



Greenville County CARES Act Childcare Funding

HOW TO SUBMIT A FUNDING REQUEST

1. Learn about the Funding

Visit <http://www.greenvillefirststeps.org/CaresAct> to learn more about the grant funding, what childcare centers are eligible, and what expenses can be reimbursed.

- Read “CARES Act Summary of Eligible and Ineligible Expense Categories and FAQs”
- Watch “CARES Act Informational Webinar”

This is a Reimbursement Grant.

Itemized Receipts must be submitted for ALL awarded money spent.

If you believe your center is eligible, continue to the
[Greenville County CARES Act Application](#).

2. Creating a Profile and Submitting Application

Select “Sign Up”

The image shows a web-based sign-in and sign-up interface. On the left, under "Sign In/Sign Up Instructions", there are two sections: "For New Users" and "For Returning Users". The "For New Users" section contains text explaining the sign-up process. The "For Returning Users" section contains text for logging in and a note about password recovery. On the right, the "Sign In" section features fields for "Email" and "Password", a "Log In" button, and a "Forgot your password?" link. Below this is a "Need an Account?" section with a "Sign Up" button. A red arrow points from the explanatory text in the "For Returning Users" section towards the "Sign Up" button in the "Need an Account?" section.

Sign In/Sign Up Instructions

For New Users:
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:
Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Email

Password

Log In [Forgot your password?](#)

Need an Account?

Sign Up

Maintained by
wizehive

Enter your email (director) and Password. *Make sure to save your log-in information.

Sign In/Sign Up Instructions

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Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign Up

Enter an email address and choose a password to create a new account.

Email

Password
 eye icon

Must contain at least one lowercase letter
 Must contain at least one uppercase letter
 Must contain one number
 Must be between 8 and 32 characters
 Must not be an email address

