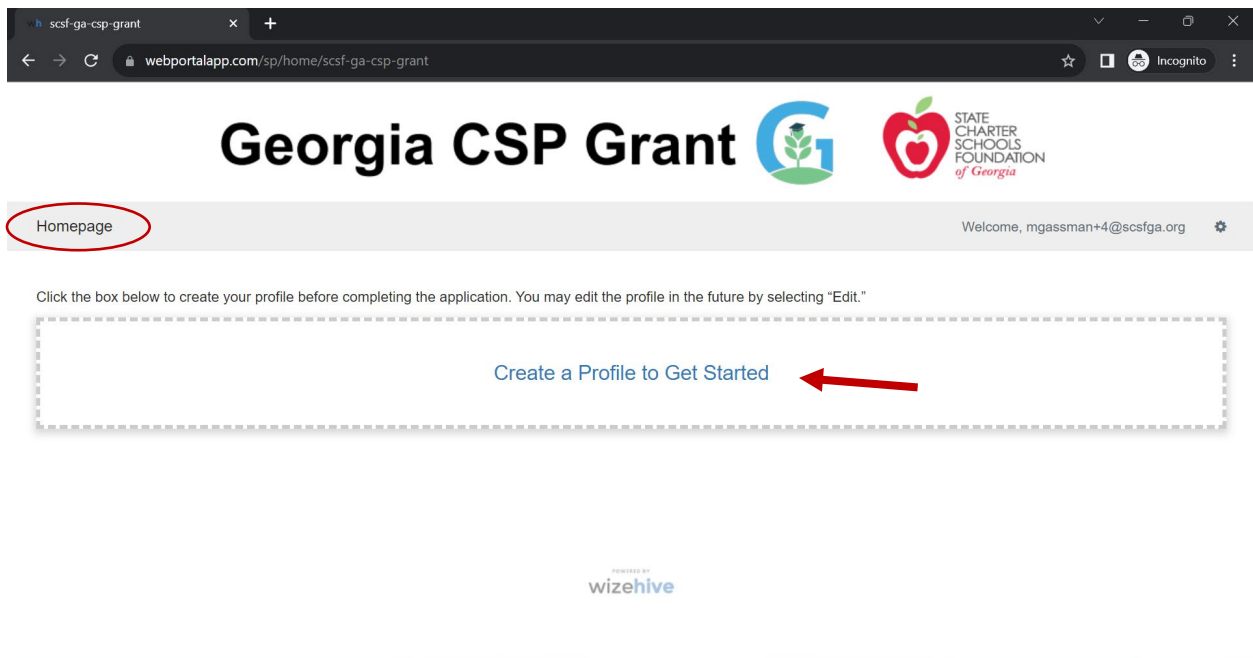


CSP Subgrant Application

Using the SCSF Grant Portal

All CSP subgrant application materials must be submitted through the grant portal. The SCSF will not accept any materials through email or any other means. There are three parts to a complete application: the profile, the application, and the application budget. This guide will walk through how to submit each element correctly.

1. Visit the portal link: <https://webportalapp.com/sp/login/scsf-ga-csp-grant>.
2. Sign up to create your account (or log in with your credentials if you have previously signed up).
3. Once logged into the portal, you will be directed to the homepage. Create your profile by clicking "Create a Profile to Get Started."



The screenshot shows a web browser window with the URL webportalapp.com/sp/home/scsf-ga-csp-grant. The page features the "Georgia CSP Grant" logo and the "STATE CHARTER SCHOOLS FOUNDATION of Georgia" logo. A navigation bar includes a "Homepage" link (circled in red) and a user greeting "Welcome, mgassman+4@scsfga.org". Below the navigation bar, a message reads: "Click the box below to create your profile before completing the application. You may edit the profile in the future by selecting 'Edit.'" A dashed box contains the text "Create a Profile to Get Started" with a red arrow pointing to it. At the bottom of the page, it says "POWERED BY wizehive".

4. Complete the profile.

scsf-ga-csp-grant

webportalapp.com/sp/profile_input/scsf-ga-csp-grant

Incognito

Profile

Save Draft Create Profile

Applicant Information

Please provide the following information about the applicant charter school/network.

