

SMART START

WORKFORCE GRANTS

Application Process Webinar



Smart Start Workforce Grants

The Smart Start Workforce Grants application will open on **Monday, July 1st, 2024.**

- **Application Round 1:** Applications available July 1, 2024 – July 31, 2024 (Covering October 2024 – December 2024 expenses).
- **Application Round 2:** Applications available October 1, 2024 – October 31, 2024 (Covering January 2025 – March 2025 expenses).
- **Application Round 3:** Applications available January 2, 2025 – January 31, 2025 (Covering April 2025 – June 2025 expenses).

Smart Start Workforce Grants – Round 1

Note: The following table highlights key dates and deadlines to know for *Round 1* of Smart Start Workforce Grants.

Application Round	Application/ Opt-In Period	Deadline for Documentation	Funding Released	Funding Use Period	Quarterly Reporting Deadline
Round 1	July 1, 2024 – July 31, 2024	August 14, 2024	September 2024	October 2024 – December 2024	January 15, 2025

Smart Start Workforce Grants are available to all programs who:

- **Are a licensed Child Care Center, Family Child Care program, or Family Group Child Care Program** that is open and caring for children on the first of the month prior to applications opening (e.g., June 1st, 2024).
- **Operate full-day and full-year**, meaning at least 8 consecutive hours of care per day, five days per week, 47 weeks per year.
- **Meet CCAP Eligibility Requirements:**
 - For centers, at least **15%** of the program's current licensed capacity (at time of application) are enrolled in and funded by CCAP in any one month between Jan. 2023 – date of application.
 - Family Child Care must have at least **1 child** and Family Group Child Care must have at least **2 children** enrolled and funded by CCAP in any one month in the year prior to applying.

Getting Ready to Apply

1. Your Gateways Registry membership must be current
2. You must have access to your program's Director Portal
3. Gather your W-9 form
4. Have your Unique Entity Identifier (UEI) ready, or request a free UEI
5. Get your certificate of good standing from the Secretary of State*
6. Review the tip sheets on the Gateways website:
 - <https://www.ilgateways.com/smart-start/smart-start-workforce-grants>

* Required unless you file your taxes and W-9 as a "sole-proprietor" with the Internal Revenue Service (IRS)

Director Portal Access

- If you need access, complete an Authorized Program Contact request form
- <https://registry.ilgateways.com>
- Be A Member > Director Portal
- Scan/email to onlinehelp@inccrra.org
- You will receive an email confirming access in 2-4 business days

Authorized Program Contact (APC) Access Request Form

Complete the form below for all individuals that need access to the *Gateways Registry Director Portal* and/or the *ExceleRate Illinois Program Portal*. Please check the portal(s) to which you request access.

PRIMARY AUTHORIZED PROGRAM CONTACT

Name _____ Registry Member ID* _____

Program/Site Name _____

Address _____

City _____ Zip Code _____ Phone _____

IDCFS License Number (if applicable) _____

ISBE Preschool for All Grantee ID (if applicable) _____

Requesting access to: Gateways Registry Director Portal ExceleRate Illinois Program Portal

ADDITIONAL AUTHORIZED PROGRAM CONTACT(S)

Name	Registry Member ID*	Gateways Registry Director Portal	ExceleRate Illinois Program Portal
		<input type="radio"/>	<input type="radio"/>

W-9 Form

- Complete a W-9 Form for your program
- Forms can be downloaded from the IRS website
- Make sure the form is complete. An incomplete W-9 will cause a delay in processing your application.
- Line 1 must match the check payable to in the application.

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

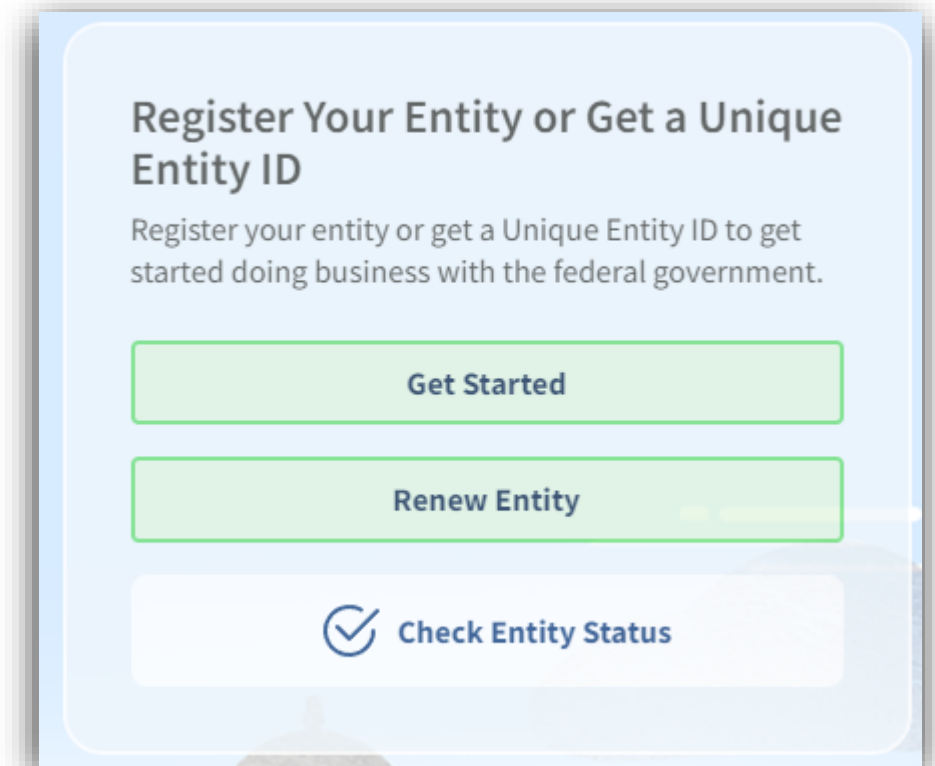
Social security number
[] [] [] - [] [] [] [] [] []
or
Employer identification number
[] [] [] [] - [] [] [] [] [] [] [] []