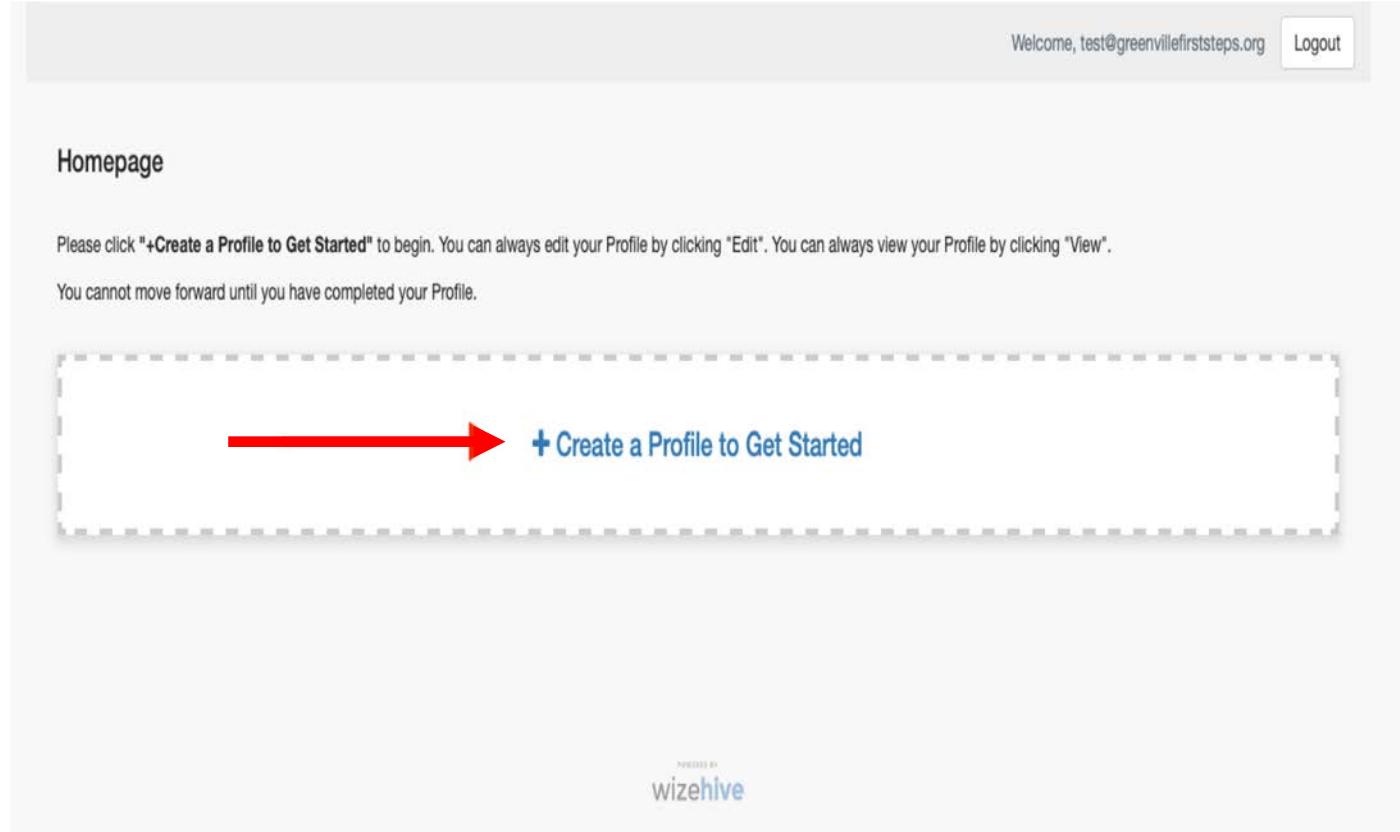
Confirm password
 eye icon

Passwords must match

Sign Up

wizehive

Select “+Create Profile to Get Started”



Create Profile by entering in your Childcare Center, Director's First Name, Director's Last Name, and Director's Email. Then, select "Save"

Welcome, test@greenvillefirststeps.org [Logout](#)

[Homepage](#) > [Profile Input](#) Draft

Recognizing that Greenville families cannot return to work without a strong network of childcare providers, Greenville County Council has approved \$1.71 million of federal CARES ACT funding for childcare providers throughout Greenville County.

These funds are intended to help offset additional costs incurred by providers as a result of Covid-19 pandemic. Funds are available to providers who are currently open AND for providers who are currently closed, but intend to open by Labor Day.

Funding is allocated as follows:

\$1,000 for DSS Registered Family Childcare home based providers

\$5,000 for DSS Licensed Childcare centers with a DSS approved capacity of 50 or fewer children

\$10,000 for DSS Licensed Childcare centers with a DSS approved capacity of 51 or more children

Greenville First Steps is proud to partner with Greenville County Council by serving as the point of contact for these federal funds. For questions, contact Anne Lee at annelee@greenvillefirststeps.org.