Name of Charter School/Network *

Authorizer *

Provide the name of the authorizer that approved the school's charter.

Authorization Date *

Provide the date that the school was authorized or was allowed to expand.

5. You can click “Save Draft” at any point to save your work and finish later. Once you are finished with the profile, click “Create Profile.”

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webportalapp.com/sp/profile_input/scsf-ga-csp-grant

Incognito

Projected Number of Students for First Three Years of Operation/Expansion (by year)

For each year, note the projected number of students for this new school, replication, or as a result of the expansion (only the additional students from an expansion).

Year 1 *

Year 2 *

Year 3 *

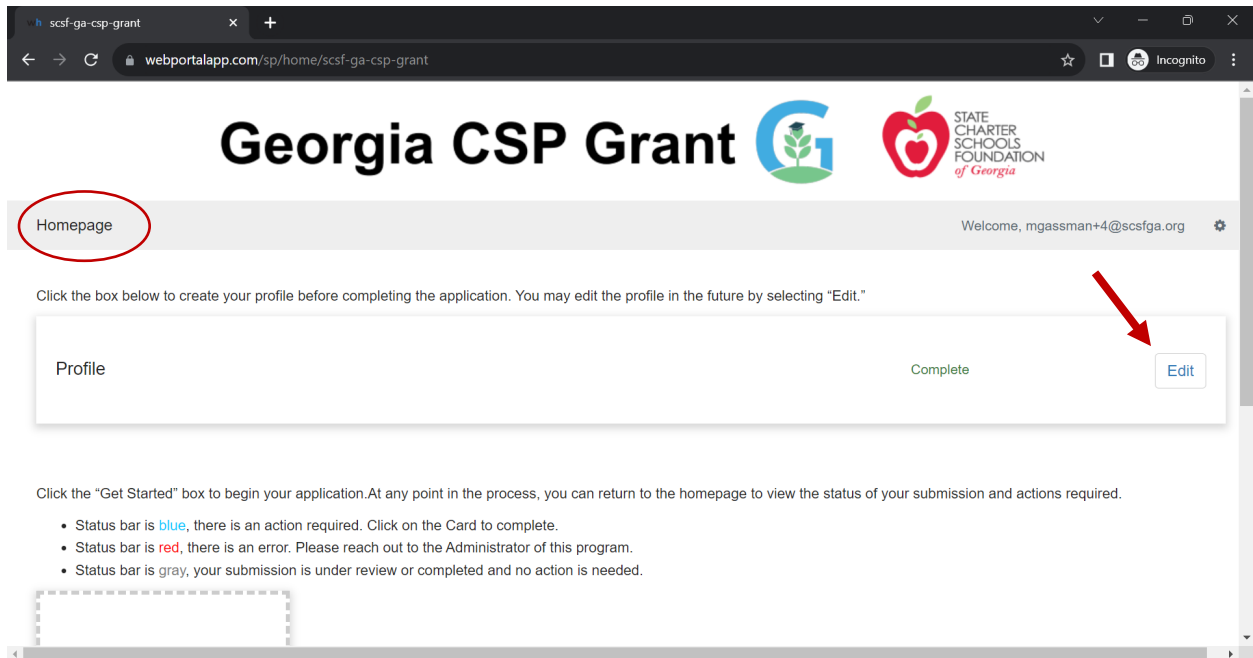
Are current governing board members listed on the school's website? If no, provide an attachment with a list of board members. *

Has the applicant school notified the charter school authorizer of intent to apply for this CSP subgrant? *

