

Gov Grants

**Stabilization Funding Opportunity
Claim Based Application
For
Service Providers
Early Years and Child Care Services**

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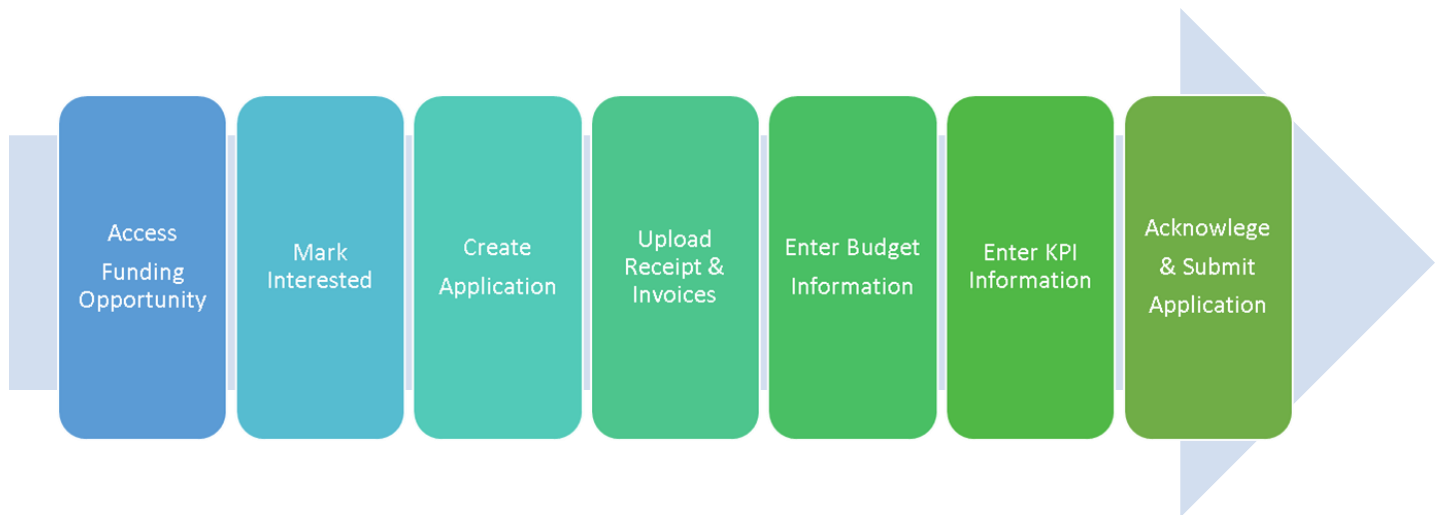
Learning Objectives

By the end of this training the learner will know how to:

1. Access the Region of Peel website for the GovGrants Portal
2. Find a Funding Opportunity in GovGrants
3. Mark the Funding Opportunity as Interested
4. Create a Stabilization Fund Application
5. Upload Receipts or Invoices
6. Complete the Budget Claim Requirements of the Application
7. Complete Key Performance Indicators
8. Acknowledge the Application
9. Submit the Application for Approval
10. Print a copy of the Application

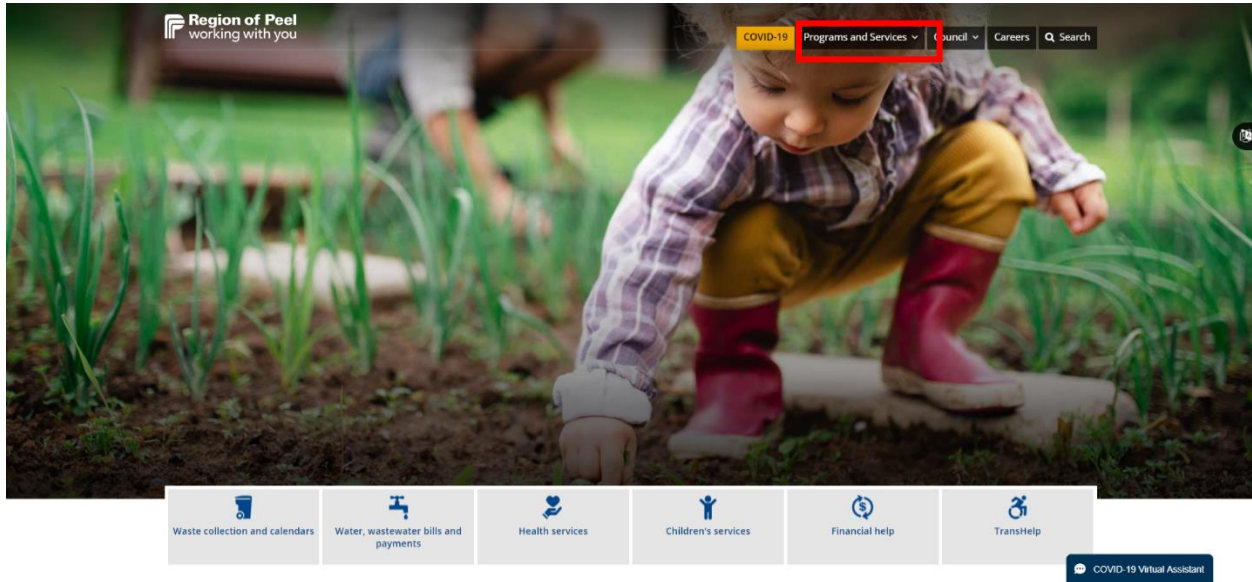
The Process Overview

This is the process overview for Claim-Based Stabilization Funding.

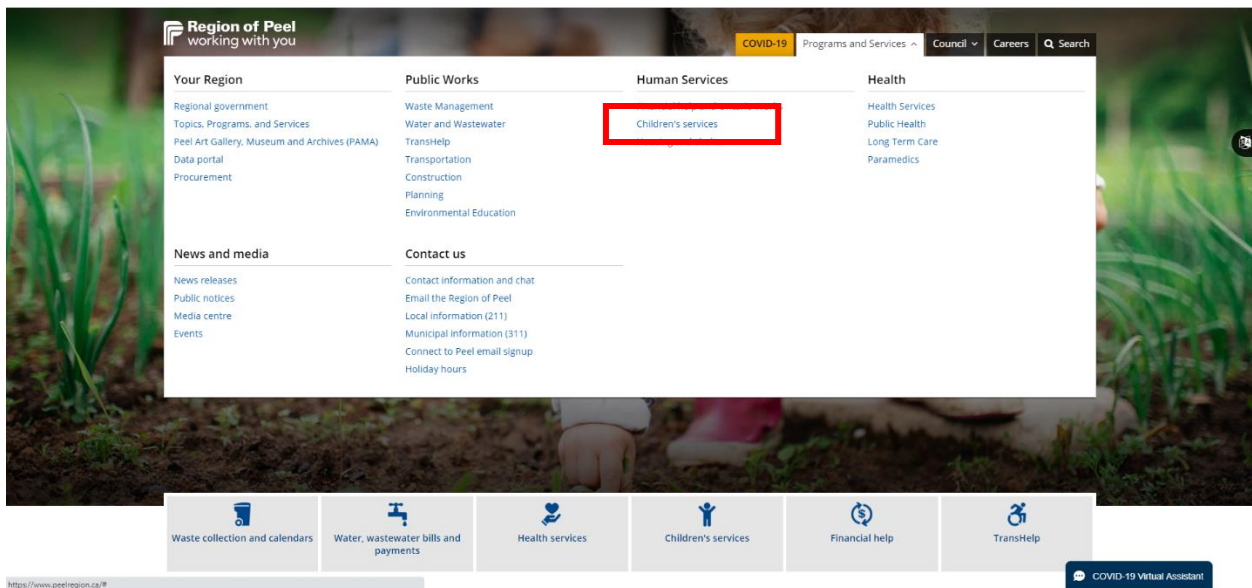


Navigating to the GovGrants Landing Page

Go to www.peelregion.ca. Click the Programs and Services drop box.



Choose the Children's Services hyperlink



Click the Service Providers and Services section.

The screenshot shows the 'Children's services' page on the Region of Peel website. The page features a header with the logo and navigation menu. The main content area includes a 'Children's services' section with a sub-header 'Reopening of child care in Peel. We're working with providers to ensure everyone's health and safety.' and a 'Learn more' button. To the right is a 'Related Information' section with a list of links: 'Free income tax clinics', 'Reopening of child care centres', 'Apply for a child care subsidy', 'EarlyON Child and Family Centres', 'Find support, programs and services', and 'Ontario Childcare Tax Credit'. Below this are three columns of links: 'Apply for a child care subsidy', 'Find support, programs, and services', and 'Reduced child care fees'. A fourth row contains 'Licensed child care, know your rights' and 'Service providers and partners', with the latter highlighted by a red box. A 'COVID-19 Virtual Assistant' chat button is visible in the bottom right corner.

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

The screenshot shows the 'Service providers and partners' page on the Region of Peel website. The page features a header with the logo and navigation menu. The main content area includes a 'Service providers and partners' section with a sub-header 'If you are a licensed child care service provider, we have resources to help.' and a 'Reopening child care programs' section with a sub-header 'The Ontario government has announced that licensed child care centres can reopen. Licensed child care providers will need to meet enhanced health and safety guidelines for COVID-19 before reopening. We've created information for child care providers to support training and protect the health and safety of staff, children and families.' and a link 'Access child care provider COVID-19 enhanced health and safety protocols'. Below this are sections for 'Starting a licensed child care program', 'EYCCS fee subsidy and funding agreement', 'Funding support for professionals and service providers', and 'Early Years System updates'. The 'Manage early years and child care funds using GovGrants' link is highlighted with a red box. A 'COVID-19 Virtual Assistant' chat button is visible in the bottom right corner.

ON THIS PAGE YOU WILL SEE THE RED SIGN IN BUTTON. TO ACCESS GOVGRANTS, CLICK ON THE RED GOVGRANTS SIGN IN BUTTON

The screenshot shows the 'Manage early years and child care funds' page. The header includes the Region of Peel logo and navigation links for COVID-19, Programs and Services, Council, and Careers. A sidebar on the left lists 'Children's Services' with sub-links like 'Apply for a child care subsidy' and 'Service providers and partners'. The main content area is titled 'Manage early years and child care funds' and contains text about service providers managing funding applications, a 'GovGrants sign in' button, and information about signing contracts and funding opportunities. A 'COVID-19 Virtual Assistant' chat button is visible in the bottom right corner.

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

The screenshot shows the GovGrants Landing Page with several annotations. A red box at the top left points to the 'Peel Region Main Site' link. A red box at the top right points to the 'Sign In' and 'Register' buttons. Two red boxes on the left side point to the 'Early Years' and 'Community Investment Program' cards, with text indicating they navigate users to the peel region main site. A blue circle highlights the 'View Details' button on the Early Years card. A red box on the right points to the 'View Details' button on the Community Investment Program card, with text indicating it navigates to additional program information. A red box at the bottom points to the footer links: 'Privacy & Terms of Use | Accessibility | Accountability & Transparency'. The page title 'Landing Page' is centered at the top.

Stabilization Funding

View the information provided here. To get to the sign in page, click Sign In either in the top right-hand corner or in the middle of the page.

<< Peel Region Main Site

Region of Peel
working with you

PROGRAMS > EARLY YEARS

Early Years

Home

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

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

Already applied or renewing an existing application?

Sign In Register

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

GovGrants

Privacy & Terms of Use | Accessibility | Accountability & Transparency

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

<< Peel Region Main Site

Region of Peel
working with you

Sign In

* Username:

* Password:

Forgot your password? [Reset It](#)

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

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

Login Cancel

GovGrants

Privacy & Terms of Use | Accessibility | Accountability & Transparency

Main Home page

This is the GovGrants main page. You will land on the home tab.