Profile

Child Care Center *

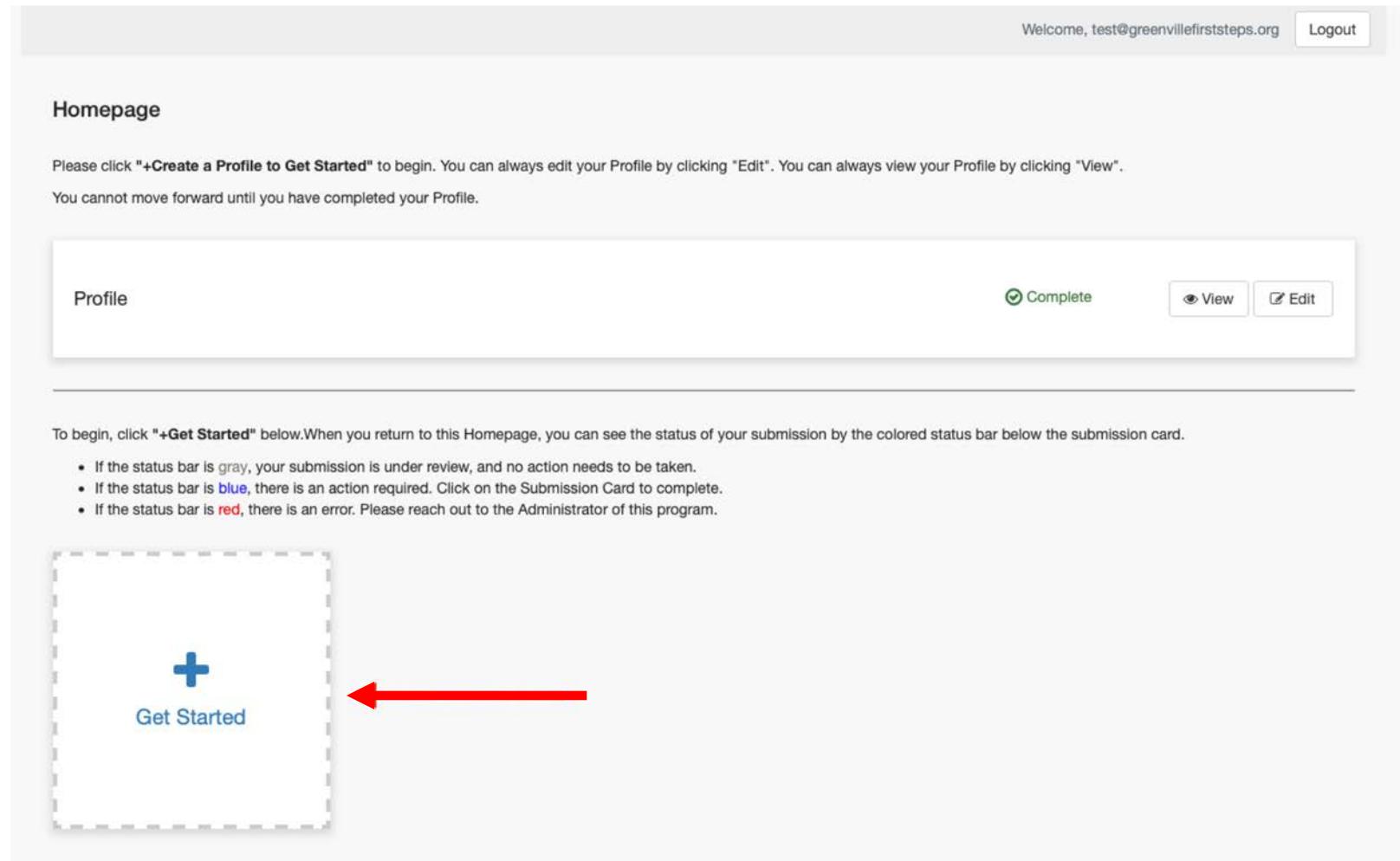
Director's First Name *

Director's Last Name *

Director's Email *

 [Save](#)

Once your profile is set up, you will see a submission card that says “Get Started”. Select “Get Started” to begin the grant Application.
(If you already started and saved a draft of an application, this box will say “Application Intake”.)



Next to Application, select “Edit”

Welcome, test@greenvillefirststeps.org [Logout](#)

[Homepage](#) > *Untitled*

The newest steps will always be first. You can view your previous steps by clicking the "View" button.

When you have completed all steps, it will no longer state "Action Required" but "Complete". The "Submit" button will turn green, which indicates that you can now submit.

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Faith-based providers are eligible to apply. Registered providers are encouraged to apply as future funding may be available on a first come first serve basis. As a reminder, this is a reimbursement grant and only eligible approved expenses will be reimbursed.

Application Intake

Application

If you have not started, please click the "Edit" button to the right.

If you have already started, please click the "Edit" button to the right to continue.

If you have completed and would like to view or print, please click the "View" button to the right.

Action Required 

First Stage Submission

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

wizehive

Complete all required fields on the Application. Once you have completed all fields, select “Save” at the bottom of the page.

Welcome, test@greenvillefirststeps.org [Logout](#)

Homepage > Untitled > Application Input [Draft](#)

Please complete all required fields.
You can save as a draft and return later to complete by clicking “Save Draft” at the bottom of the page.
When you are ready to submit this step, please click the blue “Save” button at the bottom of the page.

Greenville County CARES ACT CHILDCARE Funding Application

Grant Program Overview:
Recognizing that Greenville families cannot return to work without a strong network of childcare providers, Greenville County Council has approved \$1.71 million of federal CARES ACT funding for childcare providers throughout Greenville County. Greenville First Steps is proud to partner with Greenville County to manage the allocation for the child care sector.
These funds are intended to help offset additional costs incurred by providers as a result of COVID-19 pandemic. Funds are available to providers who are currently open AND for providers who are currently closed, but intend to open by Labor Day.
For more information and questions, please reach out to Anne Lee at annelee@greenvillefirststeps.org.

