Office ID	Head Office Status	Ausspice
Happy House Daycare	SP-53778	Active	Non-Profit

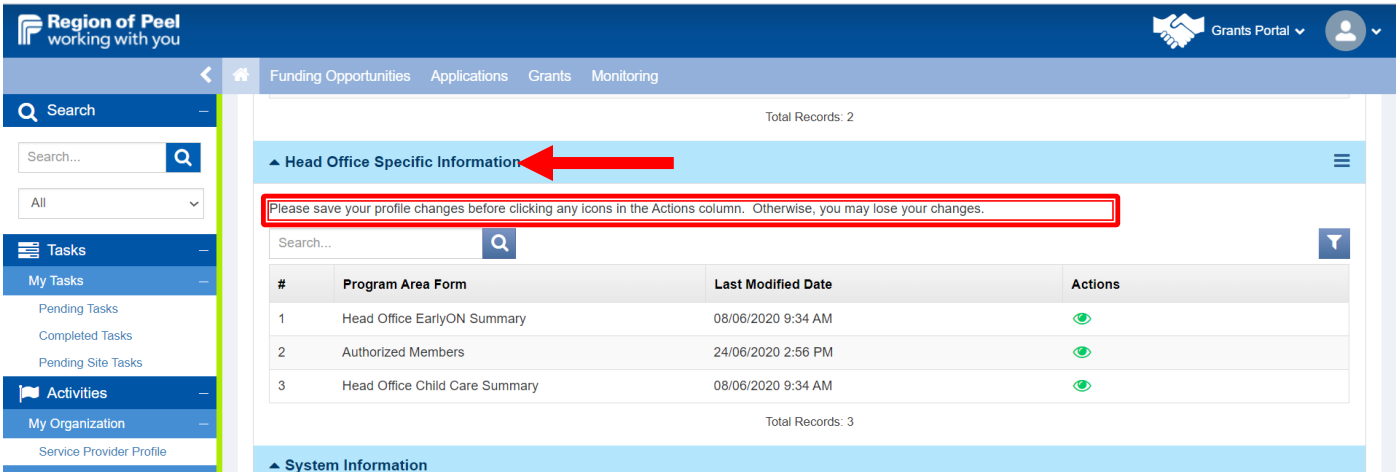
A progress bar below the table indicates the status: Created (green checkmark), With Provider (green checkmark), Under Review (grey circle), and Approved (grey circle). The 'Board of Directors Details' form is visible below, with the following values:

- Are all positions on the board filled? **Yes**
- If no, what steps are being taken to recruit new board members? (Empty text area)
- How many board meetings are held per year? **6**
- How often are the board's bylaws, policies, and procedures reviewed? **1/ year**
- List all active sub-committees: **subcommittees**
- List current work being addressed/reviewed by these sub-committees: (Empty text area)

Buttons for 'Back to Head Office Profile', 'Edit', and 'Validate' are visible in the top right of the Authorized Members section.

User should be navigated back to the below page and continue from the **Head Office Specific Information** section. To open the **Head Office Child Care Summary Form**, click on the green eye icon under the **Actions** column.

Note: The Head Office EarlyON Summary form is not covered in this package, but it is relatively the same process as the Head Office Child Care Summary form, basically complete mandatory sections and fields.



Region of Peel working with you

Funding Opportunities Applications Grants Monitoring

Search

Total Records: 2

Head Office Specific Information

Please save your profile changes before clicking any icons in the Actions column. Otherwise, you may lose your changes.

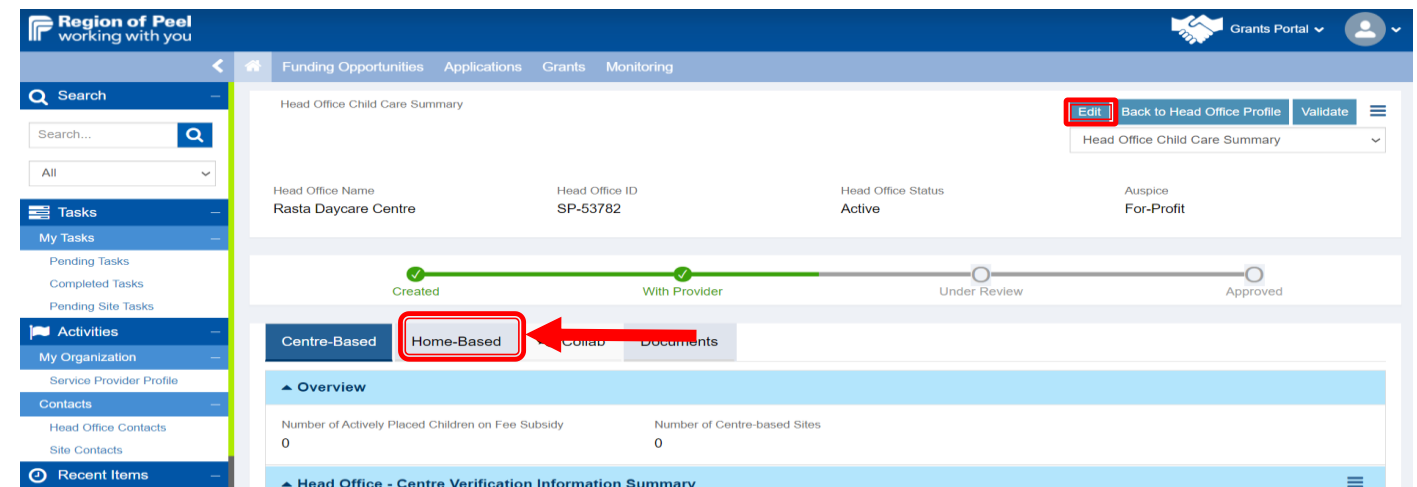
#	Program Area Form	Last Modified Date	Actions
1	Head Office EarlyON Summary	08/06/2020 9:34 AM	
2	Authorized Members	24/06/2020 2:56 PM	
3	Head Office Child Care Summary	08/06/2020 9:34 AM	

Total Records: 3

System Information

The Service Provider will be navigated to the below page. Please be sure to click on the **Edit** button at the top or bottom right of the page. This will allow the provider to begin populating the information. Click on the **Home-Based** tab to begin populating data.

Note: the centre-based tab information will be information rolled up from the completed site profile information. Which is covered later in this manual.



Region of Peel working with you

Funding Opportunities Applications Grants Monitoring

Head Office Child Care Summary

Edit Back to Head Office Profile Validate

Head Office Child Care Summary

Head Office Name: Rasta Daycare Centre

Head Office ID: SP-53782

Head Office Status: Active

Auspice: For-Profit

Created With Provider Under Review Approved

Centre-Based Home-Based

Overview

Number of Actively Placed Children on Fee Subsidy	Number of Centre-based Sites
0	0

Head Office - Centre Verification Information Summary

Head Office Child Care Summary Form – Home Based Tab

Home Childcare Provider Information Section:

Click on **New** and populate the information. The user can continue to click on new to add a new row. Notice that once data have been populated in the fields, you can choose to edit (blue pencil) and delete (trash can)

Region of Peel working with you

Grants Portal

Funding Opportunities Applications Grants Monitoring

Search

Head Office Child Care Summary

Back to Head Office Profile Save

Head Office Child Care Summary

Head Office Name: Happy House Test
Head Office ID: SP-53776
Head Office Status: Active
Aurios: For-Profit

Created With Provider Under Review Approved

Fields marked as * are required

Centre-Based Home-Based Collab Documents

Home Childcare Provider Information

New

6 Digit Postal Code	Active or Inactive Licensed Home	Hours of Operation	Days of Operation	Number of Privately Placed Children	Number of Active Children With Your Agency	Number of Provider's Own Children (Under The Age Of 6)	Languages Spoken In The Home (Optional)	Is This Provider Contracted With Another Licensed Home Child Care Agency? If So, Please State Which Agency	Actions
L4W 1Q4	Active	6:00am - 7:00pm	Monday, Tuesday, Wednesday, Thursday, Friday	5	5	2	English and Patois	No	[Edit] [Delete]

Total Records: 1

Home Verification Information Summary Section:

Click on the pencil icon under the Actions column and enter the details/data for each field in the row. (FYI-below screenshot shows a semi-circular arrow after user clicked on the blue pencil icon/edit) Once all data have been entered accordingly, **click** on the section **Save** button to save the populated fields Note. If the user wants to download the data entered for this section, click on download PDF

Region of Peel working with you

Grants Portal

Funding Opportunities Applications Grants Monitoring

Code Home Children Agency The Age Of 6 (Optional) Agency? If So, Please State Which Agency

No records found

Home Verification Information Summary

Save

Refresh Download as PDF

#	Description	Number of Homes this Agency is Licensed for	Number of Homes Operating	Number of FTE Home Visitors	Average Daily Enrollment	Number of FTE Providers	Number of Non-Program Positions	Number of FTE Positions	Actions
1	Inside RoP	2	1	1	6	1	1	2	[Edit] [Delete]
2	Outside RoP	0	0	0	0	0	0	0	[Edit] [Delete]

Home Childcare Enrollment Summary Section:

Click on the edit pencil icon under the actions column and enter the data respectively
(FYI-below screenshot shows a semi-circular arrow after user clicked on the blue pencil icon/edit)
Once all data have been completed, please click on the section **Save** button

Region of Peel
working with you

Grants Portal

Funding Opportunities Applications Grants Monitoring

2 Outside RoP 0 0 0 0 0 0 0

Home Childcare Enrollment Summary

Search...

Age Group	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actions
Infant	0	0	0	0	0	0	0	0	0	0	0	0	
Toddler	0	0	0	0	0	0	0	0	0	0	0	0	
Pre-School	0	0	0	0	0	0	0	0	0	0	0	0	
Kindergarten	0	0	0	0	0	0	0	0	0	0	0	0	
Primary/Junior School Age	0	0	0	0	0	0	0	0	0	0	0	0	
Junior School Age	0	0	0	0	0	0	0	0	0	0	0	0	

Save

Recent Items
SPP-053781

Next, click on the **Back to Head Office Profile**

Region of Peel working with you

Funding Opportunities Applications Grants Monitoring

Search

Search... [Q]

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Pending Site Tasks

Activities

My Organization

Service Provider Profile

This form is ready for submission.

Head Office Child Care Summary

Edit Back to Head Office Profile Validate

Head Office Child Care Summary

Head Office Name	Head Office ID	Head Office Status	Auspice
Rasta Daycare Centre	SP-53782	Active	For-Profit

Created With Provider Under Review Approved

Click on **Submit for Review** button.