Phase	Count
Home	2
Funding Opportunities	0
Applications	0
Grants	0
Monitoring	0

Due Date	Count
Late	2
Due within 7 Days	0
Due within 30 Days	0
Due in more than 30 Days	0

Name	Description	Attached To	Owner	Last Modified Date	Actions
Snapshot_Application_Submission.pdf		AP-056	TEST EO-HO	16/09/2020 9:40 AM	
Snapshot_Application_Submission.pdf		AP-065	TEST EO-HO	18/09/2020 11:05 AM	
Snapshot_Application_Submission.pdf		AP-067	TEST EO-HO	22/09/2020 4:51 PM	
Snapshot_Application_Submission.pdf		AP-055	TEST EO-HO	24/09/2020 1:36 PM	
Snapshot_Application_Submission.pdf		AP-066	TEST EO-HO	24/09/2020 8:59 PM	
Snapshot_Application_Submission.pdf		AP-068	TEST EO-HO	29/09/2020 11:05 AM	
Snapshot_Application_Submission.pdf		AP-061	TEST EO-HO	18/09/2020 10:31 AM	
Snapshot_Application_Submission.pdf		AP-059	TEST EO-HO	18/09/2020 10:35 AM	
Snapshot_Application_Submission.pdf		AP-064	TEST EO-HO	18/09/2020 10:37 AM	

Finding the Funding Opportunities

To find a funding opportunity, click on the Funding opportunities tab.

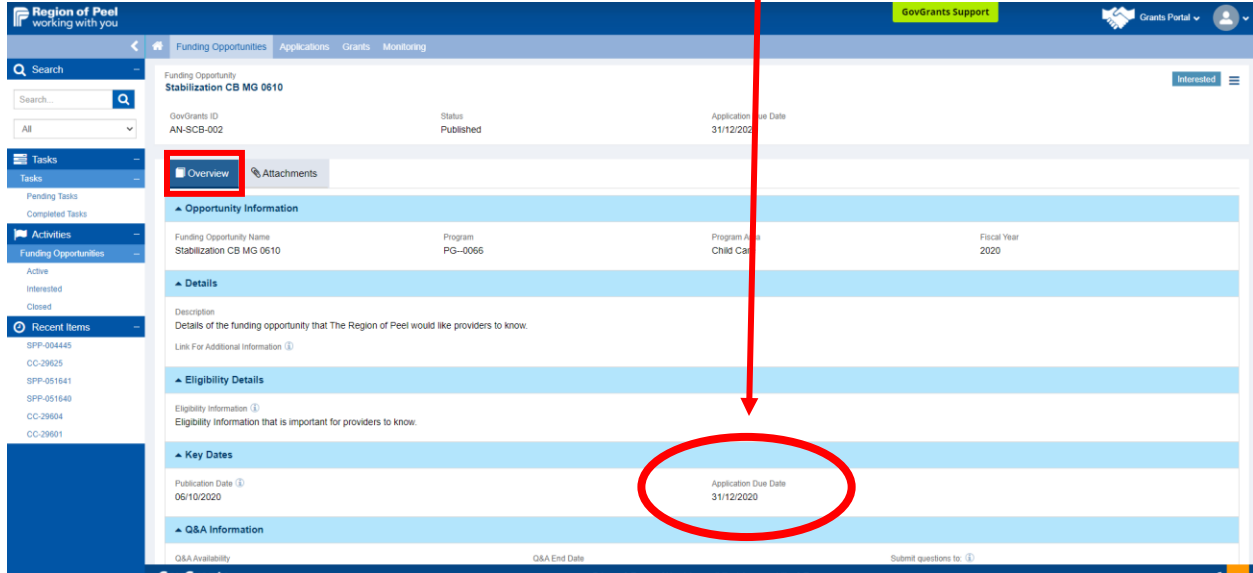
There you will find a list of new active funding opportunities. Click on the eye icon under the actions column to view this funding opportunity.

GovGrants ID	Funding Opportunity Name	Program Area	Application Due Date	Actions
AN-SCB-002	Stabilization CB MG 0610	Child Care	31/12/2020	

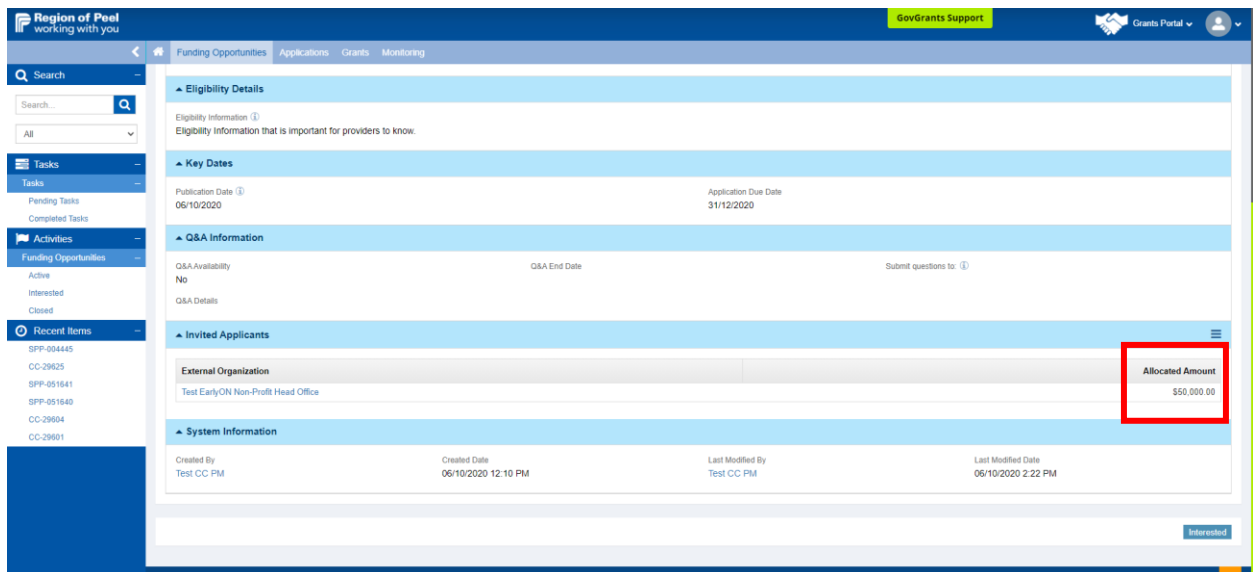
Stabilization Funding

There are two tabs: overview tab and attachments tab.

Review the details of the stabilization claim based funding opportunity in the Overview Tab. Pay close attention to the key dates section. The **Application Due Date** is listed there. Your application **must** be submitted before this date.



Scroll to the bottom of the page to view the Allocated Amount if applicable for your Stabilization Fund. (Note that not all funds are given an allocation amount)



Stabilization Funding

Go to the Attachments tab. The Region of Peel may include important documents in this section. Review any attachments provided.

The screenshot displays the GovGrants portal interface. The top navigation bar includes the Region of Peel logo, a search bar, and tabs for Funding Opportunities, Applications, Grants, and Monitoring. The main content area shows details for a funding opportunity titled "Stabilization CB MG 0610". The "Attachments" tab is selected and highlighted with a red box. Below the tab, there is a table of attachments with the following data:

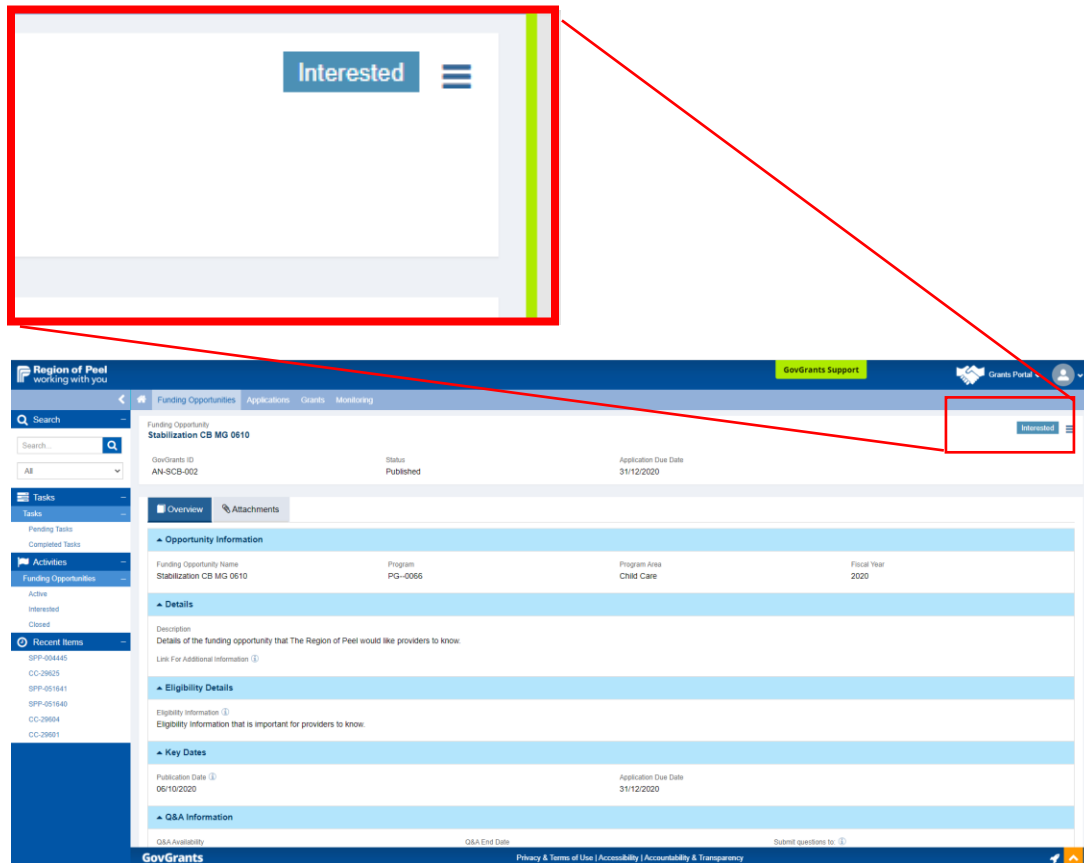
Name	Type	Description	Date Attached	Attached By	Actions
test document 1.docx	Funding Opportunity Announcement	Stabilization Guidelines	06/10/2020 1:56 PM	Test CC PM	

Below the attachments table, there is a "Notes" section with a table that currently shows "No Records Found".

Notes:

Marking the Funding Opportunity “Interested”

If you are interested in this funding opportunity, you may mark this opportunity as “Interested” by clicking the **Interested** button. The interested button is found at the top right and corner of the page.



Stabilization Funding

After marking the funding opportunity “Interested”, the Create Application button will appear. We will create the application on page 14.

The screenshot displays the GovGrants portal interface. A red box highlights a 'Create Application' button in the top right corner of the main content area. The main content area shows details for a funding opportunity named 'Stabilization CB MG 0610' with a status of 'Interested' and an application due date of 31/12/2020. The interface includes a navigation menu on the left and a top header with 'Region of Peel working with you' and 'GovGrants Support'.

GovGrants ID	Status	Application Due Date
AN-SCB-002	Interested	31/12/2020

Funding Opportunity Name	Program	Program Area	Fiscal Year
Stabilization CB MG 0610	PG-0066	Child Care	2020

Publication Date	Application Due Date
06/10/2020	31/12/2020

Finding your Funding Opportunity Marked Interested

Once you have marked your funding opportunity interested it goes into the “Interested” folder. Navigate to the home tab then click on the Funding Opportunities tab at the top of the page. Then click the Interested hyperlink in the side panel.

The screenshot shows the 'Region of Peel working with you' GovGrants Support portal. The 'Funding Opportunities' tab is selected at the top. In the left sidebar, the 'Interested' link under the 'Funding Opportunities' section is highlighted with a red box. The main content area displays a table of 'Interested Funding Opportunities' with 12 records. The table columns are: GovGrants ID, Funding Opportunity Name, Program Area, Application Due Date, Status, and Actions. The entry for 'AN-SCB-002' (Stabilization CB MG 0610) is highlighted with a red box, showing a status of 'Interested'.

