BuildLearnGrow

Helping working families connect to early care & education

Quarterly Expense Reporting Guide for *Build, Learn, Grow* Stabilization Grants

For additional questions and support, contact SPARK Learning Lab:

✉ help@indianaspark.com   ☎ 1-800-299-1627

💬 Live chat on indianaspark.com or in My SPARK Learning Lab

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STEP 1: LOG IN TO I-LEAD TO ACCESS THE GRANTS PORTAL

Providers should log in to I-LEAD at ilead.in.gov to access the Grants Portal. Keep in mind that you must be designated as a Program Administrator for your program site to access and complete a Grant Expense Report.
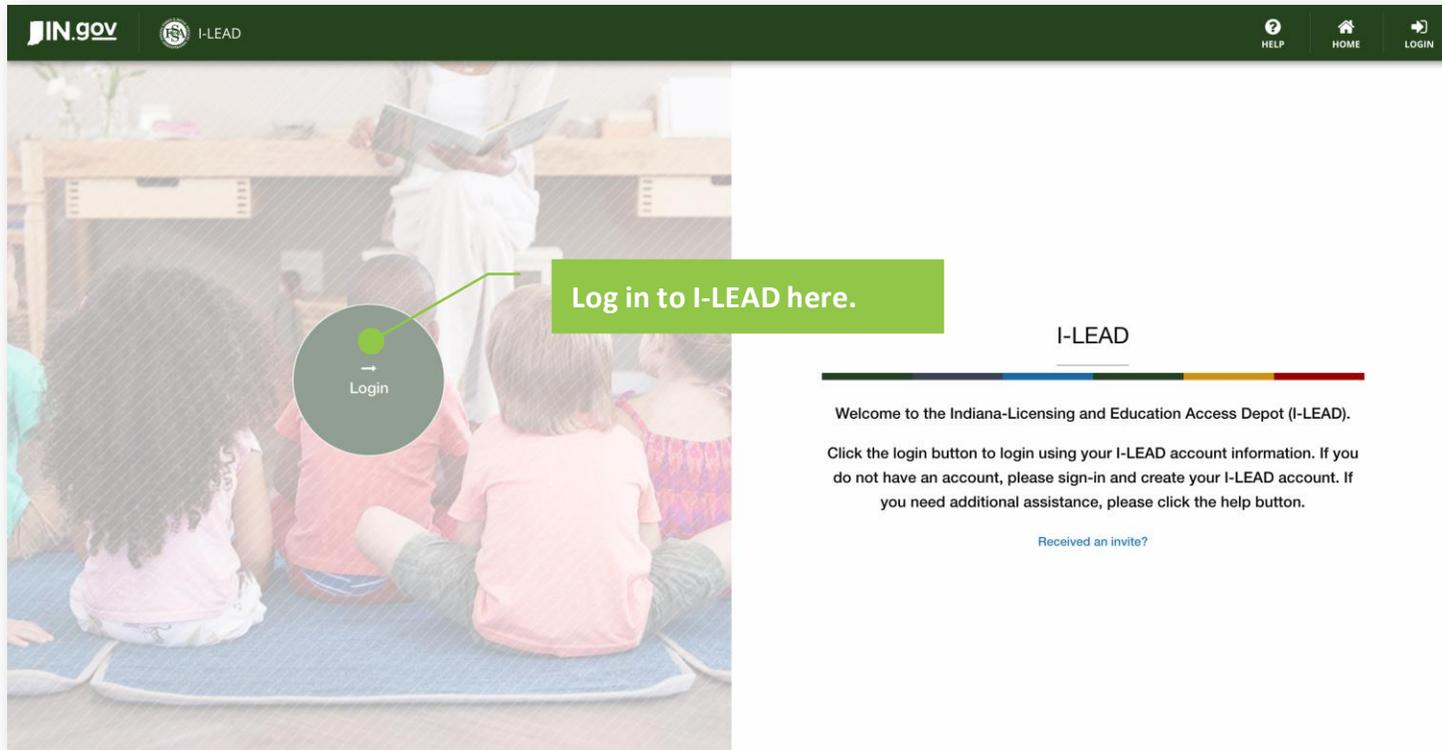
How do I become a Program Administrator for my site?

You will need an existing Program Administrator to invite you to become an admin. Once you accept the emailed invitation, you will be able to manage the site's account. Existing admins can add you by logging into their I-LEAD account, selecting the provider site, clicking "Invite Admin" and adding your information. If you require further assistance, contact SPARK Learning Lab at (800) 299-1627 or email help@indianaspark.com.

STEP 2: ACCESS THE GRANTS PORTAL

Once logged into I-LEAD, Program Administrators will see the Grants Portal box on their homepage with a button that says, "Launch the Grants Portal." Click the button to access the Grants Portal.

Click to open the Grants Portal.

STEP 3: SELECT THE REPORTING TAB AND CLICK YOUR PROGRAM SITE TO BEGIN AN EXPENSE REPORT

Once in the Grants Portal, click on the reporting tab. Then, select the tile for the expense report you want to complete.

Click User Settings to change the language of your application.

Click on the Reporting tab.

Access available expense reports by clicking the grant tile.

? Do I have to provide receipts or documentation of how my program spent grant funds?
Federal regulations require all recipients of federal funds to keep financial documents for five (5) years. You will only be required to produce receipts if your program is selected for an audit to provide evidence of expenditures, as indicated in your grant.

STEP 4: ENTER YOUR EXPENSES BY ALLOWABLE EXPENSE CATEGORY

Within the grant expense report, enter the amount of grant funds you have spent in each category **TO DATE**. The reported amounts should reflect the **total amount of funding you have spent since you received the grant**, not just the amount you spent in this quarter. If your program received multiple rounds of grant funding, report on all funds received in this single report. If the amount you spent in a category has not changed since you last reported, resubmit the same amount for that category as you complete the report. If you have not spent any money in a category, leave the number as $0.

Total funds awarded to program

"Funds Reported" and "Funds Remaining" will automatically recalculate as you enter your expenses TO DATE across the six allowable expense categories.

If you need help planning how to best utilize grant funds for your program, contact SPARK Learning Lab:

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STEP 5: REVIEW YOUR GRANT EXPENSE REPORT SUBMISSION

Review your final reported expenses. If you need to make a change, click "Edit Report." If everything is correct, you are finished with your grant expense report.

You can update a report if you see an error.

You will be asked to complete this report quarterly until all your program's grant funds have been spent.

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