

Student Nutrition Program Funding Opportunity

How to Apply for Student Nutrition Program (SNP) Funding in Toronto Grants, Rebates, and Incentives Portal (TGRIP)

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1. Login to TGRIP

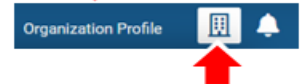
Actions:

- ☐ Open a web browser and go to https://cot.smartsimple.ca/s_Login.jsp
 - Chrome is the preferred web browser; however, Firefox and Edge can also be used.
 - Do not use Internet Explorer, it is not supported by TGRIP.
- ☐ Login to TGRIP using your email and password.

2. Confirm contact profile and organization profile

Before you start your Student Nutrition Program application:

1. Ensure your contact profile in TGRIP is associated with the correct organization.
2. Once confirmed, ensure your **Organization Profile** is up-to-date, and includes a general email address.



Actions:

- ☐ From the Home page, click on **Organization Profile** at the top right of the page.
- ☐ The organization associated with your contact profile is listed at the top of the page.
- ☐ Once you have confirmed you are associated with the correct organization, review the full Organization Profile, and ensure all information is up to date.
- ☐ If you are responsible for multiple organizations, your other organizations will be listed under the **building** icon in the top blue toolbar.
- ☐ Click on **building** icon to view the list of organizations you are affiliated with.
- ☐ If you need to update or add an association to your contact profile, please contact snp@toronto.ca and request that your account be updated.

3. Start a new Student Nutrition Program application

Actions:

- ☐ On the Home Screen, click on **My Funding Opportunities**.
- ☐ Find the row for the upcoming 'Student Nutrition Program'.
- ☐ Click on **Apply** to be taken to the Student Nutrition Program Application Form.
- ☐ If the application has been started, but not submitted, it can be found in the **Attention Required**.
- ☐ Tab under the applications section. This is the case for all applications started in the Fall.

4. Access an application that is in-progress

Actions:

- ☐ From your Home Screen, scroll down to the table called **Applications**.
- ☐ Look under the tab **Attention Required** to locate your draft Application.
- ☐ Click anywhere on the application row to open and complete your draft application.
- ☐ After the Application is submitted, it will move to the tab **Under Review**.

5. Complete the Student Nutrition Program application form

General Instructions:

- The tabs can be completed in any order desired.
- Click **Save Draft** often to save your work.
- The "Application Preview" **Open** button will generate a PDF version of the application form for your review.
- For previously funded applicants, information from your previous application is pulled forward into the current application. Update the prepopulated information if it has changed.
- Add information into the empty fields that have not been pre-populated.
- The **Validate** button will alert you to any missing or invalid information but will not submit the application.
- Once complete, click the **Submit** button.

(i) Organization:

ORGANIZATION

PROGRAM OPERATION

PROGRAM APPLICATION

BUDGET

AUTHORIZATION

Actions:

The Organization Profile must be completed and submitted prior to submitting the Student Nutrition Program grant application.

- ☐ Review the information contained in the TGRIP Organization Profile and confirm that all details are correct and up to date.
- ☐ To access the Organization profile from the application, scroll down to the Manage Contacts Section and click on the **Open Organization Profile** button.
- ☐ Once reviewed, check the box beside "I have reviewed the Organization Profile and confirm that all details are correct and up to date."
- ☐ If needed, go to the [Toronto Public Health Student Nutrition Program website](#) to find the step-by-step instructions under the "TGRIP Instructional Resources" accordion: *How to View and Update Your Organization Profile* and *How to View and Update Your Organization Contacts*.

Contact details:

Actions:

- ☐ Review, edit, add, or confirm the contacts found in the fields. This information populates from the previous year's application. **The contacts listed should be updated if the contact person has changed.**
 - Ensure that the correct site authority is selected as the primary contact for the application.
 - Search for and select the names of each of the following in the drop-down lists:
 - Site Authority
 - SNP Coordinator
 - Contact Person for Menu
 - Financial Reporter
 - The names of the Bank Account Signing Officer(s) must be typed in.
- ☐ Click the **Revise Contacts** button at the bottom of the screen and follow the instructions to change the Application Primary Contact or add or remove access to this application for other contacts from the organization.
 - **Note: only the person who starts the application (the Site Authority contact) has full access to it. If someone other than the Site Authority contact needs access to view, edit or submit the application, that person will need to be added as a contact with full access by the Site Authority contact as a full access contact.**
 - If the name you are looking for is not on the list, then the contact either doesn't have a TGRIP account or they are associated with another organization. Please contact SNP@toronto.ca for assistance.
- ☐ Click **Save Draft** at the bottom of the screen.