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

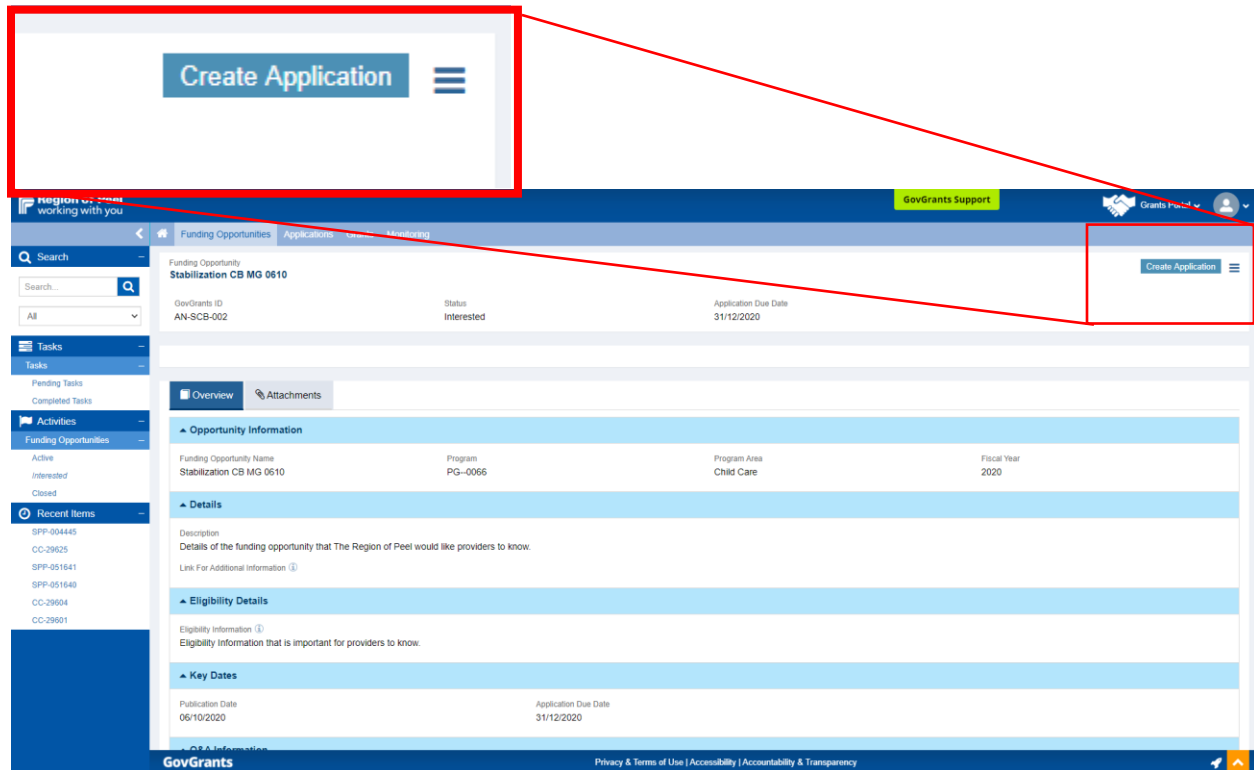
Find your funding opportunity in the list. Notice the status says interested. Click on the eye icon to open the interested funding opportunity. This will then bring you back to the funding opportunity that you had marked interested.

This screenshot is similar to the one above, showing the 'Interested Funding Opportunities' list. The 'Interested' link in the left sidebar is highlighted with a red box. The table lists 12 records, and the entry for 'AN-SCB-002' (Stabilization CB MG 0610) is highlighted with a red box, showing a status of 'Interested'.

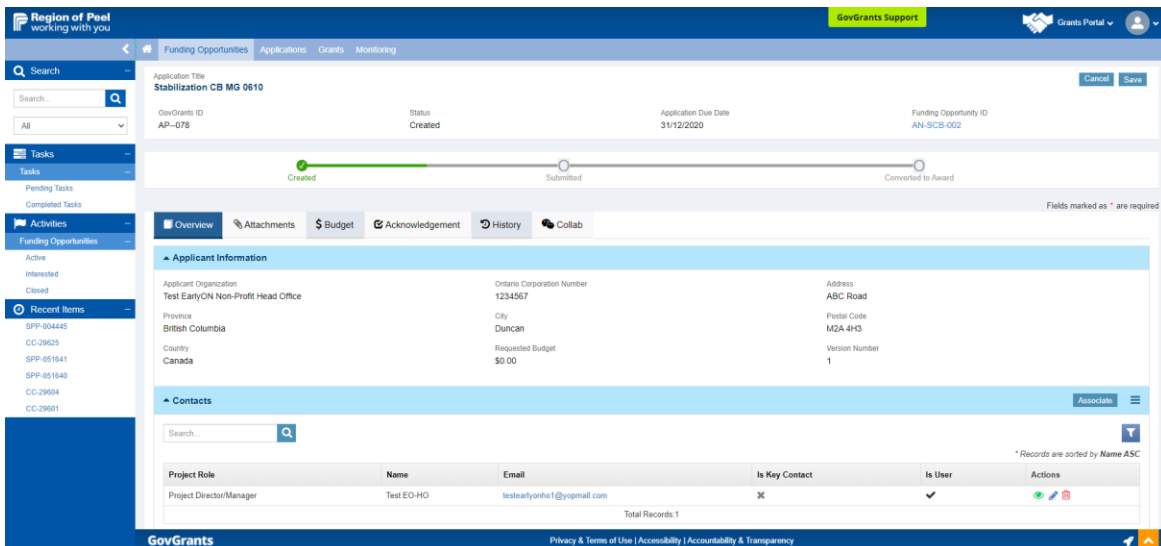
GovGrants ID	Funding Opportunity Name	Program Area	Application Due Date	Status	Actions
AN-SP-007	Special Purpose - Train1	Child Care	09/10/2020	Converted to Application	
AN-SP-008	Special Purpose-Training External1	Child Care	09/10/2020	Converted to Application	
AN-SP-010	Special Purpose - External 3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

Creating the Application

You are now on the interested funding opportunity page. You know you have marked it interested because the next option is the button that allows you to “Create Application”. Click the Create Application button to create the Stabilization Fund Application.

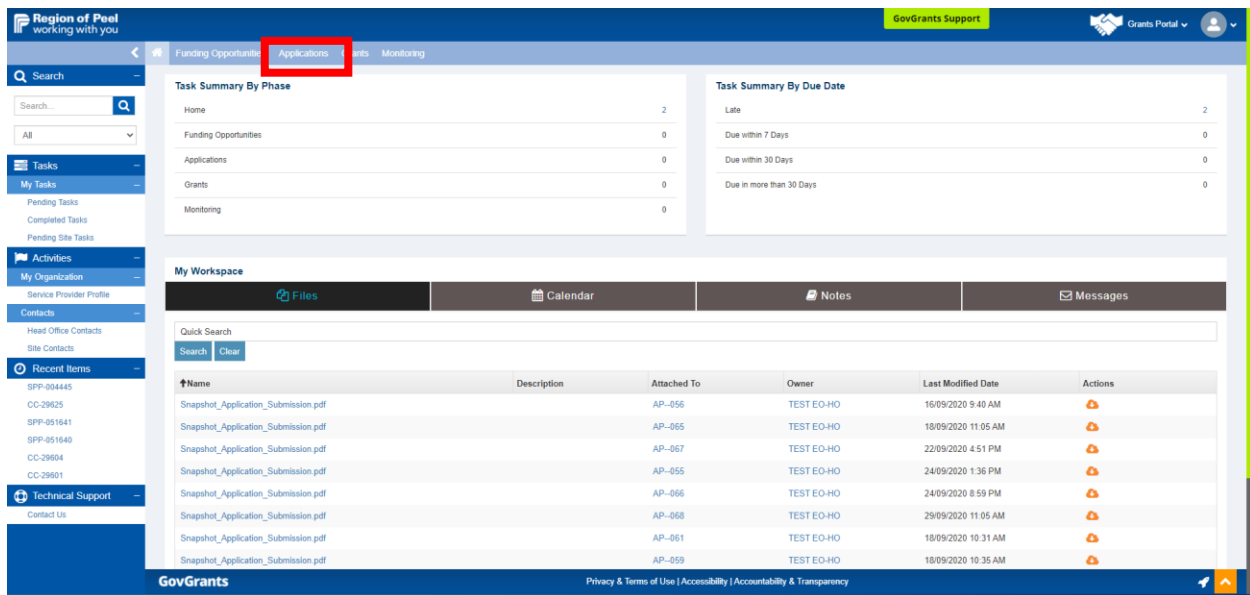


You have now created an application page.

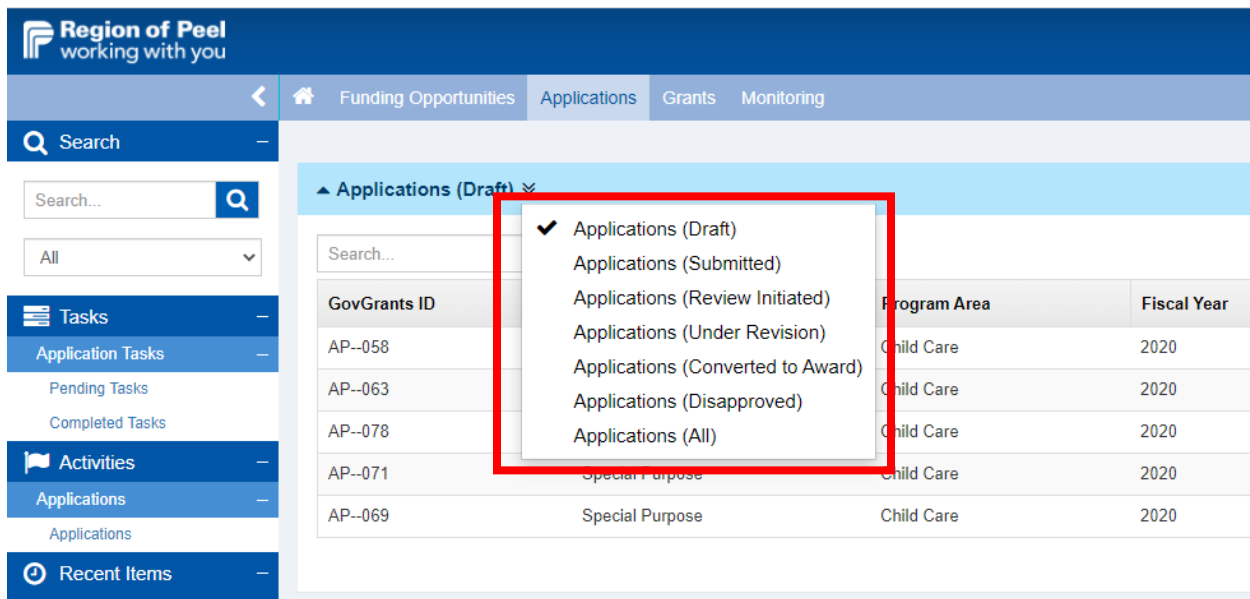


Finding the Created or Submitted Application

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



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



Stabilization Funding

In this instance you are seeking the draft application that you have just begun. Find the name of the draft application and then click on the pencil icon to continue editing the application.