Region of Peel working with you

Funding Opportunities Applications Grants Monitoring

Search

Search... [Q]

All

Tasks

My Tasks

Pending Tasks

Head Office Name

Rasta Daycare Centre

Submit For Review Edit Validate

Legal Name	Head Office ID	Head Office Status	Auspice
Rasta Daycare	SP-53782	Active	For-Profit

Created With Provider Under Review Approved Archived

You will see that the status bar now shows **Under Review** (RoP/Grantor will review the Service Provider's submitted information)

Region of Peel working with you

Funding Opportunities Applications Grants Monitoring

Search

Search... [Q]

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Head Office Name

Rasta Daycare Centre

Legal Name	Head Office ID	Head Office Status	Auspice
Rasta Daycare	SP-53782	Active	For-Profit

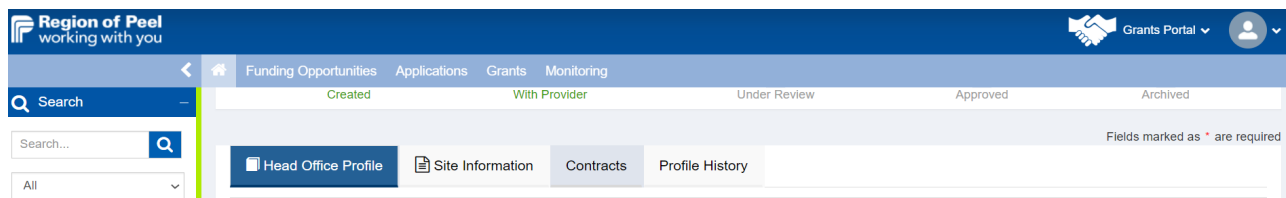
Created With Provider Under Review Approved Archived

Recap: Completing the Head Office Profile

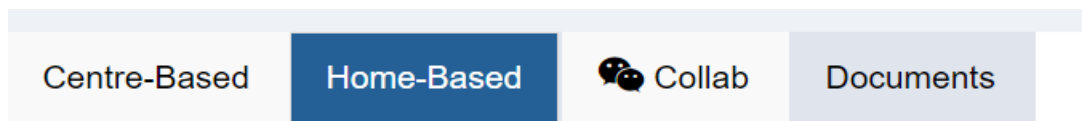
- 1) From the Head Office Specific Information section, click the green eyeball icon beside the Head Office Childcare Summary
- 2) Click on the Edit button to begin editing the Home Child Care Provider information, Home Verification Information Summary and the Home Childcare Enrollment Summary, (save each section)
- 3) Click on Validate to ensure that required fields are populated currently
- 4) Click on Back to Head Office Profile
- 5) Click on Submit for Review

Business:

- 1) You will not see any data in the Centre-Based tab, as a site profile has not been completed under this Head Office.
- 2) Contracts Tab; you will not currently see anything as the provider has not applied for any funding opportunities yet.



- 3) From the Head Office Profile Tab, and when you scroll down to the Head Office Specific Information, and click on the Head Office Child Care Summary form, the user will be launched into a page with the below tabs.

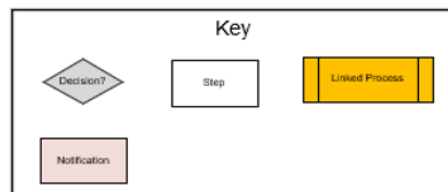
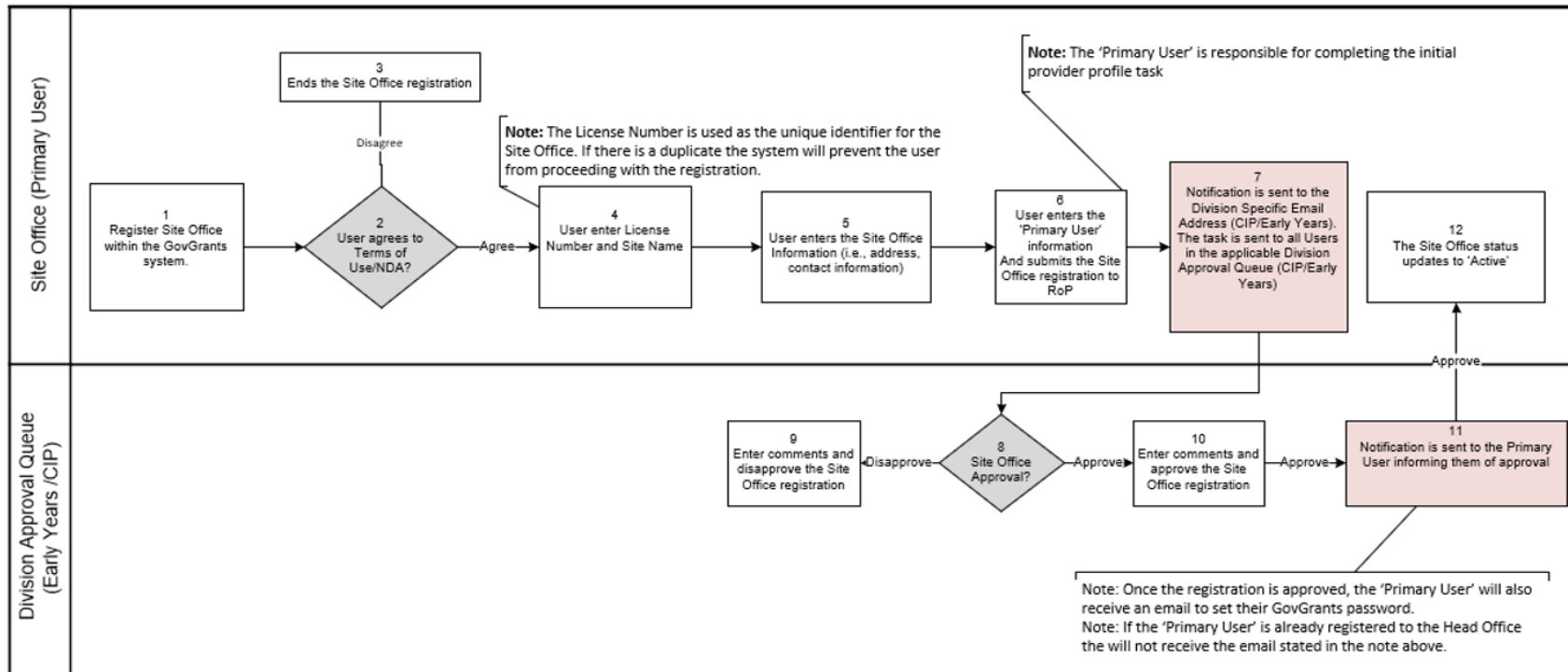


- 4) The Centre-Based tab will not have any information populated, nor will it allow you to edit anything. This is because the Site Registration and Site Profile information was not completed. Once the Site profile is approved by internal ROP, that site information data will be rolled up in the sections under the Centre-Based tab.

PART C: REGISTERING A SITE

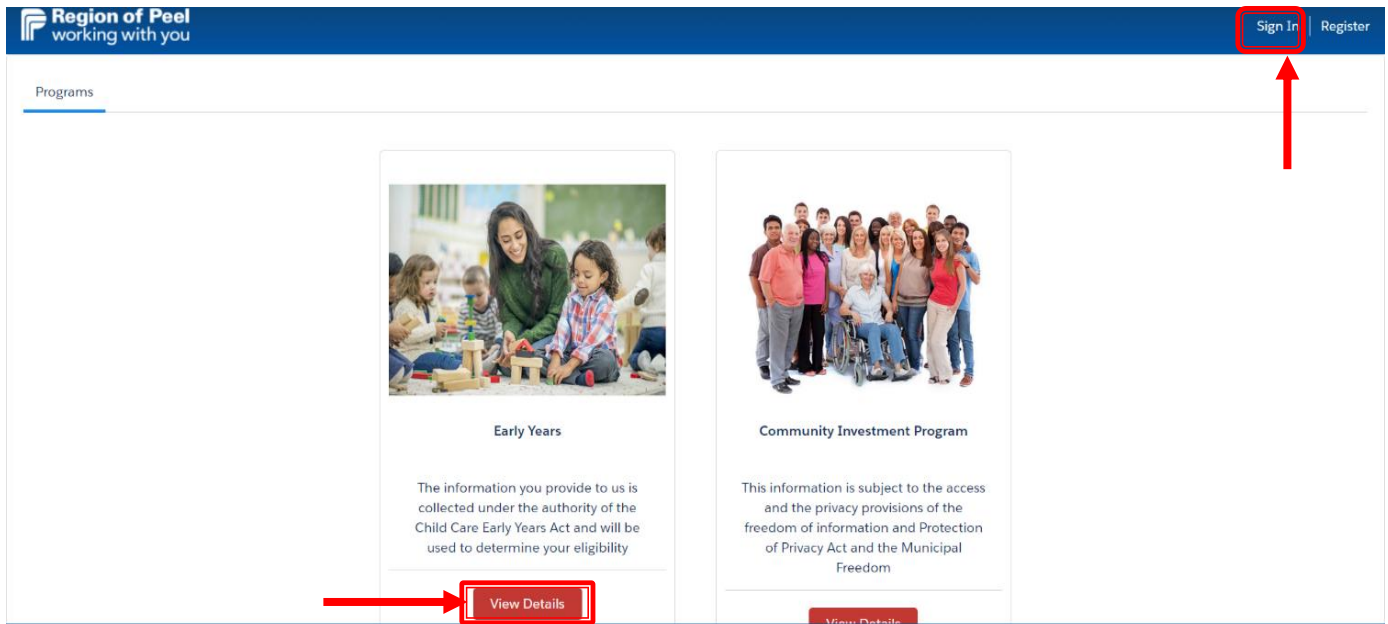
Registering a Site Process Map:

A primary user of the Head Office can complete the Site registration. The example in this package, will walk the user through the Primary User adding a new site user to the registration and will submit the information to RoP for approval of the Site Registration.

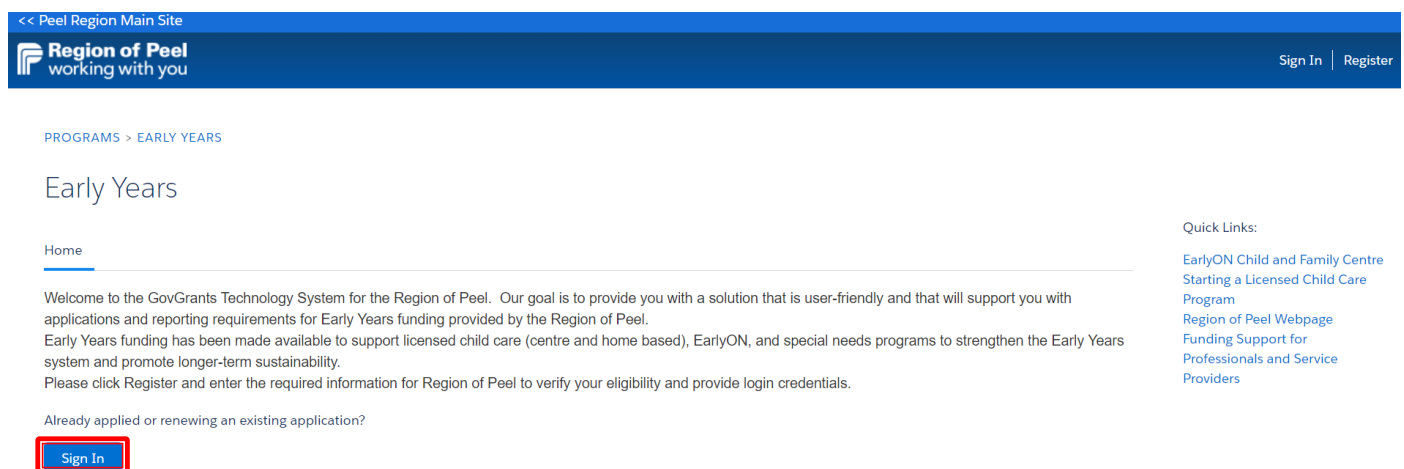


Site Office Registration Process Flow

The Primary User of the Head Office will **click** on the **View Details** card under the Early Years card. The user can also click on the Register link located at the top right of the page.
Note: GovGrants works best in Google Chrome




If the user clicked on the **View Details** card, they will be navigated to the below page, and can click on **Sign-in** from there



Primary User of the Head Office will click on the box, **I accept the Region of Peel's Terms and Service**, and then click on **Register Now**

<< 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 Service](#)

Next, click on **Site**, then click on **Begin Registration**.

The user must already have on hand the list of requirements noted:

1. Have your Site Name available.
2. Have your License Number available.
3. Have the Head Office ID available. (this is located on the Head Office information)
4. Please proceed to register with GovGrants, by clicking the 'Begin Registration' button.

Region of Peel
working with you

Service Provider Registration

Choose one of the two options below

Back

Head Office

Site

Before registering and applying for a grant through GovGrants, you must have your Site Name, License Number and the Head Office ID.

