

STUDENT NUTRITION PROGRAM

Funding Opportunity

TORONTO PUBLIC HEALTH, CITY OF TORONTO

TORONTO GRANTS, REBATES AND INCENTIVES PORTAL (TGRIP)

QUICK TIPS:

How to Submit or Withdraw an Appeal or a late application

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Applications and Appeals for the Student Nutrition Program are now accessible online through the Toronto Grants, Rebates and Incentives Portal (TGRIP). For more information about TGRIP and related resources please go to the [TGRIP section](#) of our website.

The 2024 Appeals & Late Application Deadline: Friday, October 27, 2023 at 4 p.m.

Before Submitting an application or an appeal it is recommended that the site authority and/or contact with Full Organizational Access complete the following tasks:

- Review the details of the Contacts listed in the TGRIP Organization Profile.
 - Update information where necessary. Enter the correct title for each Contact.
 - Set the Organization Profile access level for each Contact. Note- full organizational access should be given to the Key contact who will help maintain records in TGRIP and the site authority/principal.
 - Add and Activate new contacts who need access to TGRIP.
 - Deactivate Contacts who do not need access to TGRIP.
- If you have a contact whom is no longer with your organization, notify snp@toronto.ca to remove the contact from your organization profile.

A. How to decide if you should submit an appeal or a late application

Submit a Late Application if:

- Your school or community agency is interested in receiving Student Nutrition Program Grant funding, but has not yet applied for the current school year.

Submit an Appeal if:

- Your school or community agency submitted an application in the Spring and the program information is incorrect, has changed, or funding was declined (e.g. you would like to change the program type, number of students, days/week)
- There is a program that was not included in the original application submitted and you would like the program to be considered for funding.

Note: An appeal application should not be based on projected financial deficits or financial deficits carried forward from the previous year. Appeal applications are not guaranteed to be funded.

B. Submitting a Late Application:

If your school or community agency would like to apply for the Student Nutrition Program grant, but did not submit an application in the Spring for the current school year, please email snp@toronto.ca for further instructions.

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C. Submitting an Appeal Application:

There are two types of Appeal Applications:

1. Appeal Program Details (number of students, program type, number of days/week, etc.).
2. Appeal to add a late program (Add a program to your Spring application).

Appeal program Details

1. Login to TGRIP from cot.smartsimple.ca
2. Scroll down to the application section and select the application you would like to appeal. The application can be found within the tabs *Approved/Active* or *Declined*. This would be based on the results of your funding letter.
3. Click on the application you would like to appeal.
4. Once inside the application click on the "**Initiate Appeal Application**" button.
5. Under the appeal program tab, select the program you would like to appeal from the drop down field and click **Save Draft**.
6. Then scroll down and click the **View/Edit** button beside the program you want to appeal. This will open a new window called Edit SNP Program.
7. In the Edit SNP Program window, scroll down to find the field you would like to update (e.g. Program Type, Number of Student) and click the checkbox beside it. Add in the appeal information and click **Save**.
8. If you are appealing the program type, you will need to complete and submit a new menu as well.
9. Once completed click **Save** and then the **X** button in the top right corner of the Edit SNP Program Window to close the window.
10. Click **Save Draft**. This will populate the Appeal Program Details section below.
11. Ensure that the principal/ site authority has completed or reviewed the application.
12. Have the principal/site authority check the attestation box and then submit the application.
Note: Only the principal can complete the attestation and submission.
13. Once the appeal is submitted you will see the notification below. The site authority will also receive an email confirmation from TGRIPnoreply@smartsimple.com

