

# **GovGrants**

## **Stabilization Funding**

### **Non-Claim-Based Application**

**For**

### **Service Providers**

**Early Years and Child Care Services**

# Stabilization Funding – Non-Claim-Based

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### Learning Objectives

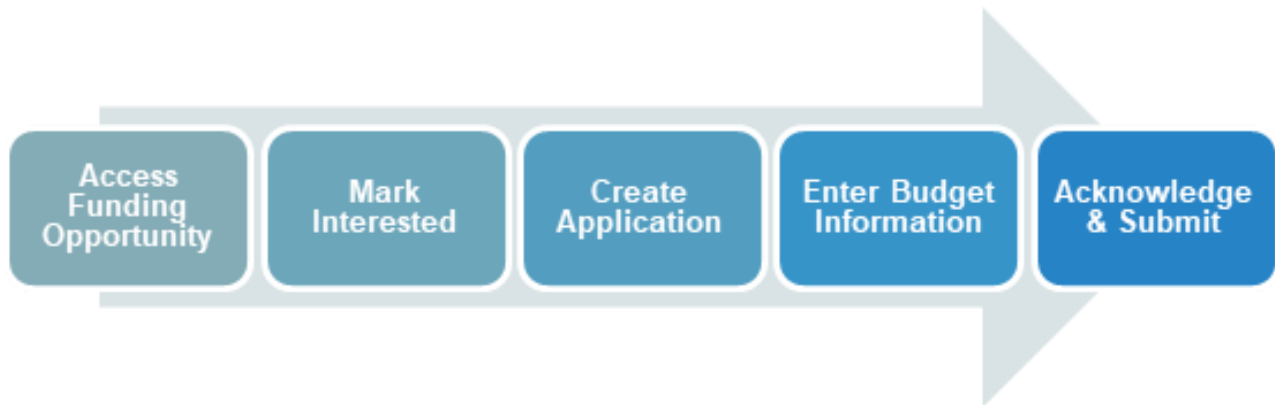
By the end of this training the learner will know how to:

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. Complete the Budget Requirements of the Application
6. Acknowledge the Application
7. Submit the Application for Approval
8. Print a copy of the Application

**\*PLEASE NOTE: ALL IMAGES ARE SAMPLES FOR REFERENCE PURPOSES ONLY**

### The Process Overview

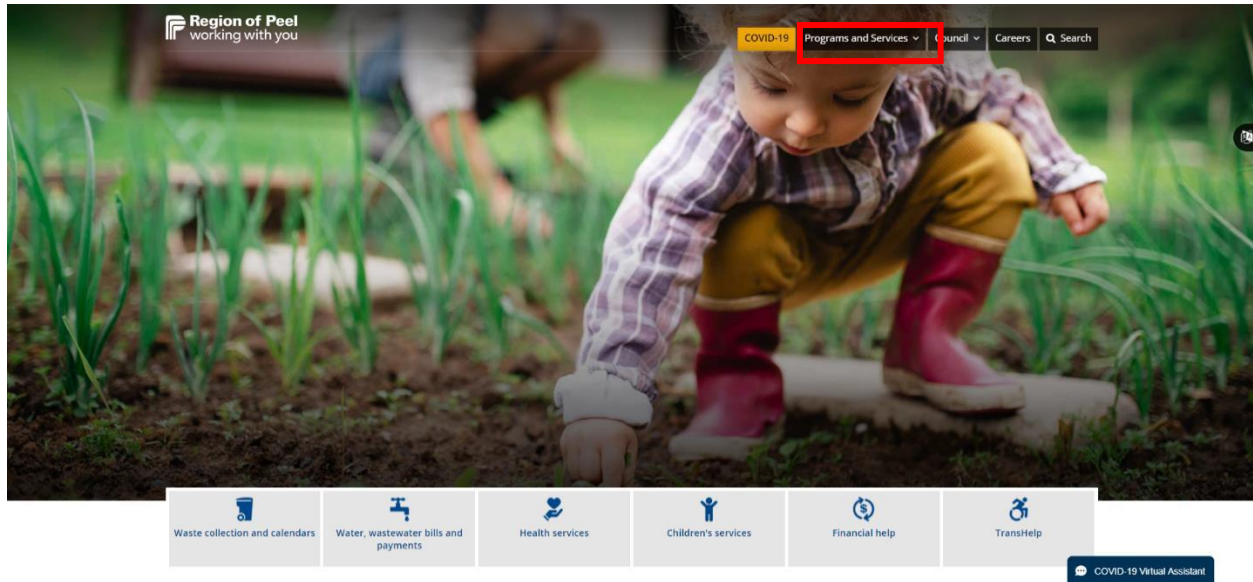
This is the process overview for Stabilization Funding that is non-claim-based, such as safe restart and re-opening.



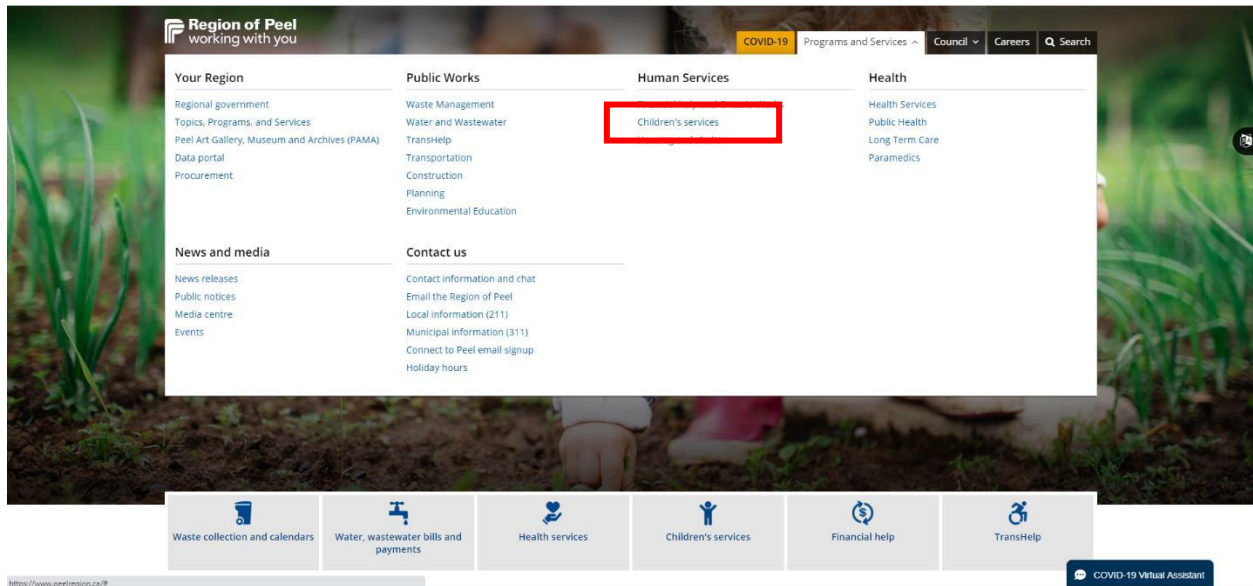
# Stabilization Funding – Non-Claim-Based

## Navigating to the GovGrants Landing Page

Go to [www.peelregion.ca](http://www.peelregion.ca). Click the Programs and Services drop box.



Choose the Children's Services hyperlink



# Stabilization Funding – Non-Claim-Based

Click the Service Providers and Partners section.

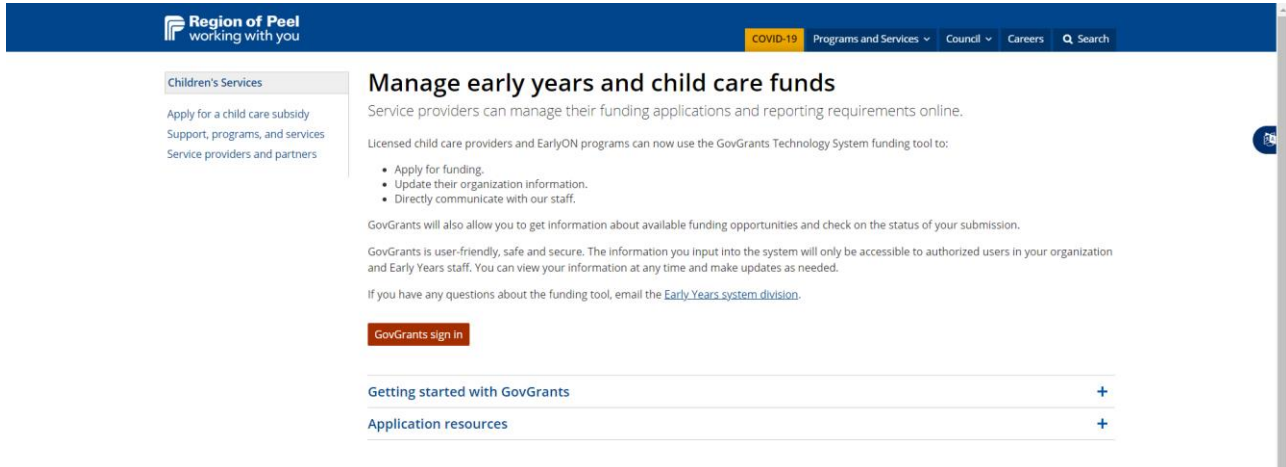
The screenshot shows the top navigation bar with the Region of Peel logo and a search bar. The main content area is titled 'Children's services' and includes a sub-header 'Indoor and outdoor EarlyON programs are closed but online programs remain open.' Below this is a 'Find out more' button. To the right is a 'Related Information' section with a list of links. Below the main content are three columns of links: 'Child care subsidy', 'Support, programs, and services', and 'Share concerns about your child care program'. The 'Service providers and partners' link is highlighted with a red box. At the bottom right is a 'Virtual Assistant' button.

