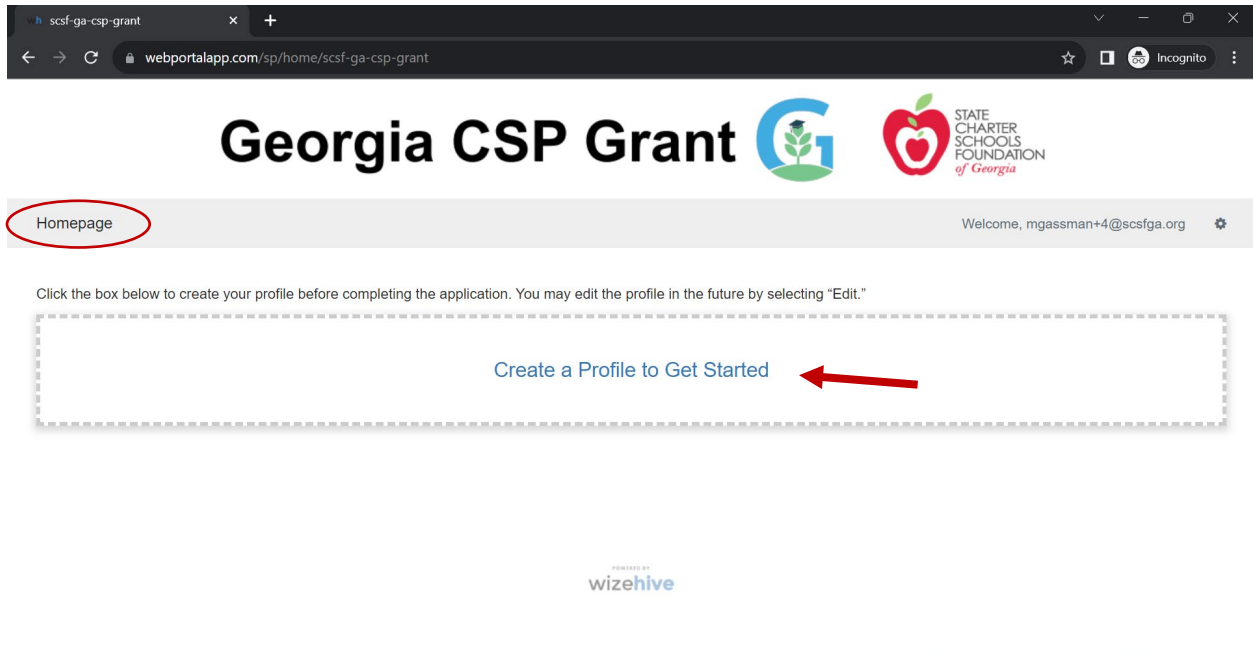# Using the SCSF CSP Portal

All CSP subgrant application materials must be submitted through the CSP 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. Please direct questions to info@findagacharter.org.

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 directed to the homepage. Create your profile by clicking "Create a Profile to Get Started."

