



Greenville County CARES Act SCHOOL AGED 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 organizations are eligible, and what expenses can be reimbursed.

This is a Reimbursement Grant.

Itemized Receipts must be submitted for ALL awarded money spent.

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

2. Creating a Profile and Submitting Application

Select “Sign Up”

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

Note: If you received a CARES Act Childcare Grant, you will still need to complete this process again. The two grants are independent of each other. However, you can use the same email address for both.

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

Sign In/Sign Up Instructions

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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 Up

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

Email

Password

- ⊕ 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

- ⊕ Passwords must match

[Sign Up](#)

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wizehive

Select "+Create Profile to Get Started"

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.

 [+ Create a Profile to Get Started](#)

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

Profile ▾



Save Changes

Grant Program Overview:

Recognizing that Greenville families cannot return to work without a strong network of care for their school aged children (K-12 students), Greenville County Council has approved \$2million of federal CARES ACT funding for organizations in Greenville County who provide safe and affordable care. Greenville First Steps is proud to partner with Greenville County, Greenville County School District, YMCA of Greenville, and Nonprofit Alliance to manage these funds for organizations serving school aged children with full day care.

These funds are intended to help support program start-up and COVID-19 response costs (including program materials, supplies, staff development, and equipment) in the likely scenario that public schools will be open fewer than 5-days/week. Funds are available to organizations who are currently open and/or plan to open to provide temporary school aged care.

Funding is allocated as follows for sites serving K-12 students full day:

- \$2,000 Fewer than 6 student slots
- \$5,000 6-29 student slots
- \$7,500 30-60 student slots
- \$12,500 61-or more student slots

For a Step-by-Step guide to the application process, please visit www.GreenvilleFirstSteps.org/CARESAct

For questions about the application process, contact Anne Lee at annelee@greenvilleirststeps.org.*