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

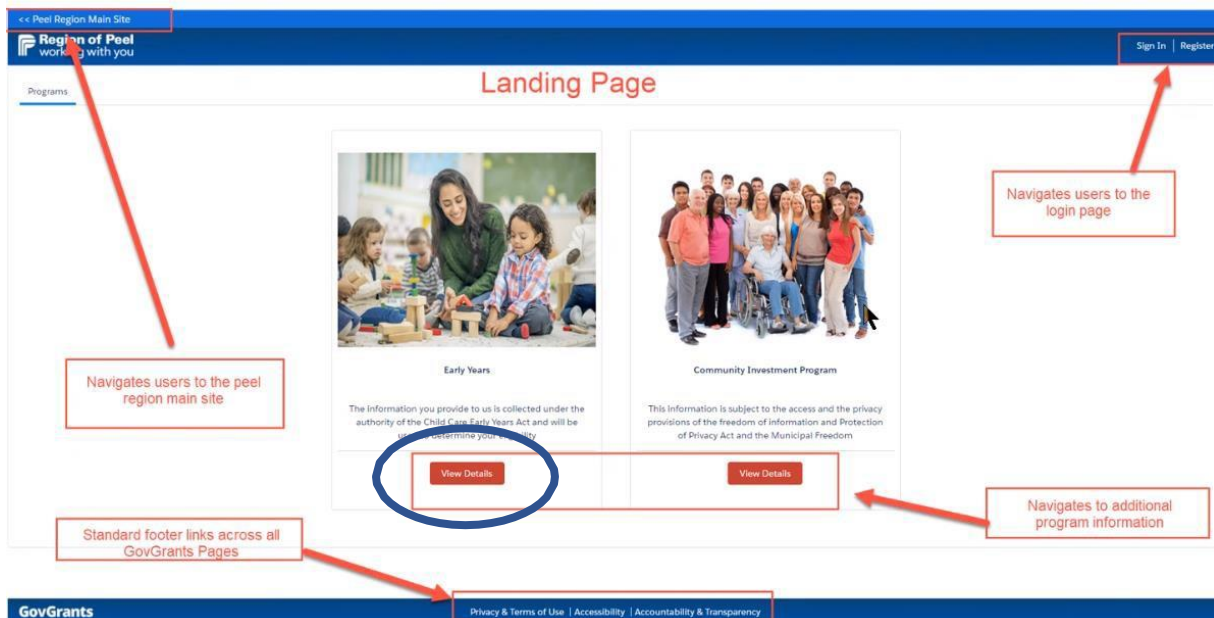
The screenshot shows the 'Service providers and partners' section. The left sidebar has a menu with 'Service providers and partners' selected. The main content area has a sub-header 'Service providers and partners' and a paragraph 'If you are a licensed child care service provider, we have resources to help.' Below this are several sections: 'Reopening child care programs', 'Starting a licensed child care program', '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. At the bottom right is a 'COVID-19 Virtual Assistant' button.

# Stabilization Funding – Non-Claim-Based

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



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



# Stabilization Funding – Non-Claim-Based

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

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 Website
- 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](#)

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

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

Login Cancel

GovGrants

Privacy & Terms of Use | Accessibility | Accountability & Transparency

# Stabilization Funding – Non-Claim-Based

## 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	[Icon]
Snapshot_Application_Submission.pdf		AP-065	TEST EO-HO	18/09/2020 11:05 AM	[Icon]
Snapshot_Application_Submission.pdf		AP-067	TEST EO-HO	22/09/2020 4:51 PM	[Icon]
Snapshot_Application_Submission.pdf		AP-055	TEST EO-HO	24/09/2020 1:36 PM	[Icon]
Snapshot_Application_Submission.pdf		AP-066	TEST EO-HO	24/09/2020 8:59 PM	[Icon]
Snapshot_Application_Submission.pdf		AP-068	TEST EO-HO	29/09/2020 11:05 AM	[Icon]
Snapshot_Application_Submission.pdf		AP-061	TEST EO-HO	18/09/2020 10:31 AM	[Icon]
Snapshot_Application_Submission.pdf		AP-059	TEST EO-HO	18/09/2020 10:35 AM	[Icon]
Snapshot_Application_Submission.pdf		AP-064	TEST EO-HO	18/09/2020 10:37 AM	[Icon]

## 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.

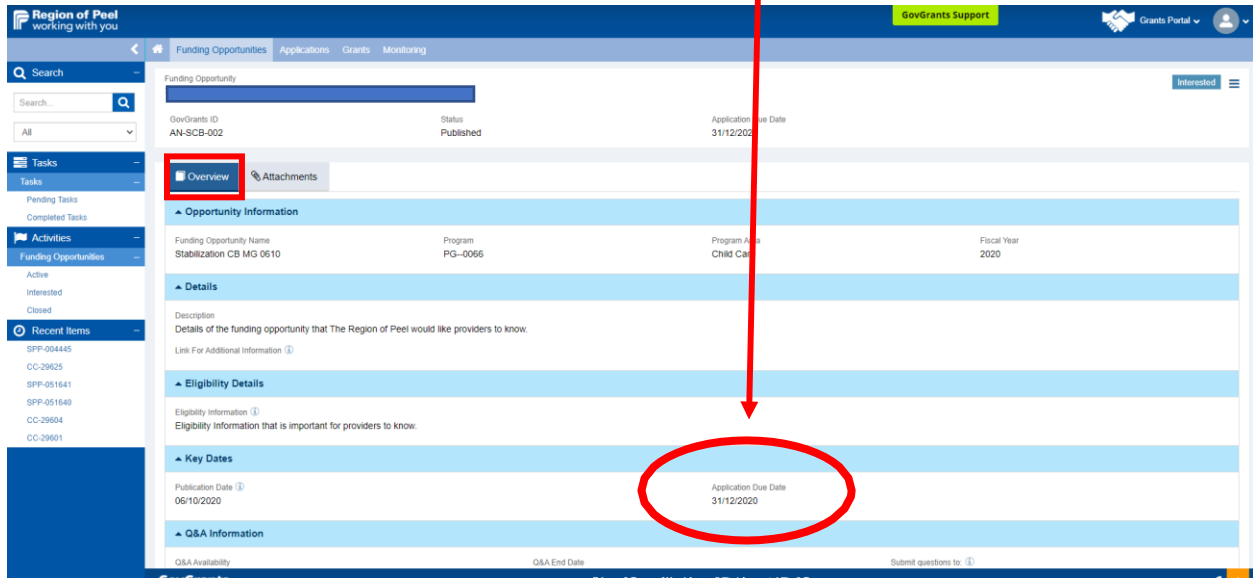
GovGrants ID	Funding Opportunity Name	Program Area	Application Due Date	Actions
AN-SCB-002	Stabilization CB MG 0610	Child Care	31/12/2020	[Eye Icon]



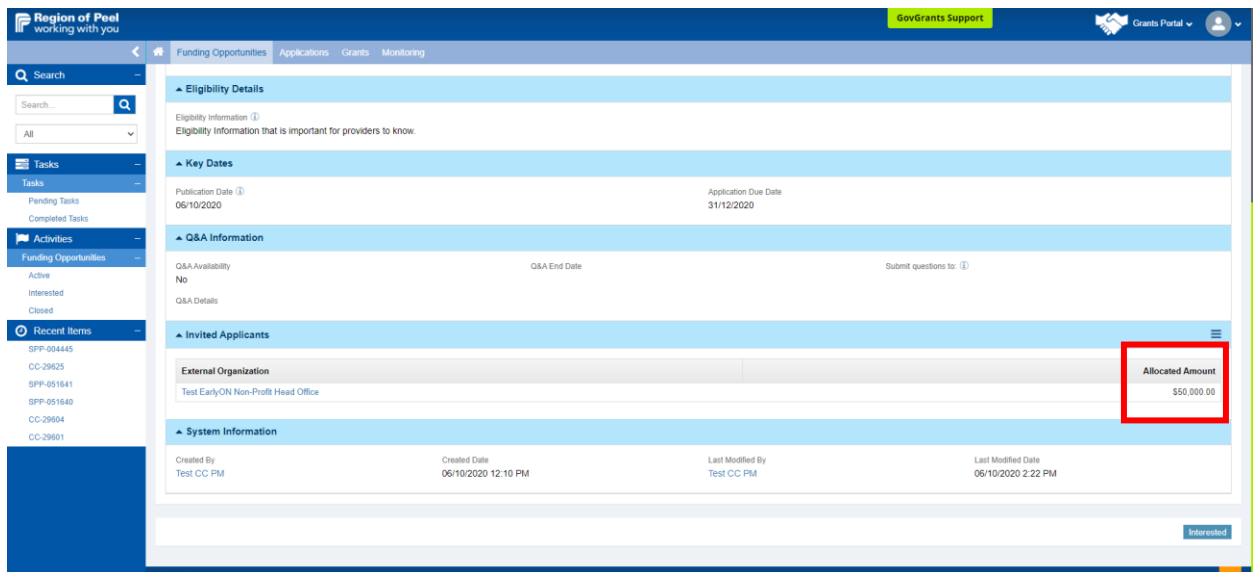
# Stabilization Funding – Non-Claim-Based

There are two tabs: Overview tab and Attachments tab.

