

GovGrants Technology

Early Years and Child Care Services

**FUNDING CHANGE AMENDMENT _SERVICE
PROVIDER**

Service Provider Manual



Learning Objectives: Funding Change Amendment

At the end of this GovGrants Tutorial video on Funding Change Amendment, you will be able to:

- Pick up a Pending Task and begin working on the Funding Change Amendment.
- Amend respective budget categories and ensure that the amounts match the funding change increase or decrease.
- Submit to the Grantor (Region of Peel) changes and await an email notification indicating that the Funding Change is Approved.



Hello HeadOffice4 Training,

This email is to inform you that the amendment request CR-AD-EON-14-00 for the grant EarlyON-Train2 has been created and sent to you. You are requested to complete or acknowledge the amendment request and respond to the Region of Peel.

Amendment Details:

Amendment Type: Funding Change
Amendment ID: CR-AD-EON-14-00
Status: Sent to Service Provider
Grant: EarlyON-Train2
Program Area: EarlyON
Service Provider: HeadOffice4

Log in to GovGrants to complete the task.

Thank you,
Region of Peel

Service Provider- Completing the Funding Change Amendment

Email Notification - Amendment Request

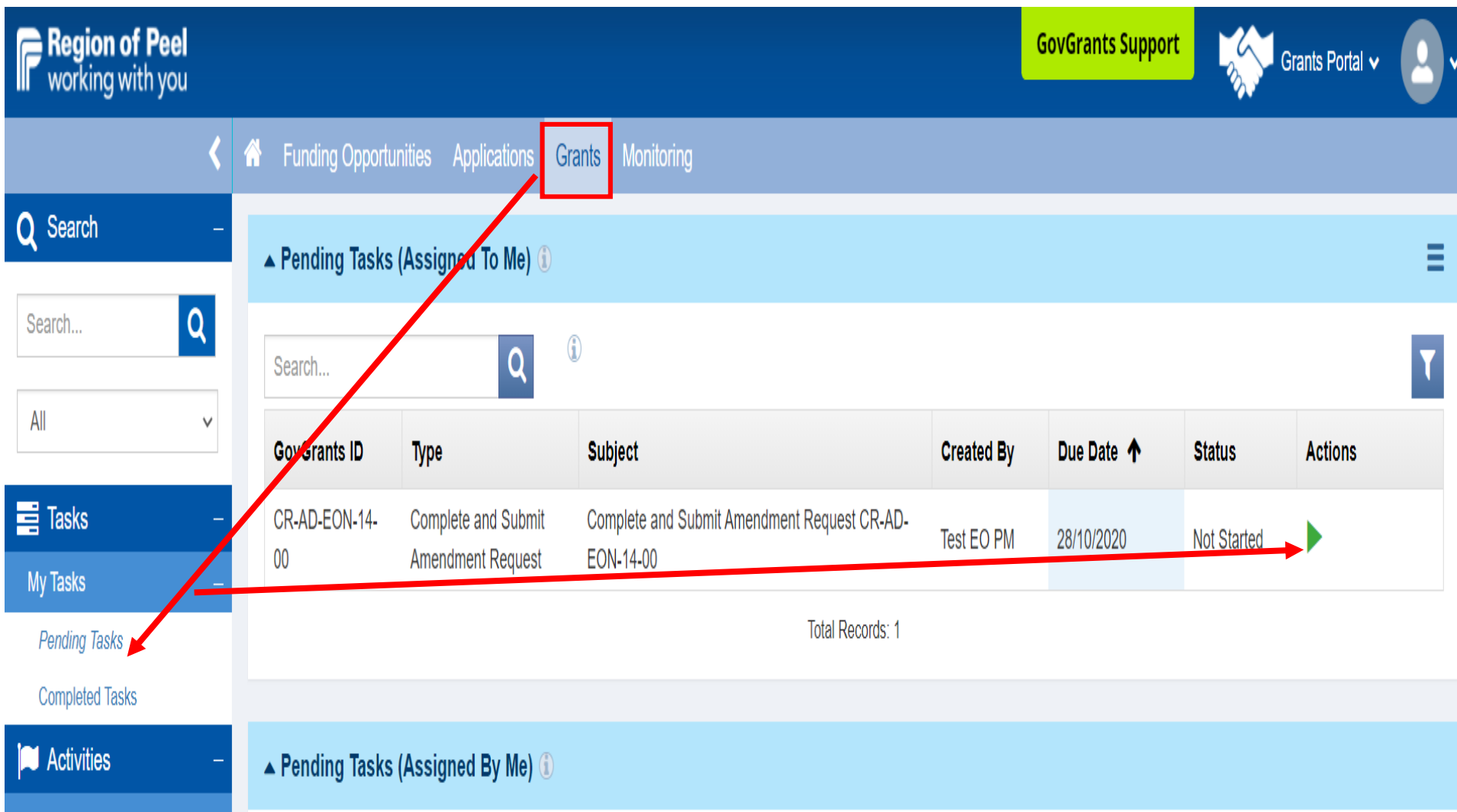
1. You will get an email notification requesting that you complete the specific task as noted in the content of the email.
2. You will log into your GovGrants account to begin working on the task.



