

STRENGTHEN AND GROW

CHILD CARE GRANTS



Agenda

- Overview of Strengthen and Grow Child Care Grants
- Getting ready to apply
- Application walk through
- What to expect during the application process
- Getting Help
- Timeline

SGCC Overview

GRANT OVERVIEW

- Illinois was awarded federal relief dollars through the American Rescue Plan Act (ARPA) to ensure that child care programs can weather the pandemic – and emerge from it stronger than before.
- So far, this funding has been used to provide Child Care Restoration Grants and the Child Care Workforce Bonus program.
- In 2022, the Strengthen and Grow Child Care Grant (SGCC) will provide stable, predictable funding to support high-quality child care and invest in our critical child care workforce.

GRANT OVERVIEW

- Strengthen and Grow Child Care Grant applications will open in January 2022 and the program will start in February 2022 and run through January 2023. Programs who submit applications and are deemed eligible will receive funding beginning in February 2022 for the first quarter (February 2022 – April 2022). Programs must opt-in each quarter, like the Child Care Restoration Grant (CCRG).
- Quarters will run as follows:
 - SGCC Round 1: February – April 2022
 - SGCC Round 2: May – July 2022
 - SGCC Round 3: August – October 2022
 - SGCC Round 4: November – January 2023

The Strengthen and Grow Child Care Grants will be available to all programs who:

- are licensed as a child care center, child care home, or group child care home.
- were in operation as of March 2021 and continue to care for children today.
- operate full-day and full-year, defined as a program that is open and offering at least eight consecutive hours of care per day, five days per week.
- enrolled 10% or more of the program's licensed capacity with children in the Child Care Assistance Program (CCAP) during any month in 2020 or 2021 and currently participate in CCAP.
- receive no more than 50% of total early childhood program/site revenue from Early Childhood Block Grant funding (including Preschool for All (PFA) and/or Prevention Initiative (PI)) or Head Start/Early Head Start.
- do not accept a 2022 Child Care Restoration Extension Grant award (programs can apply for either 2022 CCRG Extension or SGCC, but not both)

SGCC Grant Funding Amounts

- The Strengthen and Grow Child Care Grant will provide child care homes with \$2,500 per program per quarter, group child care homes with \$3,750 per program per quarter, and child care centers with \$6,250 per classroom per quarter.

Family Child Care Homes	\$2,500 per program per quarter (\$10,000 per program per year)
Group Family Child Care Homes	\$3,750 per program per quarter (\$15,000 per program per year)
Child Care Centers	\$6,250 per classroom per quarter (\$25,000 per classroom per year)

SGCC Grant Funding

- Programs will be required to spend at least 50% of their quarterly award on new investments to recognize, reward, and adequately compensate their workforce to acknowledge the key role that early childhood staff play to deliver high-quality care.
- Programs can spend the remaining award on additional workforce investments or can use funding to enhance their child care environments and the early childhood education programming they deliver. Funding can also be used in a program's continuing response to the COVID-19 pandemic.
- Programs will be required to provide a budget as part of the application.
- Programs will also be required to provide monthly reporting after each grant month.

Getting Ready to Apply

Before You Begin

- Your Gateways Registry membership must be current
 - You must have access to your program's Director Portal
 - Gather your W-9 form*
 - Have your DUNS number ready or request a FREE DUNS number
 - Get your certificate of good standing from the Secretary of State**
 - Have your SGCC budget worksheet ready.
-
- * Not required for exempt centers
 - ** Required unless you file your taxes and W-9 as a “sole-proprietor” with the Internal Revenue Service (IRS)

Director Portal Access

- If you need access, complete an Authorized Program Contact request form
- <https://registry.ilgateways.com>
- Be A Member > Director Portal
- Scan/email to onlinehelp@inccrra.org
- You will receive an email confirming access in 2-4 business days

Authorized Program Contact (APC) Access Request Form

Complete the form below for all individuals that need access to the *Gateways Registry Director Portal* and/or the *ExceleRate Illinois Program Portal*. Please check the portal(s) to which you request access.

