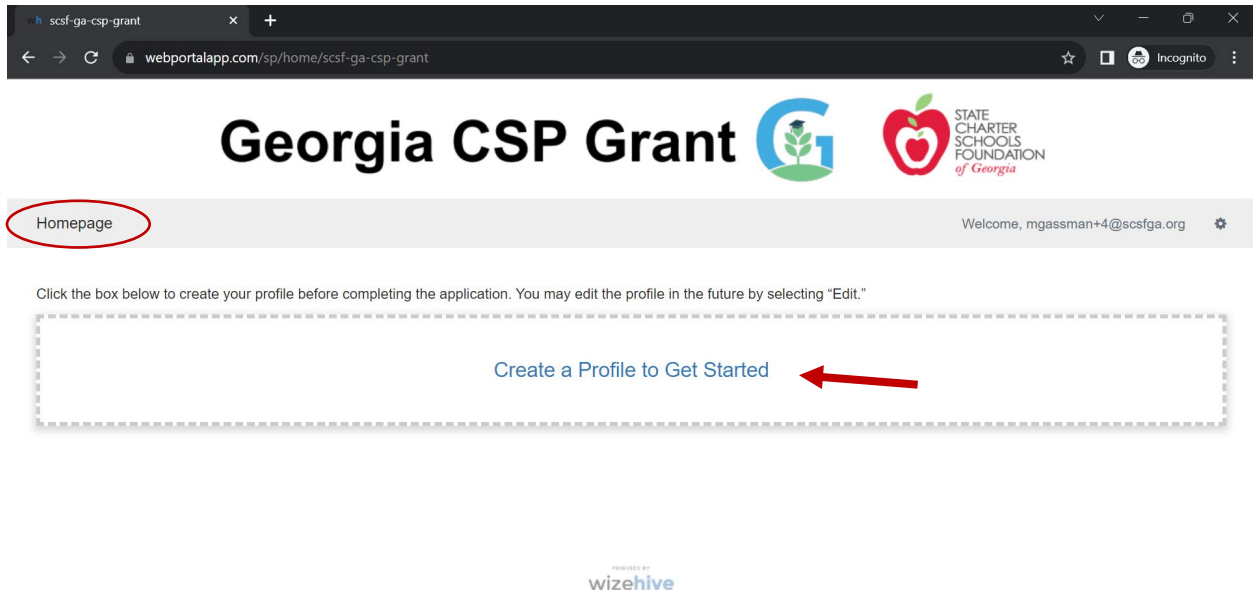


## Using the Georgia CSP Grant Portal

All Georgia CSP subgrant application materials must be submitted through the Georgia CSP 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. Please direct questions to [csp@scsc.georgia.gov](mailto:csp@scsc.georgia.gov).

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."



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.”