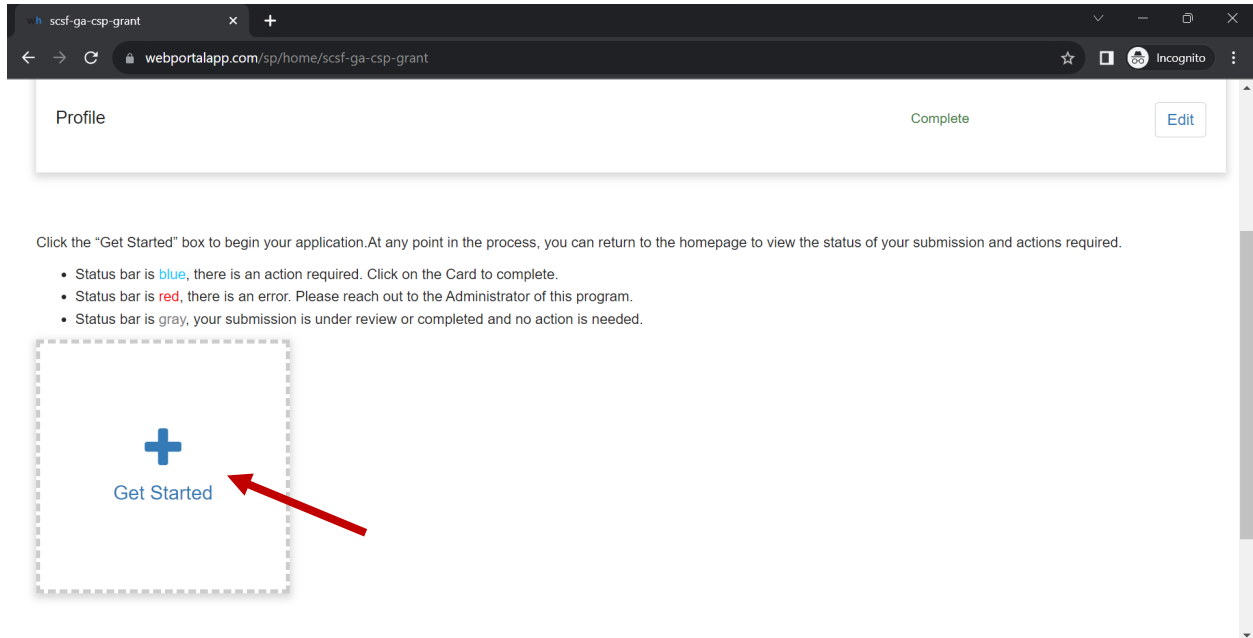
Last saved at 8:46:33 AM

Save Draft Create Profile

6. After completing the profile, you will be redirected back to the homepage. If you need to revise your profile, click “Edit.”



7. Once your profile is complete, it is time to start your application. Scroll down on the homepage and click “Get Started” to start your application.



8. This brings you to the landing page for the application – which has two sections (the application and the application budget).

The screenshot shows a web browser window with the URL `webportalapp.com/sp/workflow/scsf-ga-csp-grant`. The page header includes the "Georgia CSP Grant" logo and the "STATE CHARTER SCHOOLS FOUNDATION of Georgia" logo. Below the header, the breadcrumb "Homepage > XYZ Charter School" is visible, along with a user greeting "Welcome, mgassman+4@scsfga.org" and a settings icon. The main heading is "XYZ Charter School" with a dropdown menu set to "Newest to Oldest". A note states: "When you have completed a section successfully, the word 'Complete' will appear in the section." The "Application" section is highlighted with a blue minus sign icon. It contains instructions: "Below you will find a section for each step that needs to be completed for this for you to submit your information. If action is required, click 'Open' to complete the section. All information entered is automatically saved every 3 seconds, you may also save as a draft and come back." It also includes an "IMPORTANT" note: "Once you have completed all required items for this step, be sure to click 'Submit'." and a warning: "Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes." A "Submit" button is located in the top right corner of the section.

9. Scroll down and open the application.

This screenshot shows the same "Application" section as above, but with a scrollable area containing a "Section 1 Application" card. The card has the title "Section 1 Application" and a status of "Action Required". A blue "Open" button is located in the top right corner of the card, with a red arrow pointing to it. The card contains the instruction: "Click 'Open' to complete the next step." and a bulleted list: "• If you have saved or completed this step, you can click 'Edit' to make changes before submitting." and "• Once you have submitted, you will be able to view but not make changes." The "Submit" button from the previous screenshot is still visible in the top right corner of the overall section.

