

# Charter School Program Grant Budget Support

April 21, 2025

Barbie Faust, CSP Project Specialist

Shannon Greer, CSP Project Director



# Housekeeping Items:

Letter of Good Standing from the Authorizer

- Marie Steffensen

Certifications and Assurances

- Board Chair add as a Collaborator

Project Manager

- Contact information



# AGENDA

## CSP Project Budget

- Types, Amount, and Duration
- Budget Narrative and Budget Detail Template
- Allowable Cost

## Reimbursement Process

- Monthly Reimbursement Template
- Documentation

## Budget Management and Updates

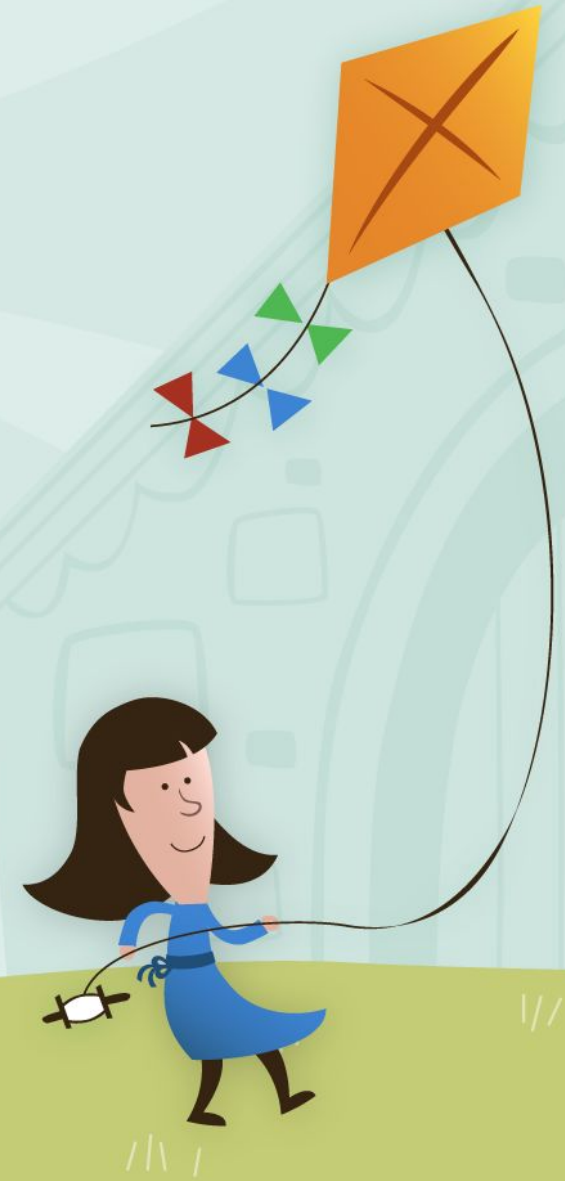
- Monthly Reports
- Quarterly Budget Updates and Carryover



# CSP Project Budget

## Subgrants – Types and Amounts

Type of Subgrant	# of Awards	Available \$ per award
New School	1	\$2,000,000
Replication	1	\$2,000,000
Expansion	1	\$2,000,000



# Duration

- Subgrantees will receive a single award funded up to 42 months
  - Planning Period
    - Begins August 1, 2025
    - Not to exceed 18 months
  - Implementation Period
    - Begins 1<sup>st</sup> day of school
    - Not to exceed 24 months