(ii) Application screening (for new sites only):

This tab will **ONLY be visible** to applicants who have **NOT received** previous Student Nutrition Program funding.

ORGANIZATION

APPLICATION SCREENING

PROGRAM OPERATION

PROGRAM APPLICATION

BUDGET

AUTHORIZATION

Actions:

- ☐ Respond to the screening question about whether the organization, school or community group has received municipal or provincial funding towards operating a Student Nutrition Program in the past.
- ☐ Depending on the response, additional screening questions may appear such as, whether the student nutrition program will be in a publicly funded schools, independent school, or community organization. If applicable, screening questions specifically for independent schools may also appear.

Independent school screening:

This section will only appear for independent schools which have not been previously funded.

Actions:

- ☐ Respond to the questions regarding eligibility to apply for funding.

Independent school assessment:

This section will appear for independent schools which have not been previously funded.

Actions:

- ☐ Download the Excel spreadsheet Postal Code Template.
- ☐ Enter the required assessment data into the Postal Code Template and upload.

(iii) Program operation:

ORGANIZATION **PROGRAM OPERATION** PROGRAM APPLICATION BUDGET AUTHORIZATION

Local nutrition program committee:

Actions:

- ☐ Update, add or confirm the responses as necessary to all questions listed.
- ☐ Click **Save Draft**.

Student enrolment:

If your site **received** Student Nutrition Program funding for the former school year, the field for Current School Year Actual Enrolment has been pre-populated from the former application.

If your site did **not previously receive** Student Nutrition Program funding, the field for Current School Year Actual Enrolment will appear blank and will need to be added.

Actions:

- ☐ Add, edit, or confirm the current year school enrolment. Base the enrolment number on all students currently learning in person.
- ☐ Next School Year Projected Enrolment: Base the projected enrolment number on all students expected to be learning in person the following school year.
- ☐ If there is a large change between the current and projected enrolment numbers, you will be asked to provide a reason.
- ☐ Click **Save Draft**.

(iv) Program application:

ORGANIZATION PROGRAM OPERATION **PROGRAM APPLICATION** BUDGET AUTHORIZATION

(a) Programs available for renewal (applies to previously funded sites only):

For reference, look to the top of the screen to see the prior year funding details.

Actions:

- ☐ Click on the downward arrow button, if you would like to renew a program from a previous year.
- ☐ If you are renewing multiple programs, you will have to repeat the steps below for each program you want to renew.
- ☐ Select the program from the '-To Renew, Select One-' drop down list.
- ☐ Click **OK** in the pop-up window to confirm that you would like to renew the program.
- ☐ The program type will appear in the table below.
- ☐ Click on the **Edit Program** button in the table and follow the instructions to update the program details.

Renewal: program details

The program type and grades are pre-populated and cannot be edited since the Program Renewal option was selected. However, you can edit the remaining program details as necessary.

Actions:

- ☐ Edit, add, or confirm the remaining program details.
- ☐ The planned start date must be after September 1 of the following year.
- ☐ Add in the total number of participants you would like to apply for.
- ☐ **Note:** any changes to the number of participants from the previous year will need to be entered **again** in the 'Program Locations and Participants' field, using 'Add / Edit Locations and Participants' button.
- ☐ If the total number of participants in the program exceeds the current number of students enrolled in your school, please provide an explanation, or update these values.
- ☐ If there is a large change (increase or decrease) in the total number of participants listed compared to the number of participants from the year the program was last funded, you will be asked to clarify why or update these values.
- ☐ Click **Save**.