Review the details of the Stabilization - Phase 4 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 – Non-Claim-Based

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. At the top, the header includes the Region of Peel logo, navigation tabs (Funding Opportunities, Applications, Grants, Monitoring), and user information (GovGrants Support, Grants Portal). A search bar is located on the left. The main content area shows details for a funding opportunity with ID AN-SCB-002, status Published, and an application due date of 31/12/2020. The 'Attachments' tab is highlighted with a red box. Below this, a table lists one attachment: 'test document 1.docx', which is a 'Funding Opportunity Announcement' titled 'Stabilization Guidelines', attached on 06/10/2020 at 1:56 PM by 'Test CC PM'. Below the attachments table, a 'Notes' section is visible, indicating 'No Records Found'. A sidebar on the left contains navigation options for Tasks, Activities, and Recent Items.

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	

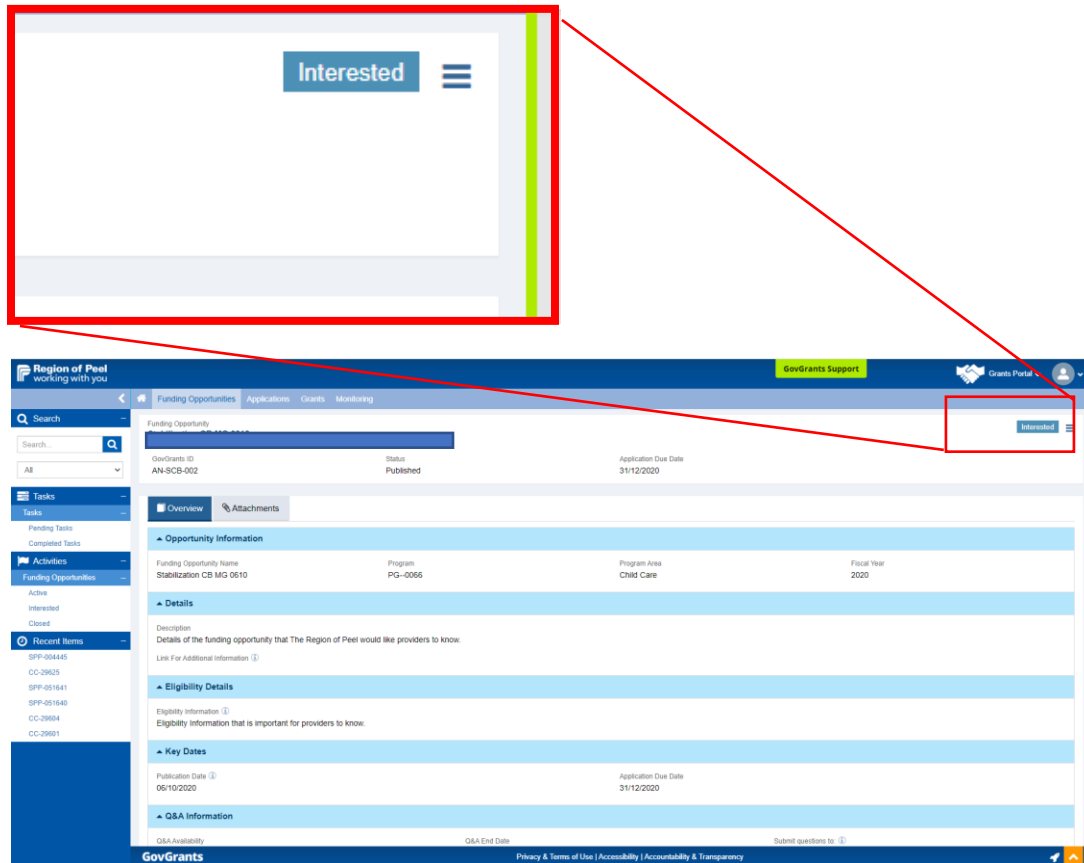
Total Records : 1

Title	Description	Created Date	Created By	Actions
No Records Found				

# Stabilization Funding – Non-Claim-Based

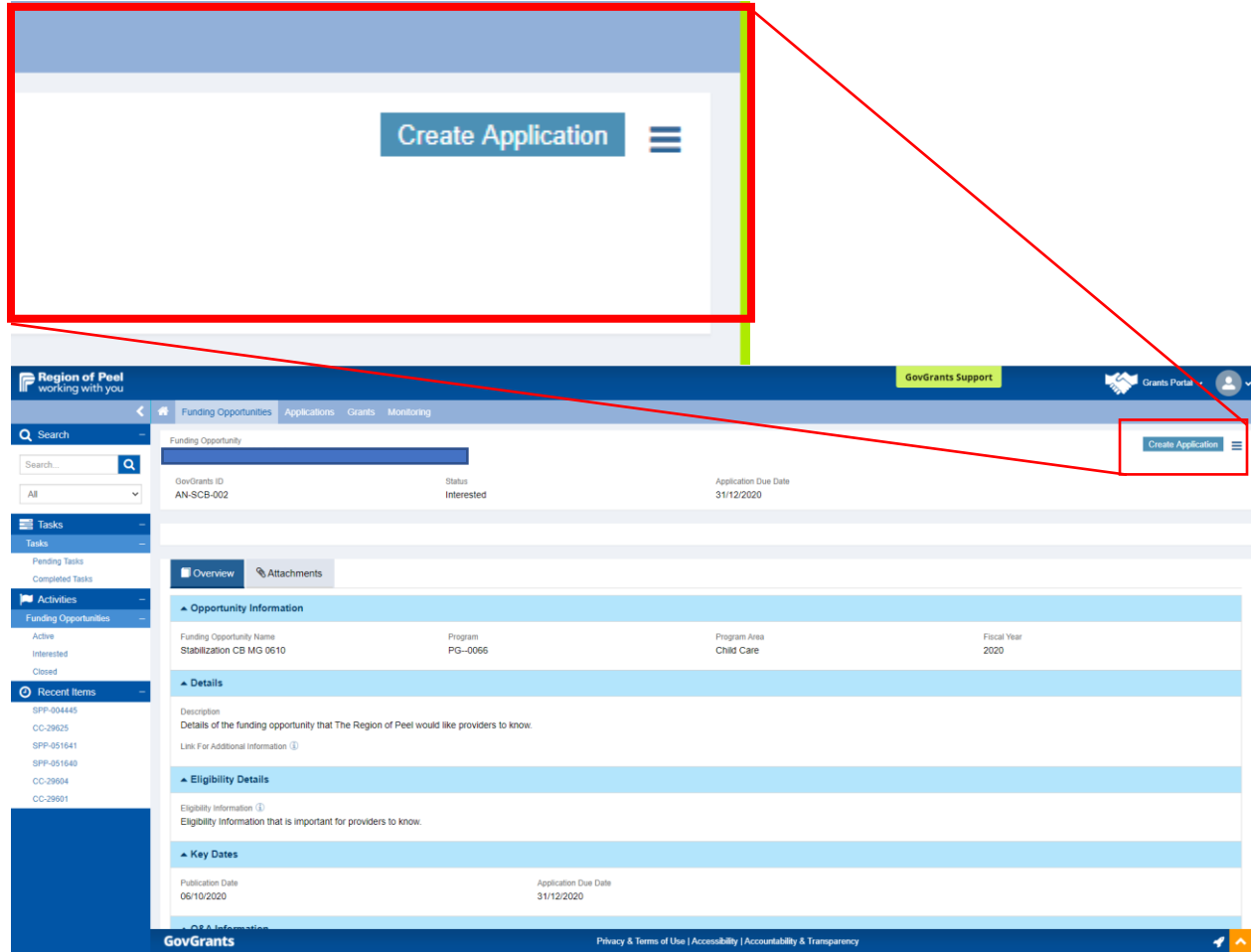
## Marking the Funding Opportunity “Interested”

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 – Non-Claim-Based

After marking the funding opportunity “Interested”, the Create Application button will appear. Refer to page 14 if you are ready to start your application.