4. Complete the profile. 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."

5. After completing the profile, you will be redirected back to the homepage. If you need to revise your profile, click "Edit."
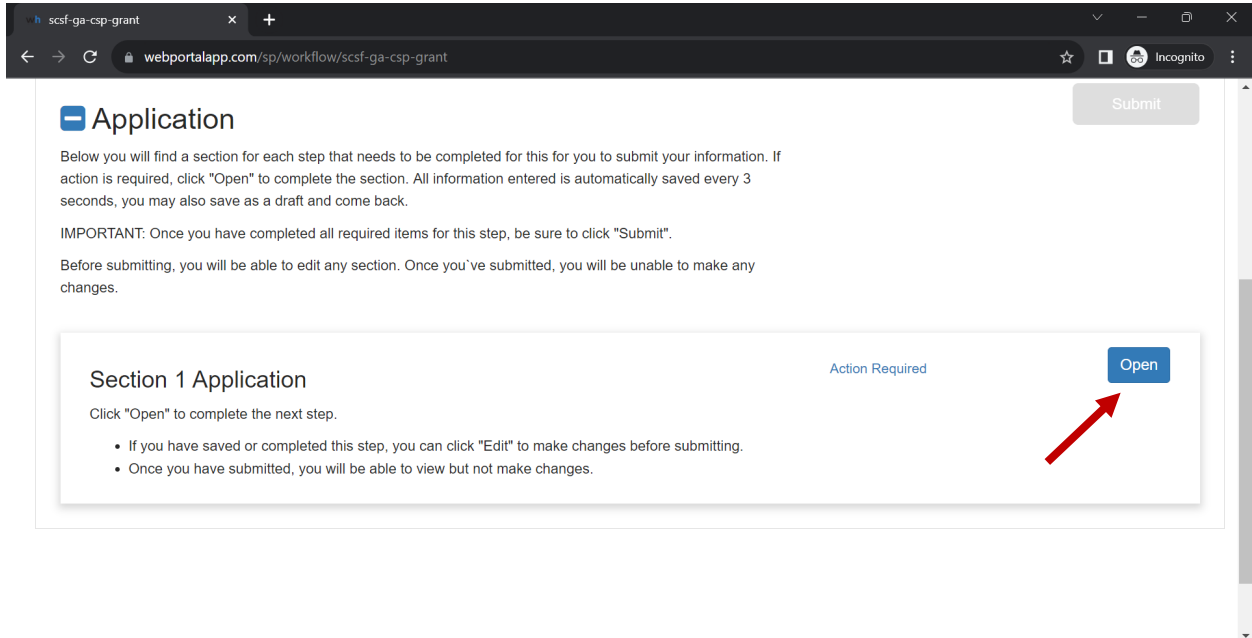
6. Once your profile is complete, it is time to start your application. Scroll