Appeal to add a Late Program

1. Login to TGRIP from cot.smartsimple.ca

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2. Scroll down to the application section and select the application you wish to add a late program to. The application can be found within the tabs *Approved/Active* or *Declined*. This would be based on the results of your funding letter.
 3. Click on the application you would like to add a program to.
 4. Once inside the application click on the "**Initiate Appeal Application**" button.
 5. Next, click on the *Late Program* Tab.
 6. Click on the **View/Edit** button to enter the late program information. This will open up a new window called *Edit Activity*.
 7. Scroll down and complete the program details and click the **Save** button.
 8. If your school or community agency has multiple locations and the location of the late program is different from the main location, click on the **Add/Edit Locations and Participants** button to update the location. Click **Save** and then **Close** once completed.
 9. Click **Save** on program details page.
 10. Next, complete the Program Menu by clicking on the **Add/Edit Menu** button. If you'd like you can also use the **Upload** button to add a menu document; however this is optional. You will still need to complete the menu table.
 11. Complete the required food and serving size fields based on the number of days/ week your program will run. Note for meals, 3 food categories must be completed and for snack programs two food categories must be completed.
 12. Click **Save** and then **Close** once completed.
 13. Click **Save** on program details page and then click the **X** button in the top right corner to close the window.
 14. Click **Save Draft**.
 15. Scroll down. The details of the Late program should be visible on this page.
 16. If you need to make corrections to the late program application details, click the **View/Edit** button under the *Late Program(s)-Summary* table (see image below).
 17. To add another late program, Click the **View/Edit** under the *New Late program* heading (see image below), or proceed to submission.
 18. Once you have added in all the new program information, you are ready to submit the application.
 19. Ensure that the principal/ site authority has completed or reviewed the application.
 20. Have the principal/site authority check the attestation box and then submit the application.
- Note:** Only the principal/site authority can complete the attestation and submission.

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21. Once the appeal is submitted you will see the notification below. The site authority will also receive an email confirmation from TGRIPnoreply@smartsimple.com

D. Confirming my appeal/late program was received

1. Principal/ site authority will receive an email confirmation from TGRIPnoreply@smartsimple.com confirming that an application or appeal was submitted.
2. Once submitted, the appeal will be visible on your home screen under the Application section and the Under Review Tab. Click on the tab to see the application.

E. Withdrawing an appeal

Withdrawing a Program Appeal that has been submitted

1. If you would like to withdraw an application that has been submitted email snp@toronto.ca for assistance.
2. Once you receive confirmation from the SNP Team that you can withdraw your submitted appeal, login to TGRIP.
3. Scroll down to the applications section and click on the *Attention Required* tab.
4. Click on the application that you would like to withdraw
5. Once inside the application, click the "**View Appeal Application**" button.
6. Follow steps 1-6 below.

Withdrawing a Program Appeal that has NOT been submitted

1. From inside the appeal application, click on the **View/Edit** button beside the appeal application you want to withdraw. This will open a new window called *Edit SNP Program*.
2. Click on the **Withdraw Appeal Request** button.
3. Now click the **Withdraw Program from Appeal** button and close the window.
4. Now Click the **Cancel/Withdraw** button.
5. You will then receive a notification that your appeal application has been withdrawn.
6. Click on the Home button to return to the main page or log out.

Withdrawing a Late Program Appeal that has been submitted

1. If you would like to withdraw a late renewal application (one that you added a program to your spring application) that has been submitted, send an email request to snp@toronto.ca.

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2. Once you receive confirmation from the SNP Team that you can withdraw your late program appeal, login to TGRIP.
3. Scroll down to the applications section and click on the *Attention Required* tab.
4. Select the appeal application you would like to withdraw the program from.
5. Once inside the application, click the **View Appeal Application** button.
6. Follow steps 1-5 below.

Withdrawing a Late Program Appeal that has NOT been submitted

1. Under the Late Program tab, Click on the **View/Edit** button beside the program you want to withdraw
2. Click the **Delete** button and then click **OK** to the warning message if you would like to proceed.
3. You should then see a notification that the deletion is complete. Then click the X button on the top right hand side of the Edit SNP Program window.
4. Next click the Save Draft button and the cancel/withdraw button.
5. Click on the Home button to return to the main homepage.

F. 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.