GovGrants ID	Application Title	Program Area	Fiscal Year	Application Due Date	Owner	Status	Actions
AP-058	Special Purpose MP12	Child Care	2020	30/09/2020	TEST EO-HO	Created	
AP-063	Special Purpose Announ-SE	Child Care	2020	30/09/2020	TEST EO-HO	Created	
AP-078	Stabilization CB MG 0610	Child Care	2020	31/12/2020	TEST EO-HO	Created	
AP-081	Special Purpose	Child Care	2020	30/09/2020	TEST EO-HO	Created	
AP-069	Special Purpose	Child Care	2020	30/09/2020	TEST EO-HO	Created	

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

Application Title: Stabilization2 CB MG Announcement

GovGrants ID: AP-081 | Status: Created | Application Due Date: 31/12/2020 | Funding Opportunity ID: AN-SCB-003

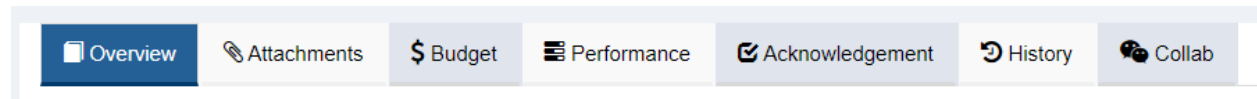
Progress: Created (100%) | Submitted (0%) | Converted to Award (0%)

Fields marked as * are required

Project Role	Name	Email	Is Key Contact	Is User	Actions
Project Director/Manager	Test EO-HO	testearlyonho1@yopmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

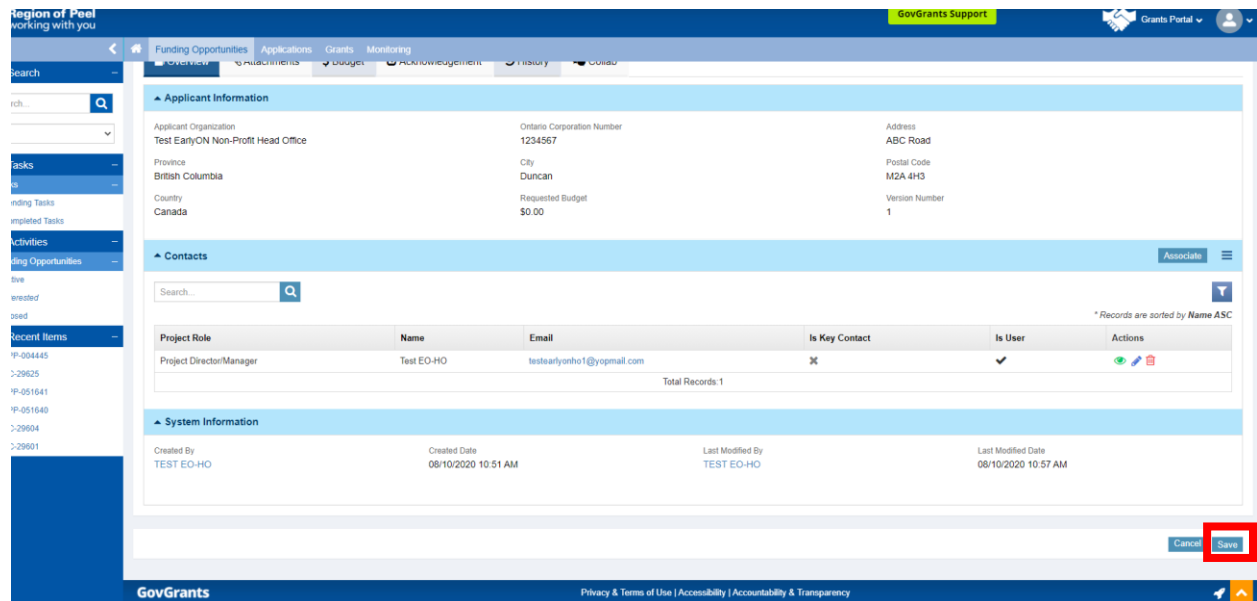
Completing the Application

The application page has 7 tabs. We will navigate through each of the tabs from left to right. For claim based applications the attachments tab appears prior to the Budget tab. This is to encourage you to remember to upload your invoices and receipts prior to imputing items on the Budget tab.



Overview Tab

Simply review all the information provided in this tab then scroll to the bottom of the page and click Save.



The screenshot displays the GovGrants Overview Tab. The page header includes the Region of Peel logo and navigation tabs: Funding Opportunities, Applications, Grants, Monitoring, Overview, Attachments, Budget, Performance, Acknowledgement, History, and Collab. The main content area is divided into three sections:

- Applicant Information:** Displays details for the Applicant Organization (Test EarlyON Non-Profit Head Office), Ontario Corporation Number (1234567), Address (ABC Road), Province (British Columbia), City (Duncan), Country (Canada), Requested Budget (\$0.00), and Version Number (1).
- Contacts:** A table listing project roles and contacts. The table has columns for Project Role, Name, Email, Is Key Contact, Is User, and Actions. One record is shown for Project Director/Manager, Test EO-HO, with email testearlyonho1@yopmail.com.
- System Information:** Displays metadata such as Created By (TEST EO-HO), Created Date (08/10/2020 10:51 AM), Last Modified By (TEST EO-HO), and Last Modified Date (08/10/2020 10:57 AM).

At the bottom right of the main content area, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box.

Attachments Tab

Here you will attach any receipts or invoices for the items you have purchased that you will be claiming. Click on Edit to begin.

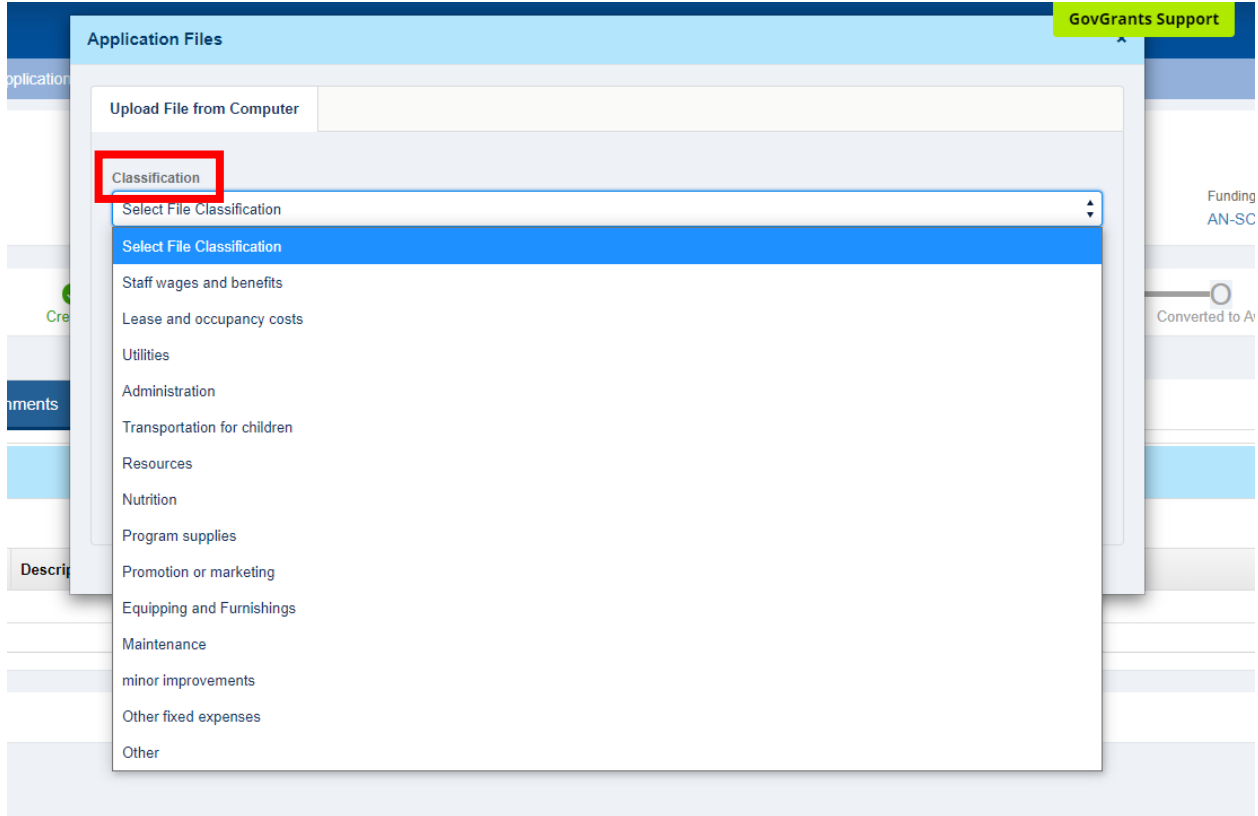
The screenshot shows the GovGrants portal interface. The top navigation bar includes 'Region of Peel working with you', 'GovGrants Support', and 'Grants Portal'. The main header has tabs for 'Funding Opportunities', 'Applications', 'Grants', and 'Monitoring'. The application title is 'Stabilization2 CB MG Announcement'. The status is 'Created', and the application due date is '31/12/2020'. The funding opportunity ID is 'AN-SCB-003'. A red box highlights the 'Edit' button in the top right corner. Below the application details is a progress bar with stages: 'Created' (completed), 'Submitted', and 'Converted to Award'. The 'Attachments' tab is selected, showing a table for 'Application Files'. The table has columns for Title, Description, File Type, File Extension, Classification, and Actions. The table is currently empty, with the text 'No Records Found' displayed. A 'New' button is visible in the top right of the table area. The footer includes 'GovGrants' and 'Privacy & Terms of Use | Accessibility | Accountability & Transparency'.

To begin uploading invoices and/or receipts, click on the **New** button.

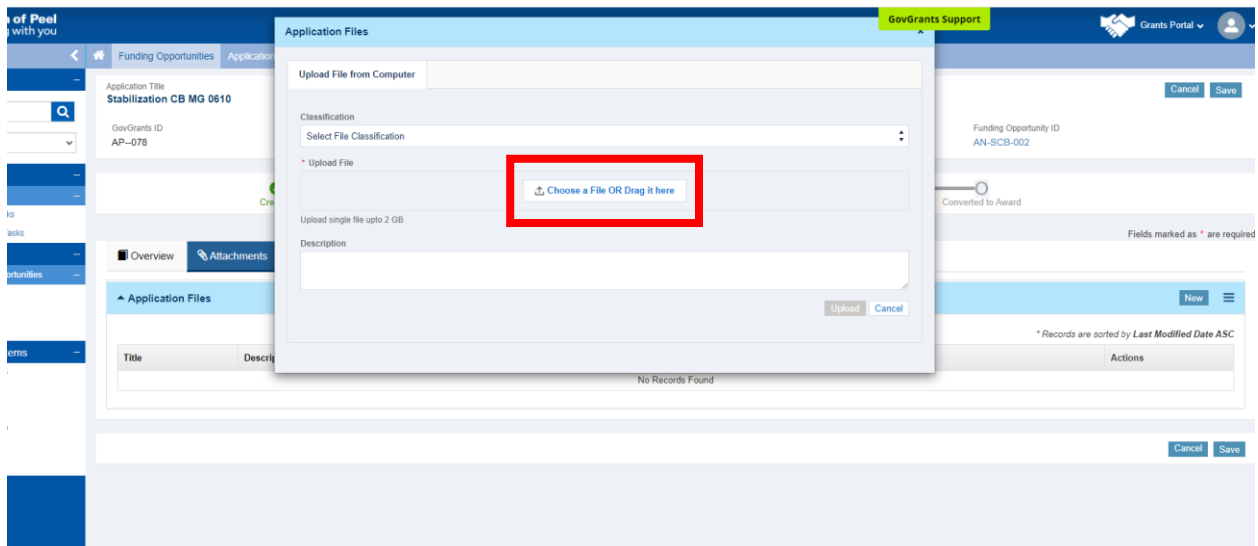
This screenshot is similar to the one above, showing the 'Attachments' tab for the same funding opportunity. The 'New' button in the top right corner of the 'Application Files' table area is highlighted with a red box. The rest of the interface, including the navigation bar, application details, and progress bar, remains the same. The footer also includes 'GovGrants' and 'Privacy & Terms of Use | Accessibility | Accountability & Transparency'.

Stabilization Funding

A modal window appears. In the Classification section, use the drop down to choose a classification for the invoice or receipt.

