

# Gateways Great START Program Flowchart

Here is what you can expect when applying for the Great START Program, from beginning to end. Remember, this varies by applicant. The best way to move the process forward is to ensure that you complete the application in its entirety, and that you promptly submit all other required documentation.

## 1. Research

**Suggested Time:** 1 week (*varies by applicant*)

**Your Role:** Research the Great START program on the Gateways to Opportunity website at [www.ilgateways.com/financial-opportunities/great-start](http://www.ilgateways.com/financial-opportunities/great-start). Review specific information about applying, eligibility requirements, and the additional documentation and forms you will need to submit.

## 2. Register

**Suggested Time:** 1 day

**Your Role:** Become a Gateways Registry Member. Visit the Gateways Registry for quick and easy access.

- Save the log in page to your bookmarks.

**Gateways' Role:** You will receive an email that welcomes you to the Gateways Registry.

## 3. Apply

**Suggested Time:** 1-2 weeks (*varies by applicant*)

**Your Role:**

- Download the Great START Supplement Application and Information Update Form at [www.ilgateways.com/docman-docs/financial-opportunities/great-start/831-great-start-application/file](http://www.ilgateways.com/docman-docs/financial-opportunities/great-start/831-great-start-application/file) or apply online through the Gateways Registry at [registry.ilgateways.com/component/wsuser/login](http://registry.ilgateways.com/component/wsuser/login).
- Complete the Great START Supplement Application and Information Update Form.  
**Note: If applying online, you will need to submit your Online Application Packet, which will appear once you have submitted your online application. Print this packet, sign it, and have your director sign it.**
- Read the list of required documents included in either the Great START Supplement Application or the Online Application Packet.
- Gather and mail or email all required documents (including the Online Application Packet if you applied online) to [gstart@inccrra.org](mailto:gstart@inccrra.org) or mail to:

Gateways/Applications  
1226 Towanda Plaza  
Bloomington, IL 61701

## 4. Application Processed

**Suggested Time:** up to 20 business days (*varies by applicant*)

**Gateways' Role:** After receiving all required application documents, Gateways will begin to process your application.

- Once all documentation and official transcripts have been reviewed, you will receive notification of status.
  - If you are eligible for a Great START supplement, an email will be sent. The status of a Great START application can also be tracked via the Registry portal.
  - If you do not meet Great START requirements, an email that includes the reason for ineligibility will be sent.
  - If additional documentation is needed to process the Great START application, an email will be sent. This email will note what documentation is needed to continue processing, as well as a due date for these items.

## 5. Supplement Awarded

**Suggested Time:** Varies by applicant

**Your Role:** Check your email for notification of your Great START eligibility.

**Gateways' Role:** A Great START supplement will be awarded once all eligibility requirements have been met. The supplement check is typically mailed the month following an eligibility decision, as funds are available.

For example, if an applicant is eligible for Great START in January, a supplement check will typically be mailed in February.

## Tips and things to know:

- Check your Registry membership.
  - Ensure that your email address is accurate and working.
    - Check your email filters. Gateways emails often have attachments, so they can end up in junk or clutter folders. Add Gateways to your approved contact list to ensure that future emails end up in your inbox.
    - If you have not heard from Gateways within 20 days, check these folders, call, or email.
  - Ensure that your phone number and place of employment is current.
  - Ensure that your preferred address is correct. This is where the supplement check will be sent if eligible.
- Great START supplements may be awarded every six months. In order to continue receiving a supplement, applicants must continue to meet all eligibility requirements, and must also submit a renewal application with required documents every six months.
  - If anything changes, update your registry information as soon as possible to ensure that Gateways can continue to help you.