Part II Certification
Under penalties of perjury, I certify that:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Unique Entity Identifier (UEI)

- Unique 12-character ID to identify your business for federal funds
- FREE to get a UEI, from Sam.gov
- Tip sheet is available on Gateways website under the Smart Start menu:
<https://www.ilgateways.com/smart-start/smart-start-workforce-grants>



Certificate of Good Standing

- Required unless you file your taxes and W-9 as a “sole-proprietor” with the Internal Revenue Service (IRS)
- See Line 3 on the W-9
- www.ilsos.gov/corporatellc/



The screenshot shows the website for the Office of the Illinois Secretary of State. The header includes navigation links for Services, Publications/Forms, Departments, News, and Contact, along with the URL CYBERDRIVEILLINOIS.COM. The main banner features the text 'OFFICE OF THE ILLINOIS SECRETARY OF STATE' and 'JESSE WHITE SECRETARY OF STATE' next to the Seal of the State of Illinois. A search bar is present with the placeholder text 'Search Cyberdriveillinois.com'. Below the search bar, the page title is 'Corporation/LLC Search/Certificate of Good Standing'. The main content area is titled 'Type of Search' and contains a paragraph of text: 'The Department of Business Services database includes information regarding corporations, not-for-profit corporations, limited partnerships, limited liability companies and limited liability partnerships, as well as, other business-related information. This database is provided to the public for "individual searches only". The use of this website or database to copy or download bulk searches or information is prohibited. Pursuant to statute, the Department of Business Services offers information for sale. For contract information, please contact the Department of Business Services at 217-782-6961.' A disclaimer at the bottom states: 'Please be advised that the information contained in this database is the property of the Office of the Secretary of State for the State of Illinois. Any unauthorized use of the database, unauthorized access, removal of data, copying or

Smart Start Workforce Grants Application

To apply for Smart Start Workforce Grants, use the steps outlined below:

1. Log in to Director Portal
2. Confirm Staff Listing
3. Add/Update Classroom(s)
4. Complete the Application
5. Submit Funding Request

Step 1 – Log in to Director Portal

- Go to <https://registry.ilgateways.com>
- Click on “Dashboard Login”
- If you do not see the DIRECTOR card, you must request/renew access

Welcome back, Vicki [REDACTED]

Thank you for maintaining current membership in the Gateways to Opportunity Registry. This Dashboard is your one-stop shop for all of the resources and tools available to Registry Members and Trainers. Select the "My Registry" portal below to view your Professional Development Record (PDR), self-report trainings, renew your Registry Membership and more. If you are a Registry-Approved Trainer, you may enter the "Trainer" portal to access the forms and training opportunities related to your work.

If you experience any difficulty in navigating the portals or using the tools available, contact the Registry Help Desk at (309) 557-1818. Specialists are available Monday-Friday from 8:00am-4:00pm. You can also [email us](#) or visit the [Registry Help Center](#) to submit a trouble ticket. Check out our [YouTube channel](#) for short video tutorials related to accessing and using the resources on this site.



MY REGISTRY

Keep your Registry Membership and related records up to date, as well as apply for Gateways programs!