GovGrants registration process can take between 3-5 business days. If you do not complete these steps by the application submission deadline, you are unlikely to be allowed to submit an application. Discuss the policy with the Point of Contact listed in the grant opportunity.

1. Have your Site Name available.
2. Have your License Number available.
3. Have the Head Office ID available.
4. Please proceed to register with GovGrants, by clicking the 'Begin Registration' button.

Begin Registration

NOTE: Passwords expire every 90 days. Accounts inactive for 1 year or more result in removal of all account roles.

The user must agree to the Legal Disclaimer, if not you cannot move forward to register a site. Please click on **Agree**.

Region of Peel
working with you

Registration
[Legal Disclaimer](#)

Agree **Disagree**

Non-Disclosure Agreement

To continue further, you must agree to the following:

The following terms apply to your organization's submission of information and documents to GovGrants. By using GovGrants, you understand and consent to the following:

The funding applications submitted herein include information that shall not be disclosed outside the government and shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate this application, retain a record of submission, and to receive, store, and transfer documents needed to process applications, conduct pre and post-award transactions, and to manage grant awards issued to the registrant organization. Organizational information shall be requested only for the purpose of creating and maintaining an account, and of submitting, reviewing, and processing applications and grant awards. No personally-identifiable client-level data shall be required by the organization for submission via GovGrants at any time.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful purpose. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on GovGrants. At any time, or for any lawful purpose, the organization may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Applications submitted via GovGrants shall remain confidential until the time that grant terms are accepted by the applicant organization and a grant award is issued by the organization. At that time, the documents become public information and subject to review, audit, and public disclosure. If a grant is awarded as a result of, or in connection with the submission, the application and its contents shall be incorporated by reference into the grantee's agreement and requirements, including pre-award conditions. The applicant agrees not to disclose any organization notice of intent to fund until the organization issues an award or public notification of the award.

Site Registration Steps 1 of 3

Enter the **Site Name** (not the Head Office name, enter the name of the childcare site you are registering)
Enter the **License Number ID** (Provider will get this from CRA, and internal staff will get this from CCLS)
Click on the **Next** button to continue

Region of Peel
working with you

Registration
Step 1 of 3

Cancel **Next**

Fields marked as* are required

In order to start the registration, please provide the following information for your organization.

*Site Name	Jah Lion Child Care Centre
*License Number/ID	Y/ME775690

Cancel **Next**

Site Registration Steps 2 of 3

Populate the **Site Information** and the **Site Address** sections. All fields with a red Asterisk must be populated. For the Head Office ID # if you mouse over the (information icon) it will tell you where the ID is located

Next, click on the **Save** button at the top or bottom right of the page

Region of Peel
working with you
Steps

Fields marked as * are required

Site Information

Please fill in the following fields in order to create your organization profile in the system

Site Name: Jah Lion Child Care Centre
License Number/ID: YME775690
Phone Number: (905) 792-0987
Fax:
Website:
Head Office ID:
Division: Early Years

Site Address

*Address: 45 Peter Robertson Drive
*Province: Ontario
*City: Brampton
*Postal Code: L6P 2X
Country: Canada

Back Cancel Save

Finding the Head Office #:

If the provider/primary user does not have the head office # on hand, scroll to the left navigation pane down to the **My Organization** and click on the **Service Provider Profile**.

You will see in the page block "Head Office ID"

Region of Peel
working with you
GovGrants Support
Grants Portal

Funding Opportunities Applications Grants Monitoring


Head Office Name: Yellow Banana
Legal Name: Yellow Banana Daycare
Head Office ID: SP-53800
Head Office Status: Active
Auspice: For-Profit

Created With Provider Under Review Approved Archived

Site Registration Steps 3 of 3

Authorized Representative: this can be someone different from the Primary User who initially set up in the Head Office Registration. Also, the primary user must make an admin request to RoP systems Admin regarding a GovGrants license for this site beforehand

- Populate the information and be sure to complete all mandatory fields, then click on the **Save** button located at the top or bottom right of the page



Registration
Step 3 of 3

Back Cancel **Save**

Fields marked as * are required

▲ Organization Representatives:

To continue this registration, the following User information is required. Upon approval of this request, your account information will be sent through email to the Authorized Representative.

• **Authorized Representative** (Required) – This User is the authorized representative with signing authority for the organization and will be responsible for creating other users and/or forms in GovGrants. In addition, this role will be responsible for submitting documents like applications, amendment requests, etc. and committing the organization to funding opportunities and formal grant agreements.

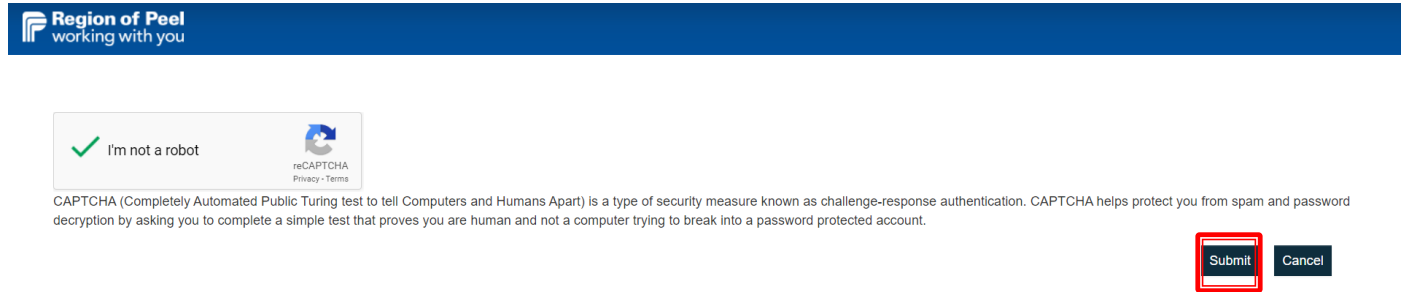
▲ Authorized Representative Information

Job Title Site Manager	*First Name Tiquan	*Last Name Morris
*Phone Number (905) 792-0987	Phone Extension	*Email tiquanmorris@yopmail.com
Address 45 Peter Robertson Drive	Province Ontario	City Brampton
Postal Code L6P 2X2	Country Canada	

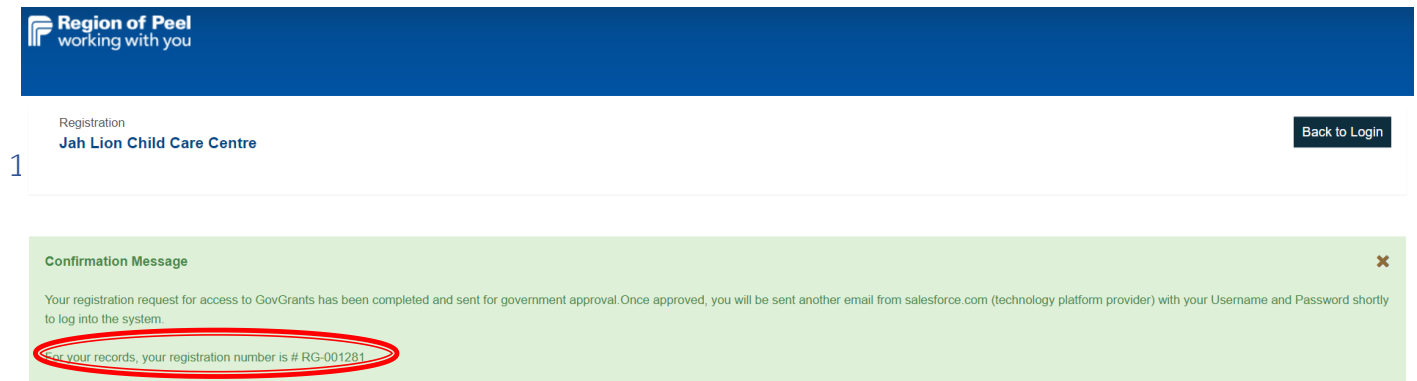
Back Cancel Save

Note: a new site primary user has been added in this example

The user will be automatically navigated to the below Captcha page. Click in the box beside “I’m not a robot” then click on the **Submit** button to the right of the page



The user will get a confirmation message as per below that includes the new Site Registration number to have on hand as reference.



The new Site Registrant person (ex.Tiquan Morris below) receives an email

Note: The Head Office Primary user also receives an email like the below as well (recall that the primary user's name is attached the Head Office ID #, and this Primary User has overall signing authority)

Sandbox: Notification: Jah Lion Child Care Centre Registration Confirmation for GovGrants

From: GovGrants Admin <donotreply@peelregion.ca>

Date: 2020-06-25 18:16

[Show pictures. --](#)

Hi Tiquan,

Your registration request for access to GovGrants has been completed and sent for approval. Once approved, you will be sent another email from salesforce.com (technology platform provider) with your Username and Password to log into the system.

If you already have an existing GovGrants username and password, please ignore this message.

For your records, your registration number is # (Ref. ID: RG-001281)

Please do not reply to this system-generated email. You may contact the Region of Peel, if you have any questions.

Thank You,
Region of Peel

SITE PROVIDER – APPROVED REGISTRATION & LOG IN EMAILS

Email 1:

Sandbox: Notification: The GovGrants Registration has been Approved for RG-001281

From: GovGrants Admin <donotreply@peelregion.ca>

Date: 2020-06-25 18:50

Show pictures. --

Hi Tiquan,

Your registration request (Ref. ID: RG-001281) with GovGrants has been approved and user accounts are being created for primary user.

If you are the primary user and have GovGrants login username and password already, please ignore this email.

The primary user will be getting a separate email from Salesforce.com on their registered email address with instructions on how to log in and set password.

Users should check their email junk folder if the emails are not received within 24 hours.

Please do not reply to this system-generated email. You may contact the Region of Peel, if you have any questions or need assistance with this task.

Thank You,
Region of Peel

Email #2: Important

Click on the hyperlink or copy and paste the link into Google Chrome. Be sure to write down the GovGrants username log in. Follow the instructions to set up a password and once that is completed you will be automatically navigated into your registered GovGrants account and begin completing the Site Profile information.

Sandbox: Welcome to Region of Peel GovGrants Portal

From: GovGrants Admin <donotreply@peelregion.ca>

Date: 2020-06-25 18:50

Encoding: worldwide (utf-8) ▼

Hi Tiquan,

Welcome to GovGrants. Your user account for GovGrants is: tiquanmorris@yopmail.com20

You will receive a separate email asking you to set up a password for your user account. Please save your user account and password information for accessing GovGrants in future.

Also, please take note of GovGrants URL: https://training-granteeportal-tso3-165afff823b.cs138.force.com/login?e=LykspLFP10VHPtaolttjUGbNaDIicORj03z6rjbtUHB8G81E08_o3_VQomWplxmwGLwhCGrVoyNgBiQITf17J6iVAmwDCHBunt8m.euITuYykGabVgdSRGjtVE.dYLeMb.soYVFuf5kW8OYXqopR5IMAS
Please use this URL for accessing GovGrants.

Thanks,
Region of Peel

Email #3:

The below email will follow once the Site Provider has logged into GovGrants and will be able to complete the Site Profile task.

Sandbox: Notification: A Task to Update The Site Office Provider Profile is Available

From: GovGrants Admin <donotreply@peelregion.ca>

Date: 2020-06-25 18:52

-- Show pictures. --

Hi Tiquan,

The Provider Profile for Jah Lion Child Care Centre has been assigned to you for your completion.

Log in to GovGrants to complete the task.

Please do not reply to this system-generated email. You may contact the Region of Peel, if you have any questions or need assistance with this task.