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 \***

300

**Year 2 \***

450

**Year 3 \***

575

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

Yes

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

Yes

Last saved at 8:46:33 AM

Save Draft Create Profile

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

Georgia CSP Grant

STATE CHARTER SCHOOLS FOUNDATION of Georgia

Homepage

Welcome, mgassman+4@scsfga.org

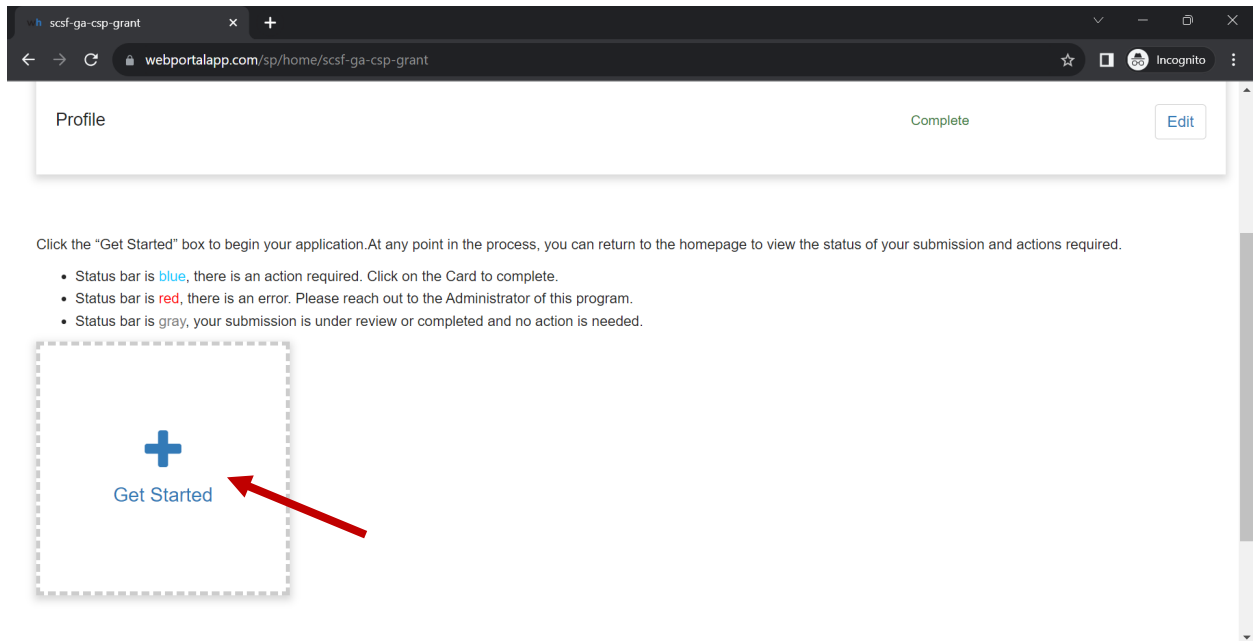
Click the box below to create your profile before completing the application. You may edit the profile in the future by selecting “Edit.”

Profile Complete Edit

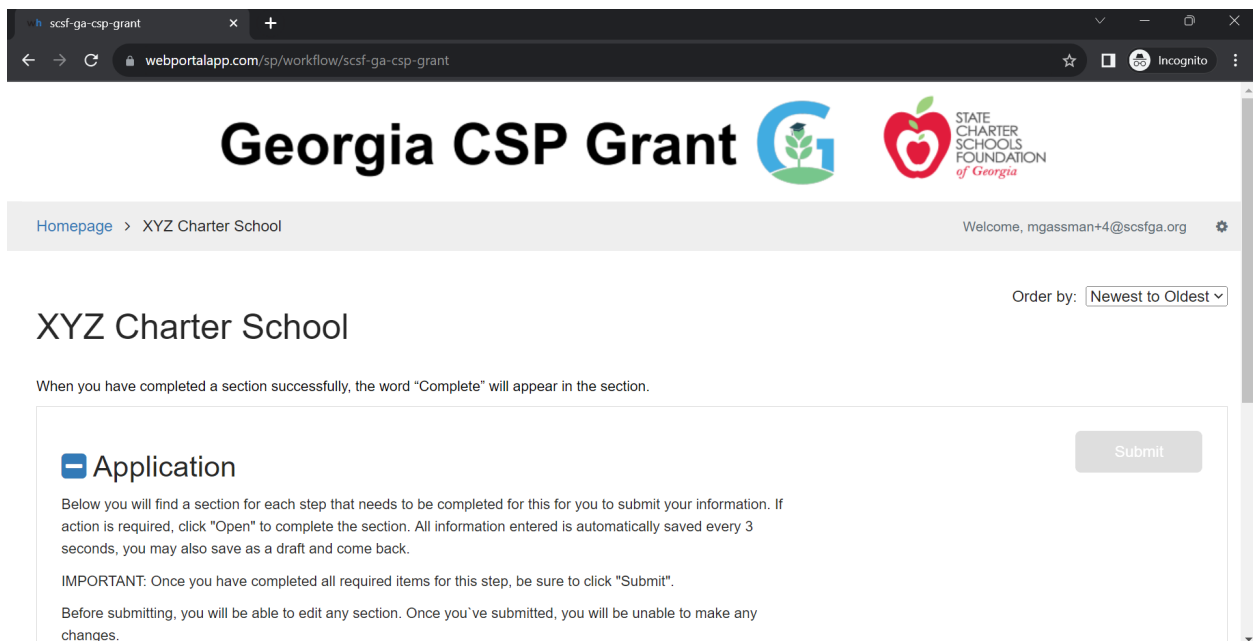
Click the “Get Started” box to begin your application. At any point in the process, you can return to the homepage to view the status of your submission and actions required.