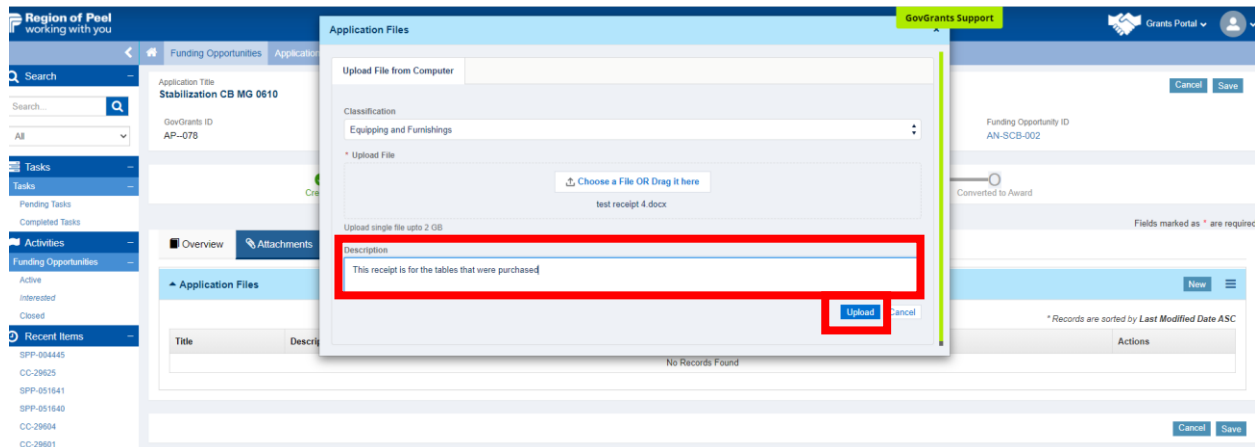


Click on **Choose a File OR Drag it Here**. Choose your file from your computer.

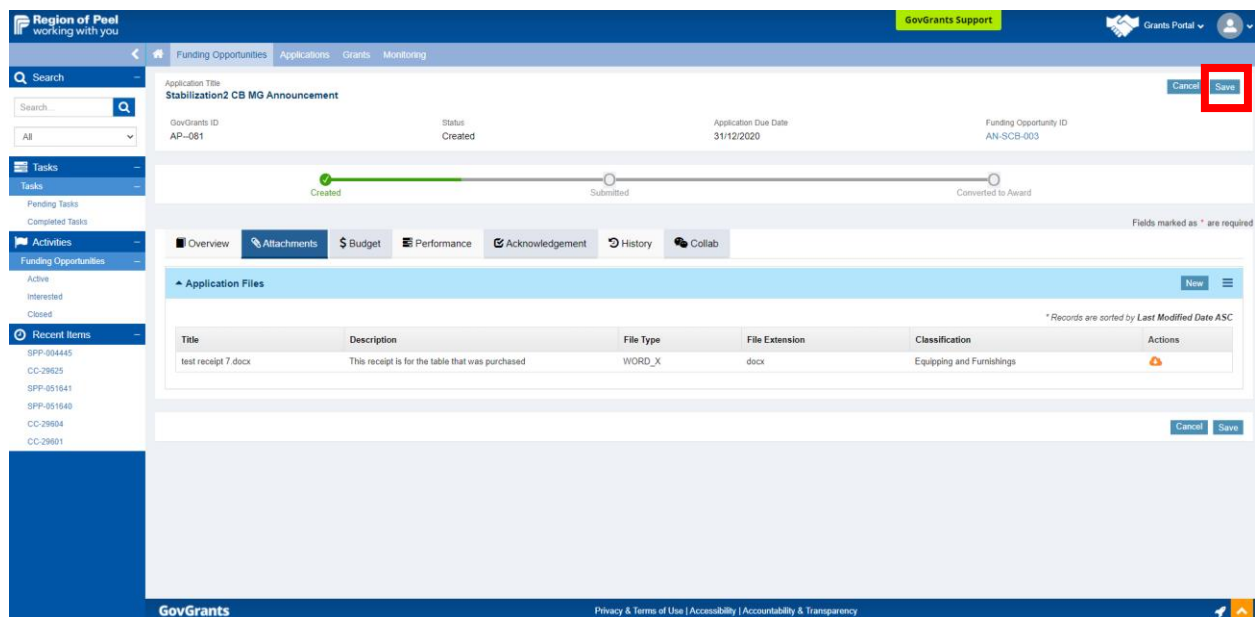


Stabilization Funding

You will see that your file has been added. Write a brief description of the invoice/receipt. It is important that the description accurately describes what exact items are on the invoice/receipt so that the reviewer will know how to pair them with line items on the budget page. When complete, click the **Upload** button.



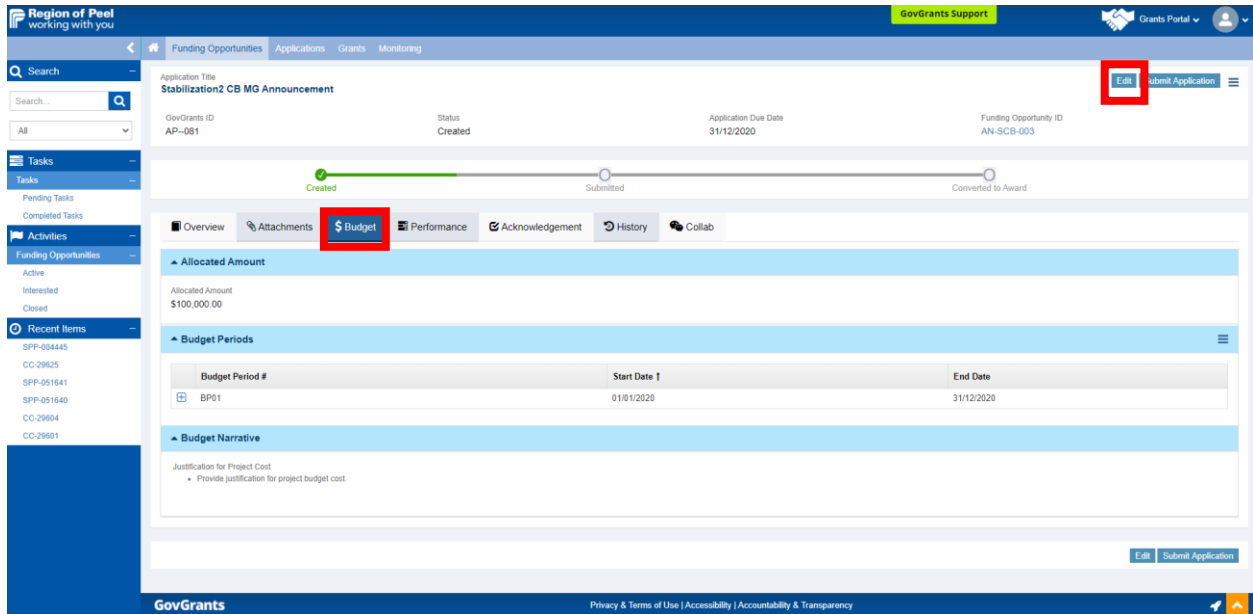
After uploading each of your receipts click the page save.



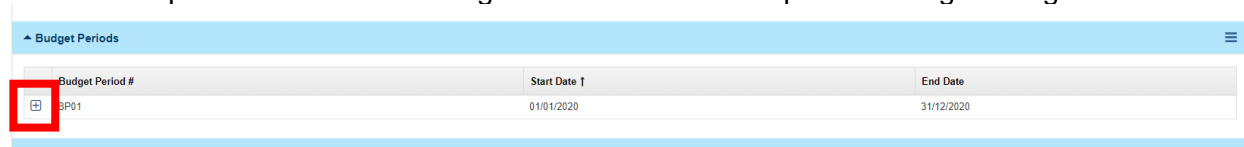
Stabilization Funding

Budget Tab

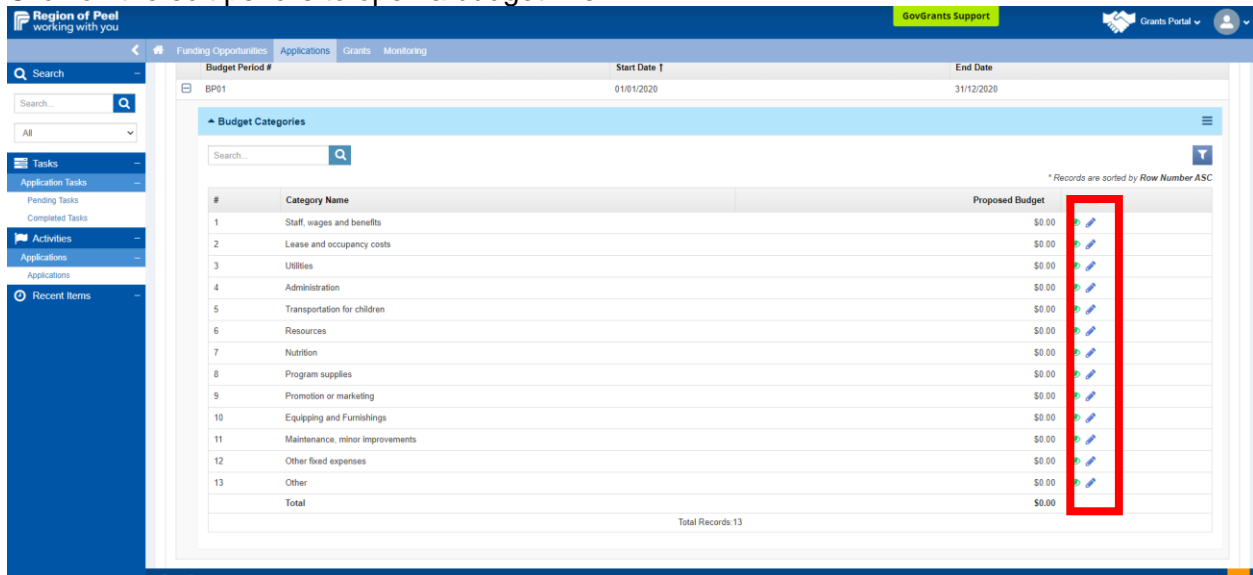
Click on the Budget tab. To begin click the **Edit** button.



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



Click on the edit pencils to open a budget line.



Stabilization Funding

Click the **New** button to begin. Notice all the receipts you uploaded for a Claim-Based application will be listed at the bottom of the page.

The screenshot shows the 'Edit' page in the GovGrants Support system. The 'Budget Category' is 'Staff, wages and benefits'. The 'Detailed Budget Category' section has a 'New' button highlighted in red. Below this is a table with columns: Staff Title I, Standard Hours Per Year Per FTE, Proposed Total FTE Per Year, Proposed Staff, Proposed Salary, Proposed Benefits, Proposed Total, and Actions. The table is currently empty with 'No Records Found'. Below the table is a 'Files' section with a table of uploaded receipts:

File Name I	Classification	Description	File Link
test receipt 4.docx		This is the receipt for the tables purchased	test receipt 4.docx
test receipt 5.docx	Program supplies	Program Supplies	test receipt 5.docx
test receipt 6.docx	minor improvements	Centre Improvements	test receipt 6.docx

Complete each of the Detailed Budget Category sections. Then click the **Section Save**. Be sure to click on the section save and not the Page Save. ****Please NOTE:** You will lose your work if you click on the Page Save prior to clicking on the Section Save. Click the Section Save first.

The screenshot shows the 'View' page in the GovGrants Support system. The 'Budget Category' is 'Staff, wages and benefits'. The 'Detailed Budget Category' section has a 'Save' button highlighted in red. Below this is a table with columns: Staff Title I, Standard Hours Per Year Per FTE, Proposed Total FTE Per Year, Proposed Staff, Proposed Salary, Proposed Benefits, Proposed Total, and Actions. The table contains one row of data:

Staff Title I	Standard Hours Per Year Per FTE	Proposed Total FTE Per Year	Proposed Staff	Proposed Salary	Proposed Benefits	Proposed Total	Actions
ECE	2,080	1	1	25,000	1,000		✖

Below the table is a 'Files' section with a table of uploaded receipts:

File Name I	Classification	Description	File Link
test receipt 7.docx	Equipping and Furnishings	This receipt is for the table that was purchased	test receipt 7.docx

Stabilization Funding

The green Saved Successfully note will appear. To add more line items, click new and complete the process again. Finally, click the Page Save button.