Profile

Organization *

This field is required

Director's First Name *

This field is required

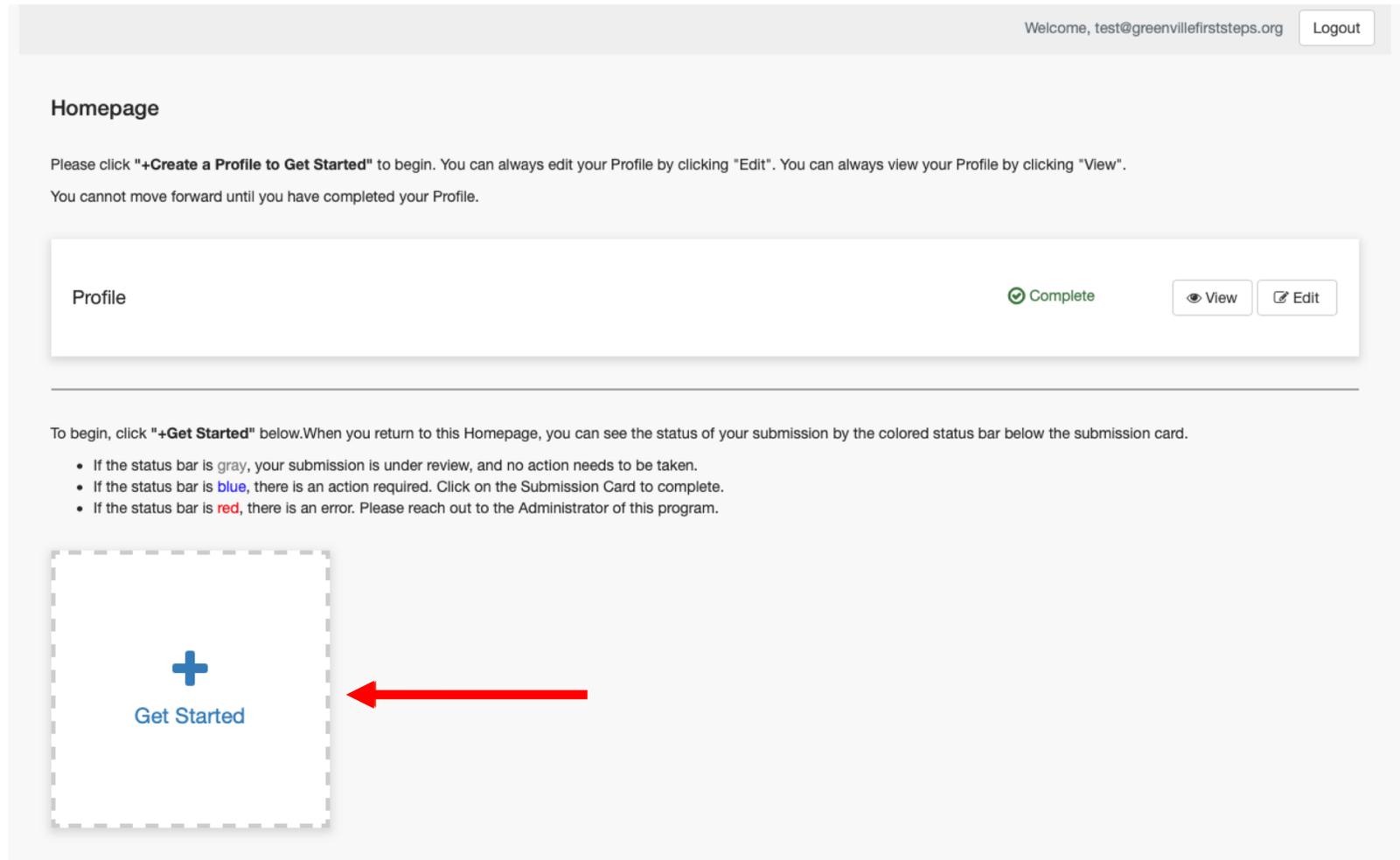
Director's Last Name *

This field is required

Director's Email *

This field is required

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”.)



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

Homepage

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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.

+
Get Started



Next to Application, select “Edit”

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

  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

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

CARES ACT SCHOOL AGE Funding Application

Top of page

Grant Program Overview:

Recognizing that Greenville families cannot return to work without a strong network of care for their school aged children, Greenville County Council has approved \$2million of federal CARES ACT funding for organizations in Greenville County who provide safe and affordable care. Greenville First Steps is proud to partner with Greenville County, Greenville County School District, YMCA of Greenville, and Nonprofit Alliance 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 and the likely scenario that public schools will be open fewer than 5-days/week. Funds are available to organizations who are currently open and/or plan to open to provide a temporary school aged care.

For more information and questions on the application process, please reach out to Anne Lee at annelee@greenvillefirststeps.org.

Eligibility Requirements

Organization must be qualified by DSS to serve school aged children and be one of the following:

- a licensed or registered childcare center
- an exempt childcare center with permission to serve school aged children full day
- have received a Certificate of Temporary Operation from DSS (only for school aged)

*To reach DSS to apply for a Certificate of Temporary Operation, visit <https://www.sccildcare.org/media/72342/Application-to-operate.pdf>. (this is not facilitated by Greenville First Steps, so you will need to contact DSS if you have questions.)

Allowable Reimbursement Request Amounts:

\$2,000/site for 1-6 students

\$5,000/site for 6-29 students

\$7,500/site for 30-60 students

\$12,500/site for 61 or more students

This funding is a reimbursable grant with a 100% advance. Itemized receipts must be submitted. For more information about expenses that are eligible and ineligible as well as a step-by-step guide on the process, please visit <https://www.GreenvilleFirstSteps.org/CaresAct>.

ALL awarded funds reimbursement receipts MUST be submitted by October 30, 2020.

Application

Organization *

Director's First Name *

Director's First Name

Director's Last Name *

Allowable Requests:

\$2,000/site for 1-6 students

\$5,000/site for 6-29 students

\$7,500/site for 30-60 students

\$12,500/site for 61 or more students

Amount Requested: *

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

<https://www.irs.gov/forms-pubs/about-form-w-9>

* Please print and sign. W9 forms with typed signature WILL NOT be accepted.**

Driver's license of organization's director *

I attest my organization:

Was impacted by COVID-19

Has given me the authority to apply for this grant on behalf of the business

Has no outstanding tax liens or judgements

Has no bankruptcies within the last three years

Will use the grant funds for authorized business expenses only

Plan to resume normal operations after emergency guidelines are lifted

Shall cooperate with Greenville County, Greenville First Steps, or appropriate officials for grant auditing purposes

Agrees to claw-back provisions if funds are used for ineligible purposes

Will Submit documentation for proof of fund uses as requested

Will provide additional data and information to Greenville First Steps and Greenville County as requested

Will spend ALL awarded funds by October 31, 2020

Consent to Greenville First Steps and Greenville County Council featuring our organization in communications and reporting.

