

Charter Schools Program



# Submitting Your CSP Grant Application

A Resource for Organizations Interested in Applying for a FY 2025  
CSP Grant

FY 2025 Grant Competitions

# Electronic Submission Requirement

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Charter Schools Program (CSP) grant applications **must be submitted electronically**, unless you qualify for an exception to this requirement in accordance with the instructions in the Notice.

# CSP Funding Opportunity Deadlines

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- ❖ **Grants to State Entities 84.282A**  
Due June 9, 2025
- ❖ **Charter School Replication and Expansion of CMO Grants 84.282M**  
Due June 18, 2025
- ❖ **Model Development and Dissemination Grant 84.282G**  
Due July 14, 2025
- ❖ **Credit Enhancement for Charter School Facilities Grants 84.354A**  
Due June 25, 2025
- ❖ **State Charter School Facilities Incentive Grants 84.282D**  
Due July 8, 2025
- ❖ **Developer Grants 84.282B/E**  
Due June 30, 2025

# Application Notice



Due Date and Time



Program Contact Information



Recommended Page Limits and Formatting



Allowable File Types



Mandatory or Optional Electronic Submission



Exemptions to Mandatory Electronic Submission



System for Submitting





# Grants.gov

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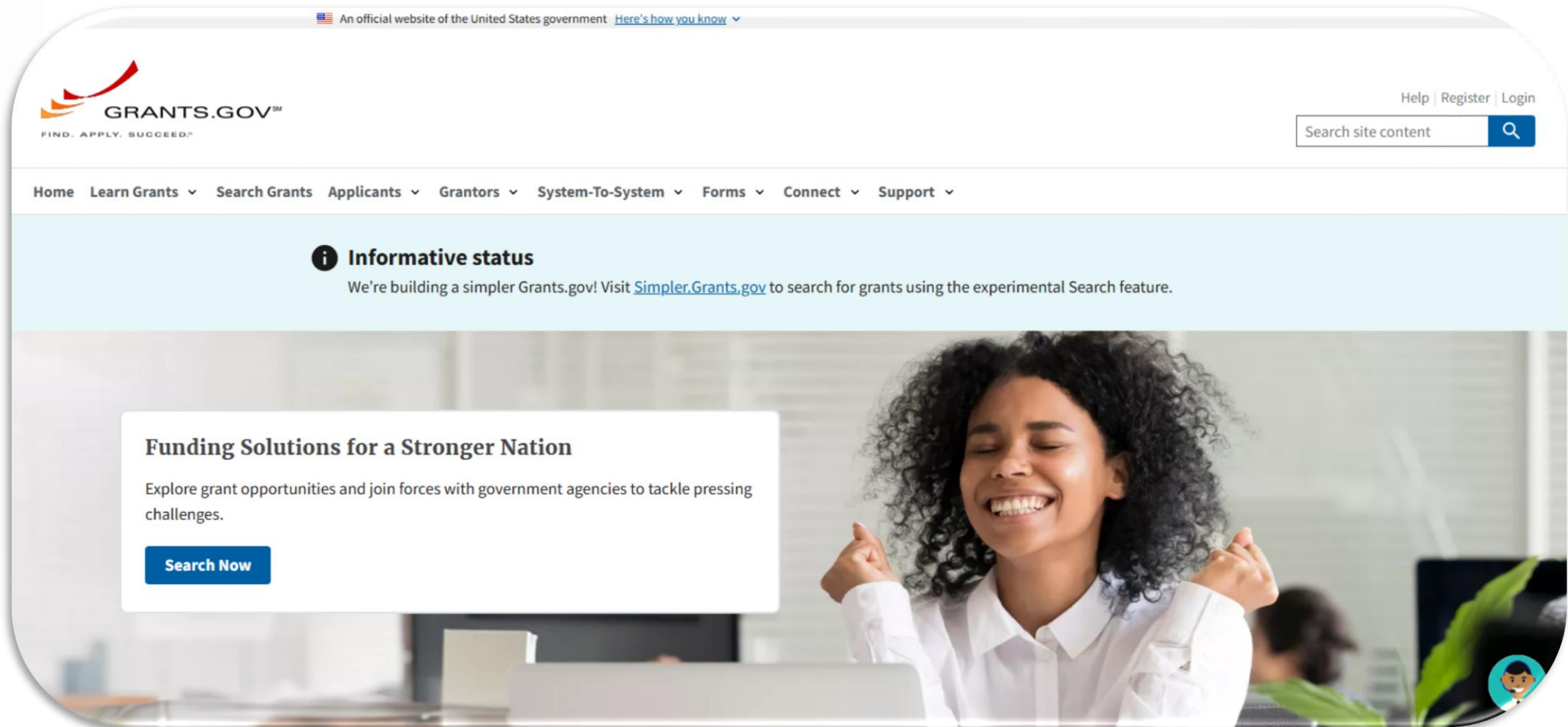
Register and Submit Early!