down on the homepage and click "Get Started" to start your application.
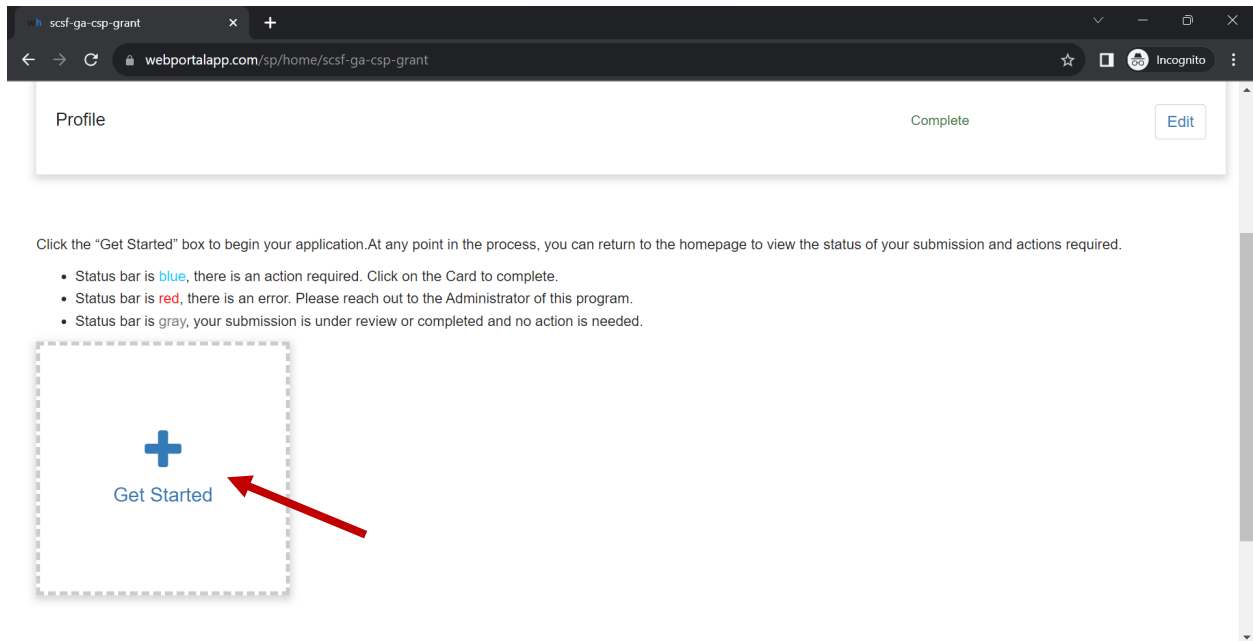
7. This brings you to the landing page for the application – which has two sections (the application and the application budget).
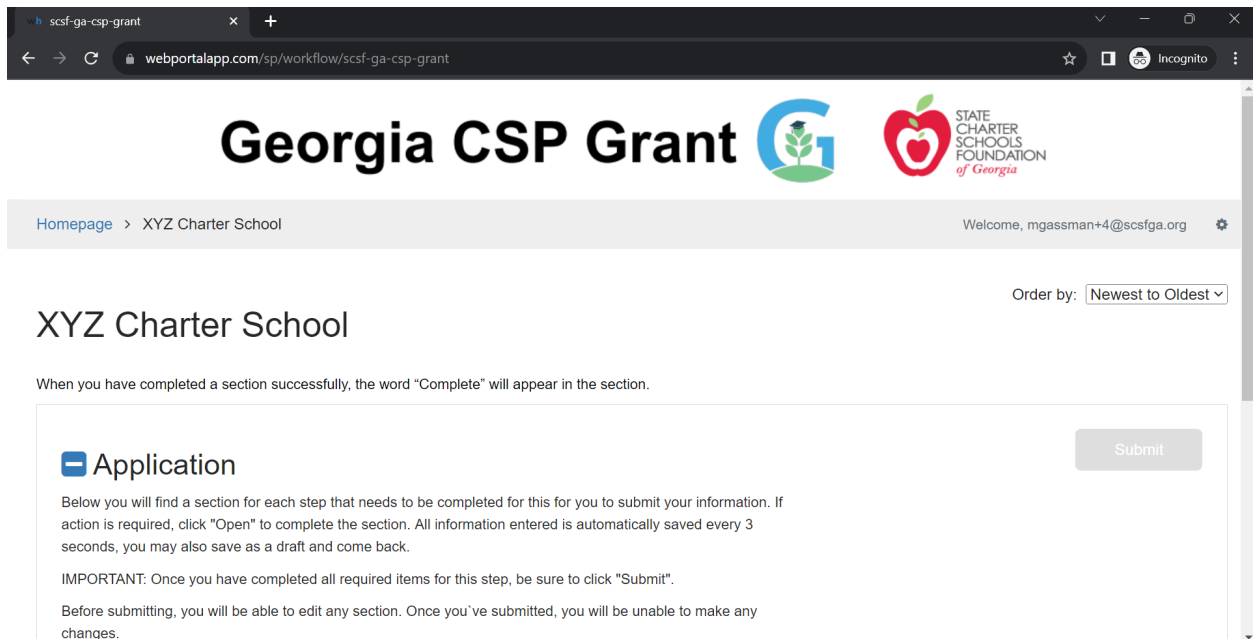
8. Scroll down and open the application.

