

Charter School Program Grant
Quick Reference Guide
Fund Code 535-[Link to RFP](#)
Start-Up Implementation Program



Purpose, Award Amounts, and Priorities of the Implementation Program:

The purpose of this federally-funded Charter School Program (CSP) grant program is to provide new Commonwealth and Horace Mann charter schools with start-up funds for planning and implementing the charter schools' educational plans, academic goals and objectives, and for meeting start-up related costs. The programs award amounts (800K maximum) and priorities are:

- ❖ Schools that have been awarded a charter will receive **\$500K**.
- ❖ 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**.

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)
- Governance Development
- Textbooks
- Gym equipment
- Informing the community about the school
- Furniture
- Playground equipment
- Implementing of new accounting, attendance, and registration systems
- Teacher and staff recruitment
- Curriculum materials
- Developing curriculum materials
- Program and Policy Development
- Personnel Expenses as it relates to Start-Up

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

- 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 1st and the 15th 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. Please only request an amendment when you are ready to submit the amendment in [EdGrants](#).