PRIMARY AUTHORIZED PROGRAM CONTACT

Name _____ Registry Member ID* _____

Program/Site Name _____

Address _____

City _____ Zip Code _____ Phone _____

IDCFS License Number (if applicable) _____

ISBE Preschool for All Grantee ID (if applicable) _____

Requesting access to: Gateways Registry Director Portal ExceleRate Illinois Program Portal

ADDITIONAL AUTHORIZED PROGRAM CONTACT(S)

Name	Registry Member ID*	Gateways Registry Director Portal	ExceleRate Illinois Program Portal
		<input type="radio"/>	<input type="radio"/>

W-9 Form

- Complete a W-9 Form for your program
- Forms can be downloaded from the IRS website
- Make sure the form is complete. An incomplete W-9 will cause a delay in processing your application.
- Line 1 must match the check payable to in the application.

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
____ - ____ - _____
or
Employer identification number
____ - _____

Part II Certification
Under penalties of perjury, I certify that:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

DUNS Number

- Unique 9 character number to identify your business for federal funds
- If you have already applied for CCRG or Child Care Workforce Bonus, the same DUNS number can be used.
- FREE to get a DUNS #
- <https://fedgov.dnb.com/webform/displayHomePage.do>
- Please note a SAMs registration is not required.

Certificate of Good Standing

- Required unless you file your taxes and W-9 as a “sole-proprietor” with the Internal Revenue Service (IRS)
- See Line 3 on the W-9
- www.ilsos.gov/corporatellc/



The screenshot shows the website for the Office of the Illinois Secretary of State. The header includes navigation links for Services, Publications/Forms, Departments, News, and Contact, along with the website URL CYBERDRIVEILLINOIS.COM. The main banner features the text "OFFICE OF THE ILLINOIS SECRETARY OF STATE" and the name "JESSE WHITE SECRETARY OF STATE" next to the Seal of the State of Illinois. A search bar is present with the placeholder text "Search Cyberdriveillinois.com". The main content area is titled "Corporation/LLC Search/Certificate of Good Standing" and includes a section for "Type of Search" with a detailed description of the database's scope and a disclaimer.

Services Publications/Forms Departments News Contact **CYBERDRIVEILLINOIS.COM**

OFFICE OF THE ILLINOIS SECRETARY OF STATE

JESSE WHITE
SECRETARY OF STATE

SEAL OF THE STATE OF ILLINOIS

Search Cyberdriveillinois.com

Corporation/LLC Search/Certificate of Good Standing

Type of Search

The Department of Business Services database includes information regarding corporations, not-for-profit corporations, limited partnerships, limited liability companies and limited liability partnerships, as well as, other business-related information. This database is provided to the public for "individual searches only". The use of this website or database to copy or download bulk searches or information is prohibited. Pursuant to statute, the Department of Business Services offers information for sale. For contract information, please contact the Department of Business Services at 217-782-6961.

Please be advised that the information contained in this database is the property of the Office of the Secretary of State for the State of Illinois. Any unauthorized use of the database, unauthorized access, removal of data, copying or

SGCC Budget Form

- Find the budget form on the SGCC webpage at <https://www.ilgateways.com/financial-opportunities/strengthen-and-grow-child-care-grants>
- Quarterly Budget or Budget Tip Sheet