- Status bar is blue, there is an action required. Click on the Card to complete.
- Status bar is red, there is an error. Please reach out to the Administrator of this program.
- Status bar is gray, your submission is under review or completed and no action is needed.

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.

The screenshot shows a web browser window with the URL `webportalapp.com/sp/workflow/scsf-ga-csp-grant`. The page title is "Application". Below the title, there is a "Submit" button. The main content area 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 states: "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." Below this, there is a card titled "Section 1 Application" with the text "Click 'Open' to complete the next step." and two bullet points: "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." A red arrow points to the "Open" button in the top right corner of the card.

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."

The screenshot shows a web browser window with the URL `webportalapp.com/sp/task_item_primary_input/scsf-ga-csp-grant`. The page features the "Georgia CSP Grant" logo and the "STATE CHARTER SCHOOLS FOUNDATION of Georgia" logo. Below the logos, there is a breadcrumb trail: "Homepage > XYZ Charter School > Section 1 Application" with a "Draft" status indicator. The main content area is titled "Section 1 Application" and includes a "Save Draft" button, a "Mark Complete" button, and a "Close" button. The text below the title says: "When you are ready to submit this step, please click the blue 'Save' button at the bottom of the page." It also lists two bullet points: "You can save this form as a draft at any time by clicking 'Save Draft' at the bottom of the page." and "When you have completed all required items, please click the 'Mark Complete' button at the bottom of the page." A note states: "NOTE: When you have completed all required steps, be sure to click 'Submit' on the next page." Below the note, there is a form field labeled "Eligibility for CSP Subgrant \*" and a dropdown menu. At the bottom, there is a question: "Are you requesting a supplemental grant? \*".

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 still go back and make 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.

**Submit**

#### 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.

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. Please note: there may be a lag (up to a few minutes) between submitting your application and seeing the budget status bar.

scsf-ga-csp-grant

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

Profile

Complete

Edit

Click the "Get Started" box to begin your application. At any point in the process, you can return to the homepage to view the status of your submission and actions required.

- Status bar is blue, there is an action required. Click on the Card to complete.
- Status bar is red, there is an error. Please reach out to the Administrator of this program.
- Status bar is gray, your submission is under review or completed and no action is needed.