Service Provider- Completing the Funding Change Amendment

How-to Pick-up a Pending Task

1. Click on the **Grants Module** from the horizontal navigation pane
2. Click on the **Pending Tasks** from the left navigation pane
3. Click on the green **Start** icon under the Actions column from the Pending Tasks (Assigned to Me) section



Region of Peel working with you

GovGrants Support

Grants Portal

Funding Opportunities Applications **Grants** Monitoring

Search

Search...

All

Tasks


My Tasks

Pending Tasks

Completed Tasks

Activities

▲ Pending Tasks (Assigned To Me)

Gov Grants ID	Type	Subject	Created By	Due Date ↑	Status	Actions
CR-AD-EON-14-00	Complete and Submit Amendment Request	Complete and Submit Amendment Request CR-AD-EON-14-00	Test EO PM	28/10/2020	Not Started	

Total Records: 1

▲ Pending Tasks (Assigned By Me)





Search

Search...
All

Tasks

My Tasks
Pending Tasks
Completed Tasks

Activities

Grants, Awards, Amendments
Grants and Awards

Amendment Requests

Recent Items

Amendment Request
EarlyON-Train2

Cancel Save

GovGrants ID: CR-AD-EON-14-00
Status: Sent to Service Provider
Source Award ID: AD-EON-14



Fields marked as * are required

Overview Attachments History Collab

Overview

Program Area: EarlyON
Fiscal Year: 2020
Current Budget Period: 1/1/2020 - 31/12/2020
Type of Amendment: Funding Change
Service Provider Name: HeadOffice4

Amendment Description

*Description
Funding Change description by RoP entered here

Funding Change

Current Awarded Budget: \$299,000.00
*Funding Change Amount: \$10,000.00
New Award Amount: \$309,000.00

Budget

* Records are sorted by Row Number ASC

Budget Category	Award Budget	Spent	Remaining Budget	Revised Award Budget	Actions
Salaries and Benefits	\$263,000.00	\$0.00	\$263,000.00	\$263,000.00	
Leasing/Rental & TMI	\$18,000.00	\$0.00	\$18,000.00	\$18,000.00	
Staff Travel Expenses	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	
Program Related Supplies and Resources	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	
Audit Costs (Region of Peel Reporting Requirements)	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$299,000.00	\$0.00	\$299,000.00	\$299,000.00	











Service Provider- Completing the Funding Change Amendment

- The page is already in Edit mode, which is why you see only two(2) buttons, **Cancel** and **Save**
- From Overview Tab, scroll to the Budget Section.
- Click on the Edit icon(blue pencil columns to adjust the budget category(ies) in this scenario there is an increase of \$10,000.



▲ Budget

* Records are sorted by Row Number ASC

Budget Category	Award Budget	Spent	Remaining Budget	Revised Award Budget	Actions
Salaries and Benefits	\$263,000.00	\$0.00	\$263,000.00	\$263,000.00	 
Leasing/Rental & TMI	\$18,000.00	\$0.00	\$18,000.00	\$18,000.00	 
Staff Travel Expenses	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	 
Program Related Supplies and Resources	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	 
Audit Costs (Region of Peel Reporting Requirements)	\$0.00	\$0.00	\$0.00	\$0.00	 
Total	\$299,000.00	\$0.00	\$299,000.00	\$299,000.00	