# Stabilization Funding – Non-Claim-Based

## Finding your Funding Opportunity After Marking It ‘Interested’

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

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

Region of Peel working with you GovGrants Support Grants Portal

Funding Opportunities Applications Grants Monitoring

Interested Funding Opportunities

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	👁️

Total Records: 12

Interested Closed Funding Opportunities

GovGrants ID	Funding Opportunity Name	Program Area	Application Due Date	Status	Actions
AN-SP-004	Special Purpose TH 25	Child Care	30/09/2020	Converted to Application	👁️

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.

Region of Peel working with you GovGrants Support Grants Portal

Funding Opportunities Applications Grants Monitoring

Interested Funding Opportunities

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	👁️

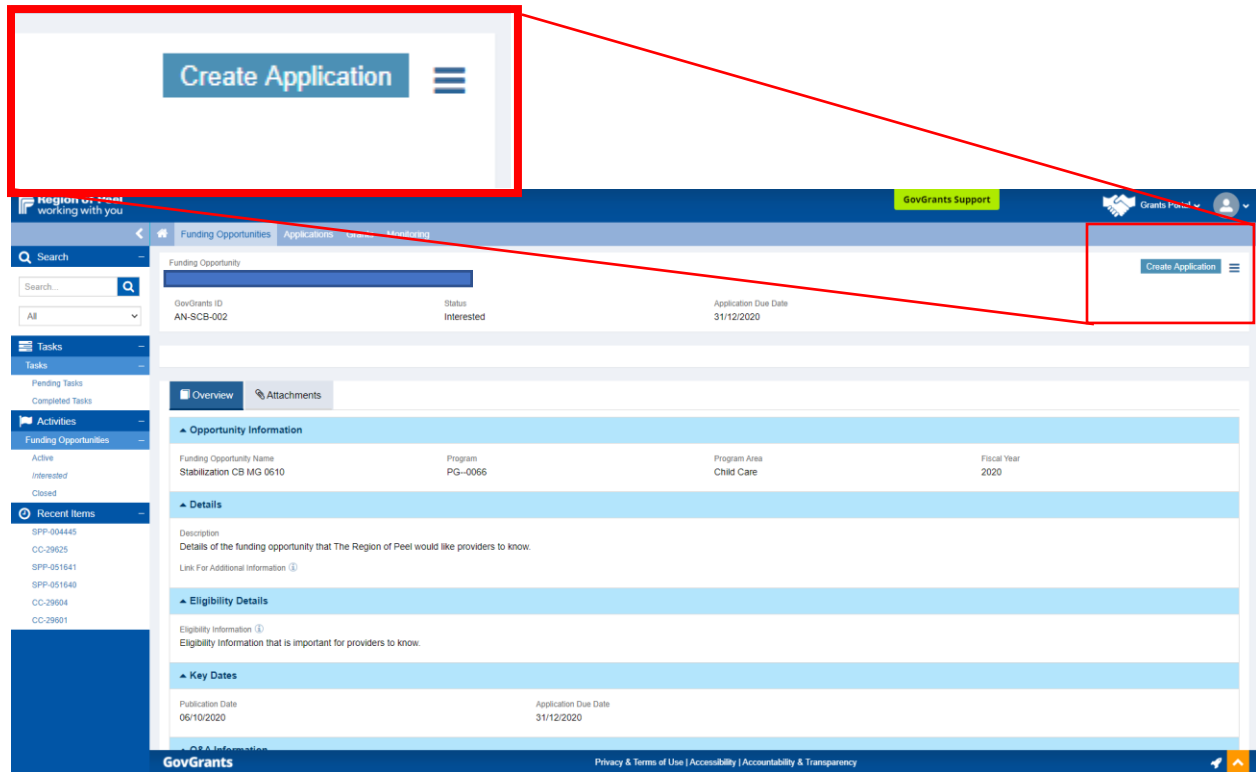
Total Records: 12

Interested Closed Funding Opportunities

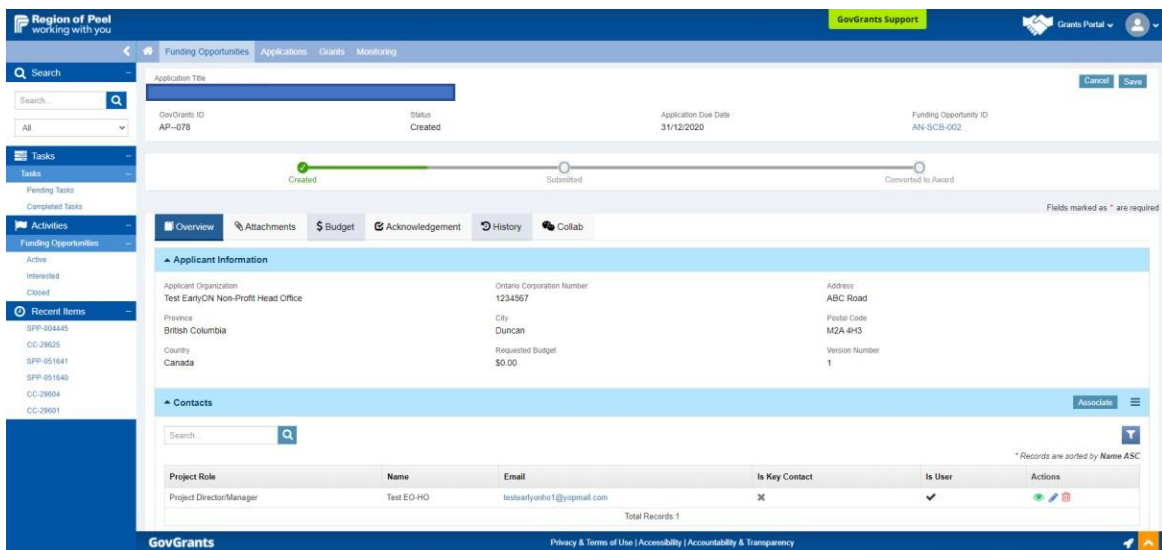
GovGrants ID	Funding Opportunity Name	Program Area	Application Due Date	Status	Actions
AN-SP-004	Special Purpose TH 25	Child Care	30/09/2020	Converted to Application	👁️

## 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.



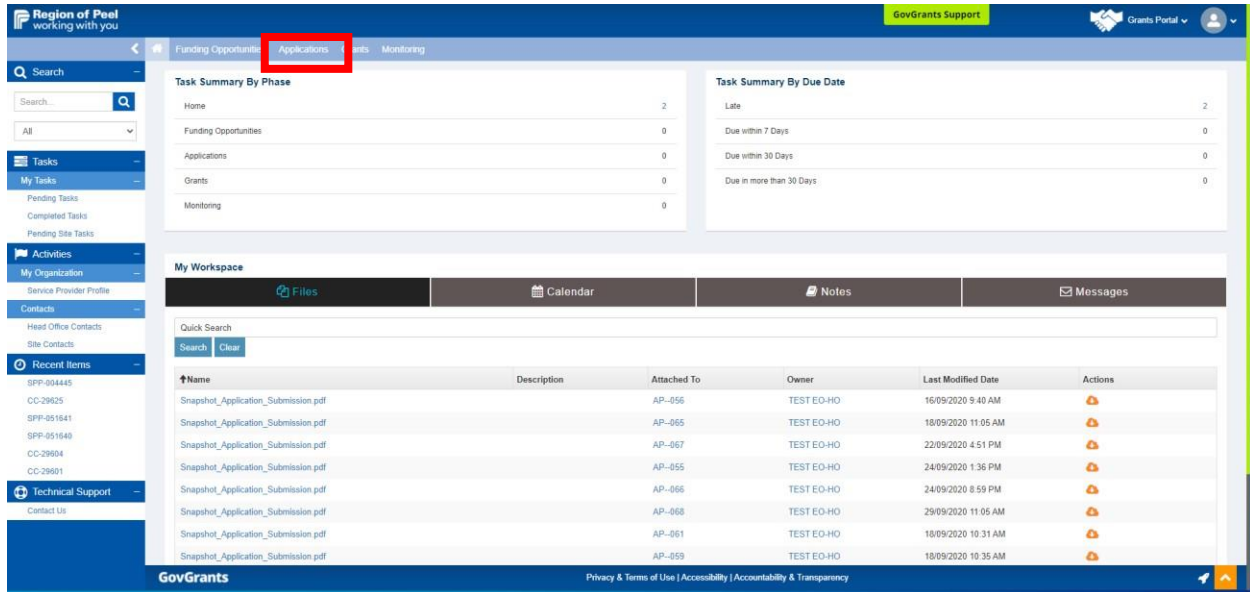
You have now created an application page.