Thank You,
Region of Peel

From Email #2: You will be navigated to the below page to change your password after clicking on the link in the second email (basically to create a new password for your GovGrants access). *Be sure to click on **Change Password** after entering the same password twice*

salesforce

Change Your Password

Enter a new password for **tiquanmorris@yopmail.com20**. Make sure to include at least:

- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number

* New Password Good

* Confirm New Password Match

Change Password

The user will automatically be navigated to the below page once the password has been successfully changed. Click on **Pending Site Tasks**

Region of Peel
working with you

Grants Portal

Tiquan Morris
My Profile
Logout

GovGrants Support

Funding Opportunities Applications Grants Monitoring

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Pending Site Tasks

Activities

Task Summary By Phase

Home	1
Funding Opportunities	0
Applications	0
Grants	0
Monitoring	0

Task Summary By Due Date

Late	0
Due within 7 Days	0
Due within 30 Days	1
Due in more than 30 Days	0

My Workspace

User will be navigated to the **Pending Profile Completion Site Tasks**, please **click** on the green arrow icon to complete the Site Profile Task (*FYI- Email #3 would have instructed the Site Provider to begin working on the Site Profile*)

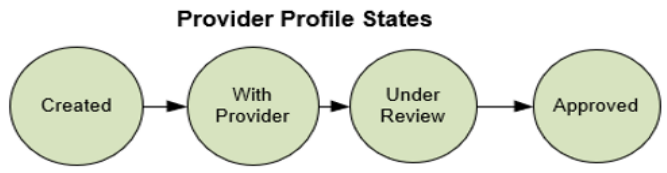
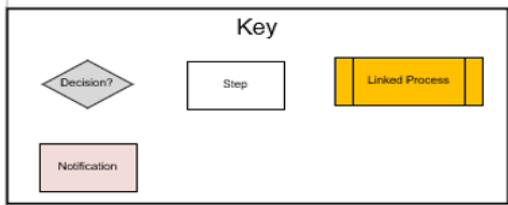
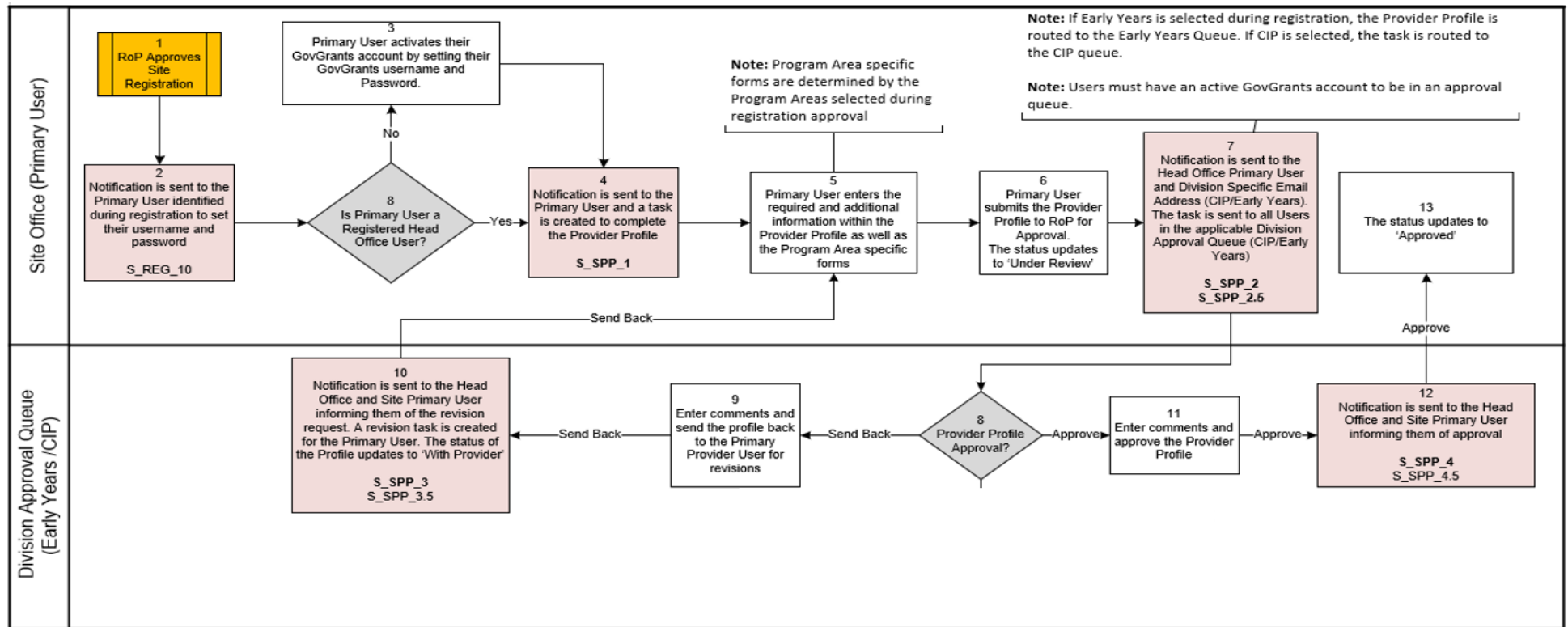
The screenshot displays the 'Region of Peel working with you' Grants Portal. The navigation bar includes 'Funding Opportunities', 'Applications', 'Grants', and 'Monitoring'. A sidebar on the left contains search and task management options. The main content area is titled 'Pending Profile Completion Site Tasks' and features a table with one entry: 'Jah Lion Child Care Centre' with license number 'YME775690' and status 'With Provider'. A red arrow points to the 'Actions' column, which contains a green play button icon. Below this table is a section for 'Pending Child Care Site Tasks (If Applicable)'. A vertical 'GovGrants Support' banner is on the right.

Site Name	License Number	Status	Actions
Jah Lion Child Care Centre	YME775690	With Provider	

Total Records: 1

PART D: COMPLETING THE SITE PROFILE

Process Map – Site Profile Completion



Site Provider Profile Task Process Flow

Site Profile Tab:

Recall that a new Site Primary User, Tiquan, was added by the Primary User of the Head Office, and Tiquan received a few emails with a GovGrants Username, Password Set-up, and was launched into GovGrants. Tiquan, picked up the task from the Pending Profile Completion Site Tasks, and is now navigated to the below page.

Listed in the header page block are the Site name, Head Office Name, Site ID and other information. The status bar is **With Provider**. Scroll through the sections and populate fields details.

Site Information Section:

Region of Peel working with you

Grants Portal

Funding Opportunities Applications Grants Monitoring

Search

Site Name: **Jah Lion Child Care Centre** [Cancel] [Save]

Head Office Name: Rasta Daycare Centre Site ID: SP-53783 Site Status: Active Auspice: For-Profit

Created [✓] **With Provider** [✓] Under Review Approved Archived

Fields marked as * are required

Site Profile Profile History

Site Information

Phone Number: (905) 792-0987 Fax: Email: License Number: YME775690

Address Information Section:

Information is pre-populated from the initial site registration. The user can view or edit the information.

Region of Peel working with you

Grants Portal

Funding Opportunities Applications Grants Monitoring

Search

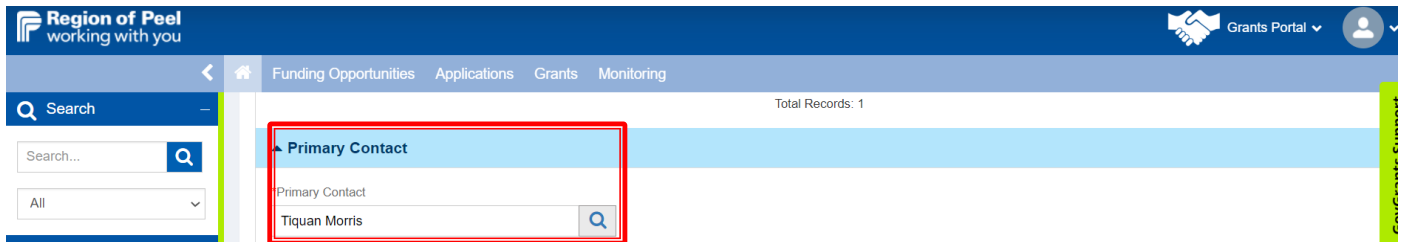
Address Information

Address Type	Address	Province	City	Postal Code	Actions
Primary Address	45 Peter Robertson Drive	Ontario	Brampton	L6P 2X2	[View] [Edit]

Total Records: 1

Primary Contact Section:

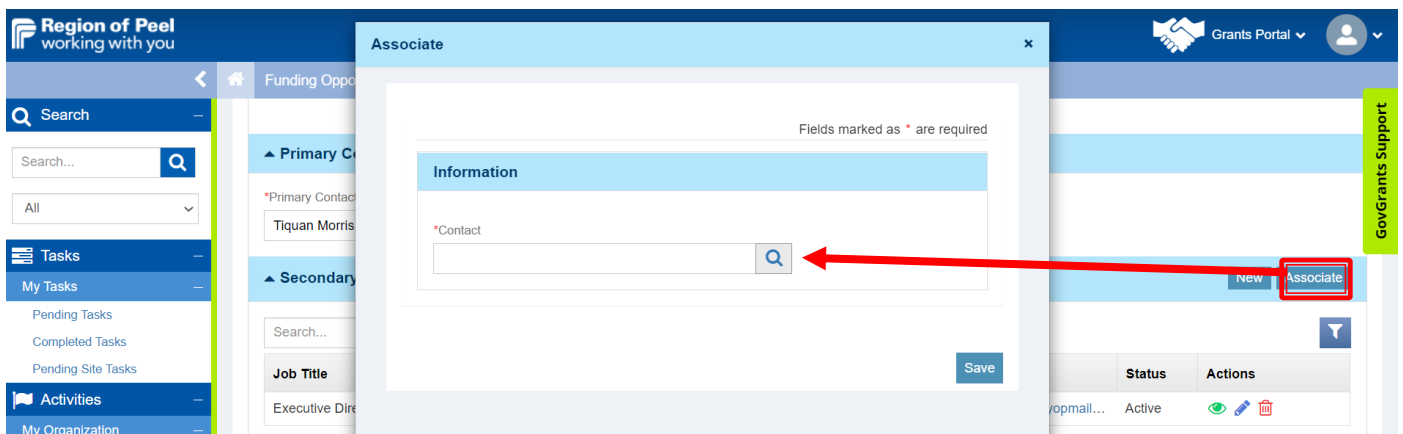
This is the new Primary Contact that the Head Office Primary contact added when registering the site



Secondary Contacts:

If you click on the **Associate** button, a pop-up modal window will appear, and the user will type in the contact name then click on the magnifying glass /search.

If there is/are pre-existing registered GovGrants user from the head office or site, they will show up in another pop-up modal window and the user can click on select beside the person's name. This person will then be added as a secondary contact.



Note: user was able to add the two pre-existing contacts that were a part of the Head office registration as in the example below. There are options to **view**, (green eye icon), **edit** (blue pencil icon) or **delete** (trash can).

The screenshot shows the 'Region of Peel working with you' Grants Portal. The main content area displays a list of contacts under the 'Secondary Contacts' section. The table has the following columns: Job Title, First Name, Last Name, Phone Number, Phone Extension, Email, Status, and Actions. Two contacts are listed: an Executive Director (Anna Bella) and a Manager (Tineshia James). The 'Actions' column for each contact contains three icons: a green eye (view), a blue pencil (edit), and a red trash can (delete). A red box highlights these icons for both contacts.