Eligibility Requirements

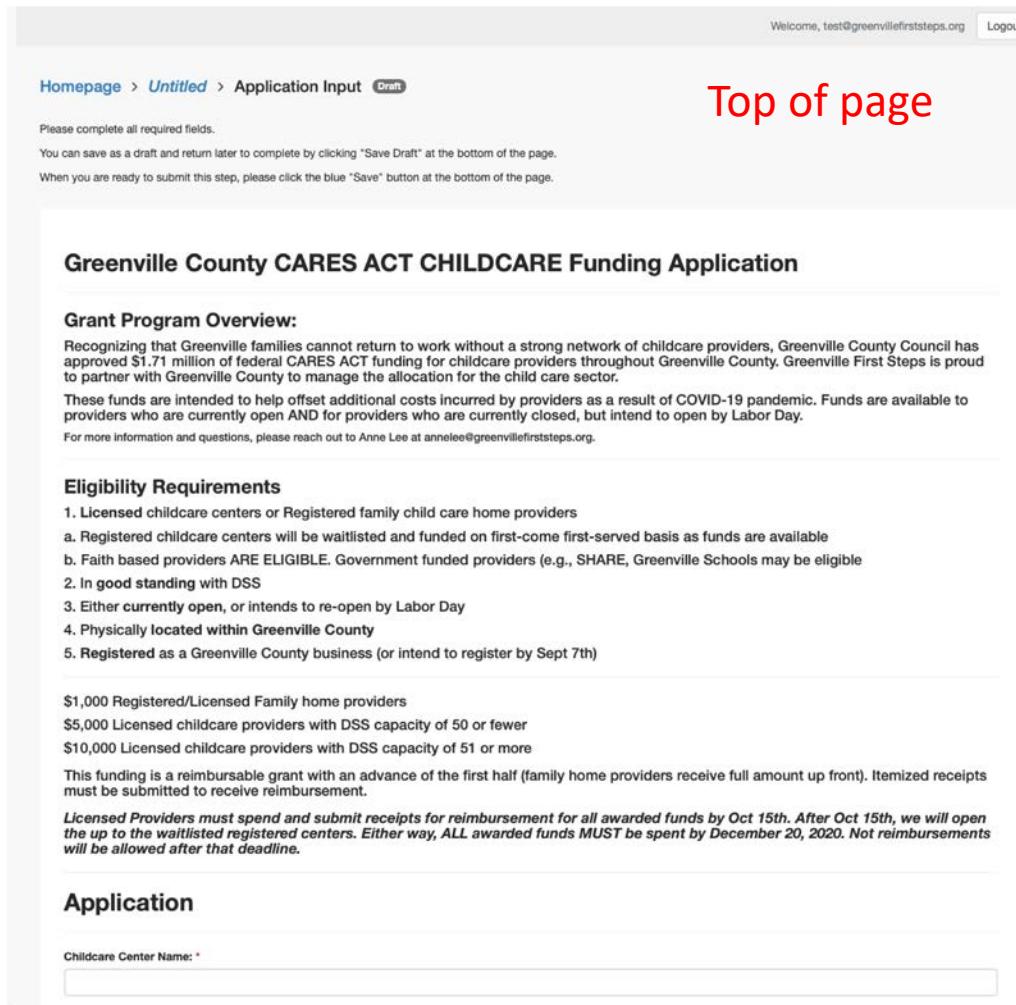
1. Licensed childcare centers or Registered family child care home providers
 - a. Registered childcare centers will be waitlisted and funded on first-come first-served basis as funds are available
 - b. Faith based providers ARE ELIGIBLE. Government funded providers (e.g., SHARE, Greenville Schools may be eligible)
2. In good standing with DSS
3. Either currently open, or intends to re-open by Labor Day
4. Physically located within Greenville County
5. Registered as a Greenville County business (or intend to register by Sept 7th)

\$1,000 Registered/Licensed Family home providers
\$5,000 Licensed childcare providers with DSS capacity of 50 or fewer
\$10,000 Licensed childcare providers with DSS capacity of 51 or more
This funding is a reimbursable grant with an advance of the first half (family home providers receive full amount up front). Itemized receipts must be submitted to receive reimbursement.

Licensed Providers must spend and submit receipts for reimbursement for all awarded funds by Oct 15th. After Oct 15th, we will open the up to the waitlisted registered centers. Either way, ALL awarded funds MUST be spent by December 20, 2020. Not reimbursements will be allowed after that deadline.

Application

Childcare Center Name: *



Amount Requested: *

Please provide the following budget information. In a typical month (pre Covid-19) how much did you normally spend on the following?

Salaries *
 \$

Utilities *
 \$

Commercial lease (or mortgage interest) *
 \$

Classroom equipment/supplies *
 \$

Food *
 \$

Marketing/Advertising *
 \$

Signed W9 form (<https://www.irs.gov/forms-pubs/about-form-w-9>) *
<https://www.irs.gov/forms-pubs/about-form-w-9>
+ Select a file

Drivers' license or state-issued ID of owner or center director *
+ Select a file