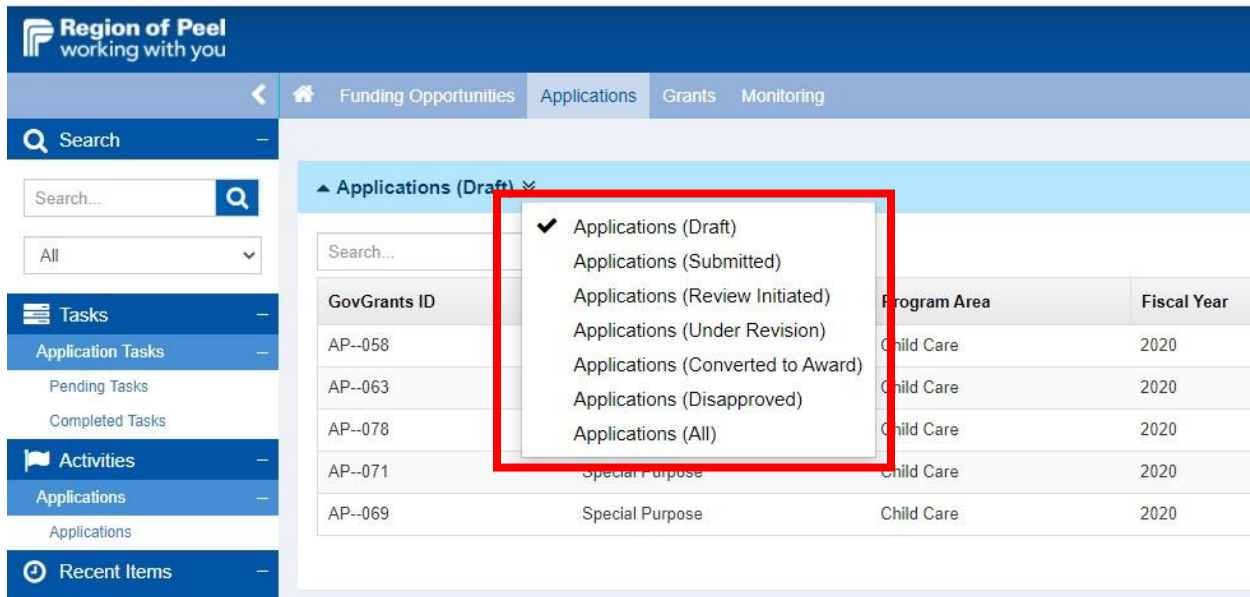
# Stabilization Funding – Non-Claim-Based

## 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 – Non-Claim-Based

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 Annon-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-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.

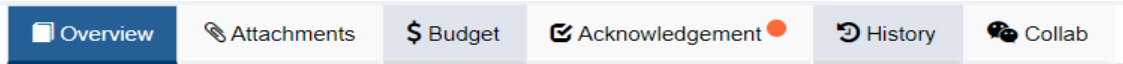
Project Role	Name	Email	Is Key Contact	Is User	Actions
Project Director/Manager	Test EO-HO	testearlyonho1@yopmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	



# Stabilization Funding – Non-Claim-Based

## Completing the Application

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



### Overview Tab

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

The screenshot shows the GovGrants application overview page. The page is titled "Region of Peel working with you" and "GovGrants Support". The navigation tabs are: Funding Opportunities, Applications, Grants, Monitoring, Overview (selected), Attachments, Budget, Acknowledgement, History, and Collab. The main content area is divided into three sections: Applicant Information, Contacts, and System Information.

**Applicant Information**

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

**Contacts**

Search...

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

Total Records: 1

\* Records are sorted by Name ASC

**System Information**

Created By	Created Date	Last Modified By	Last Modified Date
TEST EO-HO	08/10/2020 10:51 AM	TEST EO-HO	08/10/2020 10:57 AM

At the bottom right of the page, there are "Cancel" and "Save" buttons. The "Save" button is highlighted with a red box.

# Stabilization Funding – Non-Claim-Based

## Budget Tab

Click on the Budget tab. You will see your allocated amount and the budget period dates.

The screenshot shows the 'Budget' tab selected in a navigation menu. Below the menu, there are sections for 'Allocated Amount' and 'Budget Periods'. The 'Allocated Amount' section displays '\$85,500.00'. The 'Budget Periods' section contains a table with the following data:

Budget Period #	Start Date ↑	End Date
BP01	01/01/2021	31/03/2021

Below the table is a 'Budget Narrative' section with the text: 'Justification for Project Cost' and a bullet point: 'Provide justification for project budget cost.'

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

This is a close-up of the 'Budget Periods' table. A red box highlights the plus icon in the first column of the row for 'BP01'. The table data is as follows:

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

Click on the edit pencil beside the 'Other' budget category.

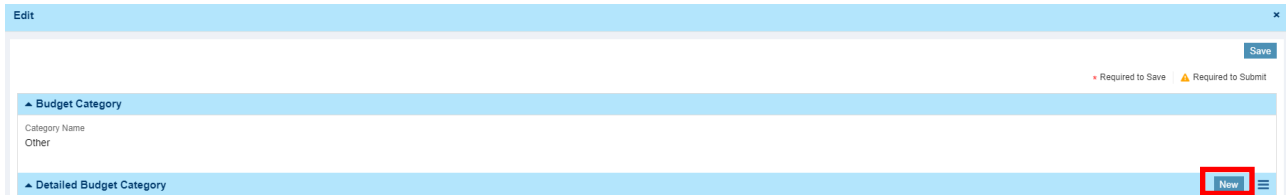
The screenshot shows the 'Budget Categories' section within the 'Budget Periods' table. A red box highlights the edit pencil icon in the 'Actions' column for the 'Other' category. The table data is as follows:

#	Category Name	Proposed Budget	Actions
1	Other	\$0.00	
Total		\$0.00	

Below the table is a 'Budget Narrative' section with the text: 'Justification for Project Cost' and a bullet point: 'Provide justification for project budget cost.'

## Stabilization Funding – Non-Claim-Based

Click the **New** button in the Detailed Budget Category section to begin.



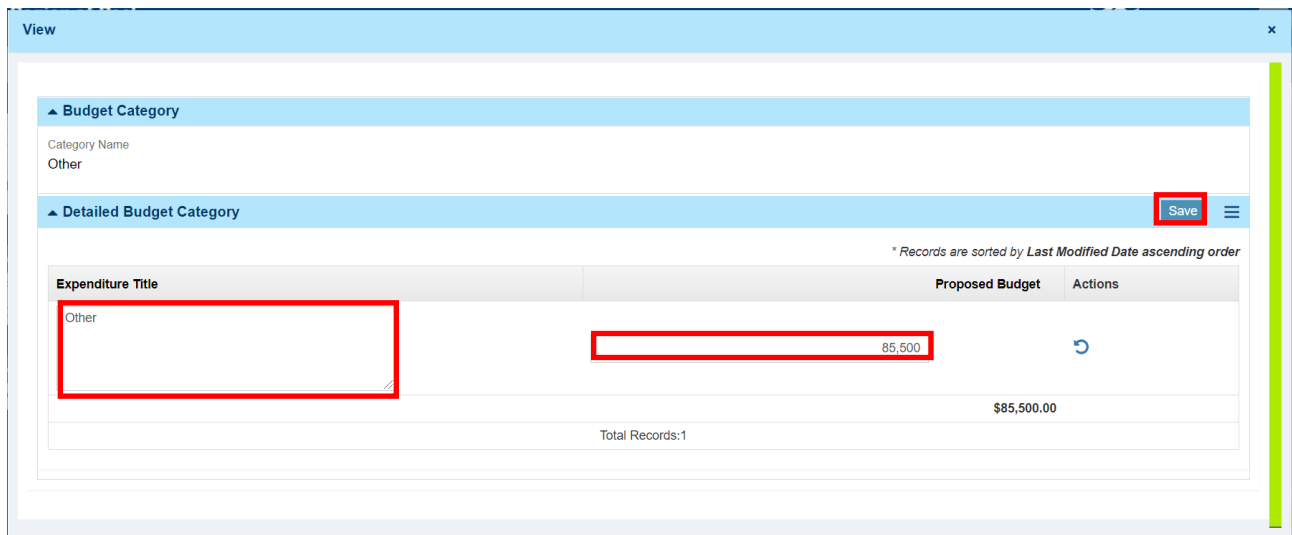
The screenshot shows a modal window titled 'Edit' with a close button 'x' in the top right. Below the title bar, there are two status indicators: a red asterisk 'Required to Save' and a yellow triangle 'Required to Submit'. The main content area has a blue header 'Budget Category' and a text input field containing 'Other'. Below this is another blue header 'Detailed Budget Category' with a 'New' button highlighted in a red box.

Enter the **Expenditure Title** as 'Other' and a **Proposed Budget** amount matching your allocated amount.


**Example:** If your Allocated Amount is \$85,500.00, your Proposed Budget should be \$85,500.00. The exact same.

Then click the **Section Save** button. Be sure to click on the section save and not the Page Save.