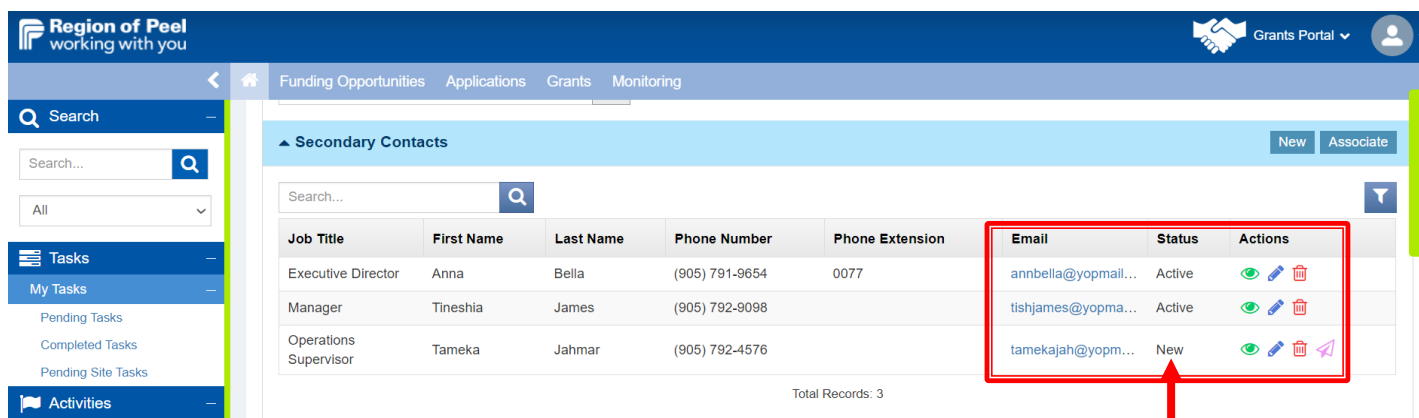
Job Title	First Name	Last Name	Phone Number	Phone Extension	Email	Status	Actions
Executive Director	Anna	Bella	(905) 791-9654	0077	annbella@yopmail...	Active	View Edit Delete
Manager	Tineshia	James	(905) 792-9098		tishjames@yopmai...	Active	View Edit Delete

If the Site Provider wants to add a new secondary contact they will click on the **New** button, and a pop-up modal window will appear. The user can enter this person's details in the box and click the save button at the bottom of the pop-up modal window.

The screenshot shows the same Grants Portal interface, but with a 'New' modal window open in the foreground. The modal window has a title bar 'New' and a close button 'x'. Below the title bar, it says 'Fields marked as * are required'. The modal contains a form with the following fields: Job Title, *First Name, *Last Name, *Phone Number, and Phone Extension. A red arrow points from the 'New' button in the background table to the modal window.

Notice that there is a purple airplane icon that appears after adding this new secondary contact's email, and their Status is stated "New" below.

Note to Internal staff: an eLearning on the steps to adding a secondary contact is available should you wish to learn the details of how to add a secondary user to the site.



Business:

Site Level Primary User	Site Level Secondary User
<p>1 Primary User</p> <ul style="list-style-type: none"> Can enter/update Child Care Site (centre) information <p>The Site Primary User should be someone in a leadership position within a childcare centre; someone who is aware of the day-to-day operations (for example a Supervisor, Assistant Supervisor, Home Care Visitor, Administrative support, other)</p>	<p>1 *Secondary User</p> <ul style="list-style-type: none"> Can enter/update Child Care Site (centre) information <p>The Site Secondary User should be someone with the same level of knowledge of day to day operations within a centre as the primary user.</p>

Note: Once all the background set-up of adding this new secondary contact has been successfully completed-- meaning the newly added secondary user now has an active GovGrants Account, their Status will indicate **“Active”** and the airplane icon is no longer there as per the below screenshot.

Please continue to scroll down the page to the next section

The screenshot shows the 'Region of Peel working with you' Grants Portal. The main content area is divided into 'Primary Contact' and 'Secondary Contacts' sections. The Primary Contact is a Site Manager named Tiquan Morris. The Secondary Contacts section contains a table with three entries. The first entry is an Executive Director, the second is a Manager, and the third is an Operations Supervisor named Tameka Jahmar. The 'Operations Supervisor' row is highlighted with a red box, and an arrow points to the 'Active' status in the 'Status' column.

Job Title	First Name	Last Name	Phone Number	Phone Extension	Email	Status	Actions
Executive Director	Anna	Bella	(905) 791-9654	0077	annbella@yopmail...	Active	
Manager	Tineshla	James	(905) 792-9098		tishjames@yopmai...	Active	
Operations Supervisor	Tameka	Jahmar	(905) 792-4576		tamekajah@yopm...	Active	

Site Specific Information Section:

Click the edit/blue pencil under the **Actions** column to begin entering the Child Care Site Form/Profile Information

The screenshot shows the 'Region of Peel working with you' Grants Portal. The main content area is the 'Site Specific Information' section. It contains a table with one entry for a 'Child Care Site Form'. The 'Actions' column for this entry is highlighted with a red box, and an arrow points to the edit/blue pencil icon.

#	Program Area Form	Last Update	Actions
1	Child Care Site Form	25/06/2020 6:50 PM	

Site Provider user will be navigated to the below page and the status bar will show **With Provider** and the below:

- Status: with Provider
- Child Care Site Form: Jah Lion Child Care Centre (example)
- Head Office Name: Rasta Daycare Centre
- Site Id: SP-53783
- Site Status: Active
- Auspice: For-profit

The screenshot displays the 'Region of Peel working with you' Grants Portal. The main content area shows details for a 'Child Care Site Form' titled 'Jah Lion Child Care Centre'. The form's metadata is as follows:

Head Office Name	Site ID	Site Status	Auspice
Rasta Daycare Centre	SP-53783	Active	For-Profit

Below the metadata is a progress bar with five stages: 'Created', 'With Provider', 'Submitted to Head Office', 'Under Review', and 'Approved'. The 'With Provider' stage is highlighted with a red box and a green checkmark, indicating the current status. The 'Submitted to Head Office' stage is also marked with a green checkmark. The 'Under Review' and 'Approved' stages are marked with grey circles. A note at the bottom right of the progress bar states 'Fields marked as * are required'.

The left sidebar contains navigation options: Search, My Tasks (Pending Tasks, Completed Tasks, Pending Site Tasks), and Activities. The bottom navigation bar includes tabs for Site Details, Site License, Program Information, Care Codes, Active Placements, Collab, and Documents.

Site Details Tab:

Click on the Site Details tab and the user will populate the mandatory fields accordingly

Overview Section:

Enter data in all mandatory fields indicated by a red Asterix

Annual Program Days: the annual program days is calculated based on the information provided in the Hours of Operation, the Ontario Statutory Holiday Dates, the Non-Instructional PA Days, and the Additional Closure Dates.

The screenshot shows the 'Region of Peel working with you' Grants Portal. The 'Site Details' tab is active, and the 'Overview' section is expanded. The form contains several mandatory fields marked with a red asterisk:

- *Main Intersection:** Boviard and Fernforest Drive
- *Building Type:** Place of Worship
- *Outside Jurisdiction:** No
- *Accessibility:** Inside and Outside
- *Parking:** Available on site for regular and wh
- *Centre Base Transit:** No
- *Public Transit:** Yes
- *Programs Offered:** Child Care Program Only
- *Special Diet:** Yes
- Languages that are spoken:** A list including Mandarin, Punjabi, Spanish, and Other, with English selected as 'Chosen'.
- Annual Program Days:** 0

Schools in the Area Section:

This is an optional field

The screenshot shows the 'Region of Peel working with you' Grants Portal. The 'Schools in the Area' section is expanded, showing a text input field with the value 'Fernforest Public School' entered.

Hours of Operation Section:

Click on the edit pencil icon under the **Actions** column for each row, a pop up modal window will appear, and the user will enter their information (start time and end time) and click the save button at the bottom of the pop up window. Repeat this step for each row.

If the user wants to add a new row, they can click on the New button.

The screenshot shows the 'Edit' modal window for the Hours of Operation section. The modal is titled 'Edit' and contains the following fields:

- Day:** Tuesday
- Start Time:** h:mm a
- End Time:** h:mm a

At the bottom of the modal is a 'Save' button. To the right of the modal, the 'Actions' column of the table is visible, showing a list of edit pencil icons. A red bracket highlights the 'Start Time' and 'End Time' fields, and another red bracket highlights the 'Actions' column. A red arrow points from the 'Save' button to the 'Hours of Operation' section in the next screenshot.

Sample completion of the Hours of Operations section

The screenshot shows the 'Hours of Operation' section with a table of completed entries. The table has the following columns: Day, Start Time, End Time, and Actions. The data is as follows:

Day	Start Time	End Time	Actions
Monday	7:00 AM	6:00 PM	
Tuesday	7:00 AM	6:00 PM	
Wednesday	7:00 AM	6:00 PM	
Thursday	7:00 AM	6:00 PM	
Friday	7:00 AM	6:00 PM	
Saturday			
Sunday			

Total Records: 7

Months of Operation Section:

User will click on each box that applies to their site

Region of Peel working with you | Grants Portal | Funding Opportunities | Applications | Grants | Monitoring | Total Records: 7

Search... | All

Tasks | My Tasks | Pending Tasks | Completed Tasks | Pending Site Tasks | Activities

Months of Operation

January	February	March
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
April	May	June
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
July	August	September
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
October	November	December
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Ontario Statutory Holiday Dates Section:

Nothing to populate here as GovGrants has pre-populated the information in this section

Region of Peel working with you | Grants Portal | Funding Opportunities | Applications | Grants | Monitoring

Search... | All

Tasks | My Tasks | Pending Tasks | Completed Tasks | Pending Site Tasks | Activities | My Organization | Service Provider Profile | Contacts | Head Office Contacts | Site Contacts

Ontario Statutory Holiday Dates

Statutory Holiday	Date ↑
New Year's Day 2020	01/01/2020
Family Day	17/02/2020
Good Friday 2020	10/04/2020
Victoria Day 2020	18/05/2020
Canada Day 2020	01/07/2020
Civic Holiday 2020	03/08/2020
Labour Day 2020	07/09/2020
Thanksgiving Day 2020	12/10/2020
Christmas Day 2020	25/12/2020
Boxing Day 2020	26/12/2020

Total Records: 10

Additional Closure Days Section:

Click on New if the site closes for any period during the year, and a pop-up modal window will appear, and begin to enter data in the mandatory fields (**Closure Type** and **End Date**). Once completed click on the **Save** Button in the modal window. *If the window does not close, click on the "x".*

The screenshot displays the Region of Peel Grants Portal interface. A 'New' modal window is open, allowing users to add a new closure day. The modal window contains the following fields:

- Closure Type:** A dropdown menu with options: --None--, March Break, Summer Break, Winter Break, and Other. A red arrow points from the 'New' button in the background to this dropdown.
- End Date:** A text input field containing the date 02/06/2020. A red arrow points from the 'Save' button in the modal to this field.

The modal window also features a 'Save' button at the bottom right. The background interface shows a sidebar with navigation options like 'Tasks', 'Activities', and 'Contacts', and a main content area with a list of closure days including 'Civic Holiday', 'Labour Day 20', 'Thanksgiving', 'Christmas Day', and 'Boxing Day 20'. A 'New' button is visible in the background, which is highlighted with a red box and a red arrow pointing to the 'Closure Type' dropdown in the modal.



The information populates as per below, please click on the Save button at the top or bottom right to save the entire page. Please click on the **Save** button at **the top or bottom right** of the page. This will do an overall save page of your data.

The screenshot shows the 'Region of Peel working with you' Grants Portal. The main content area displays a table of closure days:

Labour Day 2020	07/09/2020
Thanksgiving Day 2020	12/10/2020
Christmas Day 2020	25/12/2020
Boxing Day 2020	26/12/2020

Total Records: 10

Below this is the 'Additional Closure Days' section, which contains a table with one record:

Closure Type	Start Date	End Date	Actions
Other	23/12/2020	04/01/2021	 

Total Records: 1

At the bottom right of the page, there is a 'Save' button highlighted with a red box and a red arrow pointing to it from above. Other buttons include 'Back to Site Profile' and 'New'.