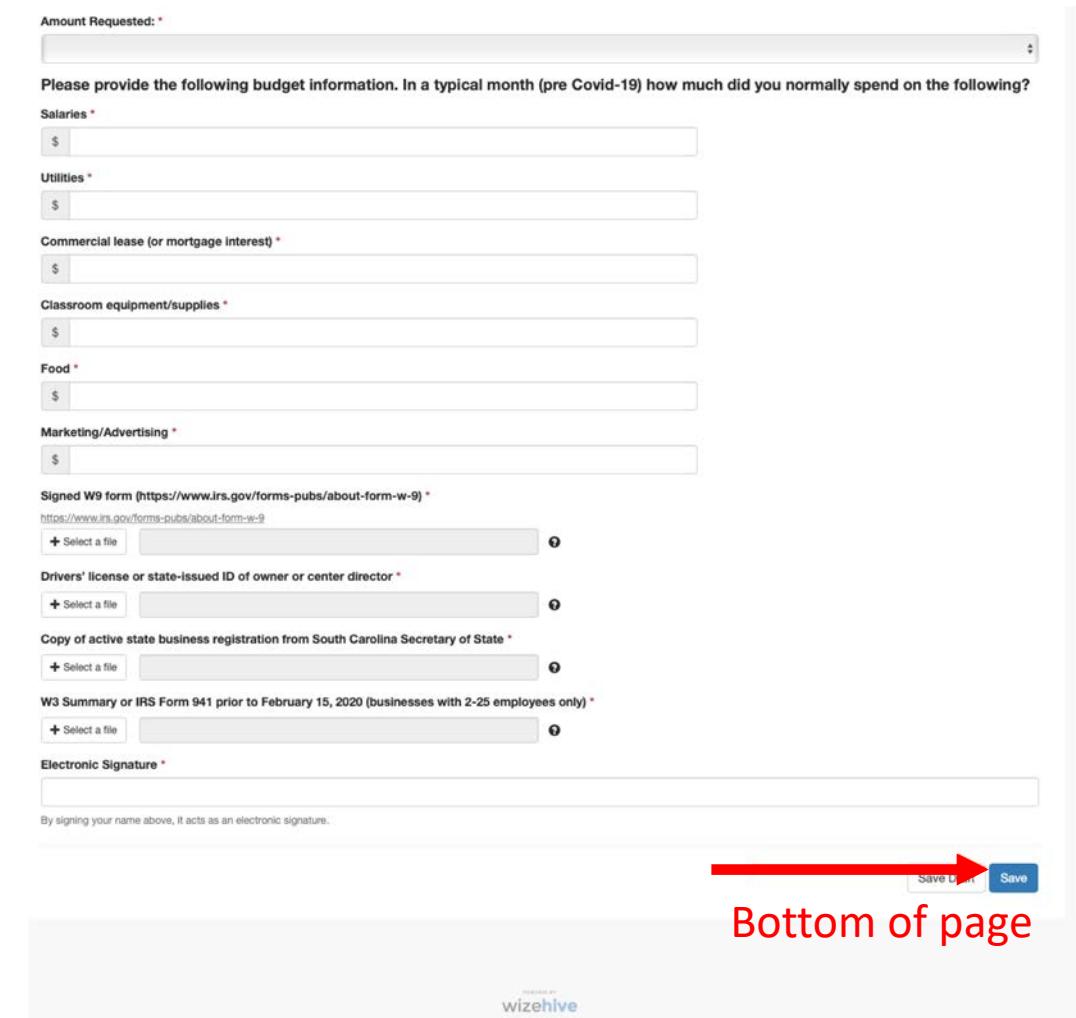
Copy of active state business registration from South Carolina Secretary of State *
+ Select a file

W3 Summary or IRS Form 941 prior to February 15, 2020 (businesses with 2-25 employees only) *
+ Select a file

Electronic Signature *

By signing your name above, it acts as an electronic signature.

[Save Draft](#) [Save](#)



You can also select “Save Draft” if you want to save it and finish it later. Just make sure to click “Save” once you are done.

Select “Submit” to complete your application and the first stage of the grant process.

Welcome, test@greenvillefirststeps.org [Logout](#)

[Homepage](#) > GFS CDC

The newest steps will always be first. You can view your previous steps by clicking the "View" button.

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Faith-based providers are eligible to apply. Registered providers are encouraged to apply as future funding may be available on a first come first serve basis. As a reminder, this is a reimbursement grant and only eligible approved expenses will be reimbursed.

Application Intake

Application

If you have not started, please click the "Edit" button to the right.
If you have already started, please click the "Edit" button to the right to continue.
If you have completed and would like to view or print, please click the "View" button to the right.

Complete [View](#) [Edit](#)

First Stage Submission

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

[Submit](#)

wizehive

If you go back to your Homepage after submitting, the application box will now say “Under Review”.

If your application has been approved, your submission card will say "Awarded" and you can continue to the next step.

Welcome, test@greenvillefirststeps.org Logout

Homepage

Please click "+Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit". You can always view your Profile by clicking "View". You cannot move forward until you have completed your Profile.

Profile Complete View Edit

To begin, click "+Get Started" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

GFS CDC

Created on 07/02/2020

Awarded

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If your application has been waitlisted, your submission card will say "Waitlisted" and you will be held at this stage and notified about any potential awards at a later date.

Welcome, test@greenvillefirststeps.org Logout

Homepage

Please click "+Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit". You can always view your Profile by clicking "View". You cannot move forward until you have completed your Profile.