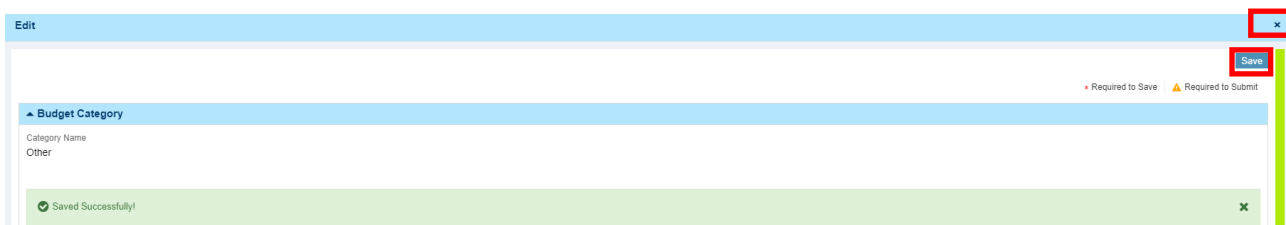
**\*\*Please NOTE:** You will lose your work if you click on the Page Save prior to clicking on the Section Save. Always click the Section Save first.



The screenshot shows a modal window titled 'View' with a close button 'x' in the top right. Below the title bar, there are two status indicators: a red asterisk 'Required to Save' and a yellow triangle 'Required to Submit'. The main content area has a blue header 'Budget Category' and a text input field containing 'Other'. Below this is another blue header 'Detailed Budget Category' with a 'Save' button highlighted in a red box. A table is displayed below with the following data:

Expenditure Title	Proposed Budget	Actions
Other	85,500	
Total Records:1		\$85,500.00

The green Saved Successfully note will appear. Finally, click the Page Save button and close the modal window by clicking the 'x'.

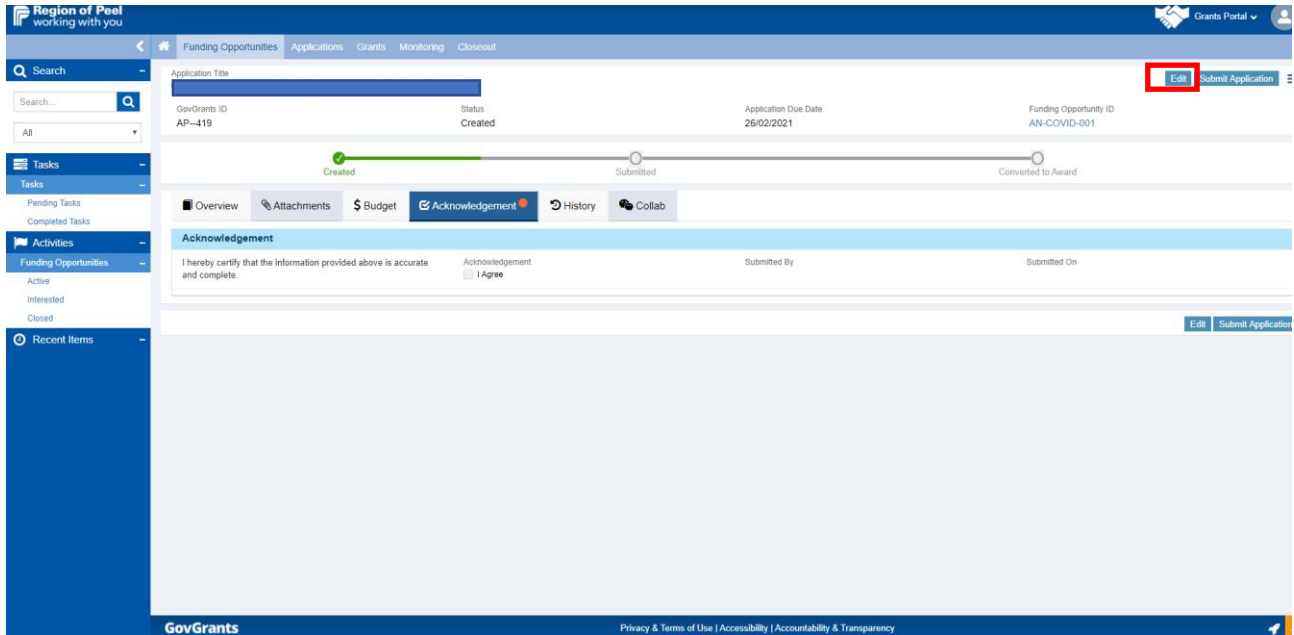


The screenshot shows the same 'Edit' modal window as before, but now with a green message bar at the bottom that says 'Saved Successfully!' with a close button 'x' on the right. The 'New' button is still highlighted in red.

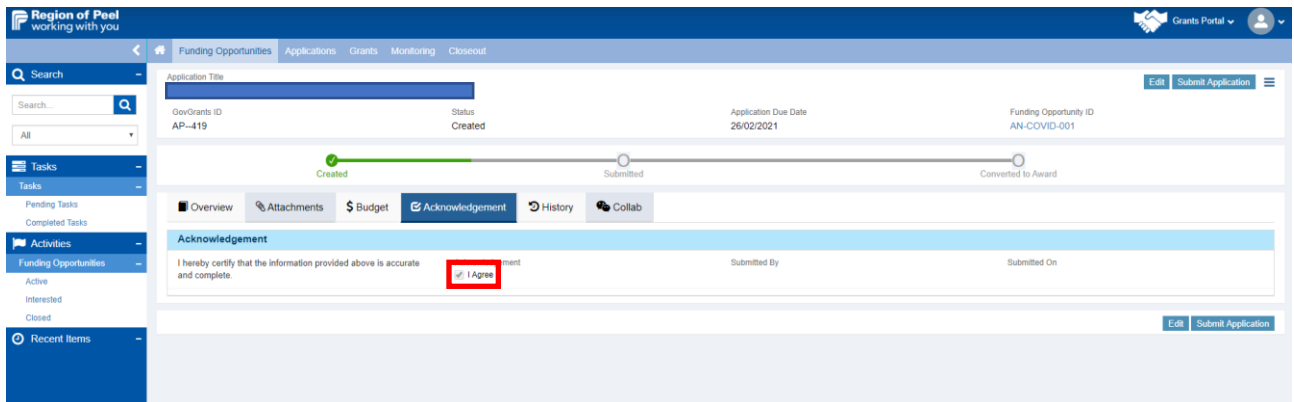
# Stabilization Funding – Non-Claim-Based

## Acknowledgement Tab

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



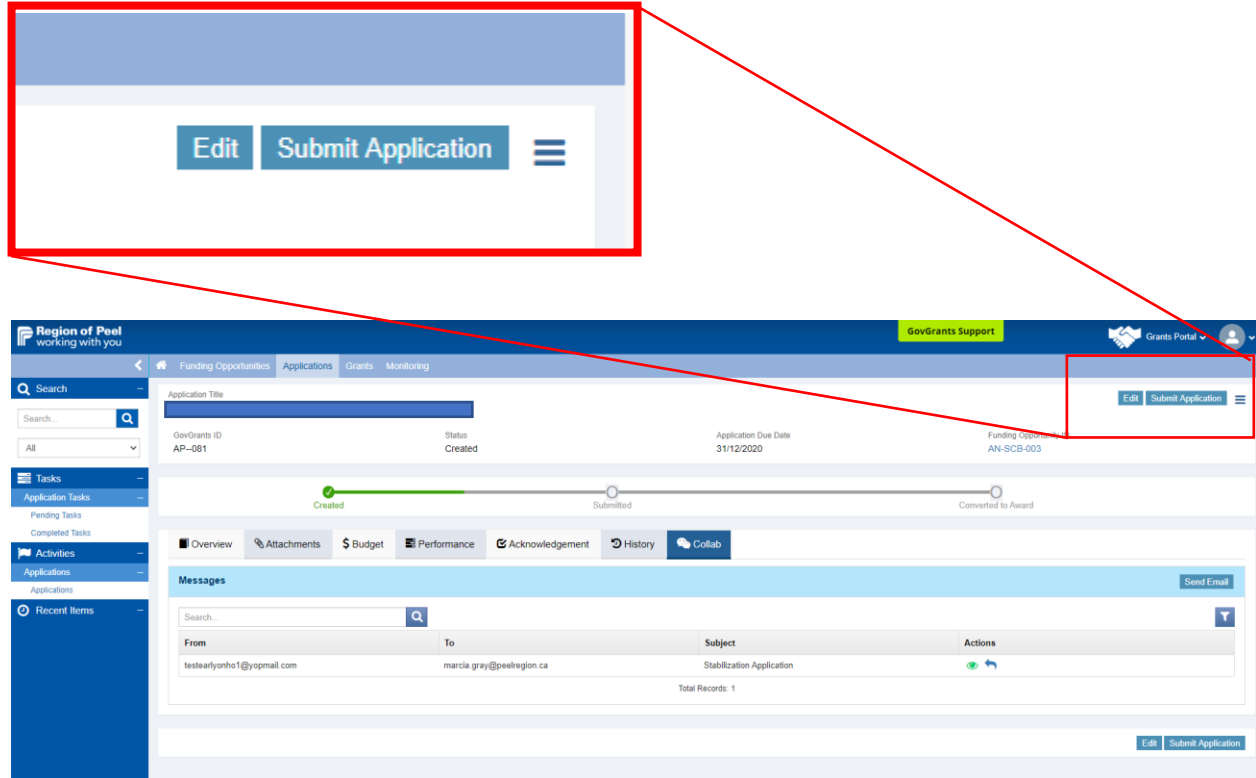
Click the “I Agree” radio button and then click the Page **Save**.