10. Complete the application. You can click “Save Draft” at any time to save your work and come back later. When you have completed all the required items, click “Mark Complete.”

scsf-ga-csp-grant

webportalapp.com/sp/task_item_primary_input/scsf-ga-csp-grant

Georgia CSP Grant

STATE CHARTER SCHOOLS FOUNDATION of Georgia

Homepage > XYZ Charter School > Section 1 Application **Draft**

Welcome, mgassman+4@scsfga.org

Section 1 Application

Save Draft **Mark Complete** Close

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

- You can save this form as a draft at any time by clicking "Save Draft" at the bottom of the page.
- When you have completed all required items, please click the "Mark Complete" button at the bottom of the page.

NOTE: When you have completed all required steps, be sure to click "Submit" on the next page.

Eligibility for CSP Subgrant *

Are you requesting a supplemental grant? *

11. Once you mark the application complete, you will be redirected to the landing page for the application. You must submit the application before you can start working on the application budget. Once you have submitted the application, you cannot make any edits. When you are ready, click “Submit.”

scsf-ga-csp-grant

webportalapp.com/sp/workflow/scsf-ga-csp-grant

Order by: Newest to Oldest

XYZ Charter School

When you have completed a section successfully, the word "Complete" will appear in the section.

Application

Below you will find a section for each step that needs to be completed for this for you to submit your information. If action is required, click "Open" to complete the section. All information entered is automatically saved every 3 seconds, you may also save as a draft and come back.

IMPORTANT: Once you have completed all required items for this step, be sure to click "Submit".

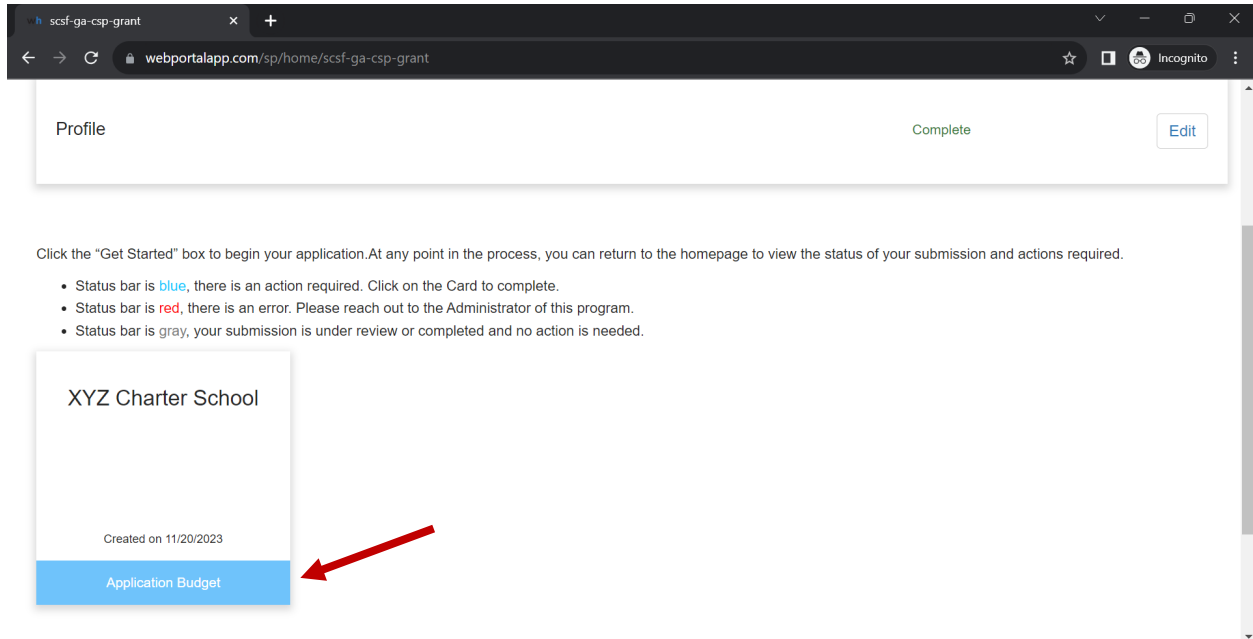
Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes.

