

On Line Grant Renewal

Sign onto Webtracker using the login and password for your program (same as that used for monthly reporting and ordering).

NOTES:

- *When the Grant Renewal is `live`, there will be renewal `tab` adjacent to the monthly report tab. Click this tab to open.*
- *May monthly report must be complete before you can begin the renewal.*
- Online Renewals will open on June 8
- Please complete the online renewal by June 19

Let's Begin...

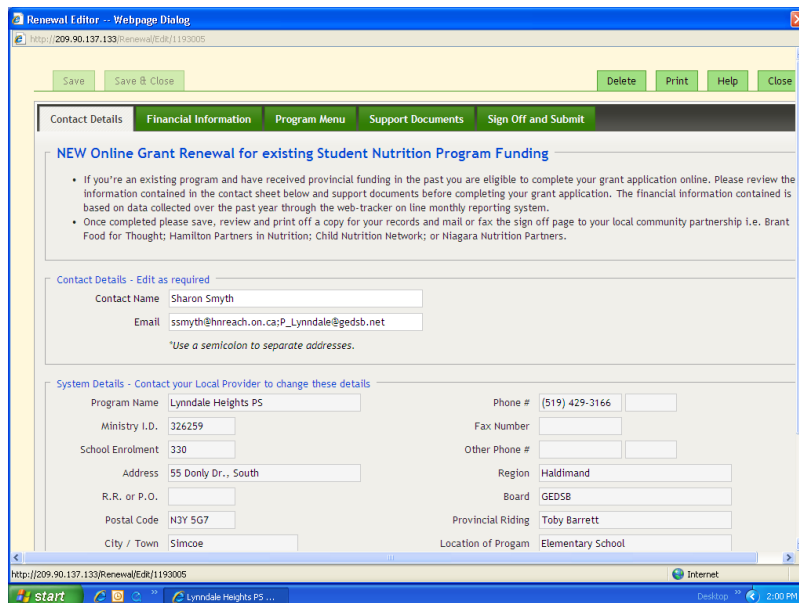
Once logged onto Webtracker, and you have clicked/opened the renewal tab, five tabs will appear:

Contact Details;
Financial Information;
Program Menu;
Support Documents;
Sign Off and Submit

Each of these tabs will be 'opened' and 'reviewed' (clicking on the tab will open it). Instruction on each tab is below.

TAB 1 Contact Details

1. Contact information- need to review the information page to confirm. Can correct or modify if information if inaccurate. If they have any concerns or questions, they will need to check with their local partnership contact person.
2. If contact individuals have changed, enter new name(s) and e-mail addresses.