# Stabilization Funding – Non-Claim-Based

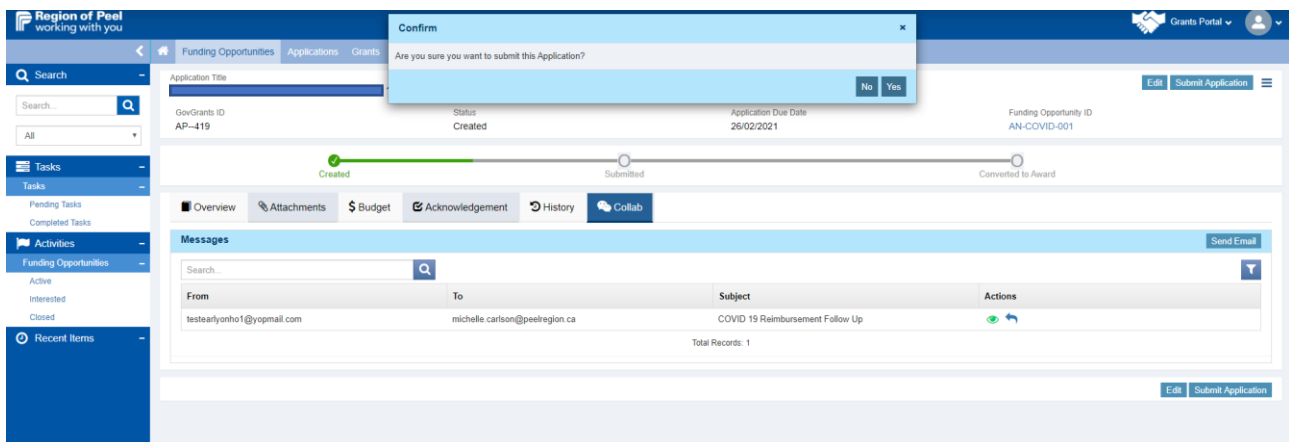
## Submitting the Application

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 – Non-Claim-Based

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

The screenshot shows the 'Region of Peel working with you' Grants Portal. The application title is redacted. The GovGrants ID is AP-419, the Application Due Date is 26/02/2021, and the Funding Opportunity ID is AN-COVID-001. The status is 'Submitted to Grantor', which is highlighted with a red box. A progress bar shows the application has moved from 'Created' to 'Submitted', with the 'Submitted' stage also highlighted by a red box. The 'Budget' tab is selected, showing a table for Budget Periods:

Budget Period #	Start Date	End Date
BP01	01/01/2021	26/02/2021

The Budget Narrative section is also visible, with a justification for project cost.

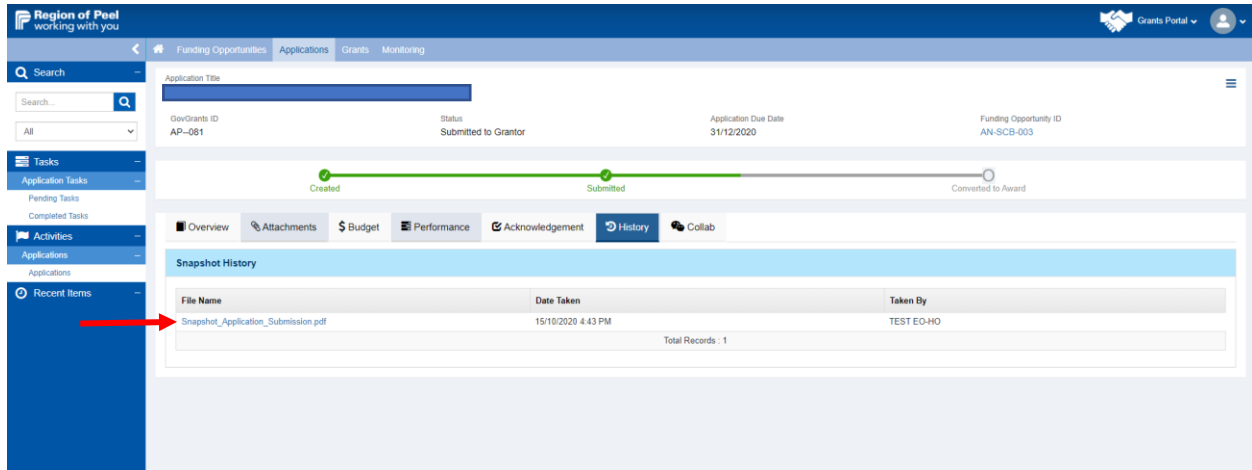
## History Tab

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

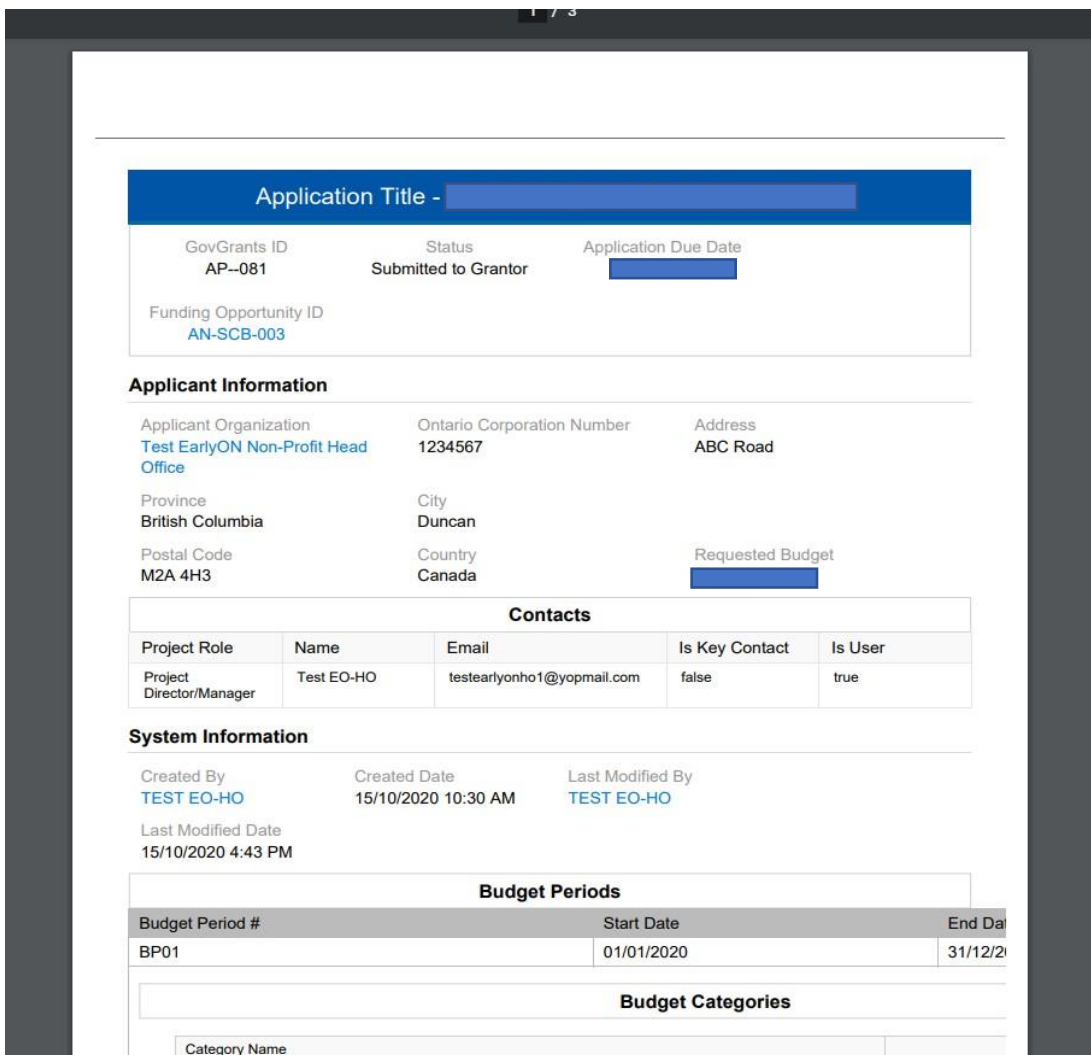
The screenshot shows the same application in the Grants Portal, but with the 'History' tab selected. The status is now 'Created'. The progress bar shows the application has moved from 'Created' to 'Submitted', but the 'Submitted' stage is not yet reached. The 'History' tab is active, showing a 'Snapshot History' table with columns for File Name, Date Taken, and Taken By. The table is currently empty, with the message 'No Records Found' displayed. The 'Submit Application' button is visible in the top right corner.