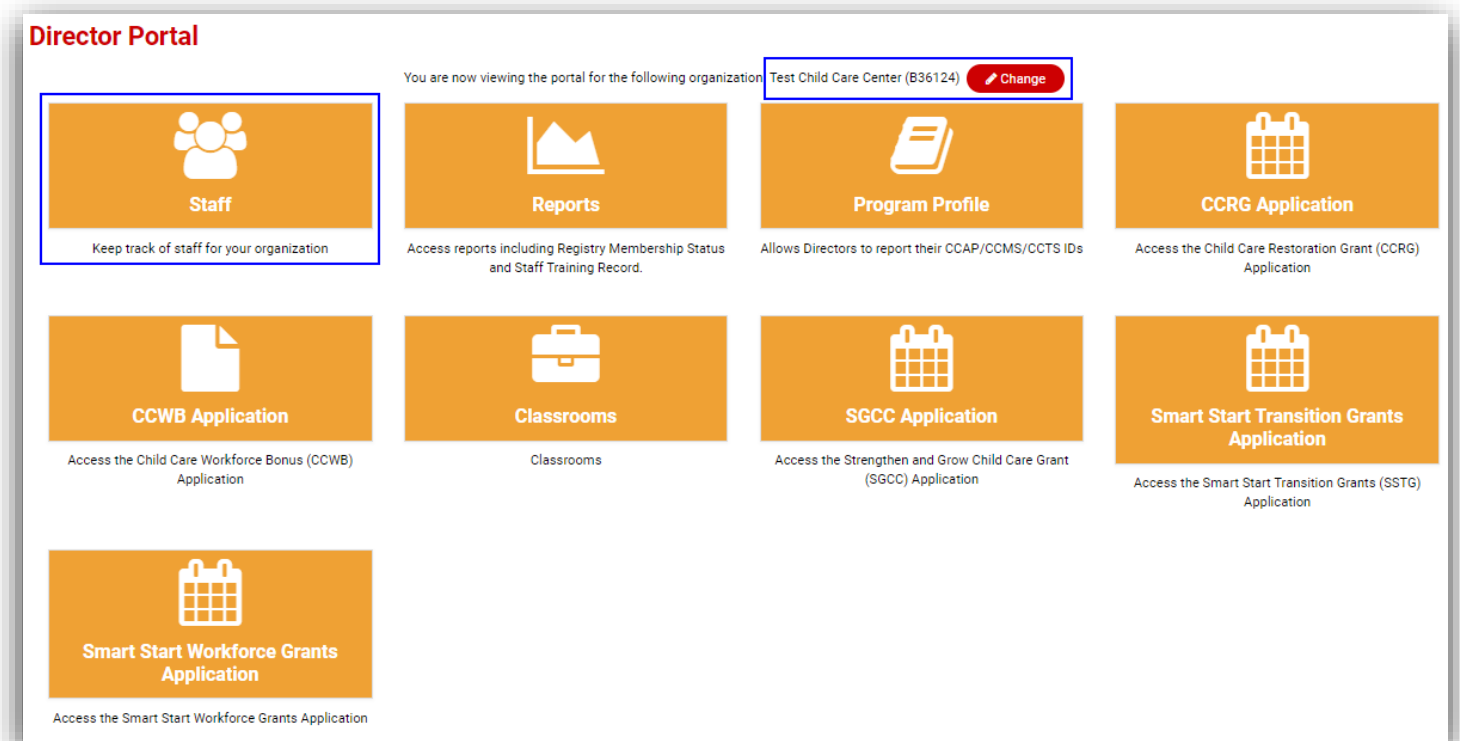


DIRECTOR

Access information needed for DCFS, ExceleRate, and more.

Step 2 – Confirm Staff Listing

- Click the “Director” card
- Check that the program listed is correct
 - If you are the contact for several programs, click the Change button and select the appropriate program from the drop-down listing
- Next, click the “Staff” card



a. Deactivate staff no longer working at the site

- If a staff person no longer works at your site, click the checkmark button to make their record inactive
- You will be prompted to enter their last date of employment and select the reason for leaving

Maintain Current Staff

Maintaining a current staff listing is an important part of using the tools within this portal. The individuals listed below have all reported working for your program in the past. Keep in mind that our records go back many years and we do not typically find out when individuals leave a program.

Staff cannot be added or edited through the portal at this time. If a staff member does not appear on the list below, please have them update their employment information through the Registry Dashboard and select your program as their current work site.

Staff Listing

To remove staff from this list, click the "Mark Inactive" link. You will be asked for the date on which they left your program and the reason (if known). Please note this list does not mean that Registry Membership is current - see the Reports section for the "Registry Membership Status" report.

[Verify Staff Listing](#)

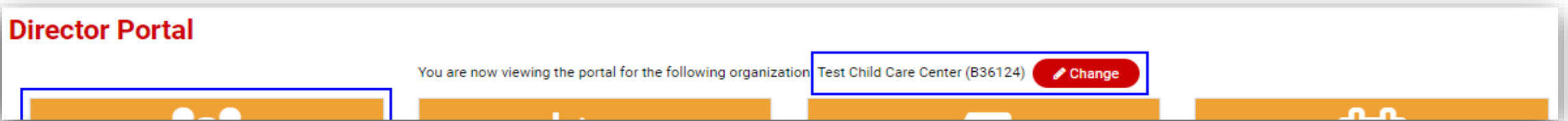
Registry Member ID	Name	Job Title	Role	Actions
[REDACTED]	[REDACTED]	Asst Teacher	5 - Assistant Teacher	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	Teacher	4 - Teacher	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	Toddlers Teacher	4 - Teacher	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	Preschool Teacher	4 - Teacher	<input checked="" type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Change Employee Status

Please select the employee's last day and their reason for leaving below, then click OK. You may click cancel to return to the listing, instead.

b. Ask new staff to update employment

- New staff must update their employment through their Gateways Registry member portal in order to appear on the site's Staff Listing
- Instructions for staff are detailed in this help desk article:
<https://inccrra.zendesk.com/hc/en-us/articles/214237946>
- **TIP:** For best results, give staff your site's Organization ID and ask that they search using that ID when they search for their site of employment
 - Your site's Organization ID can be found on the main Director Portal screen



c. Verify Staff Listing

- When the staff listing is accurate, click the 'Verify Staff Listing' button to make a date-stamp for future reference so you know when you last verified the listing was correct.