Profile Complete View Edit

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GFS CDC

Created on 07/02/2020

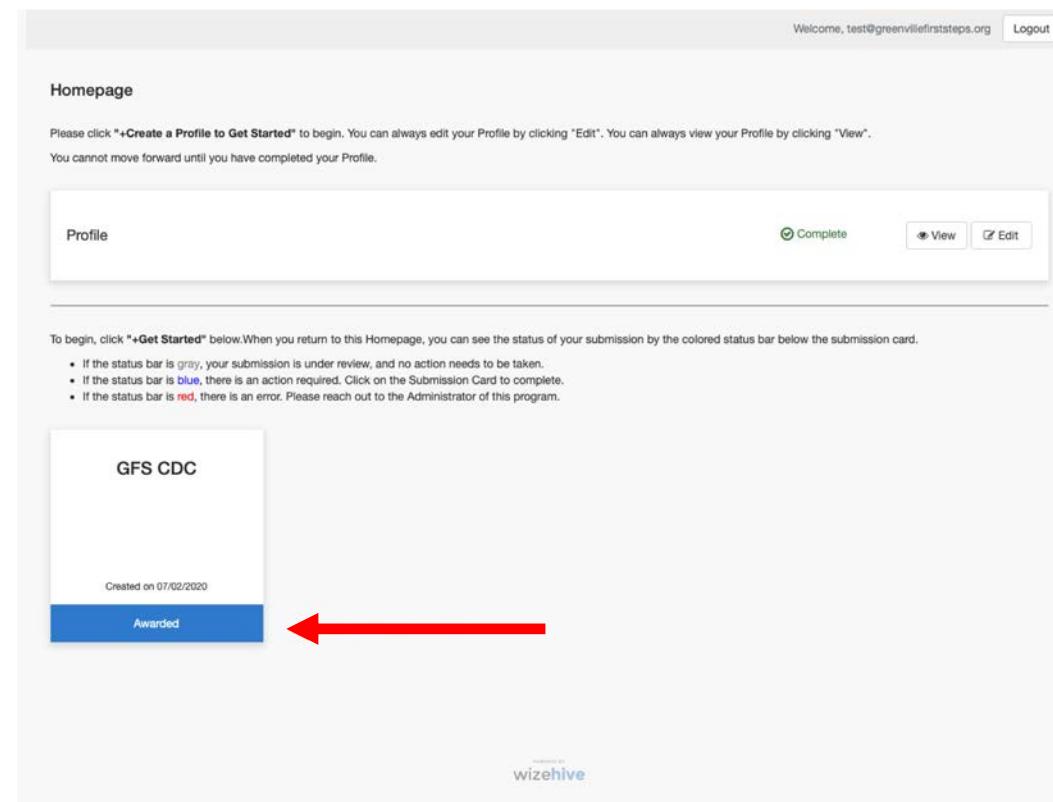
Waitlisted

This entry has been submitted. No further action needed at this time.

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3. Completing your Memorandum of Agreement

If your application has been approved, your submission card will turn blue and say “Awarded”. To proceed to your MOA, select “Awarded”.



Waitlisted applications will receive notification and will only continue to this step if approved at a later date.

Next to Award, select “View”.

Welcome, test@greenvillefirststeps.org [Logout](#)

[Homepage](#) > GFS CDC

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Awarded

Award

If you have not started, please click the "Edit" button to the right.
If you have already started, please click the "Edit" button to the right to continue.
If you have completed and would like to view or print, please click the "View" button to the right.

Action Required

Award Acceptance

If you have not started, please click the "Edit" button to the right.
If you have already started, please click the "Edit" button to the right to continue.
If you have completed and would like to view or print, please click the "View" button to the right.

Action Required

Awarded Submission

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.
The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

[Open >](#) [Submit](#)

Select, download, print, and sign your Memorandum of Agreement (MOA).

Welcome, test@greenvillefirststeps.org [Logout](#)

[Homepage](#) > [GFS CDC](#) > Award View

Please view your award and download your Memorandum of Understanding.

[!\[\]\(f98fae3e814798c08d139a4c30c9ab3c_img.jpg\) Print](#)

Award

Award Amount
\$5,000

Award Date
07/02/2020

Memorandum of Understanding
Please download this document, sign it, and upload it into the Award Acceptance step.
[GFS CDC MOA.pdf !\[\]\(315a30994a53bdc7c0b3b5d60bd68a8f_img.jpg\)](#) 

Remaining Award Balance
5000

Maintained by
wizehive

Helpful tip: After downloading, you can select your center name at the top in order to go back to the previous screen.

To upload your signed Memorandum of Agreement, select “Open” next to Action Required. Then, upload your signed MOA (as a .pdf file) and select “Save”.

Welcome, test@greenvillefirststeps.org Logout

Homepage > GFS CDC

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Awarded

Award

If you have not started, please click the "Edit" button to the right.
If you have already started, please click the "Edit" button to the right to continue.
If you have completed and would like to view or print, please click the "View" button to the right.

Award Acceptance

Action Required  

If you have not started, please click the "Edit" button to the right.
If you have already started, please click the "Edit" button to the right to continue.
If you have completed and would like to view or print, please click the "View" button to the right.

Awarded Submission

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.
The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.



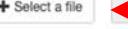
Welcome, test@greenvillefirststeps.org Logout

Homepage > GFS CDC > Award Acceptance Input 

Please complete all required fields.
You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.
When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

Award Acceptance

Signed Memorandum of Understanding *

  #2 upload signed MOA

  #3 "Save" to submit MOA

wizehive

Select your center name again to go back. Then select “Submit”

Welcome, test@greenvillefirststeps.org [Logout](#)

Homepage > GFS CDC

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Awarded

Award

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If you have completed and would like to view or print, please click the "View" button to the right.

Action Required

Award Acceptance

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If you have already started, please click the "Edit" button to the right to continue.
If you have completed and would like to view or print, please click the "View" button to the right.