# Planning vs. Implementation Subgrant Costs

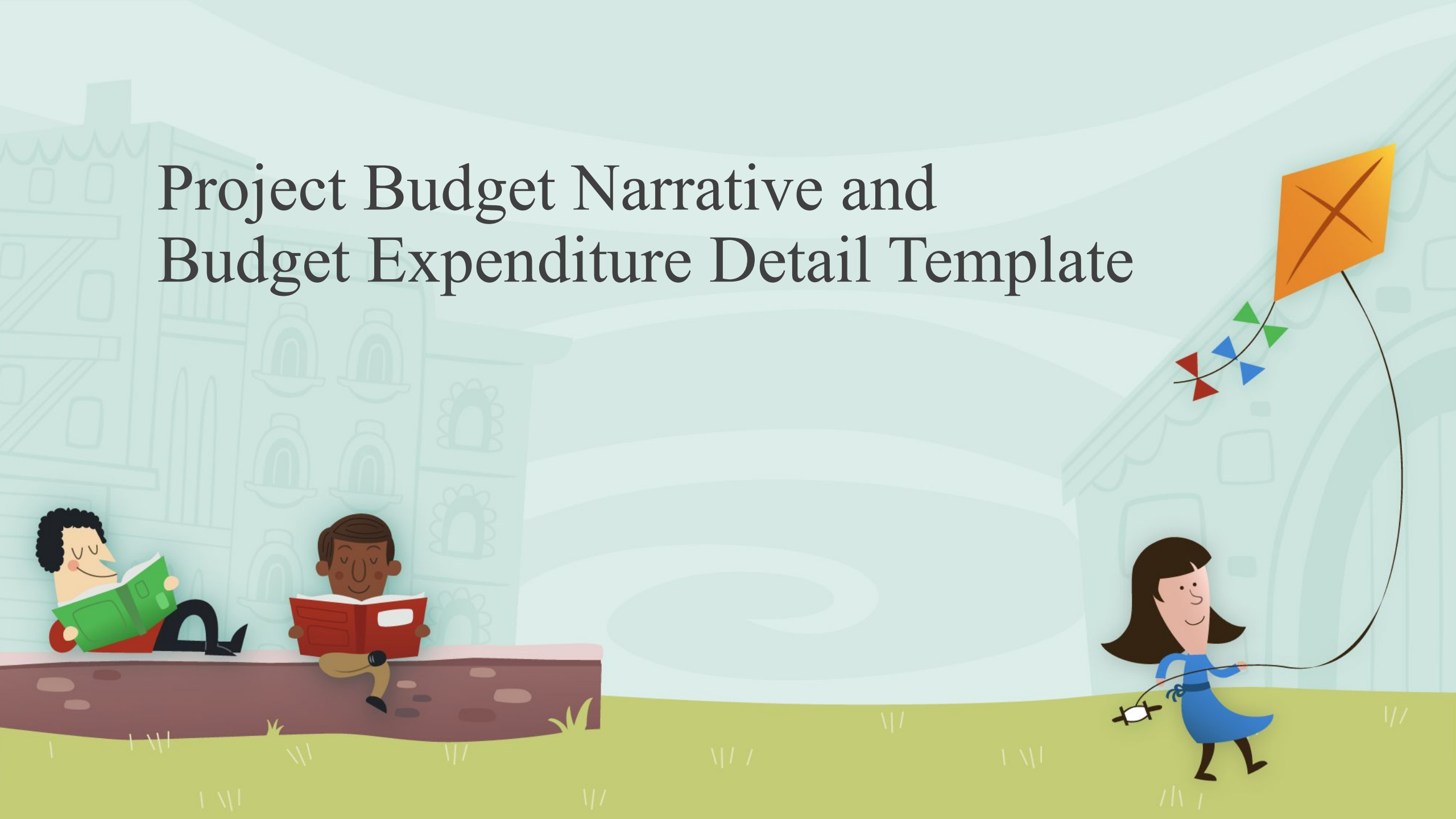
- All costs should be one-time, startup expenses for the project being funded and not recurring costs.
- Some costs are allowed during subgrant planning year(s), while others are allowable during implementation. This table provides some examples of subgrant planning vs. implementation costs:

Item	Planning Period	Implementation Period
Community Engagement	Y	Y
Professional Development	Y	Y
Furniture	Y	Y
Bus	Y	N
Rent/Facility Payments	Y	N