Service Provider- Completing Funding Change Amendment

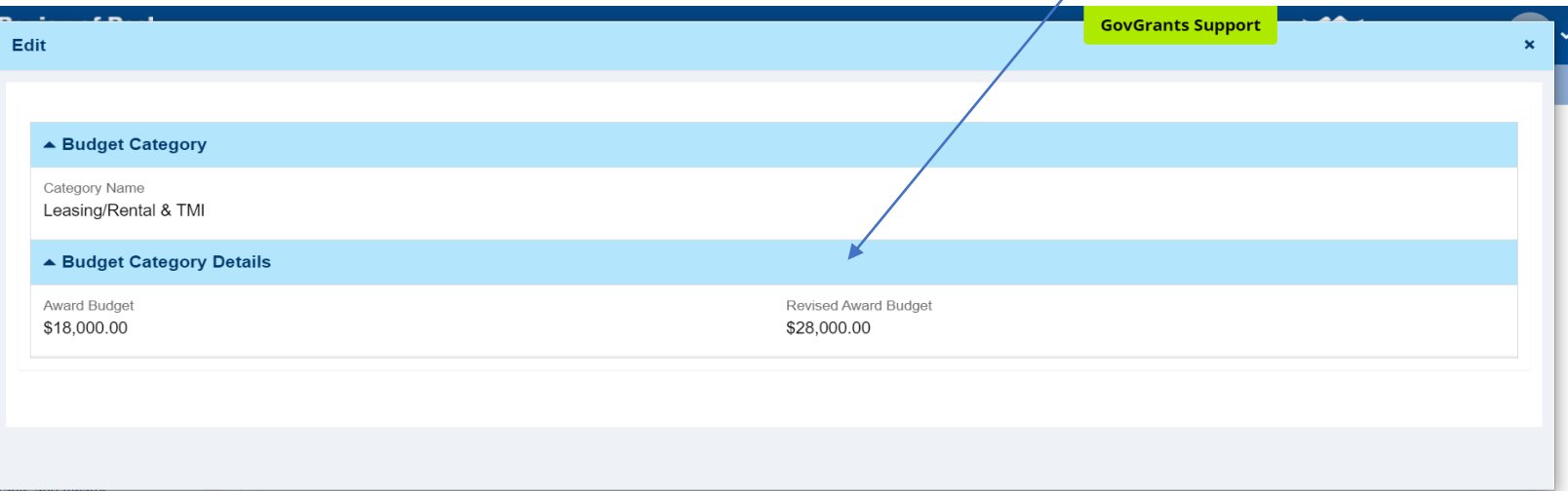
Adjusting Budget Categories

To adjust a budget category

1. Click the **Edit** icon under the Actions column for the budget category that you wish to adjust.

You will then be able to update the data for that specific budget category within the modal window.

2. Enter an amount in the **Revised Award Budget Field**
3. Once completed **click** on the **Save** button in the modal window. If it does not close after, click on the "x"



GovGrants Support

Edit

▲ Budget Category

Category Name
Leasing/Rental & TMI

▲ Budget Category Details

Award Budget \$18,000.00	Revised Award Budget \$28,000.00
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Region of Peel working with you GovGrants Support Grants Portal

Funding Opportunities Applications Grants Monitoring

Search

Search... All











Tasks My Tasks Pending Tasks Completed Tasks Activities Grants, Awards, Amendments Grants and Awards Amendment Requests Recent Items

Funding Change

Current Awarded Budget \$299,000.00 *Funding Change Amount \$10,000.00 New Award Amount \$309,000.00

Budget

* Records are sorted by Row Number ASC

Budget Category	Award Budget	Spent	Remaining Budget	Revised Award Budget	Actions
Salaries and Benefits	\$263,000.00	\$0.00	\$263,000.00	\$263,000.00	 
Leasing/Rental & TMI	\$18,000.00	\$0.00	\$18,000.00	\$28,000.00	 
Staff Travel Expenses	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	 
Program Related Supplies and Resources	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	 
Audit Costs (Region of Peel Reporting Requirements)	\$0.00	\$0.00	\$0.00	\$0.00	 
Total	\$299,000.00	\$0.00	\$299,000.00	\$309,000.00	

System Information

Created By	Created Date	Last Modified By	Last Modified Date
Test EO PM	19/10/2020 4:58 PM	HeadOffice4 Training	19/10/2020 5:54 PM

Cancel Save

Service Provider- Completing Funding Change Amendment

- Once you have adjusted the respective budget category. Please click on the page **Save** button located at the top or bottom right of your screen
- In order to complete this amendment, the total of all budget categories should match the New Award Amount.



Service Provider- Completing the Funding Change Amendment

- Please check the **Attachments** and **Collab** tabs to see if the Region of Peel (RoP) has sent you information pertaining to the Funding Change Amendment before clicking on the Submit to Grantor button..
- Use the **Attachments** Tab to upload an attachment specific to the amendment
- Use the **Collab** Tab, if you would like to send an email message specific to the amendment

Overview **Attachments** History Collab

Attachments Add

Name	Type	Description	Date Attached	Attached By	Actions
No Records Found					

Notes Add



Title	Description	Created Date	Created By	Actions
No Records Found				

Validate Edit Submit to Grantor

Overview Attachments History **Collab**

Email Communication Send Email

Search... Q T

From	To	Subject	Actions
trn.ey.ho4@gmail.com	testearlyonuser@yopmail.com	Funding Change - Budget Category updated	 