### XYZ Charter School

Created on 11/20/2023

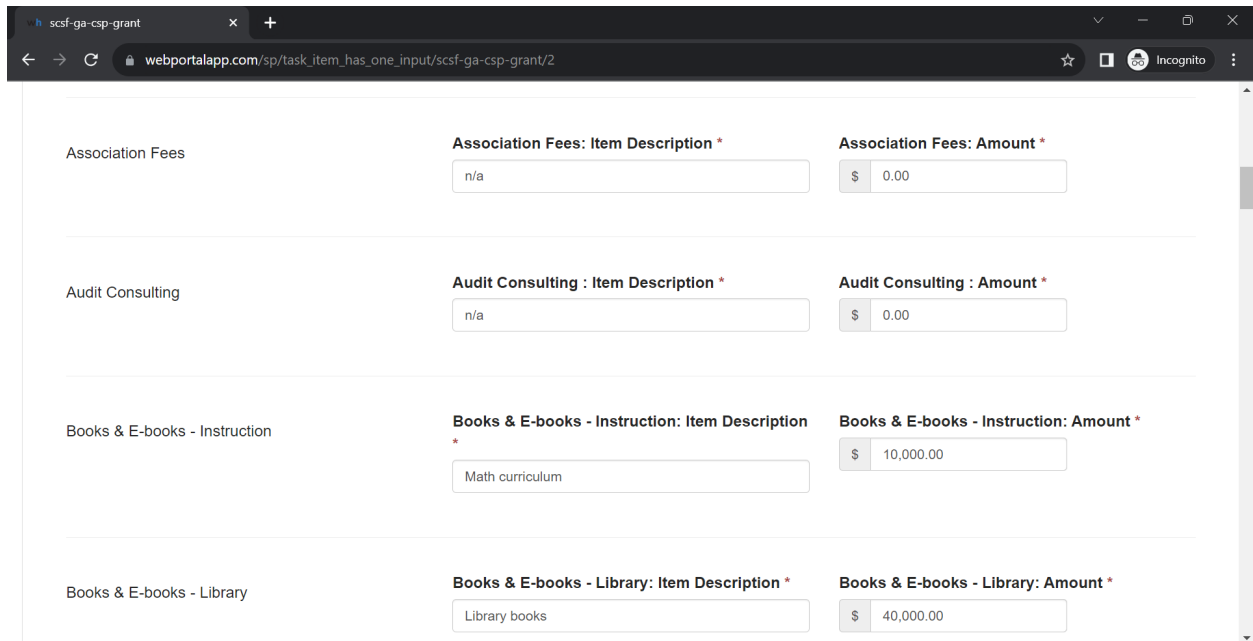
**Application Budget**

12. This will once again bring you to the landing page for the application. Now click “Open” to start the application budget.

The screenshot shows a web browser window with the URL `webportalapp.com/sp/workflow/scsf-ga-csp-grant`. The page header features the "Georgia CSP Grant" title, a green "G" logo with a plant, and the "STATE CHARTER SCHOOLS FOUNDATION of Georgia" logo. A breadcrumb trail shows "Homepage > XYZ Charter School". A welcome message "Welcome, mgassman+20@scsfga.org" is visible. The main content area is titled "XYZ Charter School" and includes a sorting dropdown set to "Newest to Oldest". A message states: "When you have completed a section successfully, the word 'Complete' will appear in the section." Below this is a section titled "Application Budget" with a minus icon. To the right of this section, it says "There are 22 days remaining to submit this." and a "Submit" button. Inside the "Application Budget" section, there is a box for "Section 2 Application Budget" with the text "The button will update to reflect how you can interact with this step." To the right of this box, it says "Action Required" and a blue "Open" button. A red arrow points to the "Open" button.

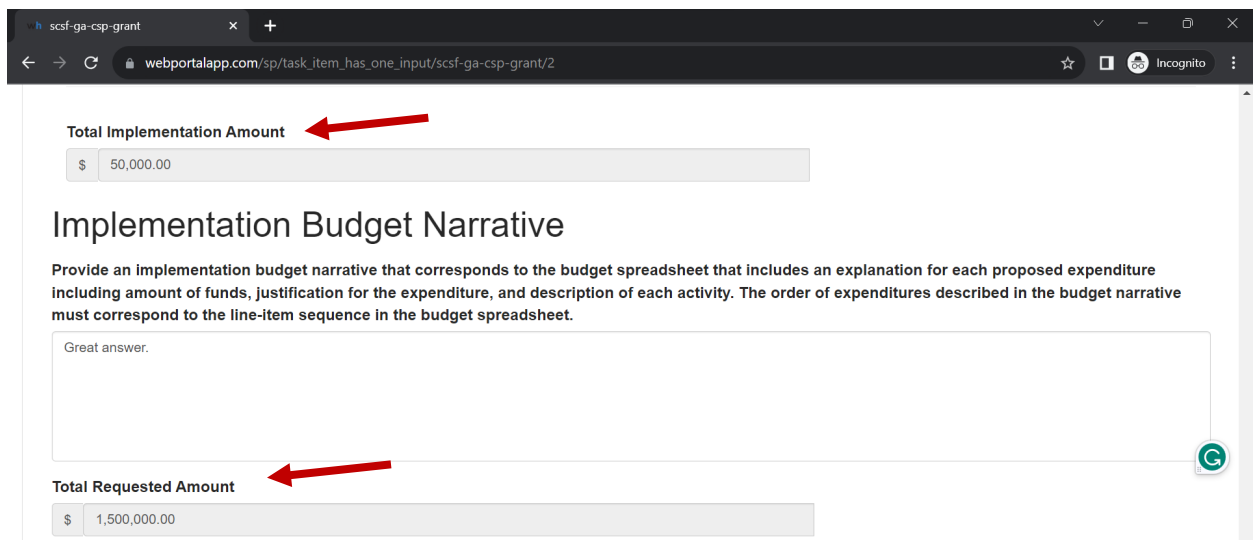
13. Begin the budget by selecting your eligibility and requesting the appropriate grant/supplemental grants. The budget will then populate an amount based on what you request. NOTE: The maximum award amount is \$1.5M for new schools and replications and \$1M for expansions. The budget may indicate a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



Line 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

15. At the bottom of the budget, you can see the total amount you have requested and the amount(s) you have currently listed in your budget (planning and implementation). Use these numbers 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.