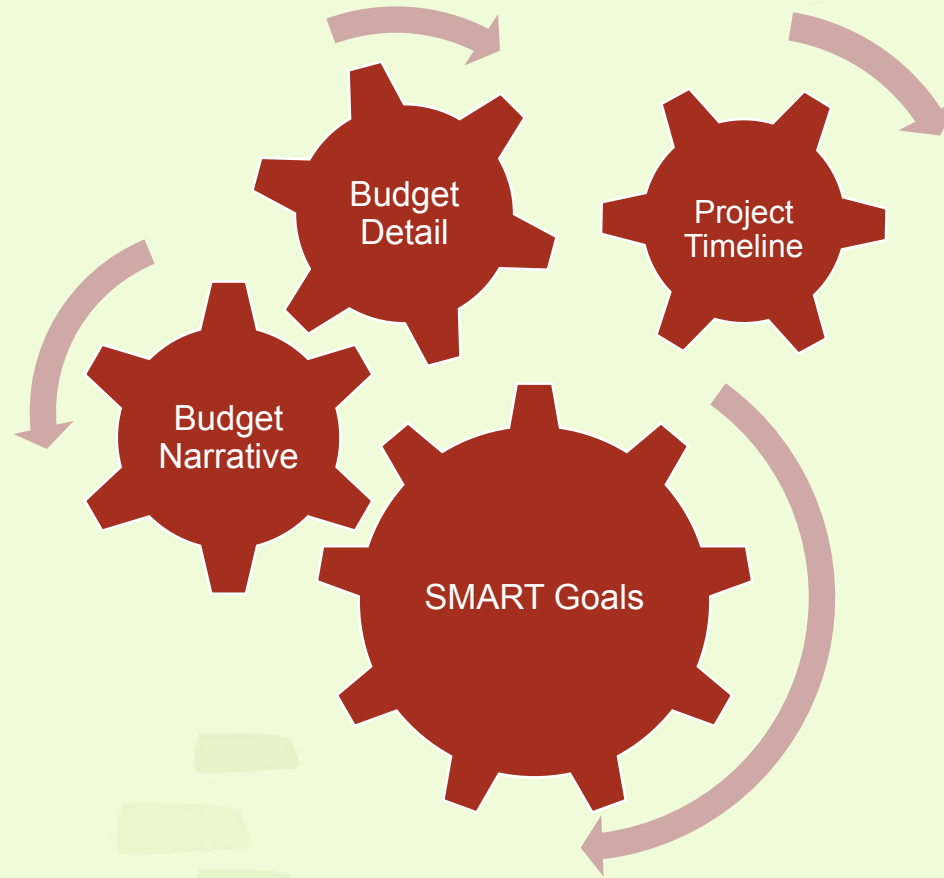


# Project Budget Narrative and Budget Expenditure Detail Template



# Budget Narrative

- No more than 3 pages
- Format
  - PDF or Word





# Budget Narrative Example

ABC Academy plans to set up the desks for the administrative team in early April to correspond with open enrollment dates. Protocols for providing customer service and filing enrollment packets according to compliance guidelines will be reviewed and practiced.



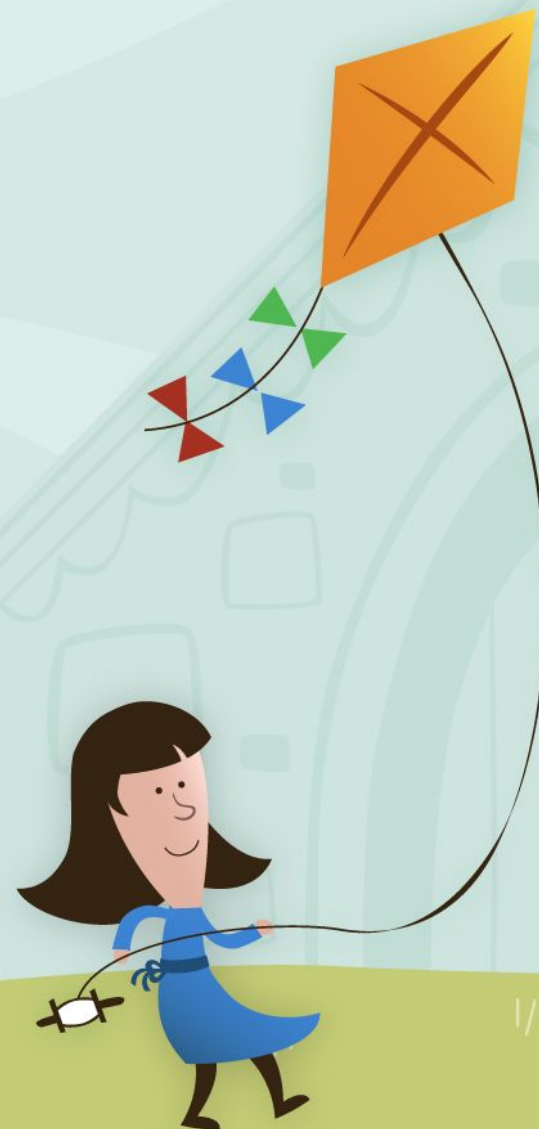
# Financial Sustainability

The budget narrative must include a detailed plan for how the school will maintain financial sustainability after the end of the grant period.



# Budget Expenditure Details Template

Template provided via the Survey Monkey Apply



	A	B	C	D	E	F	G	H	I
1	Enter First Day of School in cell A2:	8/1/2025	10/1/2025	8/17/2026	10/1/2026	10/1/2027			
2	8/17/2026	9/30/2025	8/16/2026	9/30/2026	9/30/2027	8/16/2028	<--Note-this is the last possible date of spending - 24 months of "Implementation"		
3	Months:	2.0	10.5	1.4	12.0	10.5	School's Expense Assumptions Type in as much detail as necessary to ensure reader can determine how the school developed the expense amount		
4									
5	Grand Total:	Planning	Planning	Implementation	Implementation	Implementation	Grand total		