Total Records: 1





Amendment Request **EarlyON-Train2** Validate Edit **Submit to Grantor**

GovGrants ID: CR-AD-EON-14-00 Status: **Sent to Service Provider** Source Award ID: AD-EON-14

Created Sent to Service Provider Submitted to Grantor Submitted for Approval Approved Converted to Award

Overview Attachments History Collab

Overview

Program Area: EarlyON Fiscal Year: 2020 Current Budget Period: 1/1/2020 - 31/12/2020 Type of Amendment: Funding Change

Service Provider Name: HeadOffice4

Amendment Description

Description: Funding Change description by RoP entered here

Funding Change

Current Awarded Budget: \$299,000.00 Funding Change Amount: \$10,000.00 New Award Amount: \$309,000.00

* Records are sorted by Row Number ASC

Budget Category	Award Budget	Spent	Remaining Budget	Revised Award Budget	Actions
Salaries and Benefits	\$263,000.00	\$0.00	\$263,000.00	\$263,000.00	👁
Leasing/Rental & TMI	\$18,000.00	\$0.00	\$18,000.00	\$28,000.00	👁
Staff Travel Expenses	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	👁
Program Related Supplies and Resources	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	👁
Audit Costs (Region of Peel Reporting Requirements)	\$0.00	\$0.00	\$0.00	\$0.00	👁
Total	\$299,000.00	\$0.00	\$299,000.00	\$309,000.00	

System Information

Created By: Test EO PM Created Date: 21/10/2020 10:43 AM Last Modified By: HeadOffice4 Training Last Modified Date: 21/10/2020 12:39 PM

Validate Edit Submit to Grantor

Service Provider- Completing the Funding Change Amendment

Note: the status currently is
“Sent to Service Provider”

Click on the **Submit to Grantor** button

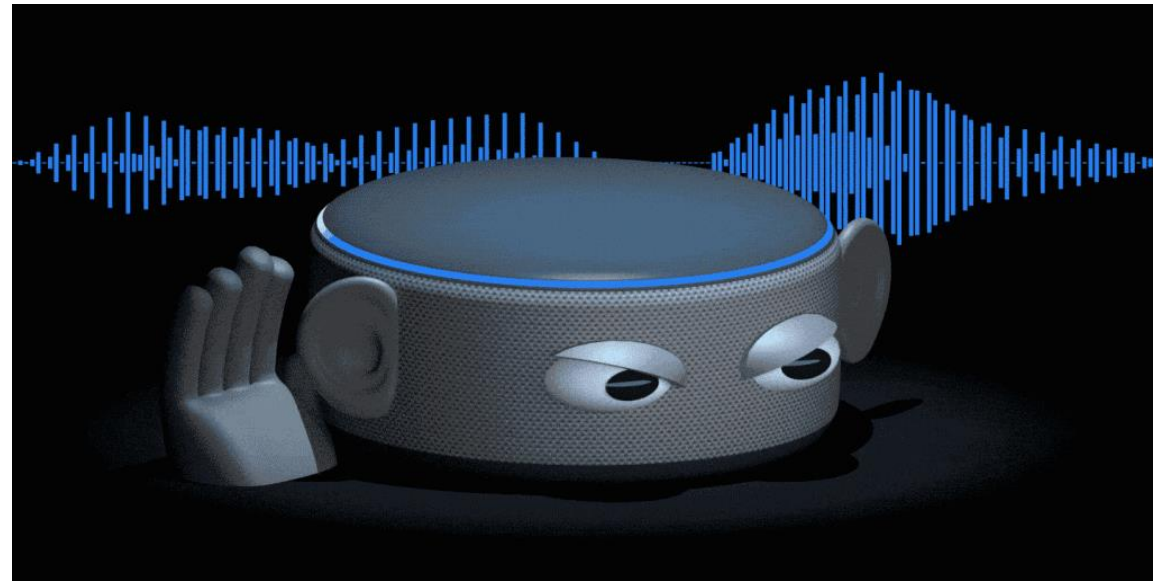
The page will refresh, and the status bar will move to **Submitted to Grantor**

This ends the tutorial on completing a Funding Change Amendment.

Thank You 😊



GovGrants Supports



- Questions about completing Applications, Amendments, Progress & Reconciliation Reports, etc. zzgeycsgovgrantsadmin@peelregion.ca
- Troubleshooting technical errors - zzgeycctechnologysupport@peelregion.ca
- Please include a screenshot of your error. It expedites the troubleshooting process
- GovGrants Resources: <https://www.peelregion.ca/children/operators-and-partners/eycc-funds.asp>