

# Student Nutrition Program Funding Opportunity

## How to Change a Program Type in the Student Nutrition Program (SNP) Application in Toronto Grants, Rebates, and Incentives Portal (TGRIP)

When applying for Student Nutrition Program funding, organization-specific reasons may require a change to the type of program previously funded program. In order to do this, a new program will need to be added instead of renewing the previous program type. Please use the steps below to change the program type:

### Steps:

1. Login to TGRIP from [cot.smartsimple.ca](https://cot.smartsimple.ca)
2. Open your application:
  - If an application has not been started, from the Home Screen, click on **My Funding Opportunities** and click on the **Apply** button for the Student Nutrition Program funding opportunity for the current year.
  - If an application has been started, from the Home Screen, scroll down to the section called **Applications**. Your in-progress application can be found under the **Attention Required** tab and will be in Draft Status.
3. To change the type of program you are applying for, go to the **Program Application** Tab.
4. Identify the program type you would like to change by referencing the **Prior Year(s) Funding Details** table.
5. Instead of selecting the program type from the Renewal drop down menu, scroll down and click on the **(+)** button to add a new SNP Program.
6. Complete the Program Details and click **Save**.  
*Please note: applications for lunch, snack PM, and dinner programs that were not funded in the prior three years will not be accepted.*
7. If you need to change or add program locations click on the **Add/Edit Locations and Participants** button. Update the Program Locations table as required and click **Save** and **(x)** to close the window.
8. Next, click on the **Add/Edit Menu** button and complete the program menu for the new program type and click **Save** and **(x)** to close the window. Then **Save** and **(x)** to close the window. Then click **Save Draft**.
9. The new program details that you entered should now appear in the program detail table.
10. Complete and submit the rest of the application.

If you require additional support, please contact [snp@toronto.ca](mailto:snp@toronto.ca)

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[toronto.ca/student-nutrition-program](https://toronto.ca/student-nutrition-program)