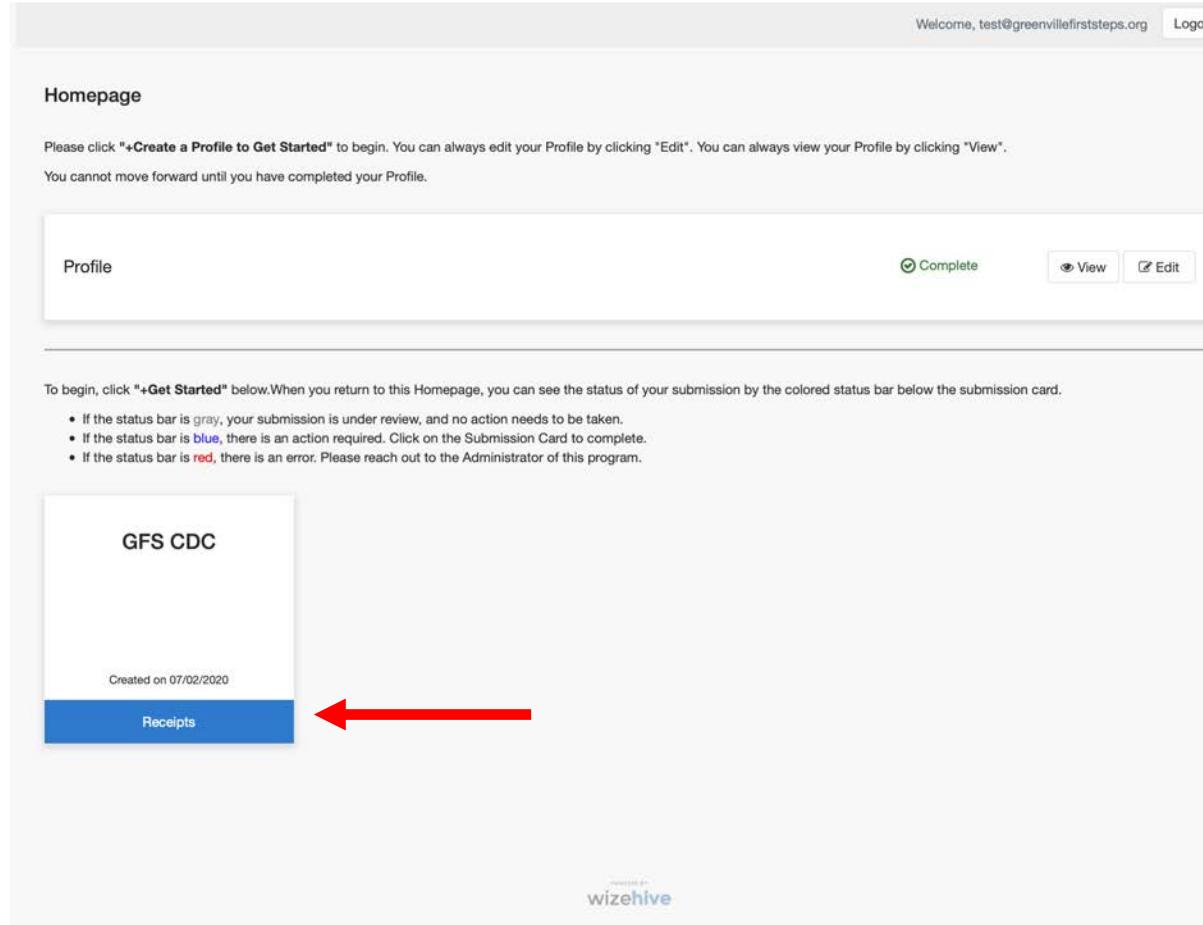
Awarded Submission

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.
The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Submit

After your MOA is submitted, Greenville First Steps will approve you to begin entering reimbursement receipts.

After your MOA has been approved, the submission card on the Home Page will say “Receipts”. Select “Receipts” once you are ready to begin a submission.



*Note: you can upload receipts one at a time as you spend funds or you can submit them all at one time. To view your Remaining Award Balance, select “View” next to “Award” on your home page.

4. Submitting Reimbursement Receipts

Select “Open” to upload your receipts. You can upload one at a time as you spend or save all receipts and upload them once all funds have been spent. Reminder all money should be spent by Oct 15th.

Welcome, test@greenvillefirststeps.org [Logout](#)

Homepage > GFS CDC

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Receipts

Receipts Action Required Open >

Do not click "Finalize ALL Reimbursements" until ALL receipts have been added in this step.

Reimbursements will be paid when the total amount of receipts is submitted. (Ex. Grants for \$10,000 will receive \$5,000 up front and the other \$5,000 once all receipts have been submitted.)

Receipts can be submitted as center spends the funds or center can hold all receipts until total is reach and submit all at one time.