Quarterly Strengthen and Grow Child Care Expenditure Worksheet	
Estimated Quarterly Award Amount: _____ Homes: \$2,500; Group Home: \$3,750; Center \$6,250 per classroom	
A	B
Budget Category	Quarter 1 (3 months: February 2022 – April 2022)
Personnel Expenses (must include 50% of total)	
Wage or Salary Enhancements	
Salary – New Positions	
Fringe Benefit (Increases or New Benefits)	
Bonuses	
Other (e.g., scholarships): _____	
Other: _____	
Other: _____	
Other Expenses	
Salaries (Existing expenses, not enhancements)	
Occupancy Costs	
Utilities	
Food Services	
Supplies (Consumables)	
COVID-19 Testing	
Equipment	
Contractual Services	
Consultant Services	
Direct Administrative Costs	
Other/Miscellaneous	
Totals	
Subtotal: Personnel	
Subtotal: Other Costs	
Indirect Costs (no more than 10%)	
Total	

Application Walk-Through

Step 1 – Log in to Director Portal

- Go to <https://registry.ilgateways.com>
- Click on “Dashboard Login”
- If you do not see the DIRECTOR card, you must request/renew access

Welcome back, Vicki 

Thank you for maintaining current membership in the Gateways to Opportunity Registry. This Dashboard is your one-stop shop for all of the resources and tools available to Registry Members and Trainers. Select the "My Registry" portal below to view your Professional Development Record (PDR), self-report trainings, renew your Registry Membership and more. If you are a Registry-Approved Trainer, you may enter the "Trainer" portal to access the forms and training opportunities related to your work.

If you experience any difficulty in navigating the portals or using the tools available, contact the Registry Help Desk at (309) 557-1818. Specialists are available Monday-Friday from 8:00am-4:00pm. You can also [email us](#) or visit the [Registry Help Center](#) to submit a trouble ticket. Check out our [YouTube channel](#) for short video tutorials related to accessing and using the resources on this site.



Keep your Registry Membership and related records up to date, as well as apply for Gateways programs!

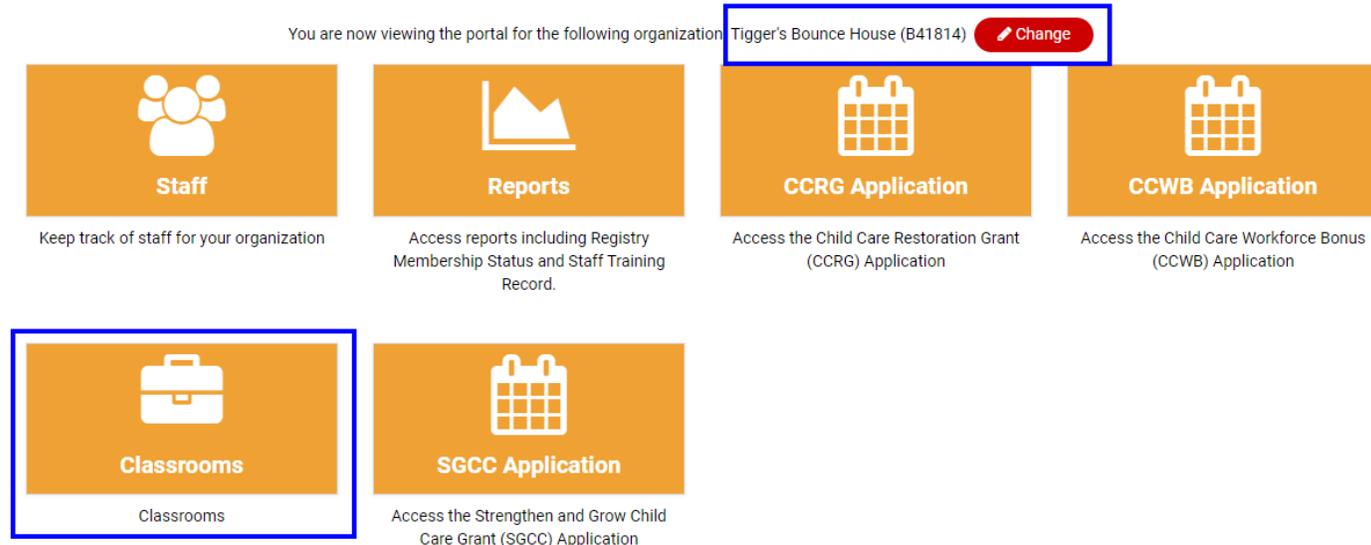


Access information needed for DCFS, ExceleRate, and more.

