

# STRENGTHEN AND GROW

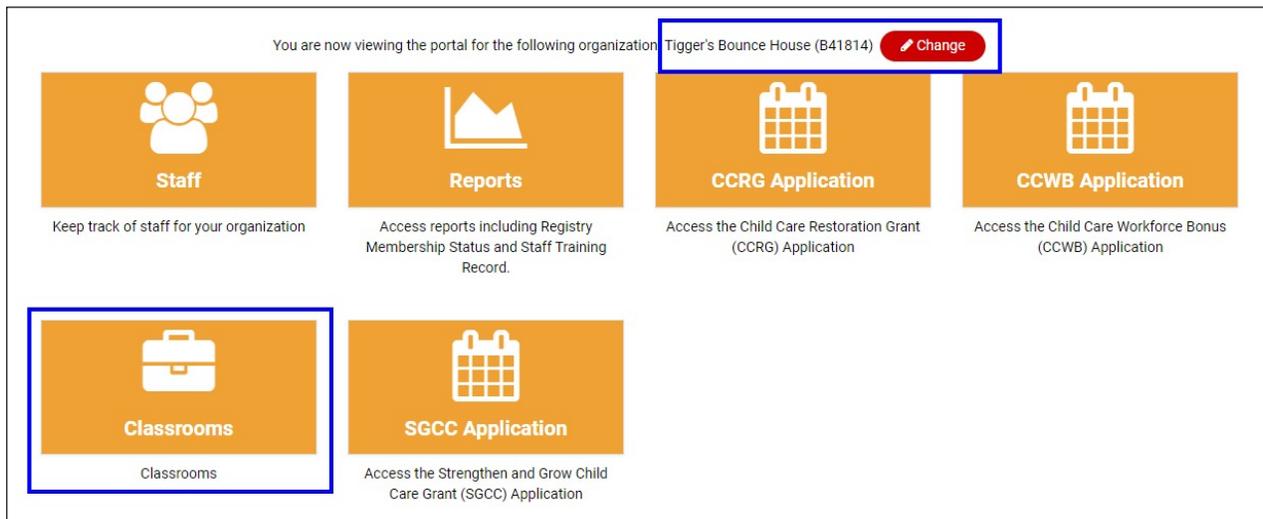
## CHILD CARE GRANTS



### Steps to submit a budget

Programs that have an eligible SGCC grant application from a previous round, that wish to receive future grant funds, should follow the steps below

1. Family Child Care – you can skip step 1 and proceed to step 2.  
For Centers only – if you have any changes that need to be made to your classrooms, make those first!
  - a. Log into your Director Portal and choose the classrooms card.



- b. Update your classrooms list by adding classrooms, marking classrooms inactive, etc. Your classrooms list directly impacts your grant amount so make sure this step is complete first!

2. Log into your Director Portal and click on the SGCC Application Card.



3. Click on calculator icon next to your application to submit a budget for that SGCC round.

Strengthen & Grow Child Care (SGCC) Grant Application				
Application History				
Application ID	Grant Type	Application Submitted	Status	Actions
[Redacted]	SGCC 2022	01/16/2022	Eligible	

4. Under the budget request choose the drop down and choose the current Grant Period. Then click the plus sign.

Strengthen & Grow Child Care (SGCC) Grant Budget Requests				
Budget ID	Grant Period	Budget Submitted	Status	Actions
[Redacted]	Grant Period 1	01/18/2022	Submitted	

Create Budget Request for: Grant Period 2

5. For centers, review your classroom information, if the classroom information is incorrect, do not proceed with submitting a budget. You must close out, and go fix your classroom information (step 1) and come back in. If you submit a budget with incorrect classroom information, it will significantly slow down your application processing time and could result in a lower grant amount.
6. Review the maximum dollar amount listed. You may request the full amount listed, or a lesser amount.
7. Enter the amount of your request for this grant period.

Strengthen & Grow Child Care (SGCC) Grant Budget Request	
<b>Request For: Grant Period 2</b>	
<b>Eligible Classrooms</b>	
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
<b>Maximum Budget Request</b>	
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?	
<input type="text" value="0.00"/>	

8. Complete budget – enter the dollar amount you plan to spend in each of the categories listed. Review the total expenses to ensure it is equal to your total budget request.
9. Provide explanation if your are requesting funds for “other” enhanced personnel expenses.

## 10. Documentation - Upload the SGCC Round Attestation.

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

11. You have two options. Submit or Save & Quit. If your budget is complete and documents uploaded, click submit. If you are not ready you can choose to save and quit. But make sure you come back and click submit later.
12. You can double check that your budget request was submitted by viewing the budget request. There are two statuses. Draft and submitted.
  - a. If your budget says draft – you must go back into the budget and submit it for review. This step must be complete before the application deadline.
  - b. If your budget shows a status of submitted, you have successfully submitted your budget request.

**Strengthen & Grow Child Care (SGCC) Grant Budget Requests**

Budget ID	Grant Period	Budget Submitted	Status	Actions
[REDACTED]	Grant Period 1	01/18/2022	Submitted	<span>Q</span>
[REDACTED]	Grant Period 2	02/28/2022	Submitted	<span>Q</span>

Budget requests could take 2-4 weeks for review and approval. An SGCC Specialist will email once your SGCC budget request has been approved.

If you have questions, please email [grants@inccrra.org](mailto:grants@inccrra.org).