



COLORADO LEAGUE *of*  
CHARTER SCHOOLS

# Great Schools Colorado-CSP Grant

---

Request for Application (RFA) for Continuation Schools | April 4, 2025

# Meet the CSP Grant Team



**DAWNA TAYLOR**

Grant Executive Lead

(Chief of Staff & VP of Sch Services)



**MARK HEFFNER**

Grant Fiscal Lead

(VP of Finance Operations)



**TANESHA BELL**

Grant Project Director



**DAVE MOHR**

Grant Fiscal Lead

(Director of Accounting)



**BRIGHT HOMAWOO**

Grant & Technical Manager

Thank you to all members of the Senior Leadership Team and all the support staff and consultants at the League that have contributed to making this grant opportunity possible!

An extended appreciation to our partners, including:



**New Great Schools Colorado Partner  
to support CSP subgrantees**

# Purpose

To provide technical assistance (TA) to CSP Continuation Schools on how to access, understand, and navigate the RFA and guidance on how to successfully complete the application.

## Objectives

- Understand the structure and key sections of the RFA
- Learn how to access and navigate the application
- Identify where and how to submit required information
- Avoid common mistakes for a successful submission

## Agenda

- 1) Welcome & Introductions
- 2) Understanding the RFA
- 3) Accessing the Application
- 4) Completing Key Sections
- 5) Submitting & Final Checklist
- 6) Q&A and Closing

# Understanding the RFA

- What is an RFA?
- How to access the RFA?
- Key sections of the RFA:
  - Eligibility Requirements
  - Funding Priorities & Allowable Uses of Funds
  - Application Instructions & Directions
  - Other Resources & Support
  - Scoring Criteria & Evaluation Process



Outlines eligibility and requirements



Provides funding priorities and guidance



Sets evaluation criteria for applications



Ensures clarity on deadlines and expectations



Available here on the League's Great Schools Colorado [website](#)

# Continuation of CSP Funding

---

Schools that received CSP funding in prior years must show ongoing effectiveness.

- Expansion projects must align with initial grant goals and demonstrate continued impact.
- Schools must demonstrate progress toward stated goals.
- Subgrantees are subject to annual performance reviews and grant compliance.
- Failure to meet benchmarks may impact future funding.

- Schools seeking additional funding should highlight measurable outcomes from past CSP support.
- Subgrantees should establish clear performance metrics and monitoring systems.
- Ongoing compliance ensures continued access to CSP funding.
- Strong past performance increases the likelihood of securing continued funding.

# Continuation Applicant Process Timeline

Define Continuation Schools



# Sections of the CSP Continuation Grant Application

## **Applicant Information:**

Organization details, primary contacts

## **Project Narrative:**

Goals, objectives, expected impact

## **Budget & Financial Details:**

Required budget format, justification

## **Attachments & Supporting Docs:**

What's required and how to upload Required Documents and Appendices

## **Certifications & Compliance:**

Final review before submission



# Completing the Application

---

- **Applicant Information:** Organization details, primary contacts
- **Project Narrative:** Goals, objectives, expected impact
- **Budget & Financial Details:** Required budget format, justification
- **Attachments & Supporting Docs:** What's required and how to upload
- **Certifications & Compliance:** Final review before submission

- **Where to Find the Application**
  - Link to online portal
  - Account registration requirements
- **Logging In & Creating an Account**
  - Step-by-step guide
  - Password and security settings
- **Navigating the Application Portal**
  - Dashboard overview
  - Key sections to locate
- **Entering Your Responses**
  - Required fields vs. optional fields
  - Character limits and formatting requirements

2025

# Great Schools Colorado Charter School Program (CSP) Continuation Application

SUBGRANTEE – FEDERAL CHARTER SCHOOL PROGRAM  
EXISTING SUBGRANTEES ONLY

COLORADO LEAGUE OF CHARTER SCHOOLS | 104 N. Broadway, Suite 400, Denver, CO 80203