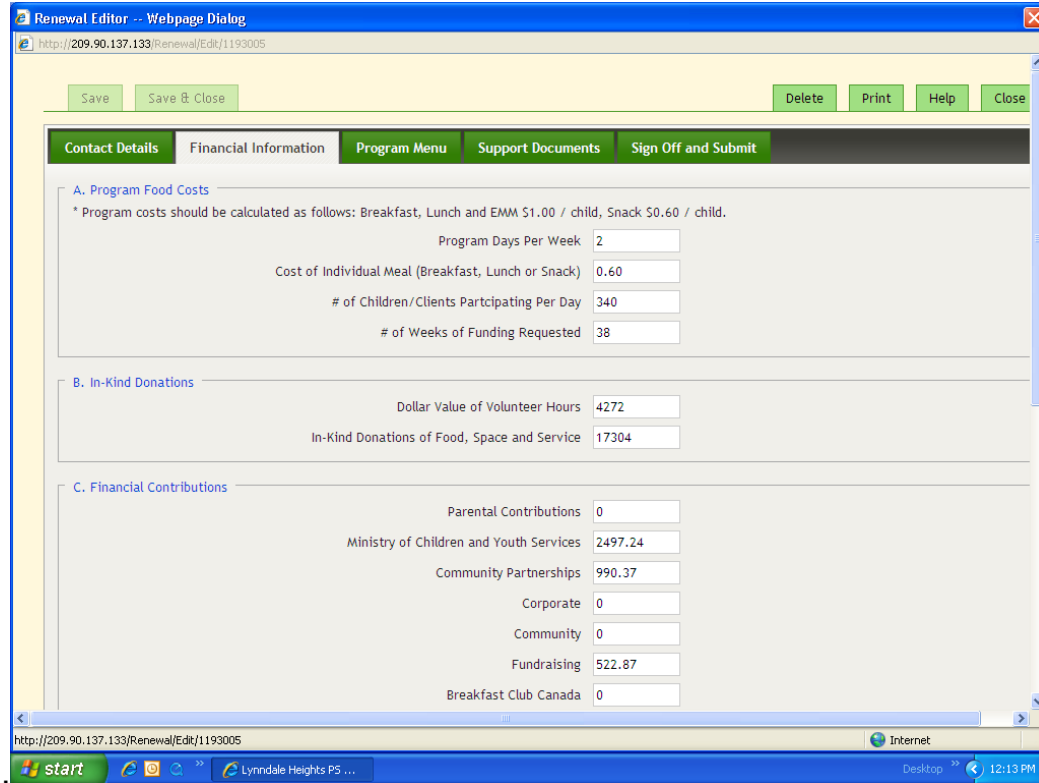


The screenshot shows a web browser window titled "Renewal Editor - Webpage Dialog" with the URL "http://209.90.137.133/Renewal/Edr/1193005". The page has a navigation bar with tabs: "Contact Details" (selected), "Financial Information", "Program Menu", "Support Documents", and "Sign Off and Submit". Below the navigation bar, there is a section titled "NEW Online Grant Renewal for existing Student Nutrition Program Funding" with two bullet points. The main content area is divided into two sections: "Contact Details - Edit as required" and "System Details - Contact your Local Provider to change these details". The "Contact Details" section has input fields for "Contact Name" (Sharon Smyth) and "Email" (ssmyth@hnrreach.on.ca;P_Lyndale@gedsb.net). The "System Details" section has input fields for "Program Name" (Lyndale Heights PS), "Ministry I.D." (326259), "School Enrolment" (330), "Address" (55 Donly Dr., South), "R.R. or P.O.", "Postal Code" (N3Y 5G7), "City / Town" (Simcoe), "Phone #", "Fax Number", "Other Phone #", "Region" (Haldimand), "Board" (GEDSB), "Provincial Riding" (Toby Barrett), and "Location of Program" (Elementary School). The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 2:00 PM.

TAB 2 Financial Information

1. Program data displayed represents a 'roll up' of data from the monthly reports entered for the current school year i.e. September - May inclusive.
 - a. Section A – this captures what you anticipate to do next year. Review to ensure this reflects what you hope to do
 - b. Section B – In Kind donations are calculated based on information entered into monthly reports.
 - c. Section C – Review to ensure all financial contributions throughout the year are captured
 - d. Section D – Enter your current bank balance
 - e. TOTALS – this reflects totals from above. No edits necessary.
 - f. 15% of Program Costs – This reflects the CEILING of what your program MAY receive. (This is NOT the amount of funds you will receive.)

2. If required, the data in the financial information section can be **over written to update or correct.**



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Buttons at the top include "Save", "Save & Close", "Delete", "Print", "Help", and "Close".

A. Program Food Costs
 * Program costs should be calculated as follows: Breakfast, Lunch and EMM \$1.00 / child, Snack \$0.60 / child.

Program Days Per Week	2
Cost of Individual Meal (Breakfast, Lunch or Snack)	0.60
# of Children/Clients Participating Per Day	340
# of Weeks of Funding Requested	38

B. In-Kind Donations

Dollar Value of Volunteer Hours	4272
In-Kind Donations of Food, Space and Service	17304

C. Financial Contributions

Parental Contributions	0
Ministry of Children and Youth Services	2497.24
Community Partnerships	990.37
Corporate	0
Community	0
Fundraising	522.87
Breakfast Club Canada	0

The Windows taskbar at the bottom shows the Start button, several icons, and the system tray with the time "12:13 PM".

TAB 3 Program Menu

1. Provide a current menu. You will need to key this in yourself.
2. Include serving sizes where possible
3. Include all the various foods you provide

TAB 4 Support Documents

Review these documents yearly. You can be printed and kept on file for future reference.

May 2017



TAB 5 Sign off and submit (Authorization)

1. Insert the Names for the application authorization; one **must be** the principal or organization's executive director.
2. Print a copy for your files.
3. Select **save and close** to submit your renewal

Final Document

1. Keep a copy for your records.
2. Individuals authorized to sign on behalf of the program, must sign and date the printed copy.
3. Fax or mail the authorization page to the local community partnership