Section 1 Application **Complete** Edit

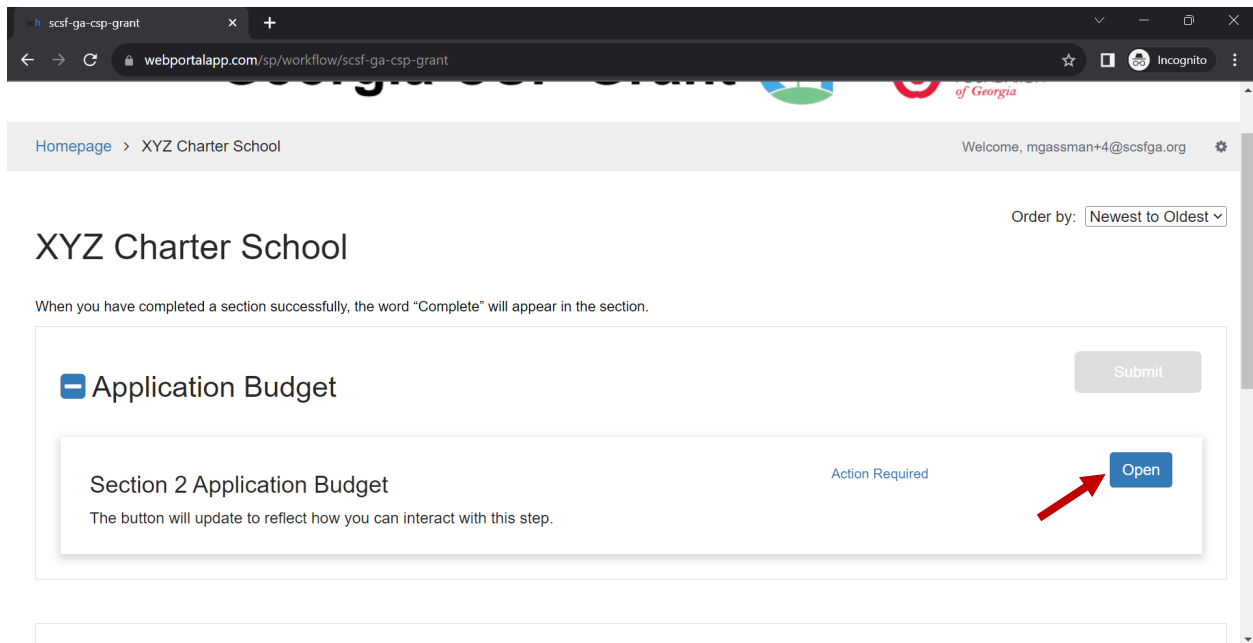
Click "Open" to complete the next step.

- If you have saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

12. Once you have submitted the application, navigate back to the homepage. When you scroll down on the homepage, you should see the link to the application with a blue status bar reading "Application Budget." Click on the blue status bar.



13. This will once again bring you to the landing page for the application. Now click "Open" to start the application budget.



14. Begin the budget by selecting your eligibility and requesting the appropriate grant/supplemental grants. The budget will then populate an amount based on what you request. NOTE: The maximum award amount is \$1.5M for new schools and replications and \$1M for expansions. The budget may indicate a larger award – please be diligent and make sure to submit a budget for the appropriate amount.

Section 2 Application Budget Save Draft **Mark Complete** Close

Eligibility for CSP Subgrant

New School

New School: Are you requesting a School Leader Stipend Grant

No

New School: Are you requesting a Implementation Grant

Yes

New School: Are you requesting a Rural/Priority Community Supplemental Grant

No

New School: Are you requesting a High School Supplemental Grant

Yes

15. Each line item on the budget is required. If a line item is not applicable to your budget, please indicate so by typing “n/a” in the description box and “\$0.00” in the amount box.