Maintain Current Staff

Maintaining a current staff listing is an important part of using the tools within this portal. The individuals listed below have all reported working for your program in the past. Keep in mind that our records go back many years and we do not typically find out when individuals leave a program.

Staff cannot be added or edited through the portal at this time. If a staff member does not appear on the list below, please have them update their employment information through the Registry Dashboard and select your program as their current work site.

Staff Listing

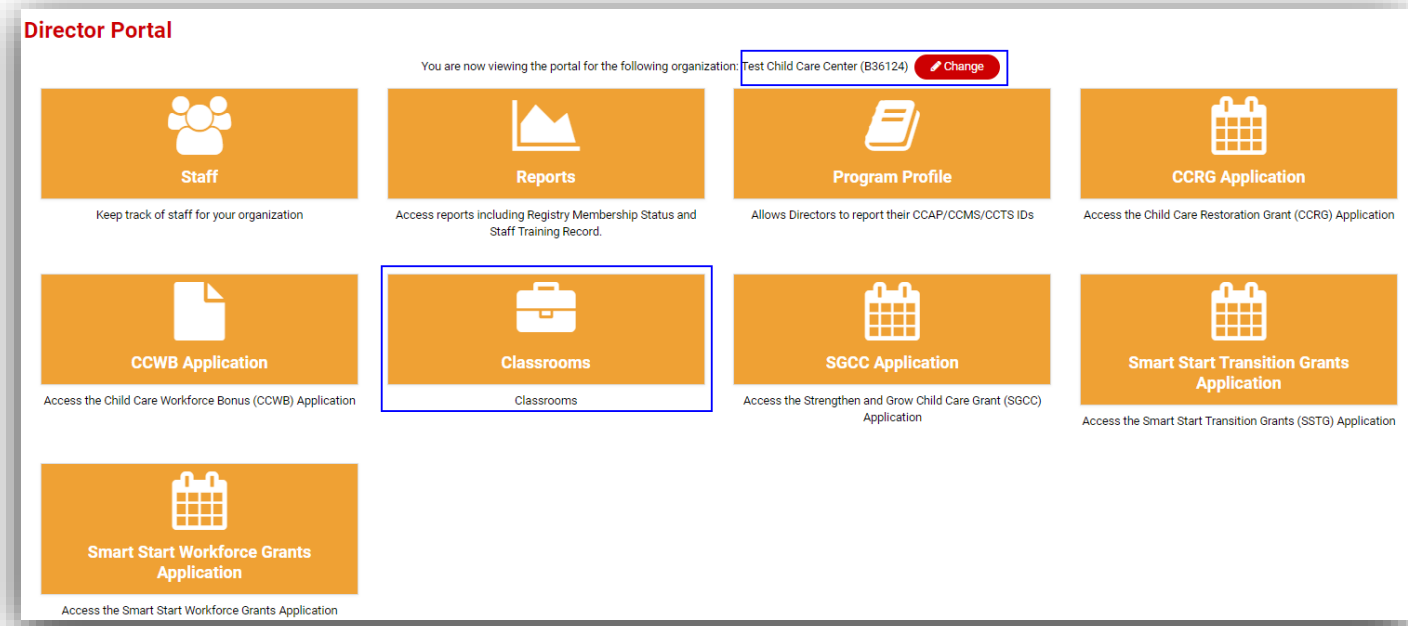
To remove staff from this list, click the "Mark Inactive" link. You will be asked for the date on which they left your program and the reason (if known). Please note this list does not mean that Registry Membership is current - see the Reports section for the "Registry Membership Status" report.

✓ Verify Staff Listing Last time verified 06/17/2024 2:53 PM

Registry Member ID	Name	Job Title	Role	Actions
[REDACTED]	[REDACTED]	Asst Teacher	5 - Assistant Teacher	✓
[REDACTED]	[REDACTED]	Teacher	4 - Teacher	✓
[REDACTED]	[REDACTED]	Toddlers Teacher	4 - Teacher	✓
[REDACTED]	[REDACTED]	Preschool Teacher	4 - Teacher	✓

Step 3 – Adding/Updating Classrooms


- **NOTE:** All programs will need to have classrooms set up before applying and requesting funding.
 - Centers – Enter classrooms as licensed by DCFS
 - Family Child Care & Family Group Child Care – Enter just **one** classroom record, using the “Mixed Ages (FCC)” designation
- Click back to the Director Portal (using the breadcrumb menu)
- Click the “Classrooms” card



a. Adding Classrooms

- Add all classrooms that are currently open and operating full-day and full-year
- Click the “+” button to add a new classroom

Classrooms

Classroom Name	Age Group	Schedule	Total Enrolled	Actions
No Classrooms Tracked				
				

b. Complete the main classroom information

- Enter information into all fields with **bold** labels
- Follow this guidance when selecting the **Primary Age Group**:
 - Centers – This should reflect the age of the youngest child in the classroom
 - Homes – Please select the “Mixed Ages (FCC)” option

Add Classroom

Classroom Name
Ladybugs

Primary Age group Infants **Day Schedule** Full Day **Year Schedule** Full Year

Classroom Status Active **Highest Ratio** - Select One - **Lowest Ratio** - Select One -

Which revenue streams support this classroom?