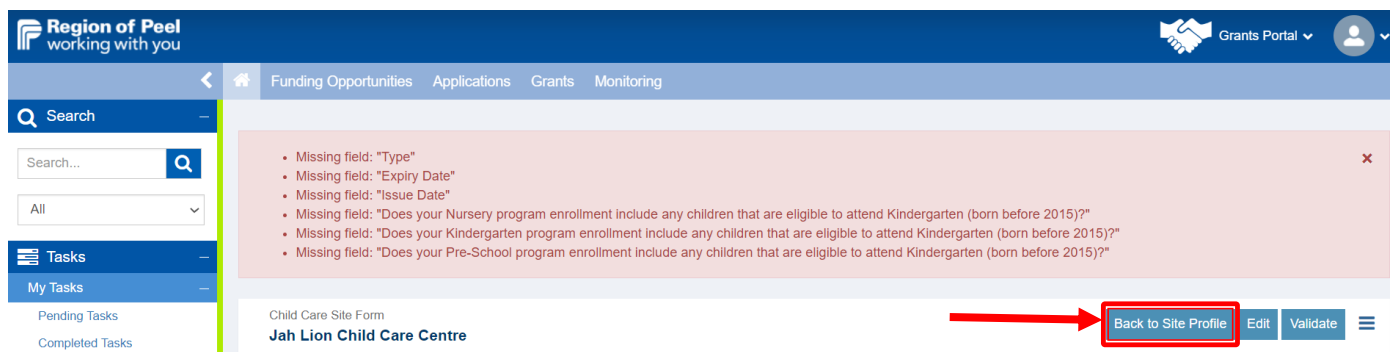
You should get a message in green as per below

The screenshot shows the same Grants Portal after a successful save. A green message box at the top states: 'Form saved successfully.' Below this, the 'Child Care Site Form' for 'Jah Lion Child Care Centre' is displayed. The site details are as follows:

Head Office Name	Site ID	Site Status	Auspice
Rasta Daycare Centre	SP-53783	Active	For-Profit

Buttons for 'Back to Site Profile', 'Edit', and 'Validate' are visible at the top right of the site details section.

Click on the **Validate** button to ensure that fields are populated accurately in the form. Below are fields that are missing data as an example. The user will have to click on the Edit button to go back in the form sections and correct the information. Once this is completed, an overall page save must be done first, then the user will need to click on the **Back to Site Profile**

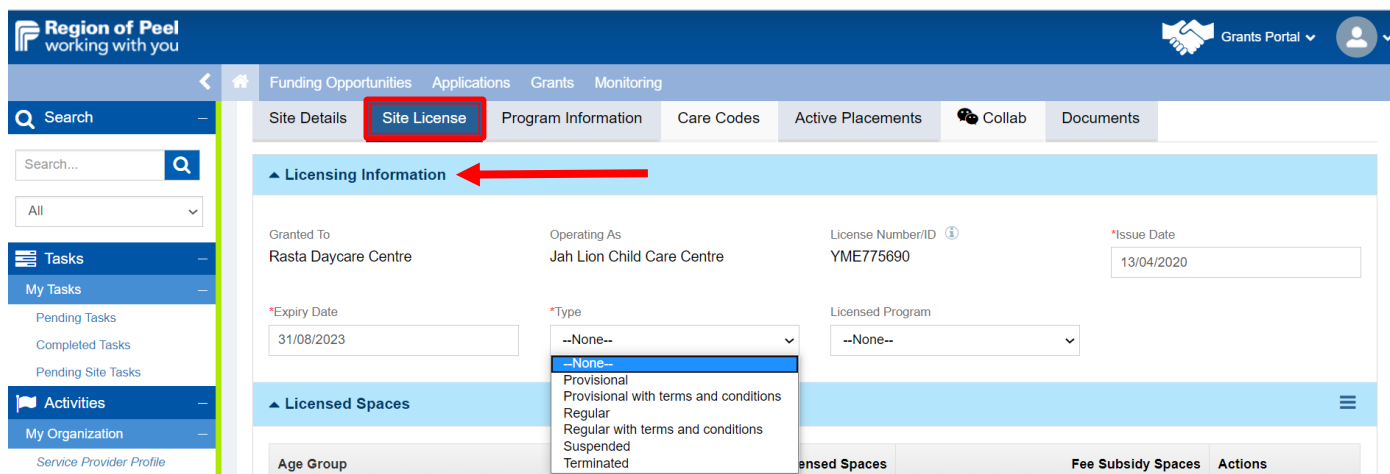


Site License Tab:

Click on the **Site License** Tab, and the **Edit** button located at the top or bottom right of the page.

Licensing Information Section:

Populate all mandatory fields indicated by the red Asterix. Note the drop-down menu under the Type and Licensed Program fields.



Licensed Spaces Section:

When you click on the edit pencil under the Actions column for each row it will change to a circular blue arrow allowing the user to enter data in the fields under each column for the **Age Group** and the **Licensed Spaces**. Once completed, please click on the section **Save** button. When this is done a message in green will say “*Record Saved Successfully*”

Note: An internal staff will populate the Fee Subsidy Spaces rows. They will be locked, and a provider cannot edit any row.

The screenshot shows the 'Licensed Spaces' section of the Region of Peel Grants Portal. The table displays the following data:

Age Group	Licensed Spaces	Fee Subsidy Spaces	Actions
Infant	20	0	⌚
Toddler	0	0	⌚
Pre-School	0	0	⌚
Nursery School	0	0	⌚
Kindergarten	0	0	⌚

Total Records: 7

Licensed Spaces (Summer/Evening) Section:

Click on the blue edit pencil icon under the Actions column to enter your data under the **Licensed Spaces** and **Fee Subsidy Spaces** for each age group. Repeat this step for each row. Once you have completed the applicable rows, click on the Section Save button to the right and you will get a message in written in green “*Record Saved Successfully*”.

Note: these fields will be locked.

The screenshot shows the 'Licensed Spaces (Summer/Evening)' section of the Region of Peel Grants Portal. The table displays the following data:

Age Group	Licensed Spaces	Fee Subsidy Spaces	Actions
Kindergarten Summer/Full Day Program	10	0	⌚
Primary/Junior School Age Summer/Full Day Program	0	0	🔒
Junior School Age Summer/Full Day Program	0	0	🔒
Alternate Evening Program	0	0	🔒

Total Records: 4

Licensing Notes Section:

Enter any notes; However, this is not a mandatory field

Click on the **Save** button on the bottom right of the page.

The screenshot shows the Region of Peel Grants Portal interface. The main content area displays a table with columns for 'Age Group', 'Licensed Spaces', 'Fee Subsidy Spaces', and 'Actions'. Below the table, there is a 'Licensing Notes' section with a text input field. A red arrow points to the 'Licensing Notes' header. At the bottom right, there are two buttons: 'Back to Site Profile' and 'Save', with the 'Save' button highlighted by a red box.

Age Group	Licensed Spaces	Fee Subsidy Spaces	Actions
Kindergarten Summer/Full Day Program	10	0	
Primary/Junior School Age Summer/Full Day Program	0	0	
Junior School Age Summer/Full Day Program	0	0	
Alternate Evening Program	0	0	

Total Records: 4

▲ Licensing Notes

Licensing Notes

Form Number CC-001 Form Version 1.0

Back to Site Profile Save

Note the message in green indicating that the entire form under the Site License tab has been saved. Click on **Back to Site Profile**

The screenshot shows the Region of Peel Grants Portal interface with a green success message at the top: 'Form saved successfully.' Below the message, the 'Child Care Site Form' for 'Jah Lion Child Care Centre' is displayed. The 'Back to Site Profile' button is highlighted with a red box. A progress bar shows the status of the form: 'Created' (checked), 'With Provider' (checked), 'Submitted to Head Office' (unchecked), 'Under Review' (unchecked), and 'Approved' (unchecked). The 'Site License' tab is selected in the bottom navigation bar.

Form saved successfully.

Child Care Site Form
Jah Lion Child Care Centre

Back to Site Profile Edit Validate

Head Office Name: Rasta Daycare Centre Site ID: SP-53783 Site Status: Active Auspice: For-Profit

Created With Provider Submitted to Head Office Under Review Approved

Site Details Site License Program Information Care Codes Active Placements Collab Documents

Note, the validate button is an overall validation of all the tabs.

Program Information Tab:

Click on the Program Information tab, then click on the edit button at the top or bottom right of the page to put the page in edit mode

Authentic Participation Section:

User must select all that applies to the respective site: Raising the Bar, PIRS and/or Fee Subsidy

The screenshot displays the 'Region of Peel working with you' Grants Portal interface. The main content area shows details for 'SK Child Care 1', including Head Office Name (Child Care), Site ID (SP-10039), Site Status (Active), and Auspice (For-Profit). A progress bar indicates the site's status through stages: Created, With Provider, Submitted to Head Office, Under Review, and Approved. The 'Program Information' tab is selected and highlighted with a red box. Below this, the 'Authentic Participation' section is also highlighted with a red box, containing three checkboxes: 'Raising the Bar Program', 'PIRS', and 'Fee Subsidy'. The 'Site - Centre Verification Information Summary' section is visible below.

Site – Centre Verification Information Summary Section:

Click the blue edit pencil under the **Actions** column and begin editing each field under the respective column for the rows that applies to your site. Once completed, click on the section **Save** button

Important: if you click on the Update Alternate Capacity button and select yes, it will allow users to enter data into the “Alternate Licensed Capacity columns. Provider will complete all the rows for each column titled

Region of Peel working with you | Grants Portal

Funding Opportunities Applications Grants Monitoring

Search

Search... [Q]

All

Tasks

- My Tasks
- Pending Tasks
- Completed Tasks
- Pending Site Tasks

Activities

- My Organization
- Service Provider Profile

Contacts

- Head Office Contacts
- Site Contacts

Recent Items

- SPP-053782

Site - Centre Verification Information Summary

Update Alternate Capacity Save

* Records are sorted by Site ASC, Sequence ASC

Age Group	Licensed Capacity	Alternate Licensed Capacity	# of Children Enrolled Full Time	# of Children Enrolled Part Time	Operating Capacity	# of Hours Per Week Program Operates	# of Months Per Year Program Operates	# of FTE Positions	# of Staff	# of FTE Required Based on Operating Capacity	Actions
Site : Centre Verification Information											
Infant	20	0	20	0	0	55	12	7	0	0.00	[Edit]
Toddler	20	0	20	0	0	55	12	7	0	0.00	[Edit]
Pre-School	0	0	0	0	0	0.0	0	0.00	0	0.00	[Edit]
Nursery School	0	0	0	0	0	0.0	0	0.00	0	0.00	[Edit]
Kindergarten	10	0	0	0	0	0.0	0	0.00	0	0.00	[Edit]
Primary/Junior School Age	0	0	0	0	0	0.0	0	0.00	0	0.00	[Edit]
Site : Centre Verification Information (Summer/Evening)											
Kindergarten Summer/Full Day Program	10	0	0	0	0	0.0	0	0.00	0	0.00	[Edit]
Primary/Junior School Age Summer/Full Day Program	0	0	0	0	0	0.0	0	0.00	0	0.00	[Edit]
Junior School Age Summer/Full Day Program	0	0	0	0	0	0.0	0	0.00	0	0.00	[Edit]
Alternate Evening Program	0	0	0	0	0	0.0	0	0.00	0	0.00	[Edit]

Full Day Kindergarten Eligibility Section:

Complete the mandatory fields and optional to include data in the other fields

Region of Peel working with you

Grants Portal

Funding Opportunities Applications Grants Monitoring

Search

Search... Q

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

children that are eligible to attend Kindergarten (born before 2015)?

Yes

*Does your Nursery program enrollment include any children that are eligible to attend Kindergarten (born before 2015)?