Step 2 – Add Classrooms

(Licensed Centers only)

- Click the “Director” card
- Check that the program listed is correct
 - If you are the contact for several programs, click the Change button and select the appropriate program from the drop-down listing
- Click the “Classrooms” card



Adding Classrooms

- Add all classrooms that are currently open and operating full-day and full-year
- Click the “+” to add a new classroom

Classrooms

Classroom Name	Age Group	Schedule	Total Enrolled	Actions
No Classrooms Tracked				

Complete the main classroom information

Add Classroom

Classroom Name

Ladybugs

Primary Age range

0-3

Day Schedule

Full Day

Year Schedule

Full Year

Classroom Status

Active

Highest Ratio

- Select One -

Lowest Ratio

- Select One -

Which revenue streams support this classroom?

Private Pay/Tuition

CCAP

Other Private Funding

Head Start/Early Head Start

Preschool for All/Prevention Initiative

Other Public Funding

Enter current enrollment and “as-of date”

Children Enrolled

	Enrolled Full Time	Enrolled Part Time	Totals
Infants	<input type="text" value="7"/>	<input type="text" value="2"/>	<input type="text" value="9"/>
Toddlers	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Two Year Olds	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Preschool	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
School-Age	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	<input type="text" value="7"/>	<input type="text" value="2"/>	

As Of Date

Submit

Cancel



Step 3 – Complete the SGCC Application

- Go back to the Director Portal
- Click the “SGCC Application” card



- Click the “Apply Now” button

Strengthen & Grow Child Care (SGCC) Grant Application

Application History

Application ID	Grant Type	Application Submitted	Status	Actions
No Previous Applications				

Click the “Apply Now” button below to create a new application.



Program Details

Strengthen & Grow Child Care (SGCC) Grant Application

Program Details

First Name	Last Name	Gateways Registry ID
Vicki	[REDACTED]	[REDACTED]
Email Address		Phone Number
[REDACTED]		[REDACTED]
Role	CCAP Provider ID	
Director	123456789123456	
Program Name		
[REDACTED]		
Street Address		
[REDACTED]		
City	State	Zip
[REDACTED]	Illinois	[REDACTED]
DCFS License Number	D-U-N-S Number	Is your program full-time or part-time?
[REDACTED]	987654321	Full-Time

Check the Program Name and Address to be sure you are applying under the correct program

Enter the requested information:

- Email address
- Phone number
- Role
- **CCAP Provider ID**
- D-U-N-S Number
- Full-Time / Part-Time

Program Funding Sources

Program Funding Sources

Enter the percentage of your program's revenue that came from each source below. Use March 11, 2021 as your reference. ?

Child Care Assistance Program or DCFS Payment	<input type="text" value="40.0"/>	%
Head Start/Early Head Start	<input type="text" value="20.0"/>	%
Prevention Initiative/Preschool for All	<input type="text" value="0.0"/>	%
Other Public Funding Sources	<input type="text" value="0.0"/>	%
Private Pay / Parent Fees	<input type="text" value="40.0"/>	%
Other Private Funding Sources	<input type="text" value="0.0"/>	%
Total	<input type="text" value="100.0"/>	%

Enter the percentage of your program's revenue that comes from each of the sources listed – the total must add to 100%

To be eligible for SGCC the program can receive no more than 50% of site revenue from Head Start/ Early Head Start and/or Prevention Initiative/Preschool for All.