Item Name	Item Description *	Amount *
Association Fees	n/a	\$ 0.00
Audit Consulting	n/a	\$ 0.00
Books & E-books - Instruction	Math curriculum	\$ 10,000.00
Books & E-books - Library	Library books	\$ 40,000.00

16. At the bottom of the budget, you can see the total amount you have requested, the amount you have currently listed in your budget, and your remaining total. Use this as a guide when filling out your budget. Again, please be mindful that the maximum award amount is \$1.5M for new schools and replications and \$1M for expansions. The “Total Requested Amount” box may give you a larger number based on the requested supplemental grants, so

scsf-ga-csp-grant

webportalapp.com/sp/task_item_has_one_input/scsf-ga-csp-grant/2

Total Implementation Amount

\$ 50,000.00

Implementation Budget Narrative

Provide an implementation budget narrative that corresponds to the budget spreadsheet that includes an explanation for each proposed expenditure including amount of funds, justification for the expenditure, and description of each activity. The order of expenditures described in the budget narrative must correspond to the line-item sequence in the budget spreadsheet.

Great answer.

Total Requested Amount

\$ 1,500,000.00

Remaining Total

\$ 1,450,000.00

17. Once you have finished completing the budget, click “Mark Complete.”

scsf-ga-csp-grant

webportalapp.com/sp/task_item_has_one_input/scsf-ga-csp-grant/2

Implementation Budget Narrative

Provide an implementation budget narrative that corresponds to the budget spreadsheet that includes an explanation for each proposed expenditure including amount of funds, justification for the expenditure, and description of each activity. The order of expenditures described in the budget narrative must correspond to the line-item sequence in the budget spreadsheet.

Great answer.

Total Requested Amount

\$ 1,500,000.00

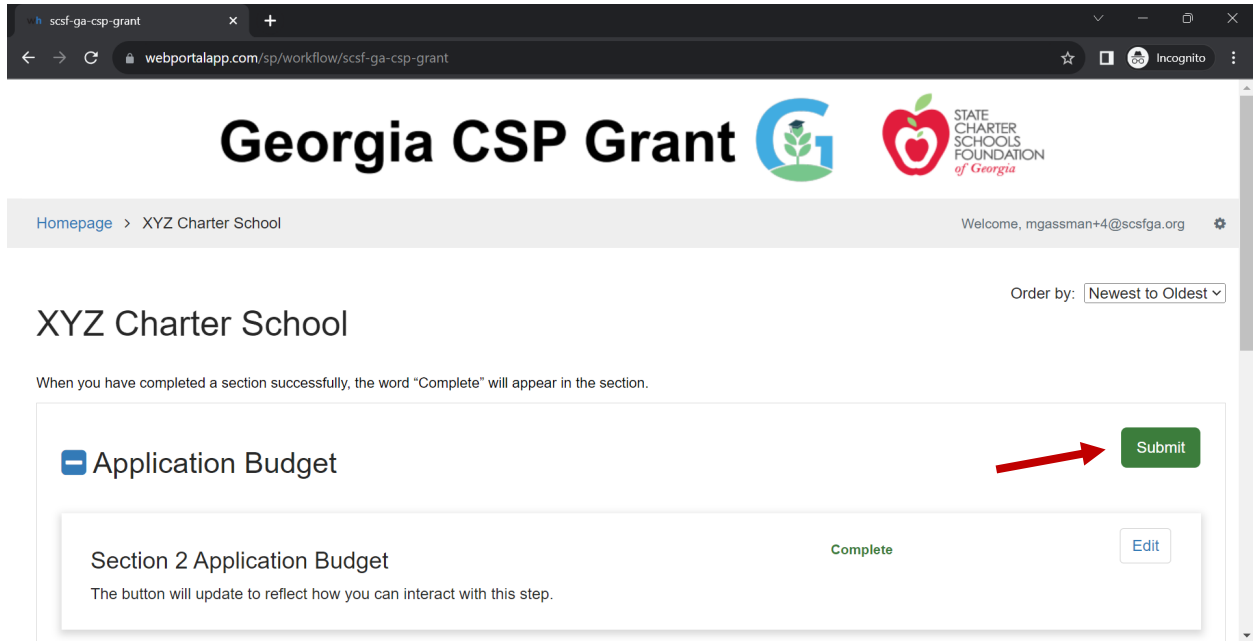
Remaining Total

\$ 0.00

Last saved at 9:47:06 AM

Save Draft Mark Complete Close

18. You will be prompted back to the application landing page. When you are ready to submit the budget, click "Submit."



19. Congratulations! You have submitted a complete application. Return to the homepage and ensure that the status bar is gray (meaning that no action is required).