After the section save successfully then click the page

Fields marked as * are required

Save

Budget Category

Category Name
Staff, wages and benefits

Detailed Budget Category

Staff Title I	Standard Hours Per Year Per FTE	Proposed Total FTE Per Year	Proposed Staff	Proposed Salary	Proposed Benefits	Proposed Total	Actions
ECE	2,080.00	1.00	1.00	\$25,000.00	\$1,000.00	\$26,000.00	

Total Records: 1

Files

File Name I	Classification	Description	File Link
test receipt 7.docx	Equipping and Furnishings	This receipt is for the table that was purchased	test receipt 7.docx

This record is now saved. You may now move onto another budget category. Click the x to close the Modal window.

govGrants support

View

Edit

Budget Category

Category Name
Staff, wages and benefits

Detailed Budget Category

Staff Title I	Standard Hours Per Year Per FTE	Proposed Total FTE Per Year	Proposed Staff	Proposed Salary	Proposed Benefits	Proposed Total	Actions
ECE	2,080.00	1.00	1.00	\$25,000.00	\$1,000.00	\$26,000.00	

Total Records: 1

Files

File Name I	Classification	Description	File Link
test receipt 7.docx	Equipping and Furnishings	This receipt is for the table that was purchased	test receipt 7.docx

Stabilization Funding

To choose the next category, click on the eye icon on the appropriate line item and repeat the process of adding in the budget information.

Budget Period #	Start Date 1	End Date
BP01	01/01/2020	31/12/2020

#	Category Name	Proposed Budget	Actions
1	Staff, wages and benefits	\$26,000.00	
2	Lease and occupancy costs	\$0.00	
3	Utilities	\$0.00	
4	Administration	\$0.00	
5	Transportation for children	\$0.00	
6	Resources	\$0.00	
7	Nutrition	\$0.00	

Complete each budget category and click the Page Save.

Budget Period #	Start Date 1	End Date
BP01	01/01/2020	31/12/2020

#	Category Name	Proposed Budget	Actions
1	Staff, wages and benefits	\$26,000.00	
2	Lease and occupancy costs	\$10,000.00	
3	Utilities	\$50,000.00	
4	Administration	\$0.00	
5	Transportation for children	\$0.00	
6	Resources	\$0.00	
7	Nutrition	\$0.00	
8	Program supplies	\$0.00	
9	Promotion or marketing	\$0.00	
10	Equipping and Furnishings	\$0.00	
11	Maintenance, minor improvements	\$0.00	
12	Other fixed expenses	\$0.00	
13	Other	\$0.00	
Total		\$86,000.00	

Total Records: 13

Stabilization Funding

Performance Tab

Click on Edit

The screenshot shows the 'Region of Peel working with you' GovGrants Support interface. The application title is 'Stabilization2 CB MG Announcement'. The status is 'Created'. The application due date is 31/12/2020. The funding opportunity ID is AN-SCB-003. The 'Performance' tab is selected, displaying a table of 'Application Related Performance Indicators'. The table has columns for Performance Indicator I, Title, Measure, Category, Unit of Measurement, Previous Year Actual, and Actuals. The 'Edit' button in the top right corner is highlighted with a red box.

Performance Indicator I	Title	Measure	Category	Unit of Measurement	Previous Year Actual	Actuals
KPI-0946	Net new infant spaces	Net new infant spaces	Child Care – Stabilization	Number (#)	0.00	0.00
KPI-0947	Net new toddler spaces	Net new toddler spaces	Child Care – Stabilization	Number (#)	0.00	0.00
KPI-0948	Net new preschool spaces	Net new preschool spaces	Child Care – Stabilization	Number (#)	0.00	0.00
KPI-0949	Net new Kindergarten spaces	Net new Kindergarten spaces	Child Care – Stabilization	Number (#)	0.00	0.00
KPI-0950	Net new School-Age spaces	Net new School-Age spaces	Child Care – Stabilization	Number (#)	0.00	0.00
KPI-0951	# of Infant children served	# of Infant children served	Child Care – Stabilization	Number (#)	0.00	0.00
KPI-0952	# of Toddler children served	# of Toddler children served	Child Care – Stabilization	Number (#)	0.00	0.00
KPI-0953	# of Preschool children served	# of Preschool children served	Child Care – Stabilization	Number (#)	0.00	0.00

Click the edit pencils to edit each line.

The screenshot shows the same application page as above, but with the 'Actuals' column containing input fields. The 'Edit' button in the top right corner is now a pencil icon, and a red box highlights the pencil icons in the 'Actuals' column for each row of the table. The 'Save' button is also visible in the top right corner.

Performance Indicator I	Title	Measure	Category	Unit of Measurement	Previous Year Actual	Actuals	Actions
KPI-0946	Net new infant spaces	Net new infant spaces	Child Care – Stabilization	Number (#)	0	<input type="text"/>	
KPI-0947	Net new toddler spaces	Net new toddler spaces	Child Care – Stabilization	Number (#)	0	<input type="text"/>	
KPI-0948	Net new preschool spaces	Net new preschool spaces	Child Care – Stabilization	Number (#)	0	<input type="text"/>	
KPI-0949	Net new Kindergarten spaces	Net new Kindergarten spaces	Child Care – Stabilization	Number (#)	0.00	<input type="text"/>	
KPI-0950	Net new School-Age spaces	Net new School-Age spaces	Child Care – Stabilization	Number (#)	0.00	<input type="text"/>	
KPI-0951	# of Infant children served	# of Infant children served	Child Care – Stabilization	Number (#)	0.00	<input type="text"/>	
KPI-0952	# of Toddler children served	# of Toddler children served	Child Care – Stabilization	Number (#)	0.00	<input type="text"/>	
KPI-0953	# of Preschool children served	# of Preschool children served	Child Care – Stabilization	Number (#)	0.00	<input type="text"/>	

Stabilization Funding

Enter the Previous Year Actual and the Actuals amounts. Then click Save.

The screenshot shows a web application interface with a navigation bar at the top containing 'Overview', 'Attachments', '\$ Budget', 'Performance', 'Acknowledgement', 'History', and 'Collab'. Below the navigation bar is a header for 'Application Related Performance Indicators' with a 'Save' button. A search bar is located above a table with the following columns: Performance Indicator #, Title, Measure, Category, Unit of Measurement, Previous Year Actual, Actuals, and Actions. The table contains 11 rows of data. The 'Previous Year Actual' and 'Actuals' columns for the first row (KPI-0946) are highlighted with a red border. The 'Actuals' cell for the last row (KPI-0955) contains the value '10'.

Performance Indicator #	Title	Measure	Category	Unit of Measurement	Previous Year Actual	Actuals	Actions
KPI-0946	Net new infant spaces	Net new infant spaces	Child Care – Stabilization	Number (#)	10	10	↻
KPI-0947	Net new toddler spaces	Net new toddler spaces	Child Care – Stabilization	Number (#)	10	10	↻
KPI-0948	Net new preschool spaces	Net new preschool spaces	Child Care – Stabilization	Number (#)	10	10	↻
KPI-0949	Net new Kindergarten spaces	Net new Kindergarten spaces	Child Care – Stabilization	Number (#)	10	10	↻
KPI-0950	Net new School-Age spaces	Net new School-Age spaces	Child Care – Stabilization	Number (#)	10	10	↻
KPI-0951	# of Infant children served	# of Infant children served	Child Care – Stabilization	Number (#)	10	10	↻
KPI-0952	# of Toddler children served	# of Toddler children served	Child Care – Stabilization	Number (#)	10	10	↻
KPI-0953	# of Preschool children served	# of Preschool children served	Child Care – Stabilization	Number (#)	10	10	↻
KPI-0954	# of Kindergarten children served	# of Kindergarten children served	Child Care – Stabilization	Number (#)	10	10	↻
KPI-0955	# of School-Age children served	# of School-Age children served	Child Care – Stabilization	Number (#)	10	10	↻

At the bottom right of the interface, there are 'Cancel' and 'Save' buttons.

You see the Saved Successfully message.

The screenshot shows the same web application interface as the previous one, but with a green success message at the top: 'Saved Successfully!'. The table below now displays numerical values in the 'Previous Year Actual' and 'Actuals' columns for all 11 rows, with the value '10.00' appearing in both columns for every row. The 'Actions' column now contains a blue pencil icon for each row.

Performance Indicator #	Title	Measure	Category	Unit of Measurement	Previous Year Actual	Actuals	Actions
KPI-0946	Net new infant spaces	Net new infant spaces	Child Care – Stabilization	Number (#)	10.00	10.00	✎
KPI-0947	Net new toddler spaces	Net new toddler spaces	Child Care – Stabilization	Number (#)	10.00	10.00	✎
KPI-0948	Net new preschool spaces	Net new preschool spaces	Child Care – Stabilization	Number (#)	10.00	10.00	✎
KPI-0949	Net new Kindergarten spaces	Net new Kindergarten spaces	Child Care – Stabilization	Number (#)	10.00	10.00	✎
KPI-0950	Net new School-Age spaces	Net new School-Age spaces	Child Care – Stabilization	Number (#)	10.00	10.00	✎
KPI-0951	# of Infant children served	# of Infant children served	Child Care – Stabilization	Number (#)	10.00	10.00	✎
KPI-0952	# of Toddler children served	# of Toddler children served	Child Care – Stabilization	Number (#)	10.00	10.00	✎
KPI-0953	# of Preschool children served	# of Preschool children served	Child Care – Stabilization	Number (#)	10.00	10.00	✎
KPI-0954	# of Kindergarten children served	# of Kindergarten children served	Child Care – Stabilization	Number (#)	10.00	10.00	✎
KPI-0955	# of School-Age children served	# of School-Age children served	Child Care – Stabilization	Number (#)	10.00	10.00	✎

Stabilization Funding

Click the page Save.

The screenshot shows the 'Performance' tab of an application. At the top right, there are 'Cancel' and 'Save' buttons, with 'Save' highlighted by a red box. Below the navigation tabs, a green banner displays 'Saved Successfully!'. The main content area is titled 'Application Related Performance Indicators' and contains a table with the following data:

Performance Indicator I	Title	Measure	Category	Unit of Measurement	Previous Year Actual	Actuals	Actions
KPI-0946	Net new infant spaces	Net new infant spaces	Child Care – Stabilization	Number (#)	10.00	10.00	✎
KPI-0947	Net new toddler spaces	Net new toddler spaces	Child Care – Stabilization	Number (#)	10.00	10.00	✎
KPI-0948	Net new preschool spaces	Net new preschool spaces	Child Care – Stabilization	Number (#)	10.00	10.00	✎
KPI-0949	Net new Kindergarten spaces	Net new Kindergarten spaces	Child Care – Stabilization	Number (#)	10.00	10.00	✎
KPI-0950	Net new School-Age spaces	Net new School-Age spaces	Child Care – Stabilization	Number (#)	10.00	10.00	✎
KPI-0951	# of Infant children served	# of Infant children served	Child Care – Stabilization	Number (#)	10.00	10.00	✎

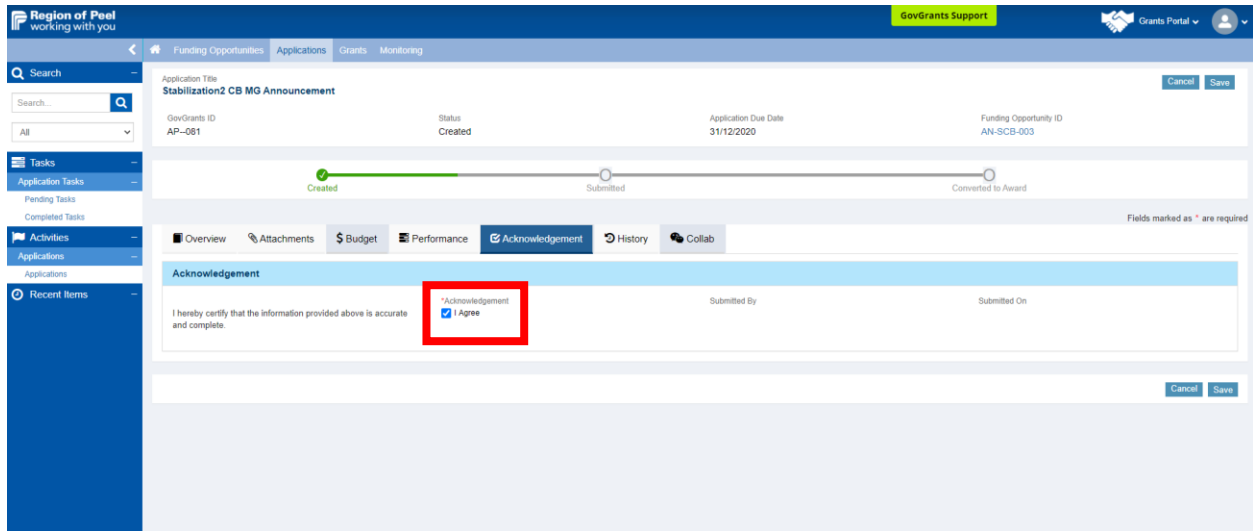
Acknowledgement Tab

To be able to click the acknowledgement radio button, click edit at the top of the page.

