

SMART START

TRANSITION GRANTS



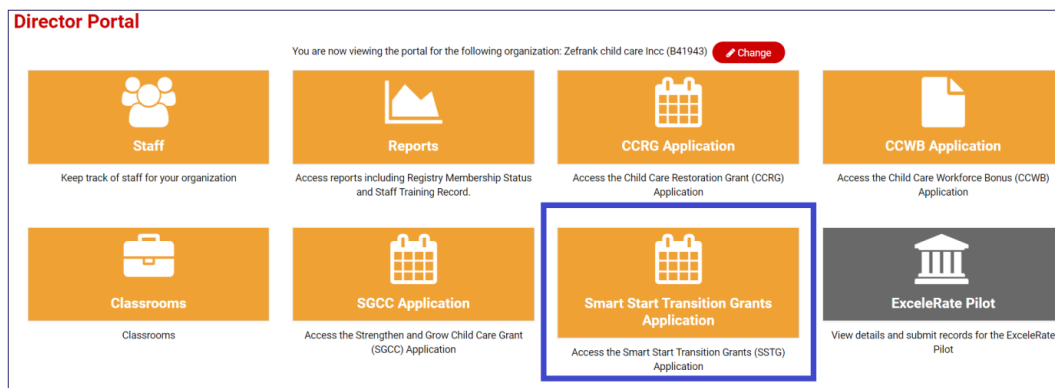
STEPS TO SUBMIT AN APPLICATION

Follow the steps below to submit a Smart Start Transition Grant application.

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!

Log into your Director Portal and choose the Smart Start Transition Grants card.

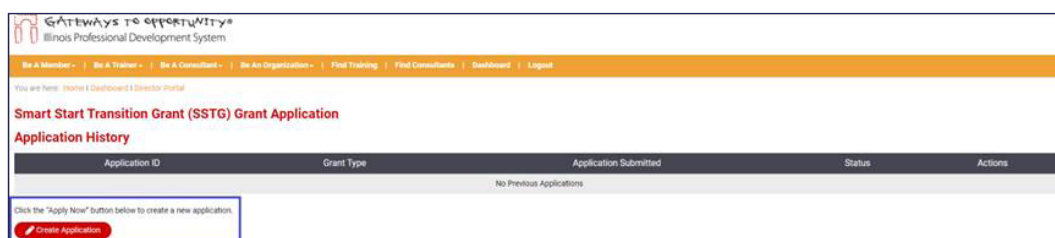


Update your classrooms list by adding classrooms, marking classrooms inactive, etc. Your classrooms list directly impacts your grant amount so make sure this step is complete first!

2 Log into your Director Portal and click on the Smart Start Transitions Grant Application Card.



First time to create application.



Once the page opens the below details show up:

All gray fields are preexisting and cannot be modified. Fields in “black boxes” shown below, need to be entered.

Grant Contact Information will be linked to the specific Gateways Registry ID shown here. The email address entered here is very important. All communication moving forward about the grant will be sent to this email address. This includes when something is missing or important deadlines. Do not list an email address that you do not check.

The screenshot shows the 'Smart Start Transition Grant (SSTG) Application' form. The 'Program Details' section includes fields for First Name, Last Name, Gateways Registry ID, Email Address, Phone Number, Role (a dropdown menu), CCAP Provider ID, Program Name, Street Address, City, State (a dropdown menu), Zip, DCFS License Number, Unique Entity ID (UEI) (a dropdown menu), and Is your program full-time or part-time? (a dropdown menu). The UEI field is highlighted with a black box.

This is the new Unique ID which needs to be entered.

The screenshot shows the 'Unique Entity ID (UEI)' field with a dropdown menu. The selected value is '1234AB789sd1'.

The screenshot shows the 'Program Funding Sources' form. It includes a table with columns for the funding source and the percentage of revenue. The funding sources are: Child Care Assistance Program or DCFS Payment (20.0%), Head Start/Early Head Start (50.0%), Prevention Initiative/Preschool for All (0.0%), Other Public Funding Sources (20.0%), Private Pay / Parent Fees (0.0%), Other Private Funding Sources (10.0%), and Total (100.0%).

Complete Payment Details with information that matches how your program files their taxes. Check Payable to and Taxpayer Identification Number must match what is filed with the IRS.

The screenshot shows the 'Payment Details' form. It includes fields for Check Payable To (a dropdown menu), Taxpayer Identification Number Type (a dropdown menu), Taxpayer Identification Number (a text field), Line 3 of W-9 (a dropdown menu), Mailing Address Line 1 (a text field), Mailing Address Line 2 (a text field), City (a text field), State (a dropdown menu), and Zip (a text field). The 'Check Payable To' field is highlighted with a black box.

Documentation

Upload a copy of each 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. Your application determination may be delayed if documentation is incomplete or not readable.

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**

Once you click submit the page below opens and you can submit the budget request by selecting the highlighted box "Please Click here" option. The application is not complete and will not be processed without a budget request. Make sure to complete the budget request!

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You are here: Home | Dashboard | Director Portal

Smart Start Transition Grant Application Complete!

Thank you for submitting your application for the Smart Start Transition 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.](#)

Done

- Click on calculator icon next to your application to submit a budget request for the current Smart Start Transition Grant round.

Smart Start Transition Grant (SSTG) Grant Application

Application History

Application ID	Grant Type	Application Submitted	Status	Actions
[Redacted]	SSTG 2023	06/13/2023	Eligible	

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

Smart Start Transition Grant (SSTG) Grant Budget Requests

Budget ID	Grant Period	Budget Submitted	Status	Actions
[Redacted]	Grant Period 1	06/16/2023	Submitted	

Create Budget Request for: - Select One -

- For centers, review your classroom information. If the classroom information is incorrect, do not proceed with submitting a budget request. 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.
- 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.

Smart Start Transition Grant (SSTG) 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
Ladybugs	0-3
Teapot	3-5
Crickets	3-5

Maximum Budget Request

You can request a maximum of \$19,000.00 this grant period. Of that, at least \$14,250.00 must be spent on enhanced personnel expenses.

What is your total budget request?

8 Complete budget – enter the dollar amount you plan to spend in each of the categories listed. Review the total expenses to ensure they are equal to your total budget request.

9 Provide an explanation if you are requesting funds for “other” enhanced personnel expenses.

10 Documentation - Upload the Smart Start Transition Grant 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 request 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.

- 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.
- If your budget shows the status of submitted, you have successfully submitted your budget request.

Smart Start Transition Grant (SSTG) Grant Budget Requests

Budget ID	Grant Period	Budget Submitted	Status	Actions
██████	Grant Period 1	06/16/2023	Submitted	 

Create Budget Request for: ...Select One... 

Budget requests could take 2-4 weeks for review and approval. A Smart Start Transition Grant Specialist will email once your Smart Start Transition Grant budget request has been approved.

If you have questions, please email grants@inccrra.org.

Use the worksheet provided below to help prepare your budget request before applying.

Quarterly Smart Start Transition Grant Budget Worksheet	
Estimated Quarterly Award Amount: _____ Homes: \$2,500; Group Home: \$3,750; Centers (Infant-Toddler Classroom): \$7,000 per classroom; Centers (Preschool Classroom): \$6,000 per classroom	
A	B
Budget Category	Amount
Personnel Expenses (must include 75% 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, no 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	