9. 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."

10. 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. After you have submitted the application, you can go back and make edits. However, you must resubmit the application and the application budget prior to the deadline. When you are ready, click "Submit."
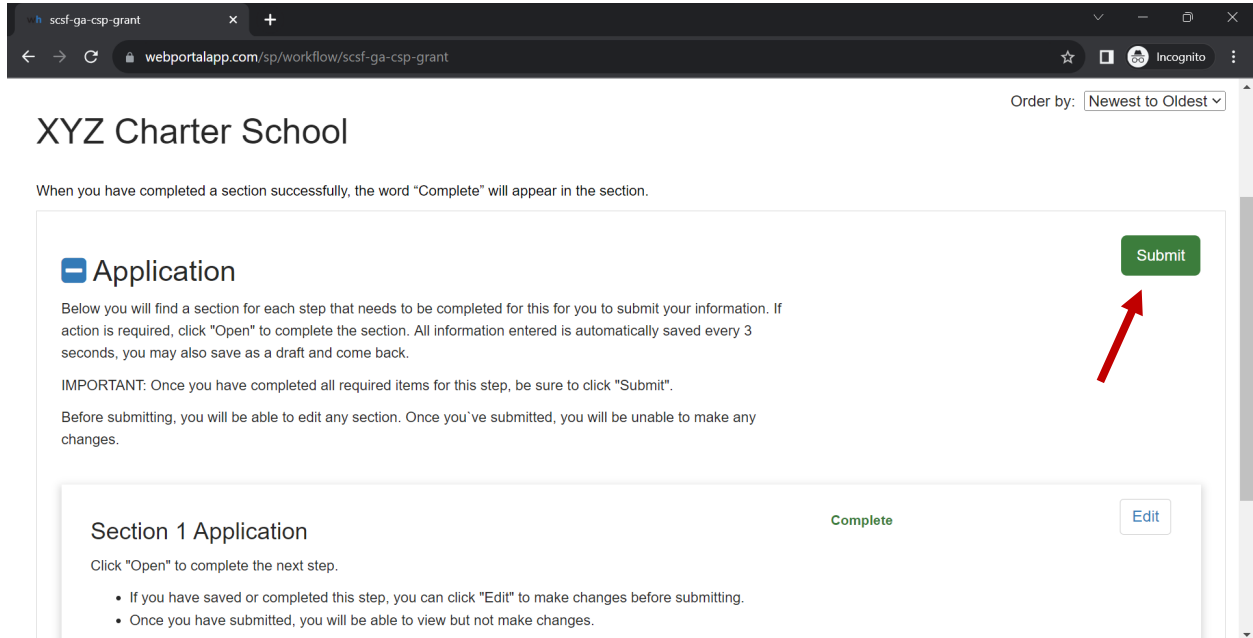
11. Once you have submitted the application, navigate back to the homepage. When you scroll down on the homepage, you should see the link to the application with a blue status bar reading "Application Budget." Click on the blue status bar.
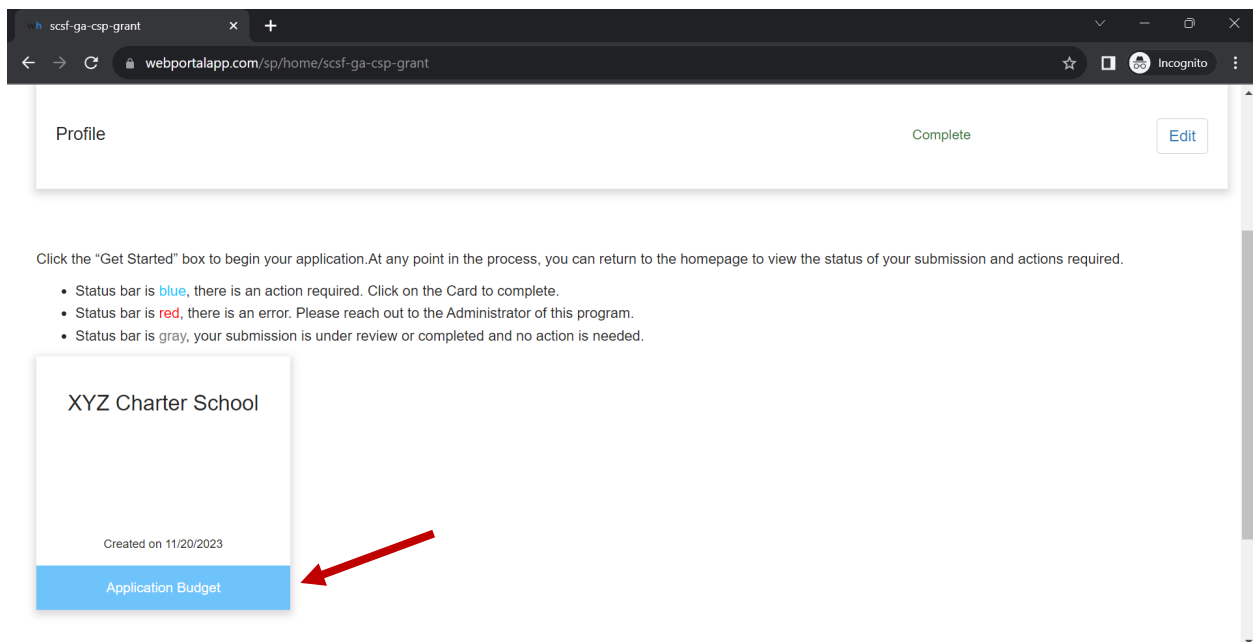
12. This will once again bring you to the landing page for the application. Now click "Open" to start the application budget.