The screenshot shows the 'Acknowledgement' tab of the application. At the top right, there are 'Edit' and 'Submit Application' buttons, with 'Edit' highlighted by a red box. Below the navigation tabs, there is a section for 'Acknowledgement' with the text: 'I hereby certify that the information provided above is accurate and complete.' followed by an 'Acknowledgement' checkbox and 'I Agree' text. At the bottom right, there are 'Edit' and 'Submit Application' buttons.

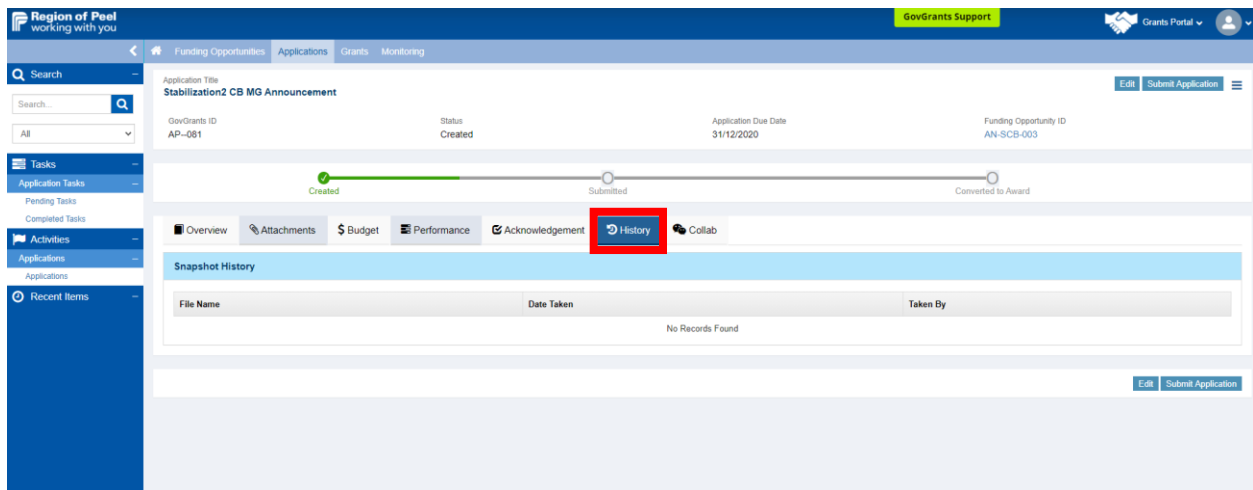
Stabilization Funding

Click the “I Agree” radio button and then click the Page Save.



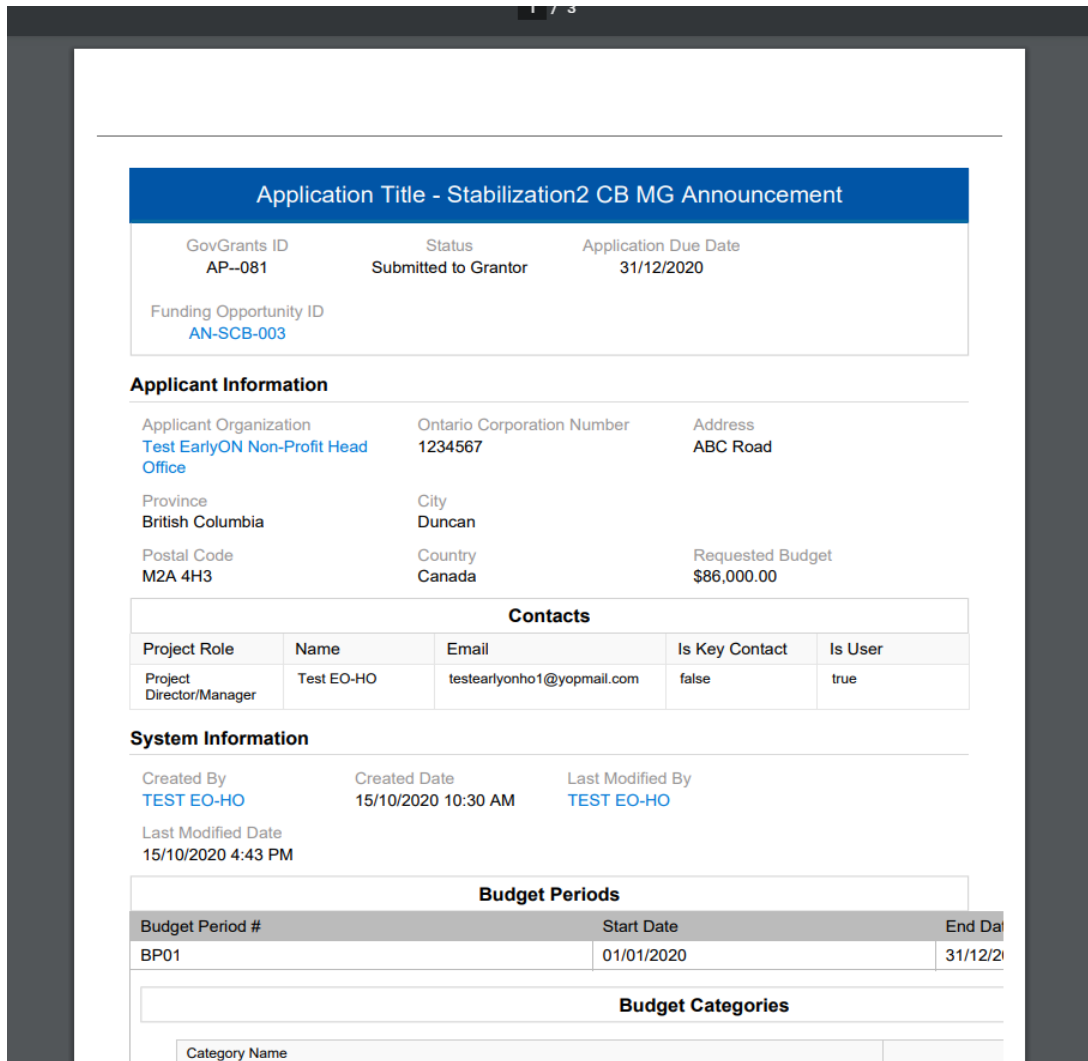
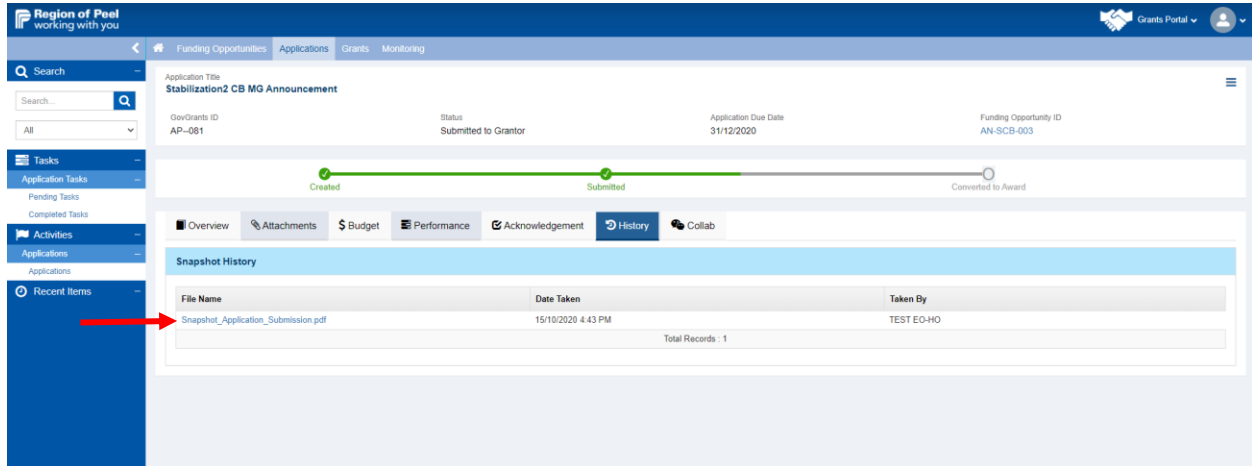
History Tab

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



Stabilization Funding

Once the application has been submitted, you will then have a record of the application in the history tab as seen in the screenshot below.

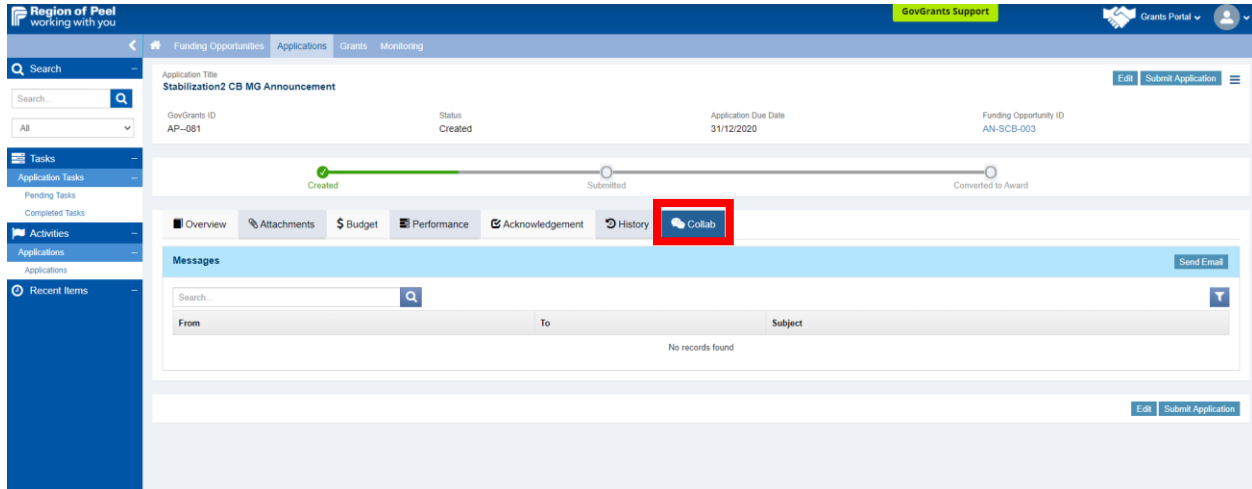


Stabilization Funding

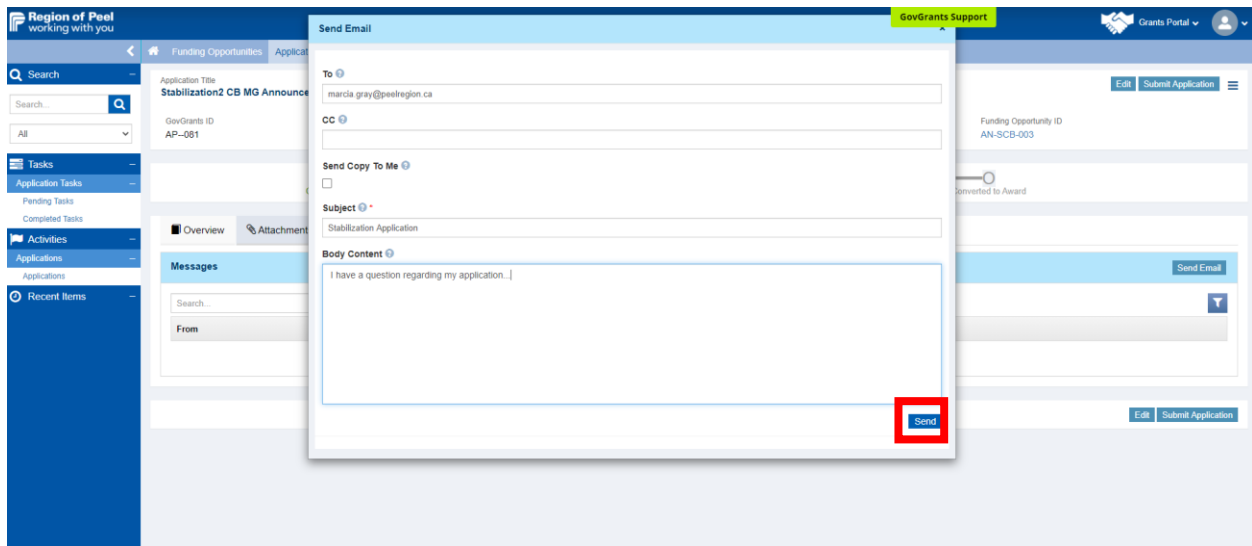
Collab Tab

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

Click on the Send Email button.

