STUDENT NUTRITION PROGRAM

Funding Opportunity

TORONTO PUBLIC HEALTH, CITY OF TORONTO

TORONTO GRANTS, REBATES AND INCENTIVES PORTAL (TGRIP)

QUICK TIPS:

How to View and Update your Organization Profile

The Organization Profile includes organization-level information and is attached to any of your funding applications in TGRIP. The Organization Profile can be updated at any time. You will are required to review and update (if necessary) the Organization Profile before you submit a funding application.

Key points to remember:

- There can only be **ONE ACCOUNT** in TGRIP for each school or community agency.
- The organization has complete control over who gets access to your organization's account.
- The site authority and key contact are assigned Organization-full access, which allows them to view and maintain the organization Profile.
- This Organization Profile will be attached to all applications. Your organization will need to certify the information provided here is up to date and accurate when applying for funding.

How to Access your TGRIP Organization Profile

1. Login to TGRIP from cot.smartsimple.ca
2. From the Home Screen, click **Organization Profile** in the blue banner in top right corner.

How to Review and Update your TGRIP Organization Profile

A. Organization Profile for Educational Institutions

1. In the Organization Profile, review the information in the four tabs to ensure it is up-to-date:

   - **Contact Info:** head office location details. The mandatory fields are: Street Number, Street Name, City, Province, Postal Code, General Email Address, City Ward of Head Office, Neighbourhood Name of Head Office.

   - **Educational Institution Information:** Type of Educational Institution, Educational Institution Affiliation, Educational Institution Category, What is/are the age group(s) of your students?

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- **Documents:** upload Audited financial statements, where relevant. This is not mandatory or applicable for most schools.

- **Financials:** Not applicable to SNP.

2. Click **Save Profile**.

B. Organization Profile for Community Agencies and Community Groups

1. Review and update the information in the eight tabs to ensure it is up-to-date:

- **Contact Info:** head office location details. The mandatory fields are: Street Number, Street Name, City, Province, Postal Code, General Email Address, City Ward of Head Office, Neighbourhood Name of Head Office.

- **Organization Info:** years of operation, whether incorporated or resident-led group, etc.

- **Service Locations:** geographic service areas

- **Core Work**: purpose and vision of work

- **Demographics:** key populations served

- **Governance:** date of last Annual General Meeting, list of Board of Directors, etc.

- **Documents:** upload key documents such as Declaration of Non Discrimination, Articles of Incorporation, Organization chart, Organization By-laws, Reserve Policy, Complaint Policy, Racism, Access and Equity Policy, Strategic Plan, etc.

- **Financials:** Not applicable to SNP

2. Click **Save Profile**.

Support

First, ensure that you are using a compatible browser (e.g. Edge, FireFox, or Chrome). **Do not use Internet Explorer.** If you continue to have technical difficulties, please email tgrip@toronto.ca. A City of Toronto staff member will respond within two business days. For issues related specifically to the Student Nutrition Program funding opportunity, please email snp@toronto.ca.

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