Renewal: program locations and participants

Actions:

- ☐ Review the details in the table **Program Locations and Participants**.
- ☐ If any details have changed from the previous year (the Number of participants, address, or name of the location of the program), click on the **Add/Edit Locations and Participants** button. If no changes are required, disregard this table.
 - ☐ Edit the details of the program location(s) and the expected number of participants.
 - ☐ Additional locations cannot be added to a program renewal since the additional location would be considered a new program. See instructions on [\(b\) New Program\(s\) or to Increase the Number of Program Locations](#).
 - ☐ The number of participants listed in the table *Program Details and Program Locations* and the field 'Total Number of Participants' from the Program Details screen must be the same.
- ☐ If you make changes, click the **Save** button for the changes to appear. Then click **(x) Close**.
- ☐ Click **Save on the Activity Page**.

Renewal: menu

You must open, review, and save the Menu, **even if no changes are being made**. Ensure all serving sizes are provided and specific foods are listed. This is an opportunity to highlight an understanding of the [Student Nutrition Program Nutrition Guidelines](#).

To review, edit and save the menu:

Actions:

- ☐ Scroll down to the Menu section. Click the Add/Edit Menu button to enter details of the program menu.
- ☐ Review the menu and complete all mandatory fields including serving sizes.
- ☐ The optional fields are not mandatory.
- ☐ Once all mandatory fields have been completed, click the **Save** button. Then click **(x) Close**.
- ☐ Click **Save**. Then click **(x) Close**.
- ☐ Click **Save Draft** to populate the completed menu information into the main application.

Follow the [link](#) provided in the menu instructions to review the updated Nutrition Guidelines and complete a free online training.

(b) New program(s) or to increase the number of program locations section:

Actions:

- ☐ To apply for a new program(s) or to increase the number of program locations for previously funded programs, click the (+) button in the table.

New program: program details

Actions:

- ☐ Complete all mandatory program details and click **Save**.

New program: program locations and participants

Actions:

- ☐ The Program Locations and Participants table will appear, click on the **Add/Edit Locations and Participants** button.
- ☐ Add/edit the location and participant information if necessary.
- ☐ Click **Save**. Then click **(x) Close**.

New program: program locations

Actions:

- ☐ Click the **+** plus button to add a new location.
- ☐ To delete a location, click the **x** remove button at the far right of the row.
- ☐ Click the **Save** button to apply the changes to the application. Then click the **Close** button.
- ☐ Click **Save on the Activity Page**

New program: menu

Actions:

- ☐ Click the **Add/Edit Menu** button to enter details of the program menu.
- ☐ Enter the program menu, click **Save**. Then click **(x) Close**.
- ☐ Click **Save** on the Activity Page. Then click **(x) Close**.
- ☐ Click **Save Draft**.
- ☐ The table in **Program application Tab** should display all up-to-date program details. The menu column should show Complete. Review details carefully before proceeding to the budget table.

(v) Budget:

ORGANIZATION APPLICATION SCREENING PROGRAM OPERATION PROGRAM APPLICATION **BUDGET** AUTHORIZATION

\$ Add/Edit Budget

Actions:

- ☐ Click on the **\$ Add/Edit Budget** button.

Estimated Program Food Costs: The table includes the estimated cost of food for the Student Nutrition Program(s) being applied for. (**Note:** if approved, government grants may cover only a portion of these costs.) These values will be used to complete the budget tool.

Complete budget table A: estimated income per year for all programs

- ☐ The Student Nutrition Program Government Funding field has your municipal Student Nutrition Program funding allocation for the most recently funded year. The amount does not include other government funding allocations.
- ☐ If you have not received municipal funding in the prior 3 years, this field will be blank.
- ☐ Edit, add, or confirm the estimated income from the following sources: Parent/Student Donations, Fundraising, Campaign, Events, Corporate Donations, Other Revenue/income.
- ☐ The Total Estimated Income will auto-calculate.

Complete budget table B: estimated expenses per year for all programs.

- ☐ The Food cost amount has been pre-populated from the calculation of the food costs outlined in the Estimated Program Food Costs table. This value is an estimate.
- ☐ Edit, add, or confirm the estimated expenses including Supplies, Equipment, Honorarium/stipend, Bank Charges, Other expenses.
- ☐ The Total Estimated Expenses will auto-calculate.
- ☐ Once all responses are entered. Click **Save**. Then click **(x) Close**.