13. 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.

14. 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.

15. 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.

16. Once you have finished completing the budget, click "Mark Complete."

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

18. 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).
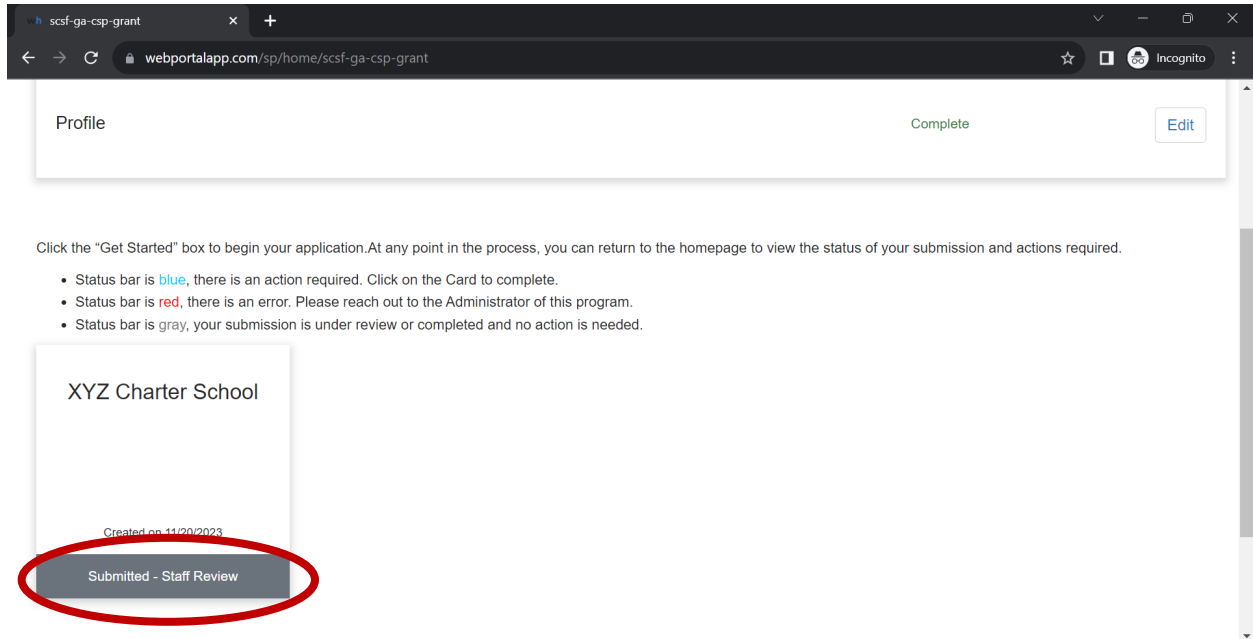
19. Remember you may go back and edit either the Application or the Application Budget after submission. However, you must make sure to *resubmit* both sections prior to the deadline!