Enter first day of school in cell A2

Determines the dates for the planning and implementation period



# Example

## Expenditure Details

- Administrative furniture- chairs, desks filing cabinets

## Project Period

- Planning

## Amount of funds

- \$8,850

## Assumptions

- 5 desks, 5 chairs, 5 filing cabinets
  - \$3,100: 2 Desks @ \$800 ea (Director and Asst Director); 3 Desks @ \$500 ea (front office staff)
  - \$3,500: 2 Exec Chairs @ \$1,000 ea; 3 task chairs @ \$500 ea
  - \$1,750: 5 filing cabinet @ \$350 ea
  - \$500=Shipping





Enter First Day of School in cell A2:	8/1/2025	10/1/2025	8/17/2026	10/1/2026	10/1/2027	
8/17/2026	9/30/2025	8/16/2026	9/30/2026	9/30/2027	8/16/2028	<--Note-this is the last possible date of spending - 24 months of "Implementation"
Months:	2.0	10.5	1.4	12.0	10.5	
						School's Expense Assumptions Type in as much detail as necessary to ensure reader can determine how the school developed the expense amount
Grand Total:	Planning	Planning	Implementation	Implementation	Implementation	Grand total
copy formula in column G to inserted rows	\$ -	\$ 107,750.00	\$ -	\$ -	\$ -	\$ 107,750.00
<b>Supplies:</b>						
Administrative Furniture		\$ 8,850.00				\$ 8,850.00
						5 desks, 5 chairs, 5 filing cabinets <b>\$3,100</b> : 2 Desks @ \$800 ea (Director and Asst Director); 3 Desks @ \$500 ea (front office staff); <b>\$3,500</b> : 2 Exec Chairs @ \$1,000 ea; 3 task chairs @ \$500 ea; <b>\$1,750</b> : 5 filing cabinet @ \$350 ea; <b>\$500</b> =Shipping
Classroom Furniture		\$ 98,900.00				\$ 98,900.00
						200 Desks and 200 Chairs for 10 classrooms 20 students per classroom. <b>\$60,000</b> : Desk \$300 each; <b>\$38,000</b> : Chairs \$190 each; <b>\$900</b> : shipping





ESEA § 4303(h), subgrant funds may only be used for the following purposes:

(1) Preparing teachers, school leaders, and specialized instructional support personnel, including through paying the costs associated with—

(A) providing professional development; and

(B) hiring and compensating, **during** the eligible applicant's **planning** period specified in the application for subgrant funds that is required under this section, one or more of the following:

(i) Teachers.

(ii) School leaders.

(iii) Specialized instructional support personnel.



(2) Acquiring supplies, training, equipment (including technology), and educational materials (including developing and acquiring instructional materials).

(3) Carrying out **necessary renovations** to ensure that a new school building complies with applicable statutes and regulations, and **minor facilities repairs** (excluding construction).

(4) Providing **one-time**, startup costs associated with providing **transportation** to students to and from the charter school.

(5) Carrying out community engagement activities, which may include paying the cost of student and staff recruitment.

(6) Providing for other appropriate, non-sustained costs related to the activities described in subsection (b)(1) when such costs cannot be met from other sources.



# Allowability Framework

Allowable

Reasonable

Necessary

Allocable



# Tips for budgeting costs

- Align to the project activities and goals
- Research prices
- Past purchasing experience
- Network with other charter schools

## State Cooperative Contracts

Use the “Get a Quote” feature to compare prices

## Utah Correctional Industries

Office Furniture - Desk, Chairs, Tables etc.



# Full School Budget (3 years)

- School's financial sustainability over time
- Intent to enroll sufficient number of students
- How the CSP funds will be used to **supplement** the school's goals as detailed in the project narrative.
- Be able to determine the difference in the use of funds between planning and implementation stages for your school.



# How CSP Funds Will Be Disbursed

Submit monthly **reimbursement** request through online portal.

- Request window open 1st through 10th.
- Appropriate evidence to document allowable expenses.

CSP financial staff review reimbursement request.

- Allowability and alignment with project objectives

CSP staff submit request to Dept of Education

- UCSP receives funds
- Funds are transfer electronically to subgrantee (may take up to 48 hrs)





# Budget Monitoring



- Budget Management Tool
  - Monthly Reimbursements
- Quarterly Budget Update Meetings
  - Asset tracking
  - Enrollment planned vs actual
  - Budget Amendment if applicable
  - Fiscal Control & Fund Accounting
  - Competitive bidding
- Yearend Budget closeout and Carryover



# Questions???

Shannon Greer, CSP Project Director

[csp@utahcharters.org](mailto:csp@utahcharters.org)

CSP Staff:

Barbie Faust, CSP Project Specialist

[financecsp@utahcharters.org](mailto:financecsp@utahcharters.org)