I attest to the above statements about my organization *

I attest

Electronic Signature *

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

Bottom of page

Mark Complete

Close

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.

Application Intake

Application ✔ Complete View Edit

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.

First Stage Submission Submit

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.

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wizehive

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

If your application as 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".
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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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wizehive

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”.

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

Awarded ←

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Next to Award, select "View".

Awarded

Award  [View](#)

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](#) [Open >](#)

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 [Submit](#)

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.

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.

[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](#)  

Remaining Award Balance
5000

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wizehive

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 Changes”.

Awarded Submit

Award View

The button will update to reflect how you can interact with this step.

Award Acceptance Complete  Edit

The button will update to reflect how you can interact with this step.

#1

Award Acceptance ▾

Save Changes Close 

#3 “Save” to submit MOA

Last saved on 8/5/2020 at 2:05:39 PM

This form is now marked complete.

Award Acceptance

Please upload your hand signed MOA document. Make sure that your signature is not typed. A typed signature will not be accepted and will slow down your award acceptance.

Visit www.GreenvilleFirstSteps.org/CARESAct and follow the links for School Aged/ How-To Guide for a step-by-step guide to completing this step.

Signed Memorandum of Understanding *

+ Select a file  

#2 upload hand signed MOA

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

Awarded

Award View

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 View Edit

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 Submit

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.

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 “Reimbursements”. Select “Reimbursements” once you are ready to begin a submission.

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

Homepage

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

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GFS CDC

Created on 07/02/2020

Receipts

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4. Submitting Reimbursement Receipts

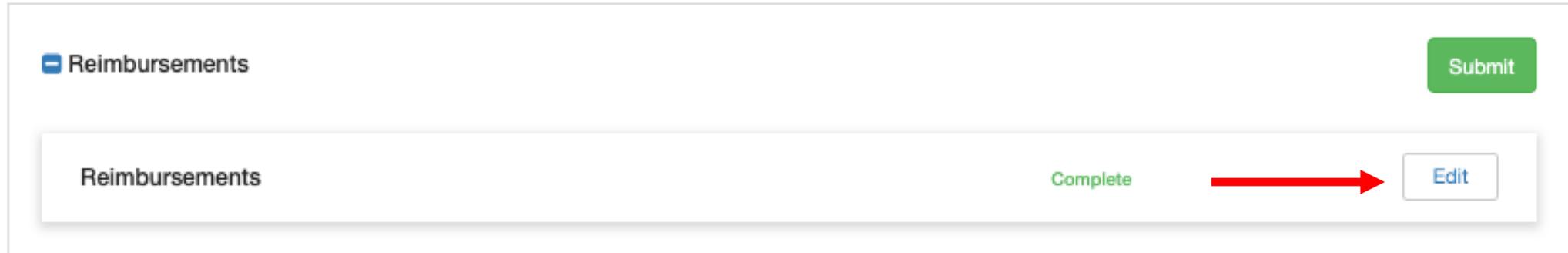
You will submit one or two reimbursement receipt requests:

Option 1: [Payroll Reimbursement Form](#)- this form should be used to submit for expenses related to payroll for staff time solely dedicated to the COVID-19 related school aged program at your organization. Please keep track of your expenses and submit only 1 Payroll Template with the total amount you spent on payroll. DO NOT submit paystubs. This Payroll Template MUST be used.

Option 2: Site Expenses Reimbursement - Save ALL itemized receipts related to unbudgeted expenses incurred for your school-aged program. Once you have completed all expenses, submit only 1 site expenses reimbursement request with ALL itemized receipts in one document.