Payment Details

Payment Details

Check Payable To

Test Payment Detail Check Payable

Taxpayer Identification Number Type

FEIN

Taxpayer Identification Number

98-7654321

Line 3 of W-9

Individual/sole proprietor or single-member LLC

Mailing Address Line 1

1226 Towanda Ave

Mailing Address Line 2

City

Bloomington

State

Illinois

Zip

61701-3424

Enter the required information in this section.

It is **very important** that the first 4 items match what is listed on your W-9!

Enter the mailing address – this is where the check will be sent

Documentation

Documentation

Upload a copy of each document below. If you are unable to upload, contact your caseworker for assistance and complete. Your application determination will be based on the information provided.

Uploaded files cannot be larger than 5MB.

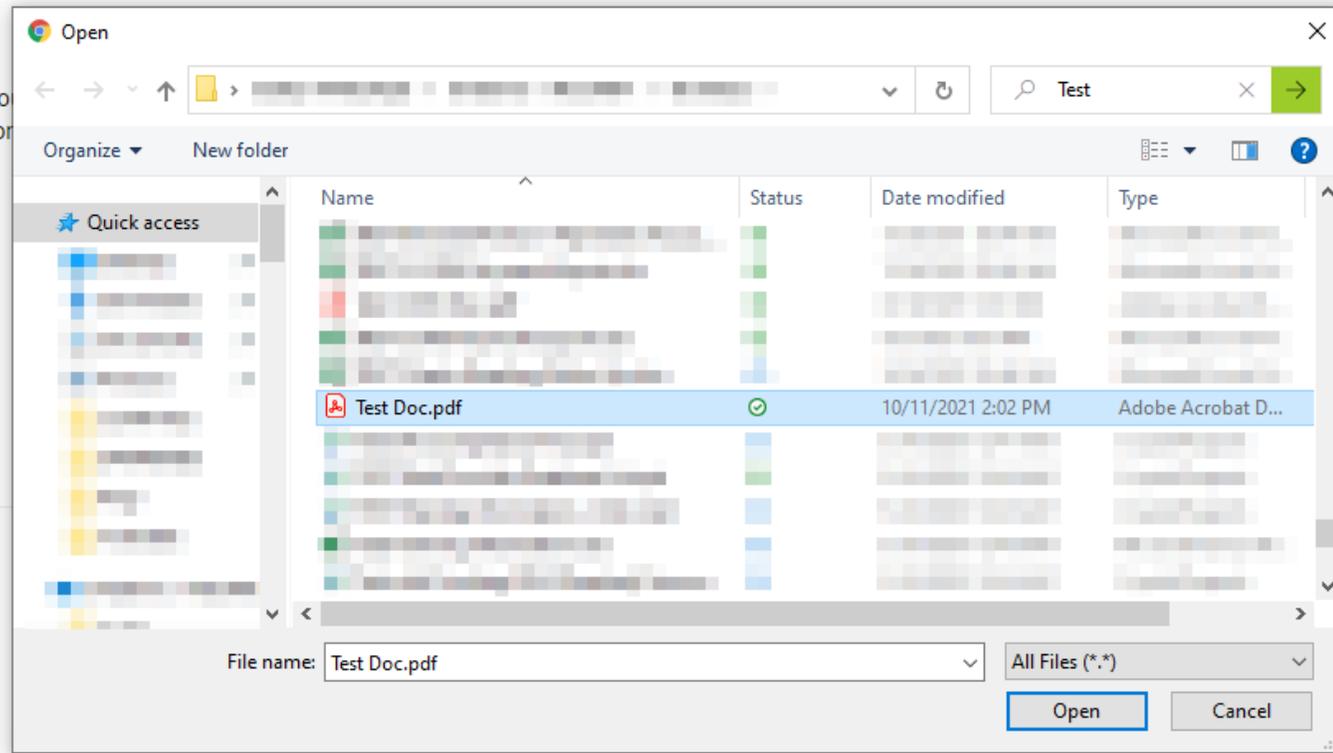
W9

Choose File No file chosen

Certificate of Good Standing

Choose File No file chosen

Submit Save & Quit



Click the “Choose File” button and find where you saved the document or picture on your computer

Double click on the file to add it to the application.