**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

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

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

17. You will be prompted back to the application landing page. When you are ready to submit the budget, click “Submit.” Do not submit the Application Budget until you are satisfied with your responses to all three sections (Profile, Application, Application Budget). Once you submit the Application Budget, you should not make any edits or changes. If you need to make changes after this point, please email [csp@scsc.georgia.gov](mailto:csp@scsc.georgia.gov) for assistance.

Georgia CSP Grant

STATE CHARTER SCHOOLS FOUNDATION of Georgia

Homepage > XYZ Charter School

Welcome, mgassman+4@scsfga.org

Order by: Newest to Oldest

XYZ Charter School

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

Application Budget

Submit

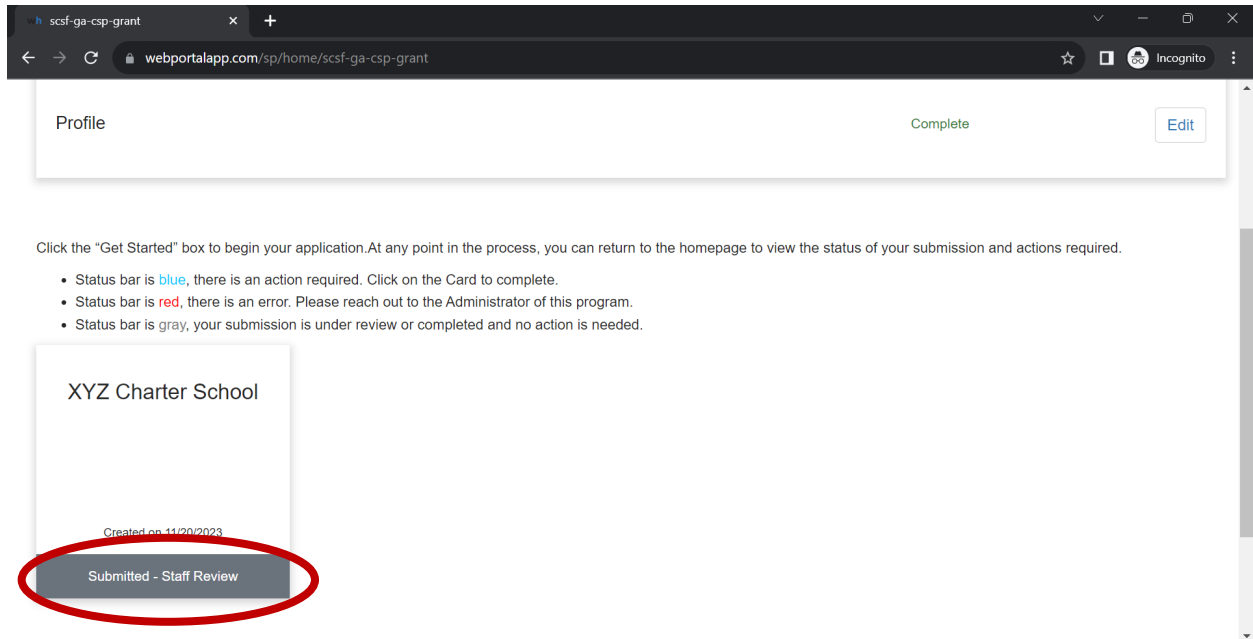
Section 2 Application Budget

Complete Edit

The button will update to reflect how you can interact with this step.



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. You may go back and edit the Application before you submit the Application Budget. Do not submit the Application Budget until you are satisfied with your entire submission. The portal will show that you can still edit after submission of the Application Budget. Please do not do this without emailing [csp@scsc.georgia.gov](mailto:csp@scsc.georgia.gov) for help! Data could be lost.