Private Pay/Tuition Head Start/Early Head Start

CCAP Preschool for All/Prevention Initiative

Other Private Funding Other Public Funding

c. Enter the enrollment for that classroom

- Enter the number of children enrolled full-time and enrolled part-time for each age group

Children Enrolled			
	Enrolled Full Time	Enrolled Part Time	Totals
Infants	<input type="text" value="5"/>	<input type="text" value="1"/>	<input type="text" value="6"/>
Toddlers	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Two Year Olds	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Preschool	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
School-Age	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	<input type="text" value="5"/>	<input type="text" value="1"/>	


d. Save, then Edit Classroom

- **This step is only necessary when adding a brand-new classroom.** If editing/updating an existing classroom, skip to part e.
- When you first add a classroom, you will see that the record must be saved before you can select staff.

Classroom Staff

Member ID	Name	Role	Hours/Week	Weeks/Year	Hourly Wage	Actions
Classroom staffing records require classroom records. Please save the classroom first.						

- Save the classroom by clicking the Submit button, then click the pencil icon to edit the classroom so you can add the staff.


[Redacted]	Preschool	Full Day	7	Active	Edit Classroom Click to edit this classroom
Ladybug (Preschool)	Preschool	Full Day	13	Active	

e. Select the Classroom Staff

- You can add or change the classroom staff by clicking the list button. This information should be updated and accurate before you submit a funding request each grant round.

Classroom Staff

Member ID	Name	Role	Hours/Week	Weeks/Year	Hourly Wage	Actions
No Records						



- Check the box(es) for the staff working in that classroom and confirm the prompt. To remove staff from a classroom, simply uncheck the box and confirm prompt.

Select Classroom Staff

	Member ID	Name	Role
<input type="checkbox"/>			Assistant Teacher
<input type="checkbox"/>			Teacher
<input type="checkbox"/>			Teacher
<input type="checkbox"/>			Teacher
<input type="checkbox"/>			Assistant Teacher
<input type="checkbox"/>			Teacher
<input checked="" type="checkbox"/>		Renee	Assistant Teacher
<input checked="" type="checkbox"/>		Mary	Teacher

Okay Cancel

Are you sure?



Are you sure you want to add "Mary" and "Renee" to this classroom? Click "OK" if you are sure, otherwise click "Cancel".

OK Cancel

f. Review and edit information if needed

- If some information about a staff person's job is not correct, you can edit it by clicking on the pencil icon.

Classroom Staff

Member ID	Name	Role	Hours/Week	Weeks/Year	Hourly Wage	Actions
[REDACTED]	Mary [REDACTED]	Teacher	40.00	52.00	\$16.78	
[REDACTED]	Renee [REDACTED]	Assistant Teacher	40.00	52.00	\$16.00	

- Edit the information needed and click the 'Update Staff' button to save your changes.

Editing record for Renee [REDACTED]

Current Position Title Asst Teacher	Position Code 5 - Assistant Teacher
Date Employment Began 05/01/2022	Current Position Start Date 05/01/2022
Hours Worked/Week 40.00	Weeks Worked/Year 52.00
Hourly Wage 15.25	Annual Salary
Percent Time Working Directly With Children 100	

Ages of Children You Currently Work With (Family Child Care check all that apply, others only check one)

Update Staff Cancel

g. Finalize the Classroom

- Once everything is entered and you have confirmed its accuracy, enter the date in the 'As Of Date' field
- Then, click 'Submit' to save the classroom.

Update Classroom

Classroom Name: Ladybug (Preschool)

Primary Age group: Preschool | Day Schedule: Full Day | Year Schedule: Full Year

Classroom Status: Active | Highest Ratio: - Select One - | Lowest Ratio: - Select One -

Which revenue streams support this classroom?

Private Pay/Tuition | Head Start/Early Head Start
 OCAP | Preschool for All/Prevention Initiative
 Other Private Funding | Other Public Funding

Children Enrolled

	Enrolled Full Time	Enrolled Part Time	Totals
Infants	0	0	0
Toddlers	0	0	0
Two Year Olds	0	0	0
Preschool	10	3	13
School-Age	0	0	0
Totals	10	3	

Classroom Staff


Member ID	Name	Role	Hours/Week	Weeks/Year	Hourly Wage	Actions
		Teacher	40.00	52.00	\$16.78	
		Assistant Teacher	40.00	52.00	\$15.25	

As Of Date: 06/17/2024

Step 4 – Complete the Application


Director Portal

You are now viewing the portal for the following organization: Test Child Care Center (B36124) [Change](#)




Staff

Keep track of staff for your organization




Reports

Access reports including Registry Membership Status and Staff Training Record.