If you need to do more work, click “Save & Quit” to come back later; otherwise, click the “Submit” button

Note: You will only be asked for a Certificate of Good Standing if required based on your tax filing status

Don't forget the next step...

PLEASE TAKE NOTE!

- There is an additional step you must take after submitting your application
- Click the link in the confirmation message to move to the next step and submit a budget request

Strengthen & Grow Child Care (SGCC) Grant Application Complete!

Thank you for submitting your application for the Strengthen and Grow Child Care Grant. You must also submit a budget request in order for your application to be reviewed. [Please click here](#) to submit your budget request for this grant period.

- You can also submit a budget request by clicking the calculator icon next to your application

Strengthen & Grow Child Care (SGCC) Grant Application

Application History

Application ID	Grant Type	Application Submitted	Status	Actions
13922	SGCC 2022	01/06/2022	Pending (Awaiting Review)	

Step 4 – Submit Budget Request

- Select the grant period you are submitting your request for and click the “+”

Strengthen & Grow Child Care (SGCC) Grant Budget Requests

Budget ID	Grant Period	Budget Submitted	Status	Actions
No budget information saved				
Create Budget Request for:				Grant Period 1  

Note: If you are first applying in Grant Period 2, then create your budget request for Grant Period 2, etc. We cannot accept budget requests for grant periods that have already closed.

Enter Total Budget Request (Centers)

Strengthen & Grow Child Care (SGCC) Grant Budget Request

Request For: Grant Period 1

Eligible Classrooms

Funding is based on classrooms that are currently open and full-day/full-year. You have indicated that these are the full-day/full-year classrooms currently open at this site. If this is not correct, please close this window and go to the Classrooms section of the Director Portal to make updates as needed.

Name	Age Range
Ladybug	0-3
Crickets	0-3
Butterfly	0-3
Fireflies	3-5

Maximum Budget Request

You can request a maximum of \$25,000.00 this grant period. Of that, at least \$12,500.00 must be spent on enhanced personnel expenses.

What is your total budget request?

Review the classrooms listed. If incorrect, go back to Classroom card and revise.

Review the maximum dollar amount listed. You may request the full amount listed, or a lesser amount.

Enter the amount of your request for this grant period.

Enter Total Budget Request (Homes)

Strengthen & Grow Child Care (SGCC) Grant Budget Request

Request For: Grant Period 1

Maximum Budget Request

You can request a maximum of \$3,750.00 this grant period. Of that, at least \$1,875.00 must be spent on enhanced personnel expenses.

What is your total budget request?

2000.00

Review the maximum dollar amount listed. You may request the full amount listed, or a lesser amount.

Enter the amount of your request for this grant period.

Enter Budget Proposal – Enhanced Personnel

Budget Proposal

Enter the amount you plan to spend in each of the categories below. If you do not plan to spend in a category, please enter a zero (0).

ENHANCED PERSONNEL EXPENSES	
Salary or Wage Enhancements	10000
Salary - New Positions	0.00
Fringe Benefit (increases or new benefits)	0.00
Bonuses	2500
Other	0.00
SUBTOTAL ENHANCED PERSONNEL	12500

Enter the dollar amount you plan to spend in each of the categories listed.

Review the subtotal to ensure this is at least 50% of your total budget request.

Enter Budget Proposal – Other Expenses

OTHER EXPENSES	
Salaries (existing expenses, not enhancements)	5000
Occupancy Costs	0.00
Utilities	0.00
Food Services	0.00
Supplies (Consumables)	1000
COVID-19 Testing	2500
Equipment	0.00
Contractual Services	4000
Consultant Services	0.00
Direct Administrative Costs	0.00
Other/Miscellaneous	0.00
SUBTOTAL OTHER EXPENSES	12500
Indirect Costs (no more than 10%)	0.00
TOTAL EXPENSES	25000

Enter the dollar amount you plan to spend in each of the categories listed.