# Stabilization Funding – Non-Claim-Based

Once the application has been submitted, you will then have a record of the application in the history tab. Click on the applicable application under File name.



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

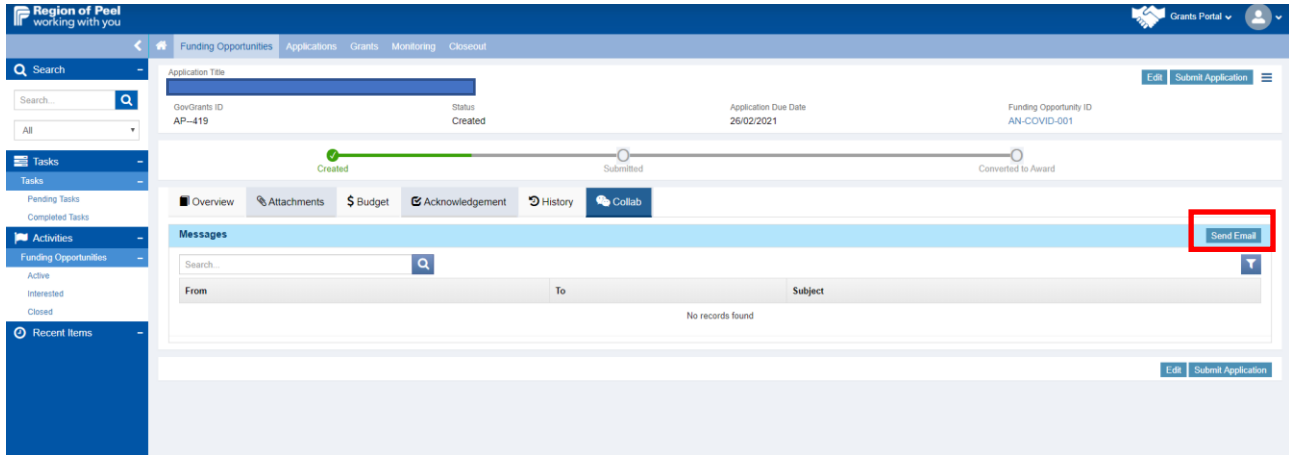


# Stabilization Funding – Non-Claim-Based

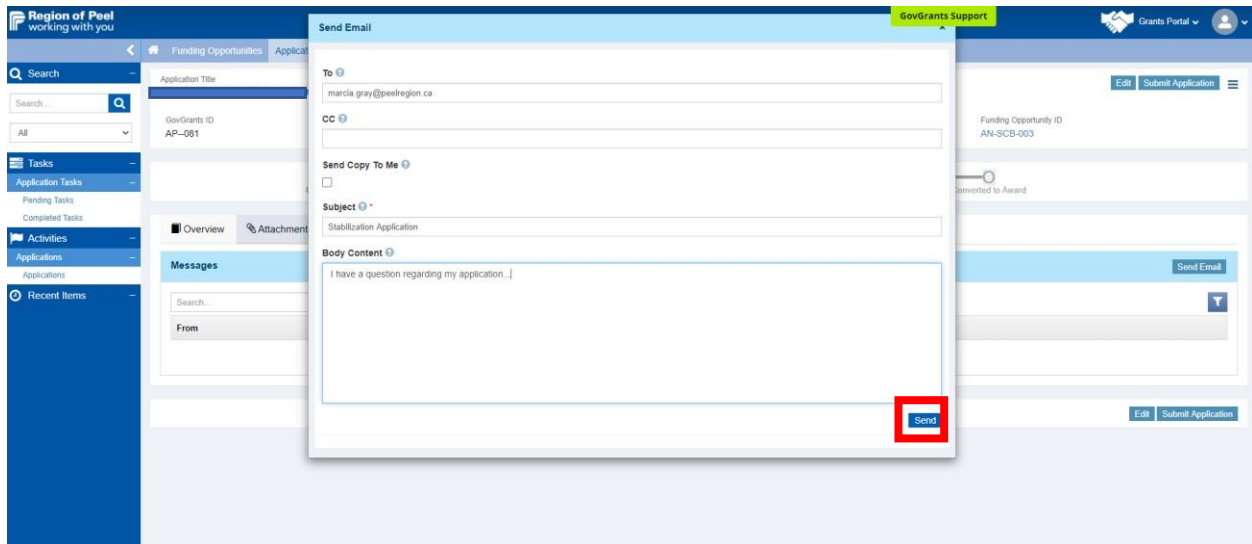
## Collab Tab

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.



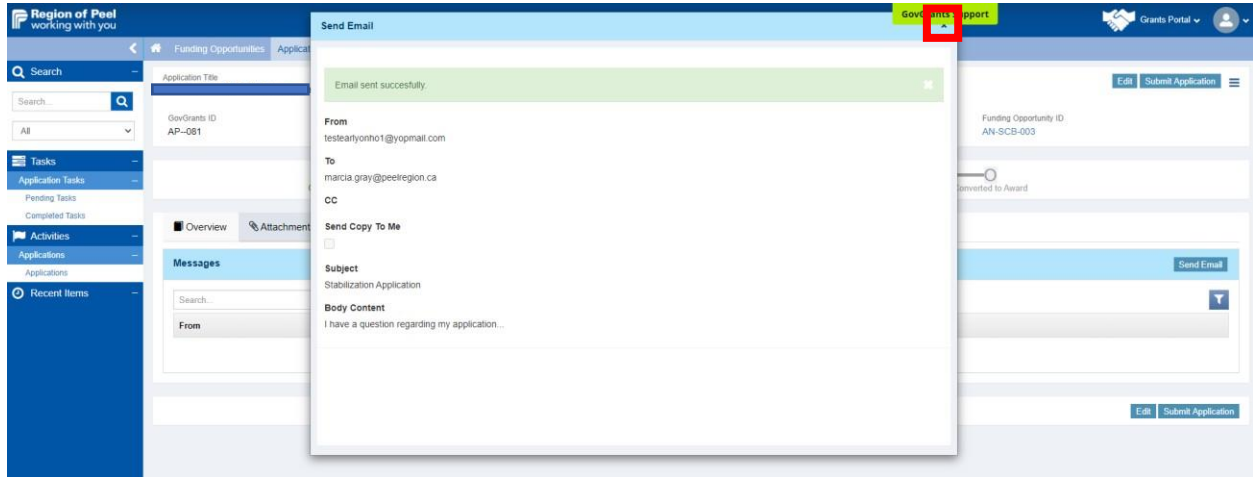
A modal window will then appear. Enter the email in the “To:” field and enter a CC if desired. Click the “Send a Copy to Me” check box and then enter the Subject of the email as well as the body content. Then click Send. A copy of the email will be kept on the application file in GovGrants. The reply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



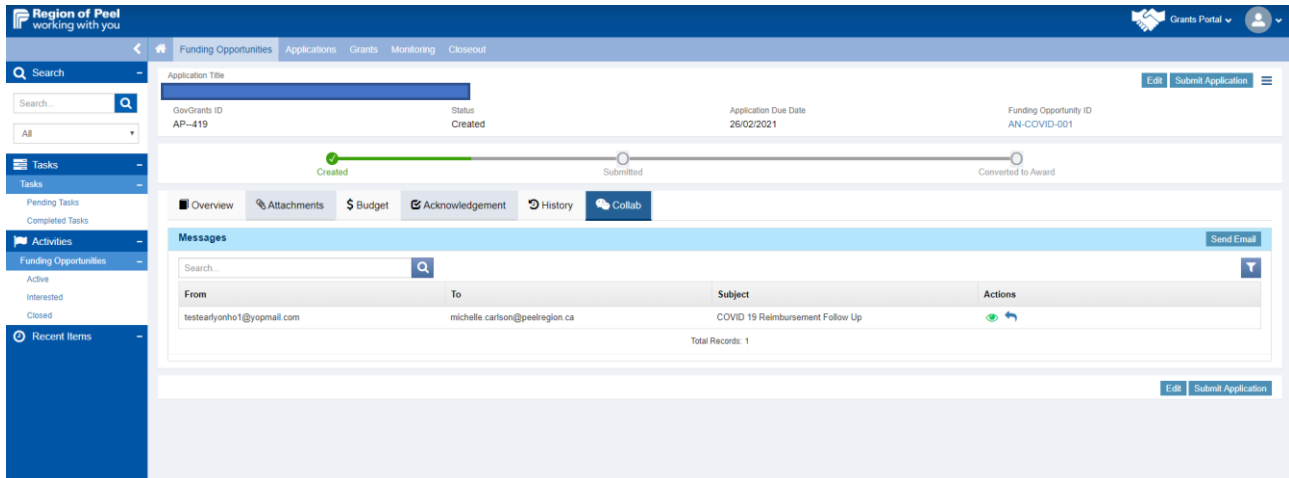


# Stabilization Funding – Non-Claim-Based

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.



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