Program Profile

Allows Directors to report their CCAP/CCMS/CCTS IDs




CCRG Application

Access the Child Care Restoration Grant (CCRG) Application




CCWB Application

Access the Child Care Workforce Bonus (CCWB) Application




Classrooms

Classrooms




SGCC Application

Access the Strengthen and Grow Child Care Grant (SGCC) Application



Smart Start Transition Grants Application

Access the Smart Start Transition Grants (SSTG) Application



Smart Start Workforce Grants Application

Access the Smart Start Workforce Grants Application

- Go back to the Director Portal
- Click the “Smart Start Workforce Grants Application” card
- Click “Create Application” button

Smart Start Workforce Grant Application

Application History

Application ID	Grant Type	Application Submitted	Status	Actions
No Previous Applications				

Click the “Create Application” button below to create a new application.

[Create Application](#)



a. Program Details

Check the Program Name and Address to be sure you are applying under the correct program

Enter the requested information:

- Email address
- Phone number
- Role
- CCAP Provider ID
- Unique Entity ID*
- Full-Time / Part-Time

Smart Start Workforce Grant Application

Program Details

First Name: Vicki Last Name: [Redacted] Gateways Registry ID: [Redacted]

Email Address: [Redacted] Phone Number: [Redacted]

Role: - Select One - CCAP Provider ID: [Redacted]

Program Name: [Redacted]

Street Address: [Redacted]

City: Bloomington State: Illinois Zip: 61704

DCFS License Number: [Redacted] Unique Entity ID (UEI): [Redacted] Is your program full-time or part-time?: - Select One -

b. Payment Details

Enter the required information in this section.

It is **very important** that the first 4 items match what is listed on your W-9!

Enter the mailing address – this is where the check will be sent

Payment Details

Check Payable To ⓘ
Test Payment Detail Check Payable

Taxpayer Identification Number Type Taxpayer Identification Number ⓘ
FEIN 98-7654321

Line 3 of W-9
Individual/sole proprietor or single-member LLC

Mailing Address Line 1
1226 Towanda Ave

Mailing Address Line 2

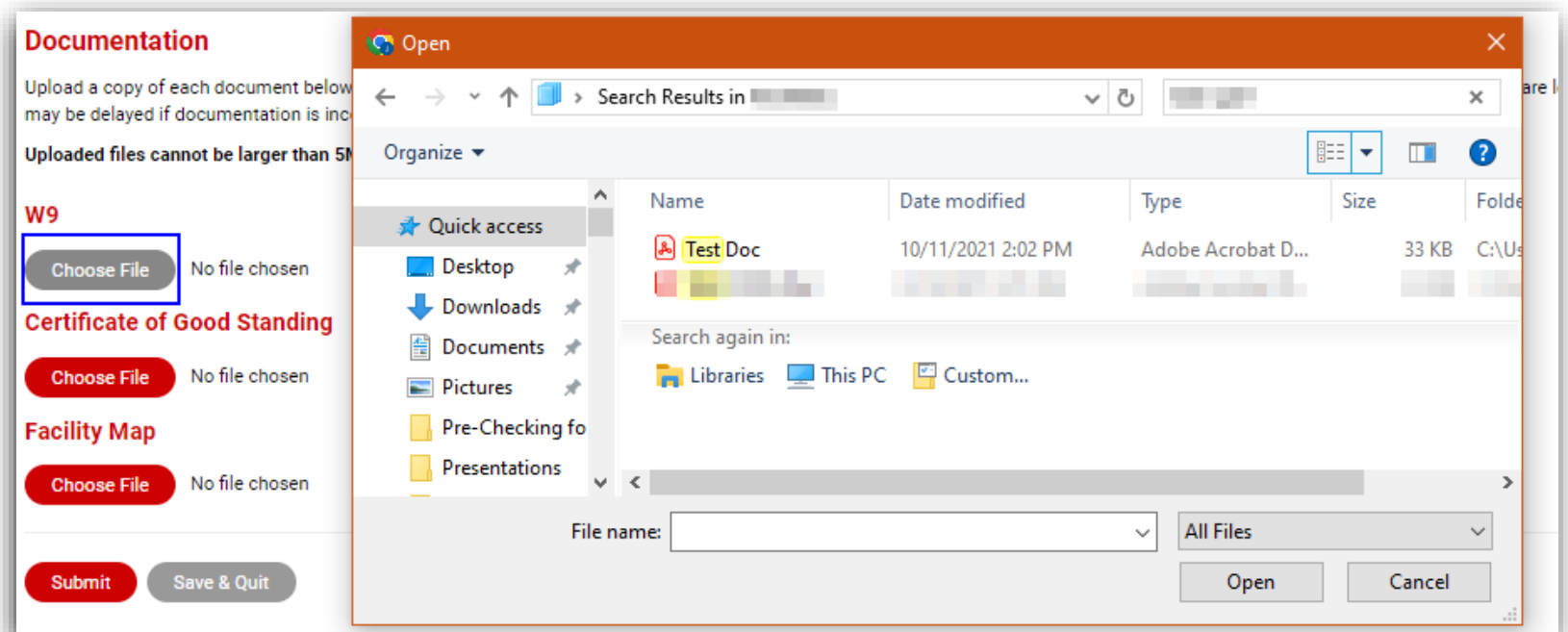
City State Zip
Bloomington Illinois 61701-3424

c. Documentation

Click the “Choose File” button and find where you saved the document or picture on your computer

Double click on the file to add it to the application.