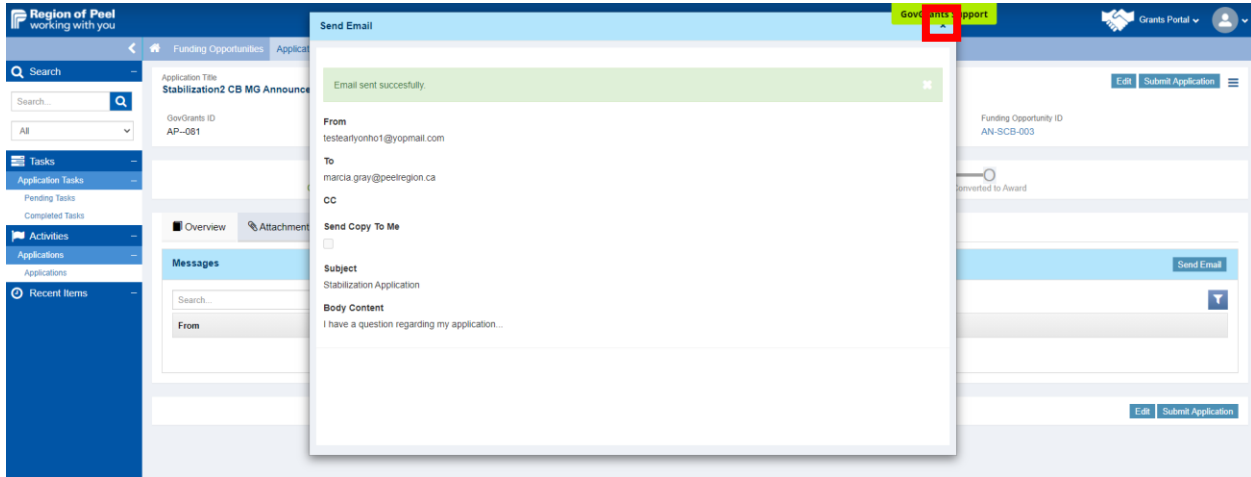


A modal window will then appear. Enter the email in the “To:” field and enter a CC if desired. Click the “Send a Copy to Me” check box and then enter the Subject of the email as well as the body content. Then click Send. A copy of the email will be kept on the application file in GovGrants. The reply will also be sent both to you and a copy to GovGrants.

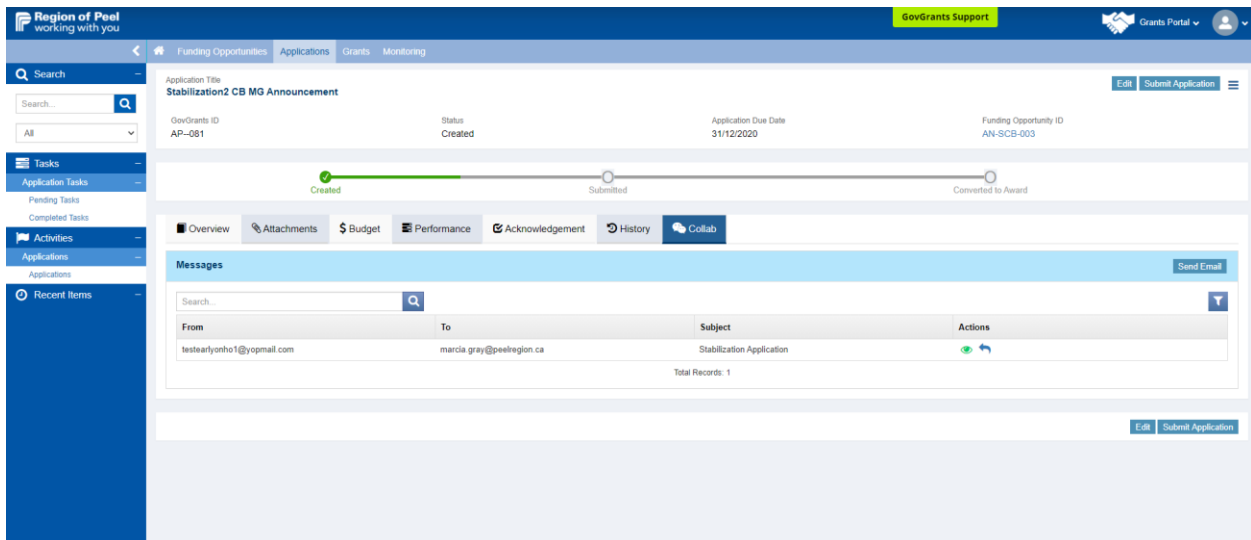


Stabilization Funding

You will get the green Email Sent Successfully message.

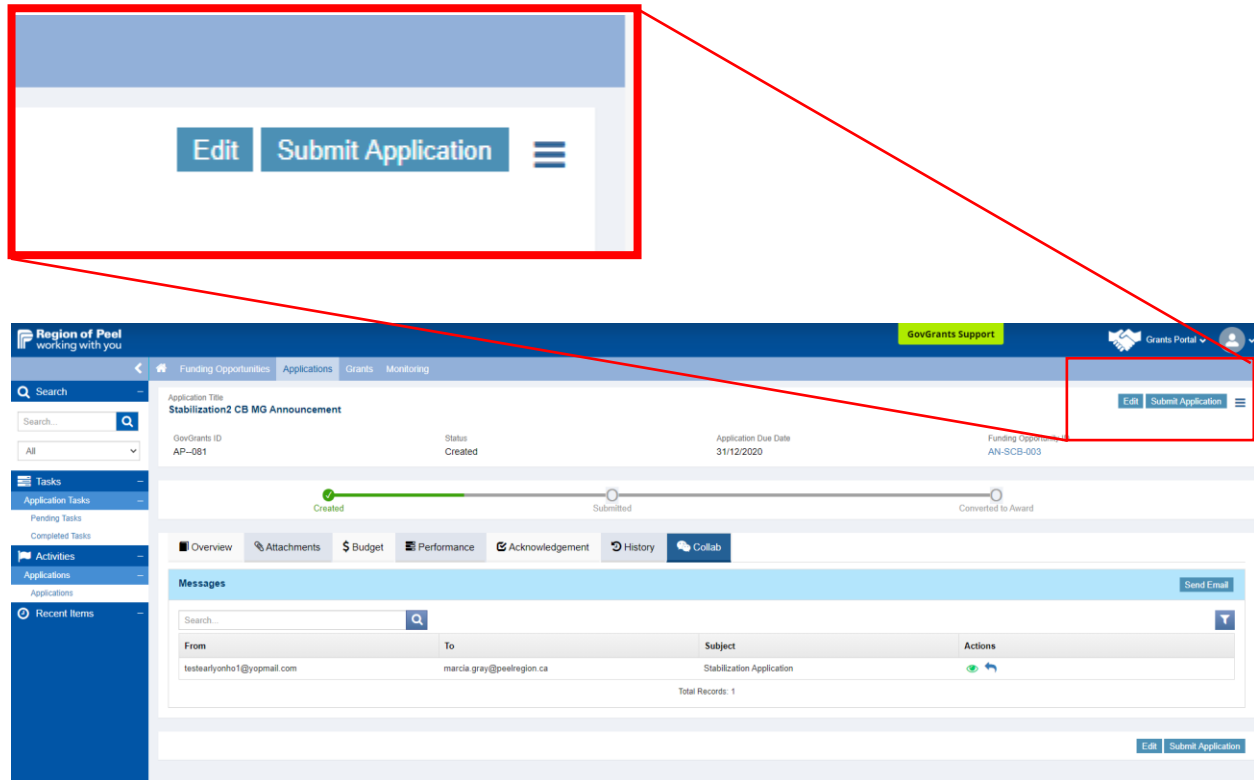


A copy of the email will be kept on the application file in GovGrants. The reply will also be sent both to you and a copy to GovGrants.



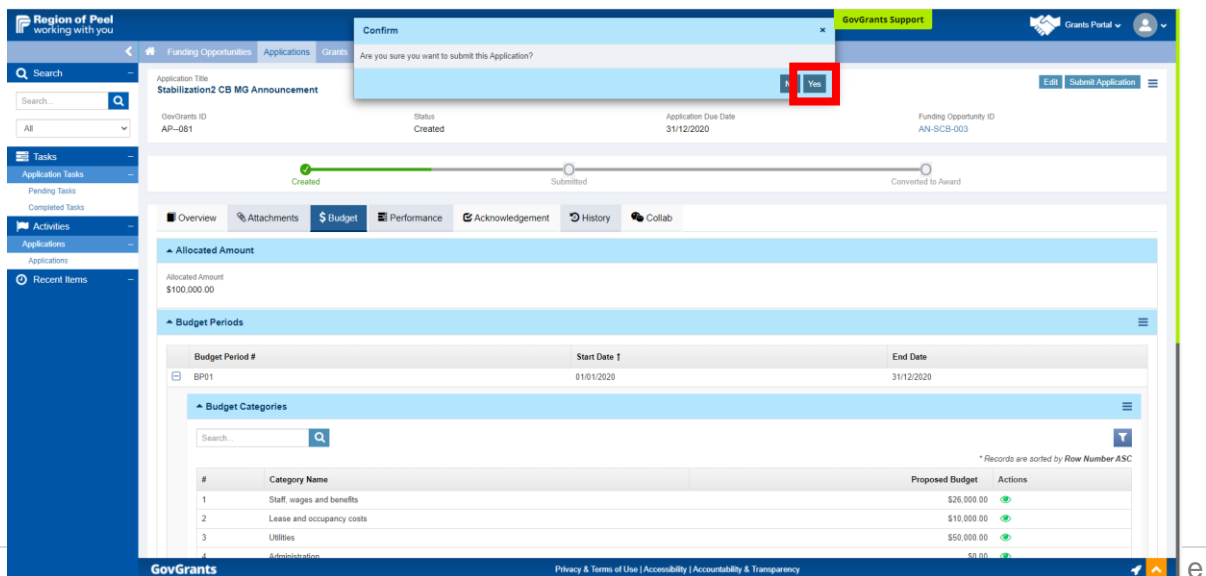
Submitting the Application

Once you have reviewed the entire application for correctness and accuracy, the primary user can then submit the application to the Region of Peel. You do so by clicking the Submit Application button. Notice the status is currently in “Created”.



Once you have sent the application, the status changes to “Submitted” and the application is no longer editable.

Once you click the Submit Application button the confirmation box will appear. Click **Yes** if you are ready to submit your application.



Stabilization Funding

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

The screenshot displays the 'Region of Peel' Grants Portal interface. The application title is 'Stabilization2 CB MG Announcement'. The status is 'Submitted to Granting', which is circled in red. The application due date is 11/2/2020, and the funding opportunity ID is AN-SCB-003. The application lifecycle is shown as a horizontal timeline with three stages: 'Created', 'Submitted', and 'Converted to Award'. Below the timeline, there are sections for 'Allocated Amount' (\$100,000.00), 'Budget Periods' (a table with one row for BP01 from 01/01/2020 to 31/12/2020), and 'Budget Narrative' (a text area with a bullet point: 'Provide justification for project budget cost.').

Budget Period #	Start Date ↑	End Date
BP01	01/01/2020	31/12/2020