(Indirect Costs will appear for centers only.)

Review the total expenses to ensure it is equal to your total budget request.

Documentation

If you are requesting funds for "Other" Enhanced Personnel Expenses, please explain the expenses and provide amounts in the space below.

Certifications and Requirements / Attestation

Choose File "Test Doc.pdf"

Submit

Save & Quit

Provide explanation if you are requesting funds for "Other" Enhanced Personnel Expenses.

Upload your signed attestation document for this grant period.

Viewing Budget Request

- Once your budget request has been submitted, it cannot be edited. If you would like to review your request in read-only mode, click the magnifying glass icon.

Strengthen & Grow Child Care (SGCC) Grant Budget Requests

Budget ID	Grant Period	Budget Submitted	Status	Actions
10122	Grant Period 1	01/06/2022	Submitted	

Create Budget Request for: 

What to Expect

What to Expect

- Applications will be reviewed
- INCCRRA will email you to let you know:
 - If your application is incomplete or clearer documentation needs to be uploaded.
 - If you need to submit clearer documentation, you will be allowed time to submit additional documentation.
 - If your application has been found eligible or ineligible.
 - When your grant payment has been mailed.
 - First round SGCC checks will begin mailing in early February.
 - If your application is eligible, and you receive an email with a date your check is mailed, please allow 30 days to receive the check.

Checking Your Application's Status

Strengthen & Grow Child Care (SGCC) Grant Application

Application History

Application ID	Grant Type	Application Submitted	Status	Actions
13922	SGCC 2022	01/06/2022	Pending (Awaiting Review)	

You cannot apply at this time. Please contact the Registry Help Desk if you believe this to be an error.

Application Status Meanings

- **Pending (Online Submission)** - You've saved your application but still need to finish it and click "Submit"
- **Pending (Awaiting Review)** - You've submitted your application and it is in the queue to be reviewed
- **Pending (Information Required)** - Your application is being reviewed and requires some information from you (please check your email for details)
- **Eligible** - Your application is approved, and you will receive payment
- **Ineligible** - Your program does not meet eligibility guidelines (e.g., not a full-time program, has 100% of funding from Head Start, does not meet CCAP requirement) or did not submit required information within the deadline

Budget Status Meanings

- **Draft** - You've saved your budget request but still need to finish it and click "Submit"
- **Submitted** – The request has been submitted for review
- **Approved** - Your budget request has been approved

Strengthen & Grow Child Care (SGCC) Grant Budget Requests

Budget ID	Grant Period	Budget Submitted	Status	Actions
10122	Grant Period 1	01/06/2022	Submitted	

Create Budget Request for: 

Getting Help

Getting Help

- Our Help Desk team is available M-F, 8:00am – 4:00pm
- Email us at grants@inccrra.org – this is the fastest way to get a response to your question
- You may also call toll-free 1-855-939-4858
- Staff are often on long calls providing service to people that need extra assistance, so we encourage you to email as a first step

More Information

- <https://www.ilgateways.com/financial-opportunities/strengthen-and-grow-child-care-grants>
- Gateways Website – under Financial Opportunities – Strengthen and Grow Child Care Grants
- Frequently Asked Questions - <https://www.ilgateways.com/docman-docs/financial-opportunities/covid-19-relief/sgcc-grant/2208-sgcc-faq/file>
- Budget Tip Sheet - <https://www.ilgateways.com/docman-docs/financial-opportunities/covid-19-relief/sgcc-grant/2209-sgcc-budget-worksheet/file>
- Choosing Between SGCC and CCRG - <https://www.ilgateways.com/docman-docs/financial-opportunities/covid-19-relief/sgcc-grant/2210-sgcc-choosing-between-grant-programs/file>

Thank You!