(vi) Authorization:

ORGANIZATION APPLICATION SCREENING PROGRAM OPERATION PROGRAM APPLICATION BUDGET **AUTHORIZATION**

Actions:

- ☐ Before the application can be submitted, the Site Authority (e.g., Principal/Executive Director) must review and confirm the list of responsibilities under this tab.
- ☐ The Site Authority is required to check the box confirming that they have reviewed and agree to the terms listed.

(vii) Attestation statement:

- ☐ I attest that all the information submitted in this application is correct, as of the date of submission.

ORGANIZATION APPLICATION SCREENING PROGRAM OPERATION PROGRAM APPLICATION BUDGET **AUTHORIZATION**

An attestation statement is located above the application tabs.

Actions:

- ☐ Check the box beside the text "I attest that all the information submitted in this application is correct, as of the date of submission." once the application is completed and ready to be submitted.

6. Delete a program type that was entered and saved

Actions:

- ☐ Go to the [Program Application tab](#). Click **Edit Program** beside the program details you want to delete.
- ☐ Click on the **Delete** button.
- ☐ If you are sure that you want to delete the program from the application, click the **OK** button. Once you click **OK**, the deletion will be complete.
- ☐ Click **Cancel** to not delete the program.
- ☐ Click the **X** in the upper-right corner to close this frame. Click **Save Draft** on the main application to refresh the list of Programs.

7. Withdraw a draft application

Actions:

- ☐ To withdraw a draft application that you no longer require, click on the **Withdraw** button at the bottom of the application screen.
 - Withdrawing an application will permanently delete the record. It cannot be retrieved.
 - After an application has been submitted, it cannot be withdrawn.
 - Contact snp@toronto.ca if you need to change or withdraw an application that has already been submitted.

8. Submit a completed application

- ☐ The Site Authority is the **only** person who can submit the application by clicking the **Submit** button at the bottom of the screen. You will be asked if you are sure that you want to submit. **No changes can be made after an application is submitted.**

Actions:

- ☐ Click **OK** or **Cancel**, as appropriate.
- ☐ If a required field has not been completed, a message in red indicating that the submission failed will appear at the top of the application with a list of items that require attention.
- ☐ Click on each bulleted item and you will be taken to the field with the missing information.
- ☐ Click on the **Submit** button when all corrections are made.
- ☐ Once the application is successfully submitted, you will receive a system notice.

- ☐ Click on the **Home** button and you will find the submitted application in the **Under Review** tab, under the **Applications** table.
- ☐ To view the details of your application as a PDF, click on the **Application Preview Open** button, or by clicking on the tabs for each section of the application.

The site authority will receive an email from TGRIPnoreply@smartsimplemailer.com with the subject 'Proposal Submission Confirmation: Application ID:0000xxxx-22' to confirm that your application was submitted.

9. Site authorities responsible for more than one organization

Site authorities who are responsible for more than one organization have been associated with each organization in TGRIP. One of the organizations has been selected as the 'main' TGRIP Home Screen.

To access the other organization, from your Home Screen:

Actions:

- ☐ Click the **Building Icon** in the top right corner.
- ☐ From the drop-down list, select the other organization you need to access.
- ☐ You can verify which organization you are accessing from the **Welcome** title on the Home Screen.
- ☐ If one or more of your associated organizations is not listed, contact snp@toronto.ca and request that they be added to your TGRIP profile.

On the Home Screen for this other organization:

Actions:

- ☐ Click on **My Funding Opportunities** and continue to access and complete the Student Nutrition Program application form for the upcoming year.
- ☐ Complete the steps listed above for each organization you are responsible for that has been previously funded for a student nutrition program.

10. Troubleshooting and support

First, ensure that you are using a compatible browser (Chrome, Edge, or Firefox). **Do not use Internet Explorer.** If you continue to have technical difficulties, please email tgrip@toronto.ca.

For issues related specifically to the Student Nutrition Program funding opportunity, please email snp@toronto.ca. A staff member will respond within two business days.

You can also visit toronto.ca/student-nutrition-program/