Receipts can be combined but please make sure to submit the total amount for all receipts in the amount box.

Receipts must be submitted as a .pdf or .jpeg

Receipts must be itemized and show the items purchased.

Receipts can be for COVID-19 related expenses incurred any time after March 15, 2020.

As a center in Greenville County, you have access to a EFCSE member in Palmetto Shared Services Alliance. Please

*Do not click
“Finalize ALL Reimbursements”
until ALL receipts have been
added.*

Select “Add New Item” to upload each receipt.

Welcome, test@greenvillefirststeps.org [Logout](#)

[Homepage](#) > [GFS CDC](#) > [Receipts Listing](#)

Please click "+Add New Item" to add a new receipt.

To view your remaining balance, please check your Award.

You need to have a minimum of 1 item in this list in order to submit your entry.

 [Export PDF](#) [+ Add New Item](#)

There are no items in this list.
It's lonely here! [Add some items.](#)

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Enter the receipt total, date, and description of items purchased, including how they stop or slow the spread of COVID-19. Then, upload a .pdf or .jpg of the ITEMIZED receipt. Finish the upload by selecting “Save”.

Welcome, test@greenvillefirststeps.org [Logout](#)

[Homepage](#) > [GFS CDC](#) > [Receipts Listing](#) > [Receipts Input](#) Draft

Please complete all required fields.
You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.
When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

Receipt Request Amount *
This field is required
 \$

Request Date *

Receipt *
 + Select a file

Please describe how the items purchased stop or slow the spread of COVID-19. *

Greenville First Steps Approval Status

Greenville First Steps Reasoning (if applicable)

Print | Back | Save 

**You can upload one receipt at a time or combine receipts into one file.*

You can then upload your next receipt (if applicable) and view the status of all submitted receipts to see if they were approved or denied.

The screenshot shows two pages of the wizehive software:

- Receipts Listing Page:** This page displays a single entry: "2020-07-05". Below the entry are two buttons: "View" and "Edit". A red arrow points to the "Edit" button. Above the "View" button, there is a note: "You need to have a minimum of 1 item in this list in order to submit your entry." At the top right, there are "Logout" and "Logout" buttons.
- Receipts View Page:** This page provides detailed information about the receipt:
 - Request Date:** 07/05/2020
 - Receipt:** GFS CDC MOA.pdf (with a download icon)
 - Please describe how the items purchased stop or slow the spread of COVID-19.** We purchased new flooring.
 - Greenville First Steps Approval Status:** Approved
 - Greenville First Steps Reasoning (if applicable):** (This section is currently empty.)A red arrow points to the "Edit" button on the Receipts Listing page, indicating the path from the listing to the detailed view.

If approved, you can view your Remaining Award Balance by selecting “View” next to “Award” on your home page. If denied, you will receive a reason.

Once you have uploaded receipts for the TOTAL amount awarded, select “Finalize ALL Reimbursements.” After selecting this option, receipts will no longer be accepted and you will not be reimbursed for any additional funds spent.

Receipts can be submitted as center spends the funds or center can hold all receipts until total is reach and submit all at one time.

Receipts can be combined but please make sure to submit the total amount for all receipts in the amount box.

Receipts must be submitted as a .pdf or .jpeg

Receipts must be itemized and show the items purchased.

Receipts can be for COVID-19 related expenses incurred any time after March 15, 2020.

As a center in Greenville County, you have access to a FREE member in Palmetto Shared Services Alliance. Please email Shelley Summer (shelley@palmettoservices.org) to learn more.

Payments Submission

Do not click “Finalize ALL Reimbursements” until ALL receipts have been added in this step.



Finalize ALL Reimbursements

When every receipt has been added, this step is complete. You may now click the “Submit” button to the right.

The submission is not fully submitted until you click the green “Submit” button. Once you click “Submit” the submission will no longer be editable.

If you selected this option in error, please contact Anne Lee at annelee@greenvillefirststeps.org.

5. Submitting Completion Survey

Select “Open” and fill out the Completion Survey as the final step in the grant process. Once completed, select “Submit”.

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The screenshot shows a software interface with two main sections: "Completion Survey" and "Completion Survey Submission".

Completion Survey:

- Completion Survey**:
 - If you have not started, please click the "Edit" button to the right.
 - If you have already started, please click the "Edit" button to the right to continue.
 - If you have completed and would like to view or print, please click the "View" button to the right.
- Action Required**: A blue icon with an exclamation mark.
- Open >**: A button with a red arrow pointing to it from the text above.

Completion Survey Submission:

- final step**: Red text indicating the current step.
- Submit**: A button.
- When every step in this submission is complete, the "Submit" button to the right will become green and clickable.**
- The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.**

You will receive your final reimbursement check for the 2nd half of your grant award
AFTER this is submitted.



If you have any questions, please reach
out to Greenville First Steps by
contacting Anne Lee at
annelee@greenvillefirststeps.org.