

STRENGTHEN AND GROW

CHILD CARE GRANTS

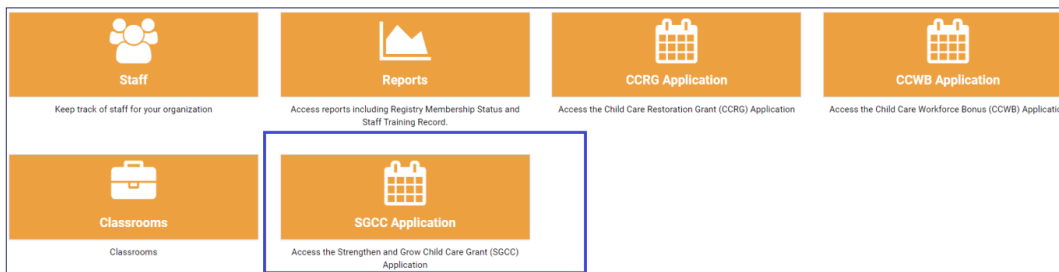


Steps to submit Budget and Narrative Reports for the Strengthen and Grow Child Care Grant.



Things to gather to be ready to complete SGCC quarterly reporting:


1. **Gather your quarterly expenses that were covered by the SGCC grant** - Quarterly reporting covers three months of the grant period you are reporting on. (Round 1-February, March, & April. Round 2- May, June, & July) You will need to report expenses for all three months in one quarterly report.
2. **Receipt of Approval Letter** – You will need to upload your receipt of approval letter for each round. This was sent to you by email the day your check was mailed. If you cannot locate your receipt of approval letter, contact your SGCC counselor to request a copy (requesting a copy can take several business days to process and receive back).
3. **Answers to Narrative Reporting** – use this [sample survey](#) to gather information and be ready to complete your narrative survey online.

- 1 Log in to the Gateways Registry website and go into the Director Portal, click SGCC Application card.



- 2 Click on the calculator icon that appears next to your SGCC 2022 grant application.
- 3 Click the icon with the three lines under the actions column.

Strengthen & Grow Child Care (SGCC) Grant Budget Requests				
Budget ID	Grant Period	Budget Submitted	Status	Actions
10301	Grant Period 3	07/08/2022	Accepted	 

Create Budget Request for: Select One 

- 4 In the Budget Reports Category, click on the “+” Icon to add a new report.

SGCC Reporting

Budget Reports

Year	Grant Period	Received	Status	Actions
No budget report information saved				

Narrative Reports

Year	Grant Period	ID	Date Submitted	Actions
No budget narrative report information saved				

- 5 Enter the required information in the Spent column:
- Budget & Expenditures column - you will see the amounts that you had originally budgeted in the Budgeted column.
 - Spent column - enter the amounts you actually spent for each line.
 - It is okay if you spend in a line you did not budget, or if the amounts do not match perfectly.

- 6 Upload your Receipt of Approval letter. This was sent to you by email the day your check was mailed. If you cannot locate your receipt of approval letter, contact your SGCC counselor to request a copy (requesting a copy can take several business days to process and receive back).

Receipt of Approval

Upload a copy of your document below. If you are not able to upload a PDF file of the document, you may take a picture and upload that instead. Please be sure all documents are legible and complete. Processing may be delayed if documentation is incomplete or not readable.

No file chosen


- 7 Click the “Submit” button when you are done or, click “Save & Quit” to come back to the budget report later.
- 8 Once you submit it will be shown as submitted in the Status column. This column will indicate important information:
- Draft - You have started the report and clicked “Save & Quit.” You must edit this report and click “Submit” before it can be reviewed.
 - Submitted – You have submitted the report, but it has not yet been reviewed.
 - Information Required – This report has been reviewed and needs additional information. Check your email for specifics. Click the calculator icon next to that month’s report to edit, if needed.
 - Accepted – This report has been reviewed by a counselor and accepted. It could take several months from submission before your report moves to an accepted status.

- 9 Below Budget Reports is the Narrative Report section, click on the “+” icon to complete the survey report for this grant period.

Use this [sample survey](#) to gather information and be ready to complete your narrative report.

SGCC Reporting				
Budget Reports				
Year	Grant Period	Received	Status	Actions
2022	Grant Period 3	07/08/2022	Submitted	
Narrative Reports				
Year	Grant Period	ID	Date Submitted	Actions
No budget narrative report information saved				

- 10 Once the report is completed, you should see the message below. This means that your Narrative Report was successfully submitted. Note that it may take up to 48 hours for the submission to show up in your director portal.



SGCC 2022 Narrative

Thank you for completing the narrative report. Please note that it make take 48 hours for completion to show up in the Director Portal. You may print this page for your records.

Done

If you have questions about completing your SGCC quarterly reporting, or you need technical assistance please email grants@inccrra.org.