**You can submit your entire amount as payroll or site expenses. Or, you can submit for a combination of the two. Either way, all expenses must amount to the TOTAL grant amount you were awarded.

Select “Edit” to upload your Payroll Template and Site Expenses receipts. Reminder all money should be spent by Oct 30th.



The screenshot shows a web interface for managing reimbursements. At the top left, there is a blue minus sign icon followed by the text 'Reimbursements'. At the top right, there is a green 'Submit' button. Below this, there is a white box containing the text 'Reimbursements' on the left, the word 'Complete' in green in the center, and a blue 'Edit' button on the right. A red arrow points from the word 'Complete' to the 'Edit' button.

****Important Note:**

Keep track of all of your expenses and upload them ALL at one time.

You will only submit a maximum of 2 documents for this grant:

One Payroll Template for ALL staffing expenses (if applicable)

One Site Expense .pdf with ALL itemized receipts (if applicable)

Total of the reimbursement request should equal the total award amount.

Select “Add New Item” to upload each reimbursement receipt.

Reimbursements -

Save Changes

Close



Once you have uploaded receipts for the ENTIRE amount of your award, select “Save Changes”

Last saved on 8/5/2020 at 2:17:14 PM

This form is now marked complete.

Record Label

This helps the team easily verify if a receipt still needs approval when viewing records.

You will submit one or two reimbursement receipt requests:

Option 1: Payroll Reimbursement - www.GreenvilleFirstSteps.org/CARESAct/Payroll Template

The Payroll Template form should be used to submit for expenses related to payroll for staff time solely dedicated to the COVID-19 related school aged program at your organization. Please keep track of your expenses and submit only 1 Payroll Template with the total amount you spent on payroll. DO NOT submit paystubs. This Payroll Template MUST be used.

Option 2: Site Expenses Reimbursement - Save ALL itemized receipts related to unbudgeted expenses incurred for your school-aged program. Once you have completed ALL expenses, submit ONLY 1 site expenses reimbursement request with ALL itemized receipts in one document.

****IMPORTANT NOTE:** You can submit your entire amount as payroll or site expenses. Or, you can submit for a combination of the two. Either way, all expenses must add up to the TOTAL grant amount you were awarded.

For a reminder about what expenses are eligible and ineligible, please visit <https://www.GreenvilleFirstSteps.org/CaresAct>.

What type of reimbursement do you need to request? (choose all that apply) *

Payroll Reimbursement

Site Reimbursement

Upload your Payroll Template here



Payroll Reimbursement

Please fill out the [CARES payroll template] (<https://greenvillefirststeps.org/wp-content/uploads/2020/07/CARES-payroll-template.pdf>) and attach it below.

Payroll Reimbursement Upload

Payroll Reimbursement Amount

\$

Upload your Site Reimbursement Receipts here



Site Reimbursement

Please condense all receipts into one PDF file and upload below.

Site Reimbursement Upload

Site Reimbursement Amount

\$

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

This field is required

Finalize your Reimbursements by selecting “Submit.”

The screenshot shows a web interface for managing reimbursements. At the top left, there is a blue square icon with a minus sign followed by the text 'Reimbursements'. To the right of this, a red arrow points to a green rectangular button labeled 'Submit'. Below this header is a table with one row. The row contains the text 'Reimbursements' on the left, the word 'Complete' in green text in the middle, and a white rectangular button with a blue border labeled 'Edit' on the right.

Reimbursements		
Reimbursements	Complete	Edit

5. Submitting Completion Survey

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

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.

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

 [Open >](#)

Completion Survey 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](#)

final step

Workforce Assistance Voucher

In addition to this organizational grant, funds are available to provide financial assistance for children of qualified essential workers enrolled in your school-aged, all day program. \$1,000 is available per child of an essential worker (\$100 per week for 10 weeks) on a first come, first served basis until funds run out. All \$1,000 must be used to offset the weekly cost for these essential worker families.

For more information, visit www.GreenvilleFirstSteps.org/CARESAct and follow the links for School Aged/Workforce Assistance.

Only awarded organizations will receive the link to ask for Workforce Assistance.



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