Yes

*Does your Kindergarten program enrollment include any children that are eligible to attend Kindergarten (born before 2015)?

Yes

of Children Enrolled Full Time

of Children Enrolled Part Time

of Children Enrolled Full Time

of Children Enrolled Part Time

Staff Information Section:

When the user clicks on the edit pencil under the Actions column a circular arrow will appear which indicates that the user can begin entering data. This section has no mandatory requirements and is the site provider's decision to populate # of FTE Positions and # of Staff columns. Click on the section **Save** button if you have entered data in the fields.

Region of Peel working with you

Grants Portal

Funding Opportunities Applications Grants Monitoring

Search

Search... Q

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Pending Site Tasks

Staff Information

Save

Search... Q

Staff	# of FTE Positions	# of Staff	Actions
Ratio Support Staff	7	7	
Supervisors	2	2	

Total Records: 2

Non-Program Positions Section:

Click on the edit pencil icon and enter the information for each row that applies to your site. Once completed click on the section **Save** button.

The screenshot shows the 'Non-Program Positions' section. The top navigation bar includes 'Region of Peel working with you', 'Grants Portal', and a user profile icon. The main navigation menu has 'Funding Opportunities', 'Applications', 'Grants', and 'Monitoring'. A search bar is on the left. The table below has the following data:

Non-Program Positions	# of FTE Positions	Actions
Bus Driver	0.00	[Edit]
Clerical	0.00	[Edit]
Cook/Housekeeper	0.00	[Edit]
Administrator	<input type="text" value="1"/>	[Refresh]

Total Records: 4

Staff Salary Information Section:

This section does not appear to have any mandatory fields to complete.

Please click on the **Save** button at the bottom or top right of the page to do an overall page save for **Program Information** tab. If you have no error messages, click on the **Back to Site Profile**.

The screenshot shows the 'Staff Salary Information' section. The top navigation bar is the same as the previous screenshot. The main navigation menu includes 'Service Provider Profile', 'Contacts', and 'Recent Items'. The table below is empty:

Program Position	Average Salary
No records found	

Form Number CC-001 Form Version 1.0

Buttons: **Back to Site Profile**, **Save**

The site provider/user will be navigated back to the below page. Click on the **Submit for Review** button

Region of Peel working with you | Grants Portal

Opportunities Applications Grants Monitoring Closeout

Search: Search... All

Tasks: My Tasks, Pending Tasks, Completed Tasks, Pending Site Tasks

Activities: My Organization, Service Provider Profile, Contacts, Head Office Contacts, Site Contacts

Recent Items: SPP-003167, CC-3725, SPP-003165

Site Name: **SK Child Care 1** **Submit For Review** Edit

Head Office Name: Child Care Site ID: SP-10039 Site Status: Active Auspice: For-Profit

Created With Provider Under Review Approved

Site Profile Profile History

Site Information

Phone Number: (905) 222-3333 Fax: Email:

Address Information

Address Type	Address	Province	City	Postal Code	Actions
Site Address	123 Sesame Street	Ontario	Mississauga		

Notice the status bar has moved to "Under Review"

Region of Peel working with you | Grants Portal

Funding Opportunities Applications Grants Monitoring

Search: Search... All

Tasks: My Tasks, Pending Tasks, Completed Tasks, Pending Site Tasks

Activities: My Organization, Service Provider Profile, Contacts, Head Office Contacts, Site Contacts

Recent Items

Site Name: **Jah Lion Child Care Centre**

Head Office Name: Rasta Daycare Centre Site ID: SP-53783 Site Status: Active Auspice: For-Profit

Created With Provider Under Review Approved Archived

Site Profile Profile History

Provider Profile Update History

Snapshot Type	Program Area	Last Modified Date	Year
No records found			

Side Note: Errors in the Program Information Tab:

The below screenshot indicates that there are errors in the Program Information Tab which means the Site Profile is not ready to be submitted to the Region of Peel yet. The site provider/user must go back to the section(s) indicated in the error message(s) and populate the information accurately.

The screenshot shows the 'Region of Peel working with you' Grants Portal. The navigation menu includes 'Funding Opportunities', 'Applications', 'Grants', and 'Monitoring'. The left sidebar has sections for 'Search', 'Tasks', 'Activities', and 'My Organization'. The main content area displays the 'Child Care Site Form' for 'Jah Lion Child Care Centre'. The form fields are: Head Office Name (Rasta Daycare Centre), Site ID (SP-53783), Site Status (Active), and Auspice (For-Profit). Below the form is a progress bar with five stages: 'Created' (checked), 'With Provider' (checked), 'Submitted to Head Office' (unchecked), 'Under Review' (unchecked), and 'Approved' (unchecked). A red-bordered error message box at the top contains three bullet points: 'Please enter the amount of full-time and part-time children within your Kindergarten program that are eligible to attend Kindergarten', 'Please enter the amount of full-time and part-time children within your Nursery program that are eligible to attend Kindergarten', and 'Please enter the amount of full-time and part-time children within your Preschool program that are eligible to attend Kindergarten'.

Below are the corrections made as per the error messages, click on the page save button again at the top or bottom right of the page.

The screenshot shows the 'Region of Peel working with you' Grants Portal with the 'Full Day Kindergarten Eligibility' form. The form has three sections, each with a 'Yes' dropdown menu and two input fields for '# of Children Enrolled Full Time' and '# of Children Enrolled Part Time'. The first section asks 'Does your Pre-School program enrollment include any children that are eligible to attend Kindergarten (born before 2015)?' with 'Yes' selected, 2 full-time, and 3 part-time children. The second section asks 'Does your Nursery program enrollment include any children that are eligible to attend Kindergarten (born before 2015)?' with 'Yes' selected, 1 full-time, and 0 part-time children. The third section asks 'Does your Kindergarten program enrollment include any children that are eligible to attend Kindergarten (born before 2015)?' with 'Yes' selected, 2 full-time, and 0 part-time children.

Note that once the errors were corrected, and the page save was completed, the form for the Program Information tab was successfully saved.

The screenshot displays the Region of Peel Grants Portal interface. At the top left, the logo reads "Region of Peel working with you". The top right corner features a "Grants Portal" dropdown menu and a user profile icon. Below the header, a navigation bar includes "Funding Opportunities", "Applications", "Grants", and "Monitoring". A search bar is located on the left side of the main content area. A green notification banner at the top of the main content area states "Form saved successfully." Below this, the "Child Care Site Form" for "Jah Lion Child Care Centre" is shown. The form includes fields for "Head Office Name" (Rasta Daycare Centre), "Site ID" (SP-53783), "Site Status" (Active), and "Auspice" (For-Profit). A progress bar below the form indicates the status of the application: "Created" (checked), "With Provider" (checked), "Submitted to Head Office" (unchecked), "Under Review" (unchecked), and "Approved" (unchecked). At the bottom of the form, there are tabs for "Site Details", "Site License", "Program Information" (selected), "Care Codes", "Active Placements", "Collab", and "Documents".

OTHER TABS UNDER THE SITE PROFILE

Care Codes Tab:

This section will be completed by an internal ROP staff. If you click on the Edit button, it should not provide any opportunity for the Site Provider to enter any information/data yet for this new site

The screenshot shows the 'Care Codes' tab selected in the navigation menu. The main content area displays a search bar and a table with the following columns: Care Code, Age Group, Description, Market Rate, Municipal Rate, Effective from Date, and Effective to Date. The table is currently empty, showing 'No records found'. The breadcrumb trail at the top indicates the current location: Funding Opportunities > Applications > Grants > Monitoring > Site Profile > Care Codes. The progress bar at the top shows the current status as 'With Provider'.

Active Placements Tab:

The Site provider will not be adding any information at this initial stage of completing the Site Profile until they have active placements. Notice, there is no option to put the page in edit mode.

The screenshot shows the 'Active Placements' tab selected in the navigation menu. The main content area displays a search bar and a table with the following columns: Child Care Name, Placement Start, Funding Source, Care Code Description, Approved Rate, Parent Contribution, Parent Contribution Change, Change Effective Date, Available Monthly Income, Approved Days, Approved Comments, and Remaining Sick Days. The table is currently empty, showing 'No records found'. The breadcrumb trail at the top indicates the current location: Funding Opportunities > Applications > Grants > Monitoring > Site Profile > Active Placements. The progress bar at the top shows the current status as 'With Provider'. There are buttons for 'Add Placement Hold' and 'Remove Placement Hold' above the table.

Site Service Provider primary user will get an email, noting that the Site Profile information has been approved by the Region of Peel

Sandbox: Notification: The Site Office Provider Profile for JahLion Child Care Centre has been Approved!

From: GovGrants Admin <donotreply@peelregion.ca>

Date: 2020-06-30 09:09

- Show pictures. --

Hi Tiquan,

This email is to notify you that Provider Profile for Jah Lion Child Care Centre has been Approved.

Reason: Approved Site Profile

Please do not reply to this system-generated email. You may contact the Region of Peel, if you have any questions.

Thank you,
Region of Peel

The site primary user can log back into GovGrants to review. The Site provider will not have an Edit button to edit anything once the Site Profile has been approved.

1. Site License Tab: provider has the ability currently in GovGrants to edit the Licensed Spaces section only (verify current business practices)
2. Program Information Tab: provider cannot edit any sections there.
3. Care Codes and Active Placements will eventually be populated sometime later
4. Collab tab: Service provider can use this to communicate with internal EYCCS staff and a record of the emails/replies are logged

Region of Peel working with you | Grants Portal | User Profile

Funding Opportunities | Applications | Grants | Monitoring

Search | Search... | All

Tasks | My Tasks | Pending Tasks | Completed Tasks | Pending Site Tasks

Activities | My Organization | **Service Provider Profile** | Contacts | Head Office Contacts | Site Contacts | Recent Items | SPP-053782

Child Care Site Form
Jah Lion Child Care Centre | [Back to Site Profile](#)

Head Office Name	Site ID	Site Status	Auspice
Rasta Daycare Centre	SP-53783	Active	For-Profit

Created ✓ | With Provider ✓ | Submitted to Head Office ✓ | Under Review ✓ | Approved ✓

Site Details | Site License | Program Information | Care Codes | Active Placements | Collab | Documents

Overview

Main Intersection Boviard and Fernforest Drive	Building Type Place of Worship	Outside Jurisdiction No	Accessibility Inside and Outside
Parking Available on site for regular and wheelchair	Centre Base Transit No	Public Transit Yes	Programs Offered Child Care Program Only
Special Diet	Languages that are spoken	Annual Program Days ⓘ	

Service Provider Profile – Primary User Reviews both Head Office and Site Office Profile Completion

Review:

1. The Head Office Registration and Head Office Profile Completion have both been approved by the Early Years Division at RoP
2. The Site Registration and Site Profile Completion have both been approved by the Early Years Division at RoP

The Head Office Primary User will log back into GovGrants, and will click on the Service Provider Profile located on the left navigation pane to review all information that has been completed and approved by the Region of Peel (RoP).