If you need to do more work, click “Save & Quit” to come back later; otherwise, click the “Submit” button



Don't forget the next step:

- **PLEASE TAKE NOTE!**
- There is an additional step you must take after submitting your application
- Click the link in the confirmation message to move to the next step and submit a funding request

Smart Start Workforce Grant Application Complete!

Thank you for submitting your application for the Smart Start Workforce Grant! You must also submit a funding request in order for your application to be reviewed. [Please click here](#) to submit your funding request for this grant period.

← Done

- You can also submit a funding request by clicking the calculator icon next to your application

Step 5 – Submit Funding Request

- Select the grant period you are submitting your request for and click the “+” button

Smart Start Workforce Grant Funding Requests

Funding ID	Grant Period	Funding Submitted	Status	Actions
No funding information saved				

Create Funding Request for Grant Period 1 +

Note: If you are first applying in Grant Period 2, then create your budget request for Grant Period 2, etc. We cannot accept budget requests for grant periods that have already closed.

a. Check Eligible Classrooms

- **Review** the classrooms listed. If incorrect, go back to the Classroom card and revise.
- **Select** the reason for a waiver if the classroom falls below the enrollment minimum.
- **Review** the maximum dollar amount listed. This is the maximum funding you may be eligible to receive.

Smart Start Workforce Grant Funding Request

Request For: Grant Period 1

Eligible Classrooms

Funding is based on classrooms that are currently open, full-day/full-year, and are not funded by the Early Childhood Block Grant (ECBG) (including Preschool for All and Prevention Initiative). Head Start/Early Head Start, or Child Care Access Means Parents in School (CCAMPIS). These are the classrooms you have listed that meet the eligibility criteria. If this is not correct, please close this window (without saving it) and go to the Classrooms section of the Director Portal to make updates as needed.

Name	Age Group	Enrollment	Reason for Waiver
Littlest Ones (Infant)	Infants	5	
Toddle About	Toddlers	8	
Twos and Young Threes	Two Year Olds	12	
Dragonfly (Preschool w Low Enroll)	Preschool	7	Low Enrollment
Ladybug (Preschool)	Preschool	13	

Maximum Funding Request

You can request a maximum of \$31,500.00 this grant period.

b. Complete Remaining Information

- **Review** the Use of Funds statements.
- **Enter** your name and date to state your agreement with the Use of Funds. 4
- **Upload** the required documents.

Use of Funds

By entering my name and date below, I am stating my understanding of the following:

- I understand that either my:
 1. Center program will be required to pay teachers and teacher assistants in grant funded classrooms at least the required wage floor starting October 1, 2024 – December 31, 2024.
 2. Family Child Care or Family Group Child Care program will be required to pay assistants at least the required wage floor starting October 1, 2024 – December 31, 2024.
- I understand that my program will be required to provide payroll documentation quarterly to show proof of paying at least the wage floor to required positions.
- I understand that my program will be audited for funds expensed during the grant year and may be required to provide additional documentation to show proof of number of grant funded classrooms, classroom enrollment, and that the program met at least the wage floor requirement for required staff.

Name Date

Certifications and Requirements / Attestation

Choose File No file chosen

Classroom Rosters

Choose File No file chosen

Submit **Save & Quit**

What to Expect Next...

1. Applications will be reviewed
2. INCCRRA will email you to let you know:
 - *If your application is incomplete or clearer documentation needs to be uploaded.*
 - *If you need to submit clearer documentation, you will be allowed time to submit additional documentation. All missing documents for Round 1 are due **by August 14, 2024.***
 - *If your application has been found eligible or ineligible.*
 - *When your grant payment check has been mailed.*

Please note: Smart Start Workforce Grant reports will be **due by the 15th of the month following the funding period.**

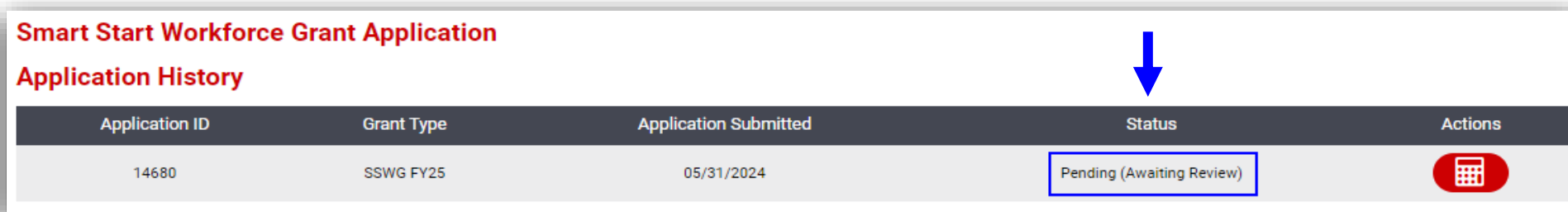
- Example: Round 1 funding is October-December 2024, so reporting will be due Jan. 15th, 2025.


