



## **Instructions to complete online application for GSRP**

Apply online at [www.helpmegrowottawa.org](http://www.helpmegrowottawa.org)

Select the following to complete the GSRP online application:

- Childcare & Preschool
- Free & Low-Cost Preschool
- Apply for Tuition Free and Low Cost Preschool Online
- Preschool (3-5 year olds)
  - **Check the first box** and answer all the remaining questions in this section.
- Child Information
  - Complete all of the information in this section. Be sure to enter your **child's legal name.**
- Household
  - Complete all of the information in this section.
  - **Upload your proof of income in this section.** Your application cannot be processed without proof of income.
- Primary Contact - parent or legal guardian
  - Complete all of the information in this section.
- Other Parents/Guardians
  - Add all other parents/guardians.
- Siblings
  - Add all siblings
- Alternate Contact
  - Provide alternate contact information.