Region of Peel
working with you

Grants Portal

Funding Opportunities Applications Grants Monitoring

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Pending Site Tasks

Activities

My Organization

Service Provider Profile

Contacts

Head Office Contacts

Site Contacts

Recent Items

SPP-053781

Head Office Name
Rasta Daycare Centre

Legal Name: Rasta Daycare | Head Office ID: SP-53782 | Head Office Status: Active | Auspice: For-Profit

Created | With Provider | Under Review | **Approved** | Archived

Head Office Profile | Site Information | Contracts | Profile History

Head Office Information

Head Office Name	Auspice	Registered Charity? ⓘ
Rasta Daycare Centre	For-Profit	Yes
Registered Charitable Tax Number	HST Registered?	Ontario Corporation Number
AF3478950	Yes	145894893490
Incorporation Date	Email	Phone Number
04/02/2020	annbella@yopmail.com	(905) 791-9654

Address Information Section: can only view

Region of Peel working with you | Grants Portal

Funding Opportunities Applications Grants Monitoring

Search... | All

Tasks
My Tasks
Pending Tasks
Completed Tasks
Pending Site Tasks

Fiscal Year End Day Insurance Expiry Date

▲ Address Information

Address Type	Address	Province	City	Postal Code	Actions
Primary Address	2457 Powerful Street	Ontario	Brampton	L6P 1X8	
Billing	2457 Powerful Street	Ontario	Brampton	L6P 1X8	

Total Records: 2

Secondary Contacts Section:

The provider can only view and is not able to add a secondary user without making a request to RoP

Region of Peel working with you | Grants Portal

Funding Opportunities Applications Grants Monitoring

Search... | All

Tasks
My Tasks
Pending Tasks
Completed Tasks
Pending Site Tasks

Activities
My Organization
Service Provider Profile
Contacts

Total Records: 2

▲ Primary Contact

Job Title: Executive Director
First Name: Anna
Last Name: Bella
Phone Number: (905) 791-9654
Phone Extension: 0077
Email: annbella@yopmail.com

▲ Secondary Contacts

Job Title	First Name	Last Name	Phone Number	Phone Extension	Email	Registration Status	Actions
Manager	Tineshia	James	(905) 792-9098		tishjames@yop...	Active	
Financial Manager	Buba	Rose	(905) 792-0957		bubarose@yop...	Active	

To view the details of the **Head Office Child Care Summary (Home-based)**, click on the green eye icon under the Actions column.

The screenshot shows the 'Region of Peel working with you' Grants Portal. The main content area displays 'Head Office Specific Information' with a table of Program Area Forms. The table has columns for '#', 'Program Area Form', 'Last Modified Date', and 'Actions'. The third row, 'Head Office Child Care Summary', is highlighted with a red box, and its green eye icon in the Actions column is also highlighted.

#	Program Area Form	Last Modified Date	Actions
1	Head Office EarlyON Summary	08/06/2020 9:34 AM	
2	Authorized Members	24/06/2020 2:56 PM	
3	Head Office Child Care Summary	25/06/2020 3:57 PM	

Total Records: 3

Click on the Home-Based tab below, and the provider will see details of all the information they entered previously and approved by ROP. Note, again that **there is no edit** button at the top of the page, and in the form sections there is not ability to edit anything.

Business: to edit anything a request to the Early Years mailbox must be sent describing the sections and fields and what it should be edited to. zzgearlyyearsdivision@peelregion.ca

The screenshot shows the 'Region of Peel working with you' Grants Portal with the 'Head Office Child Care Summary' details. The 'Home-Based' tab is highlighted with a red box. The page shows a progress bar with four stages: 'Created', 'With Provider', 'Under Review', and 'Approved', all marked with green checkmarks. Below the progress bar, there are tabs for 'Centre-Based', 'Home-Based', 'Collab', and 'Documents'. The 'Home-Based' tab is selected, and the 'Home Childcare Provider Information' section is visible below.

Head Office Name	Head Office ID	Head Office Status	Auspice
Rasta Daycare Centre	SP-53782	Active	For-Profit

Click on Back to Head Office Profile (you will see in your page this button, not showing on the screenshot), and then click on the **Site Information** tab. Next click on the green eye icon under the Actions column to view the specific details of the site.

The screenshot shows the Region of Peel Grants Portal interface. At the top, there is a navigation bar with 'Funding Opportunities', 'Applications', 'Grants', and 'Monitoring'. Below this is a search bar and a dropdown menu. A progress bar indicates the status of the grant process: Created, With Provider, Under Review, Approved, and Archived. The 'Site Information' tab is highlighted in red. Below the tabs is a table of sites. The first row is highlighted in red:

Site Name	Address	Program Area	Program Area Status	Status	Actions
Jah Lion Child Care Centre	45 Peter Robertson Drive Brampton Ontario L6P 2X2 Canada	Child Care	Approved	Active	

Total Records: 1

From the Site Profile tab below, you will be able to only view the Site Information Section. Please scroll through.

Address Information: Primary Address

Primary Contact: this is the primary user contact details for the site

Secondary Contacts: Provider can no longer add any secondary contacts. The airplane icon is not visible nor is there an edit pencil

The screenshot shows the Site Profile for 'Jah Lion Child Care Centre'. The 'Site Information' section is highlighted with a red arrow. The details are as follows:

Site Name	Head Office Name	Site ID	Site Status	Auspice
Jah Lion Child Care Centre	Rasta Daycare Centre	SP-53783	Active	For-Profit

Below the table is a progress bar with the same stages as the first screenshot. The 'Site Information' section is expanded, showing the following details:

Phone Number	Fax	Email
(905) 792-0987		
License Number		
YME775690		

Site Profile Secondary Contact Section below, has not edit, trash can or airplane icons there. The user can only view each contact's details.

Site Specific Information Section:
click on the green eye icon under the actions column to view the **Child Care Site form**

Region of Peel working with you

Funding Opportunities Applications Grants Monitoring

(905) 792-0987 tiquanmorris@yopmail.com

Secondary Contacts

Job Title	First Name	Last Name	Phone Number	Phone Extension	Email	Status	Actions
Executive Director	Anna	Bella	(905) 791-9654	0077	annbella@yopmail...	Active	
Manager	Tineshia	James	(905) 792-9098		tishjames@yopmail...	Active	
Operations Supervisor	Tameka	Jahmar	(905) 792-4576		tamekajah@yopm...	Active	

Total Records: 3

Site Specific Information

Please save your profile changes before clicking any icons in the Actions column. Otherwise, you may lose your changes.

#	Program Area Form	Last Update	Actions
1	Child Care Site Form	26/06/2020 5:45 PM	

The Head Office Primary User will be navigated to the below page to view all the site details
 Site Details Tab: no editing option available in any section
 Site License Tab: all field should be locked. Only RoP staff should be allowed to edit the License spaces details

Region of Peel working with you

Funding Opportunities Applications Grants Monitoring

Child Care Site Form

Jah Lion Child Care Centre

Head Office Name: Rasta Daycare Centre Site ID: SP-53783 Site Status: Active Auspice: For-Profit

Created With Provider Submitted to Head Office Under Review Approved

Site Details Site License Program Information Care Codes Active Placements Collab Documents

Overview

Main Intersection Boviard and Fernforest Drive	Building Type Place of Worship	Outside Jurisdiction No	Accessibility Inside and Outside
Parking Available on site for regular and wheelchair	Centre Base Transit No	Public Transit Yes	Programs Offered Child Care Program Only
Special Diet	Languages that are spoken	Annual Program Days	

Program Information Tab:
 Provider cannot edit anything there; Note the Fee Subsidy section should be grayed.

The screenshot shows the 'Program Information' tab for the 'Jah Lion Child Care Centre'. The header includes the Region of Peel logo and navigation tabs: Funding Opportunities, Applications, Grants, and Monitoring. The site details are: Head Office Name: Rasta Daycare Centre, Site ID: SP-53783, Site Status: Active, and Auspice: For-Profit. A progress bar shows five steps: Created, With Provider, Submitted to Head Office, Under Review, and Approved, all marked with green checkmarks. Below the progress bar are tabs for Site Details, Site License, Program Information (selected), Care Codes, Active Placements, Collab, and Documents. The 'Authentic Participation' section contains a table with the following data:

Authentic Participation		
Raising the Bar Program	PIRS	Fee Subsidy
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Care Codes Tab:
 ROP will input this information and provider presently does not have access to fields.

The screenshot shows the 'Care Codes' tab for the 'Rasta Daycare Centre'. The header includes the Region of Peel logo and navigation tabs: Funding Opportunities, Applications, Grants, and Monitoring. The site details are: Rasta Daycare Centre, SP-53783, Active, For-Profit. A progress bar shows five steps: Created, With Provider, Submitted to Head Office, Under Review, and Approved, all marked with green checkmarks. Below the progress bar are tabs for Site Details, Site License, Program Information, Care Codes (selected), Active Placements, Collab, and Documents. The 'Active Care Codes' section features a search bar and a table with the following columns: Care Code, Age Group, Description, Market Rate, Municipal Rate, Effective from Date, and Effective to Date. The table currently displays 'No records found'. At the bottom, it shows 'Form Number CC-001 Form Version 1.0' and a 'Back to Site Profile' button.

Active Placements Tab:

Nothing presently as the site is new and no information populated there yet.

The screenshot shows the 'Active Placements' tab selected in the navigation menu. The main content area displays a progress bar with five steps: Created, With Provider, Submitted to Head Office, Under Review, and Approved, all marked with green checkmarks. Below the progress bar, the 'Active Placements' table is empty, showing 'No records found'. The table headers are: Child Care Name, Placement Start, Funding Source, Care Code Description, Approved Rate, Parent Contribution, Parent Contribution Change, Change Effective Date, Available Monthly Income, Approved Days, Approved Comments, and Remaining Sick Days. The footer shows 'Form Number CC-001 Form Version 1.0' and a 'Back to Site Profile' button.

Collab Tab:

Service Provider can communicate with RoP staff by clicking on the tab.

The screenshot shows the 'Collab' tab selected in the navigation menu. The main content area displays a progress bar with five steps: Created, With Provider, Submitted to Head Office, Under Review, and Approved, all marked with green checkmarks. Below the progress bar, the 'Messages' section is empty, showing 'No records found'. The 'Messages' section includes a search bar and a table with headers: From, To, and Subject. The footer shows 'Form Number CC-001 Form Version 1.0' and a 'Back to Site Profile' button.

Documents Tab:
Service Provider can **add** documents here.

Click on **Back to Site Profile**

The screenshot displays the 'Region of Peel working with you' Grants Portal. The top navigation bar includes 'Funding Opportunities', 'Applications', 'Grants', and 'Monitoring'. The user profile 'Anna Bella' is visible in the top right corner. The main content area shows the site profile for 'Rasta Daycare Centre' (Site ID: SP-53783, Status: Active, Auspice: For-Profit). A progress bar indicates the site is in the 'Approved' stage. The 'Documents' tab is selected, showing a table with columns: Name, Type, Description, Date Attached, Attached By, and Actions. The table is currently empty with the message 'No Records Found'. A red box highlights the 'Back to Site Profile' button in the bottom right corner. The footer shows 'Form Number CC-001 Form Version 1.0'.

SERVICE PROVIDERS' SUPPORTIVE RESOURCES FOR GOVGRANTS

[How do I? a guide to frequently asked questions](#)

This guide features information about how to access GovGrants, tips and tricks for using the tool, getting assistance with technical issues, and other helpful 'how-to' sections. The guide is set up so you can jump to the section you need from the table of contents.

[Sign contracts digitally using electronic signatures](#)

When using GovGrants you can digitally sign contracts created through the tool using a process called DocVerify. This guide will help you learn how to use electronic signatures.

[Tips for working in GovGrants](#)

A 1-page tip sheet to help walk you through how to use GovGrants including useful reminders and where to go for help.

[Service provider profile e-learning module](#)

Training for service providers who will be using the GovGrants system

[Service provider roles and permissions](#)

This chart outlines roles and permissions for Service Providers within the GovGrants system.

[Application for special purpose funding \(video\)](#)

Video provides information on how to complete your application for special purpose funding.

[Application for special purpose funding - Service Providers User Guide](#)

This guide will help you gain a better understanding on how to complete your application for special purpose funding.

[Funding change amendment \(video\)](#)

This video provides the steps to complete a funding change amendment using the GovGrants technology system.

[Wage enhancement user guide](#)

This guide will help you gain a better understanding on how to complete your application for wage enhancement grant (WEG) or home child care enhancement grant (HCCEG).

END – Service Provider Profile