

Is the CSP Grant Right for Your School?

PART 2: REQUIREMENTS, PROCESS & WHAT TO EXPECT

Step 1: Eligibility Verification

Before you can access the full application, you must submit the Letter of Intent and Pre-Application Eligibility Verification through SurveyMonkey Apply.

You'll confirm:

- Your approved application by your authorizer
- Your nonprofit status
- Whether you meet federal definitions
- Whether you're a high-quality school, expanding or replicating
- That you have notified your authorizer of your intent to apply

If approved, you'll receive access to the full application.

Step 2: Mandatory Technical Assistance

A majority of your board must attend each required webinar:

- CSP Introduction
- RFA Orientation
- Budget Support

Attendance is required, this ensures every applicant fully understands federal expectations.

Step 3: Application Submission

Opens: Cycle 3: September 18, 2026

Closes: October 20, 2026 by 5pm

*Applications are submitted exclusively through the SurveyMonkey Apply portal. Late or incomplete submissions cannot be accepted.

Step 4: Application Format & Required Components

The application includes:

- A detailed project narrative
- A budget and budget narrative
- A project timeline
- Evidence of authorizer approval
- Required board and governance documents
- Enrollment and lottery policies
- Financial statements for replicating and expanding schools
- Student demographic comparisons with local school districts
- Recruitment and community engagement plans, including long-term viability
- Transportation
- Academic plans

The project narrative itself covers:

- Educational model
- Transportation Plan
- Student recruitment and lottery procedures
- Governance, autonomy and project administration
- Financial management
- And optional competitive preference priorities



UTAH ASSOCIATION OF
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What happens after you submit?

Your application undergoes a rigorous, multi-step review:

1. Peer Review Committee Scoring
 - Experts in charter governance, finance, authorization, special education, and operations score each section.
2. Capacity Interview
 - A live Zoom interview to assess your readiness, your team's capacity, and your ability to manage federal funds.
3. Final Determination
 - Scores, interview results, and alignment with program goals determine whether a school is funded.

Post-award: What CSP Expects

If your school receives a subgrant, you'll participate in:

- Quarterly fiscal and programmatic reviews
- Site visits
- Ongoing technical assistance
- Monitoring of enrollment, fiscal controls, equity practices, and academic performance

Your risk assessment determines how much support you'll receive—from one-on-one mentoring, to staff monitoring, to group technical assistance.

How do you know if you're ready to apply?

Ask yourself these questions:

1. Is there clear demand in your community?
2. Is your governance board stable, trained, and actively engaged?
3. Does your school have a strong, research-based educational model?
4. Can your team manage a federal grant with strict compliance requirements?
5. Have you built strong relationships with your authorizer and community partners?
6. Do you have the people and systems to meet reporting, financial, and academic expectations?

If your answer to most of these is "yes," applying could be the right next step.

Your CSP Grant Support Team

- CSP Program Administrator: Shannon Greer, shannon@utahcharters.org
- CSP Controller: Barbie Faust, barbie@utahcharters.org
- CSP Program Coordinator: Suzanne Owen, suzanne@utahcharters.org

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