## Table of Contents

Background .....	4
Purpose of the Grant .....	4
<b>CONTINUATION OF CHARTER SCHOOLS PROGRAM ELIGIBILITY .....</b>	<b>6</b>
Eligible Applicants .....	6
<b>FUNDING INFORMATION .....</b>	<b>12</b>
Application Deadline and Period of Availability .....	12
Type and Duration of Subgrant .....	12
Allowable Use of Funds .....	12
<b>CONTINUED PARTICIPATION, EVALUATION AND REPORTING .....</b>	<b>15</b>
Monitoring .....	15
Reporting .....	16
<b>FISCAL PROCEDURES .....</b>	<b>17</b>
Project Cash Requests .....	17
<b>GENERAL SUBGRANT MANAGEMENT .....</b>	<b>18</b>
Conflicts of Interest .....	18
Misuse of Funds and Subgrant Termination .....	18
Return of Equipment Purchased with Federal Funds .....	19
<b>EDUCATIONAL SERVICE PROVIDERS .....</b>	<b>20</b>
<b>LOTTERY AND ENROLLMENT REQUIREMENTS .....</b>	<b>21</b>
Exemptions from the Lottery .....	21
Enrollment Policy .....	22
Weighted Lotteries .....	22
<b>APPLICATION TECHNICAL ASSISTANCE .....</b>	<b>22</b>
<b>REVIEW PROCESS .....</b>	<b>22</b>
Current CSP Subgrant Performance Review .....	23
Continuation Application Review .....	23
<b>APPLICATION SUBMISSION .....</b>	<b>23</b>
Grant Management System .....	23
Deadline .....	25
Award Process .....	25

<b>CONTINUATION SUBGRANTEE APPLICATION .....</b>	<b>26</b>
Program Assurances.....	28
Financial Risk Assessment Form.....	35
Updating the CSP Application for Continued Funding .....	38
Application Narrative Sections .....	40
A. EXECUTIVE SUMMARY .....	41
B. SUBGRANT PROJECT GOALS AND BUDGET NARRATIVE .....	41
C. EDUCATIONALLY DISADVANTAGED AND AT- RISK STUDENTS.....	43
D. STANDARDS AND ALIGNED CURRICULUM .....	43
E. RESEARCH-BASED EDUCATIONAL MODEL .....	44
F. STAFFING AND PROFESSIONAL DEVELOPMENT .....	44
G. ACCOUNTABILITY AND ACCREDITATION.....	44
H. BOARD CAPACITY AND GOVERNANCE STRUCTURE.....	44
I. PARENT/COMMUNITY INVOLVEMENT .....	45
J. BUSINESS CAPACITY AND FACILITIES .....	46
Application Appendices.....	46
APPENDIX 5: Technology Plan.....	47
APPENDIX 6: School Library Development Plan .....	51
APPENDIX 7: Professional Development Plan .....	52
APPENDIX 8: Marketing Plan .....	56
APPENDIX 9: Performance Management Plan .....	57
APPENDIX 10: Transportation Plan .....	59
Part A (completed by all applicants).....	60
Part B (completed only by applicants seeking to utilize CSP subgrant funds for transportation purchases).....	60
Transportation Annual Report for Charters .....	62
APPENDIX 12: Disclosure Information .....	63
Updated Charter/Education Management Organization (CMO/EMO) Questionnaire .....	64
APPENDIX 13 – PART A: CSP Subgrant Project Goals and Updated Activities for Continued CSP Funding as described in Narrative Section B of this application.....	66
APPENDIX 13 – PART B: Status of CSP Subgrant Project Goals and Updated Activities from the Previous CSP Subgrant .....	67
APPENDIX 14: Minor Facility Repair Plan .....	68
APPENDIX 15: Waiver Requests.....	70

<b>CSP Subgrant Continuation Application: .....</b>	<b>71</b>
Procedural Review Checklist .....	71
Application Appendices Procedural Requirements.....	73
Subgrant Continuation Application: Narrative Content Review .....	75
Lottery and Enrollment Requirements .....	81

# Live Previews

## #1 – RFA

## #2 – Online Portal

## Tips for Success

- ✓ Review the RFA and confirm eligibility
- ✓ Engage stakeholders and develop a strategic plan for expansion or replication.
- ✓ Prepare necessary documentation and submit the application by the deadline.
- ✓ Save frequently and contact us for troubleshooting solutions

## Next Steps After Submission

- Internal Peer Review (panel and process)
- Verification of eligibility
- Confirmation of compliance and completeness of application
- Provisional Award Announcement (direct notification as well as online publication)
- Confirmation of grant award (subgrantee submits required changes and reconcile budget)
- Final Approval Notification (specifies the official grant period, i.e., when reimbursement can occur.

### Helpful questions to reflect on before Submission

- ✓ Have all required fields been completed?
- ✓ Have all attachments been uploaded?
- ✓ Have you reviewed formatting and compliance requirements?

# Questions?

## RESOURCES & SUPPORT

**GSC Main:** [www.greatschoolscolorado.org](http://www.greatschoolscolorado.org)

**FAQs:** Found on the GSC website, under the Resources menu which will be updated regularly

**Email:** [greatschools@coloradoleague.org](mailto:greatschools@coloradoleague.org)

### Common Pitfalls to Avoid

- Missing deadlines
- Incomplete applications
- Not aligning with funding priorities
- Ignoring formatting or submission guidelines





# Thank You!



Continuation applicants will be contacted by email following today's call with detailed information about next steps, including where to access materials and key dates, and link to the evaluation form to share your feedback.