Checking for Status Updates

- Click the Smart Start Workforce Grants card in the Director Portal to access the Application History.
- The Status column shows the status of your *main application*.
- To see the status of your funding requests, click the calculator button.

Smart Start Workforce Grant Application

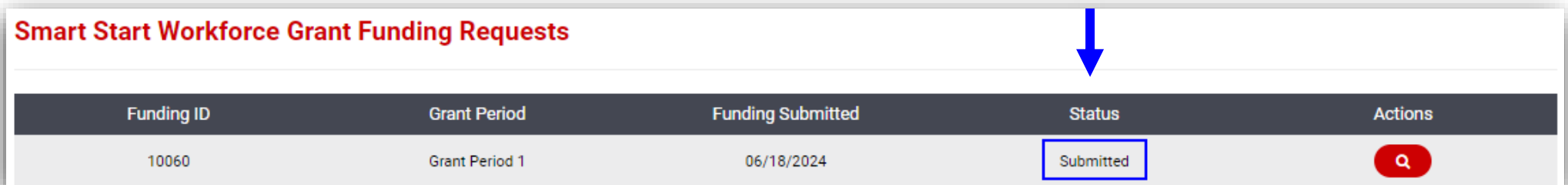
Application History




Application ID	Grant Type	Application Submitted	Status	Actions
14680	SSWG FY25	05/31/2024	Pending (Awaiting Review)	

- The Status column on the Funding Requests listing shows the status of each *funding request*.

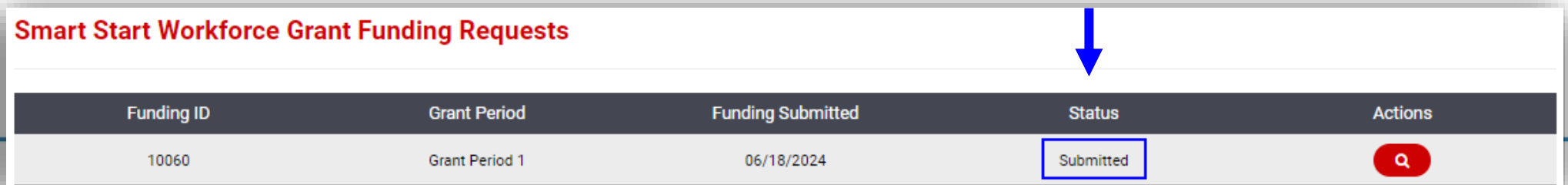
Smart Start Workforce Grant Funding Requests




Funding ID	Grant Period	Funding Submitted	Status	Actions
10060	Grant Period 1	06/18/2024	Submitted	

Funding Request Status Meanings

- **Draft** - You've saved your funding request but still need to finish it and click "Submit"
- **Submitted** – You have submitted the funding request, and it is in the queue to be reviewed.
- **Information Required** – The funding request has been reviewed and additional information is needed (please check your email for details).
- **Accepted** – funding request has been accepted and is in the queue for funding.
- **Rejected** – The funding request was reviewed and could not be approved (please check your email for details).



Smart Start Workforce Grant Funding Requests

Funding ID	Grant Period	Funding Submitted	Status	Actions
10060	Grant Period 1	06/18/2024	Submitted	


A blue arrow points down to the 'Submitted' status cell, which is also enclosed in a blue rectangular box.


Application Status Meanings

- **Pending (Online Submission)** - You've saved your application but still need to finish it and click "Submit"
- **Pending (Awaiting Review)** - You've submitted your application, and it is in the queue to be reviewed
- **Pending (Information Required)** - Your application is being reviewed and requires some information from you (please check your email for details)
- **Pending (CCAP Confirmation)** – Your application is being reviewed and additional information is needed from you to verify the CCAP enrollment percentage (please check your email for details)
- **Eligible** - Your application is approved, and funding requests will be reviewed for approval
- **Ineligible** - Your program does not meet eligibility guidelines (e.g., does not meet CCAP requirement) or did not submit required information within the deadline

Smart Start Workforce Grant Application

Application History



Application ID	Grant Type	Application Submitted	Status	Actions
14680	SSWG FY25	05/31/2024	Pending (Awaiting Review)	

Where to go for help

INCCRRA will provide technical assistance answering technical questions and helping with the application process through its website and via email. You can email grants@inccrra.org with questions or visit <https://www.ilgateways.com/smart-start/smart-start-workforce-grants>.

New to Smart Start Workforce Grants is local technical assistance through the local Child Care Resource and Referral (CCR&R) System. This will provide local grant experts to provide technical assistance, and answer questions. Find your local expert at <https://www.ilgateways.com/docman-docs/smart-start/3590-smart-start-workforce-grants-local-expert-contact-map/file>

Thank You!

