

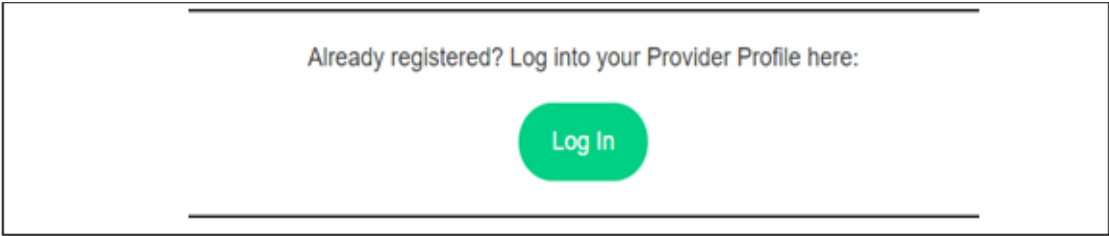
Sustainability Grant Round Two Monthly Tracking Form Instruction Guide

SUSTAINABILITY GRANT ROUND TWO- MONTHLY TRACKING FORM INSTRUCTIONS TO OPEN FORM IN WLS PROFILE

- 1. Go to the Child Care Aware of Kansas website: <https://ks.childcareaware.org/>
- 2. Click on the **PROVIDERS** tab at the top of the page.



- 3. Once on this page, scroll down until you see a **Green Log in button**. Click on it and enter your log in information



- 4. Once you are on your profile home page, click on the **GRANTS** tab, farthest to the right.



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- 5. Underneath this tab there is a heading listed as **APPROVED GRANT APPLICATIONS**. Under the approved grant applications heading, select **“CHILD CARE SUSTAINABILITY GRANT #2”**

ChildCare Aware OF KANSAS

Region One
 1508 East Iron
 Salina, KS 67401
 (855) 750-3343
helpdesk@ks.childcareaware.org
ks.childcareaware.org/

Update Data | Pictures | View Profile | Consumer Ed | Referral Counts | Documents | **Grants**

Available Grants
 - Child Care Sustainability Grant Round 2, Deadline November 5, 2021 5PM CST

Expired Grants
 - Child Care Impact, Deadline April 15, 2021 5PM CST
 - Child Care Sustainability Grant #1, Deadline July 31, 2021 5PM CST

Approved Grant Applications
 - Child Care Impact, Deadline April 15, 2021 5PM CST
 - Child Care Sustainability Grant Round 2, Deadline November 5, 2021 5PM CST

- 6. After you select the Sustainability Grant Round 2, there will be subheadings such as: ApplicationDetails, Notification Letter, **MONTHLY EXPENDITURE TRACKING**, and Impact Story.

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Grants » Application Details

Applications Details | Notification Letter | **Monthly Expenditure Tracking** | Impact Story

