

# Charter School Program Grant Quick Reference Guide Fund Code 532-[Link to RFP](#) Significant Expansion Program



## Purpose, Award Amounts, and Priorities of Significant Expansion Program:

The purpose of this federally-funded Charter School Program (CSP) grant program is to provide significantly expanding<sup>1</sup> Commonwealth and Horace Mann charter schools with funds for the implementation of the charter schools' educational plans, academic goals and objectives, and for meeting expansion related costs. The programs award amounts (600K maximum) and priorities are:

- ❖ Schools that have an approved amendment to expand enrollment by 50% of their largest campus will receive **\$300K**.
- ❖ Schools that backfill all grades through grade 10/or specifically serve an English Learner and/or at-risk high school population will receive an additional **\$175K**.
- ❖ Schools that expand by 250 students (100 students for alternative high schools) in the first year of their growth will receive an additional **\$125K**.

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## Allowable Expenses and Unallowable expenses are listed below

### Please remember:

- ✓ **Expense must supplement (add to) not supplant (take the place of).**
- ✓ **Costs must be reasonable, necessary and justifiable.**

***Please note: These lists are not exhaustive, please contact Office of Charter School CSP program staff with questions about an expense to ensure adherence to USED and MA guidelines.***

### Allowable Expenses:

- Computer hardware, network, phone, bell system
- Installation of computers, data systems, networks, and telephones
- Computer Software (not renewals)
- Textbooks
- Gym equipment
- Informing the community about the school
- Furniture
- Playground equipment
- Implementing of new attendance, and registration systems
- Teacher and staff recruitment
- Curriculum materials
- Developing curriculum materials
- Program and Policy Development
- Personnel Expenses (as it relates to expansion)

**ESSA Flexibilities:** DESE received a waiver to allow for the following expenses-please see the [RFP](#) for complete details and instructions:

- Minor Facilities Repair (excluding construction)
- Necessary renovations to ensure compliance with applicable statute and regulation
- One-time startup costs associated with transporting student to and from a charter school

## **Unallowable Expenses:**

- Food or beverage
- Rent
- Regular employee salaries
- Consumable supplies (paper, pens, pencils, crayons, etc.)
- Promotional Items (including those related to community outreach and staff and student recruitment)
- Indirect Cost

### **Amendments**

- Required when there is any significant change in program objectives; any increase or decrease in the total amount of the grant; an increase in a line of the budget that exceeds \$100 or 10% of the line (whichever is greater), or exceeds \$10,000.
- Request and submit an amendment between the 1<sup>st</sup> and the 15<sup>th</sup> of the month so as not to collide with the payment request windows.
- To request an amendment, e-mail Joanna Laghetto [jlaghetto@doe.mass.edu](mailto:jlaghetto@doe.mass.edu). Please only request an amendment when you are ready to submit the amendment in [EdGrants](#).