Charter Schools Program

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# Grants.gov Website



# Registration Process

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1. Register with SAM.gov to obtain your UEI (Unique Entity Identifier)
2. Set up your Authorized Organization Representative (AOR) profile
3. Get authorized as an AOR by your organization's e-Biz Point of Contact (POC)
4. Track your AOR status



# Important Reminder

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The complete Grants.gov registration process takes up to **4 weeks** to complete.

You do not have to register with Grants.gov if you only want to find grant opportunities or to download application packages – **but you MUST register to SUBMIT an application!**



# Other Tips

- Review “Grants.gov Submission Procedures and Tips for Applicants” in the application package.
- Applicants must download the correct version of Adobe in order to read any Grants.gov application packages.
- In Adobe, applicants must move all mandatory forms from left to right, in order to open each form.
- Once the form is on the right side, applicants can complete and SAVE each form; while in process, the application package is saved offline.
- Press the final SAVE & SUBMIT button before the final submission of the application.
- Once you download the application, multiple people can work on it, and you may work offline.
- Save often.
- Include both forms and attachments.
- Submit all documents as PDF files.
- Once the application is complete, the SAVE & SUBMIT button becomes active.

## REMINDER:

Applicants must obtain a UEI to apply for CSP grants.

Go to SAM.gov to request a UEI, if your agency does not yet have a UEI.



# Application Submission



## Successful Submission

- Applicants should receive a confirmation email with a time and date stamp and an assigned tracking number from Grants.gov.
- Applicants should receive a validation email from Grants.gov. This means the application is ready for Department pickup.
- Applicant should receive an email with their assigned PR Award # (e.g., S282A25XXXX).



## Unsuccessful Submission

- Applicants did not receive a confirmation email with a time and date stamp and an assigned tracking number from Grants.gov.
- If the application is received after 11:59:59 p.m. ET on the deadline, or validation is not successful, applicants should receive an error email.
- Emails may list the error, or applicants can use their tracking number to find the submission error.

# Tracking Your Submission

**Do not rely solely on email to confirm whether your application has been received on time and validated successfully.**

Verify submission is on time and validated successfully

- To check, log in to Grants.gov and click on the Track My Application link
- Date/time received should be earlier than 11:59:59 p.m. on the deadline
- Application status should be “Validated”



# Submission Tips



Save a copy of your application.



Ensure the signer of the application matches the Authorized Representative named. The Department may request original signatures on forms at a later date.



Applications cannot be “unsubmitted.”



Users may resubmit their application at any point up until the closing date and time; we review the most recent submission before the due date and time.

# Grants.gov Deadline and Support

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Deadlines are enforced via the electronic Grants.gov system.

**Applicants are strongly encouraged to submit early!**

You can resubmit your application (prior to the closing date at 11:59:59 p.m.) if you need to update your application.

Grants.gov support is available 24/7 excluding Federal holidays.



# Grants.gov Support

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Take a few minutes today to make sure your organization has an active Grants.gov account.



If you are experiencing problems submitting your application through Grants.gov, please contact the **Grants.gov Support Desk at 800-518-4726 or [support@grants.gov](mailto:support@grants.gov)**. Obtain a Grants.gov Support Desk Case Number and keep a record of it.



If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 11:59:59 p.m. ET, the following day to enable you to transmit your application electronically, by hand delivery, or through the mail following the instructions in the Notice Inviting Applications.



# Application Review

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CSP Grant Review Process

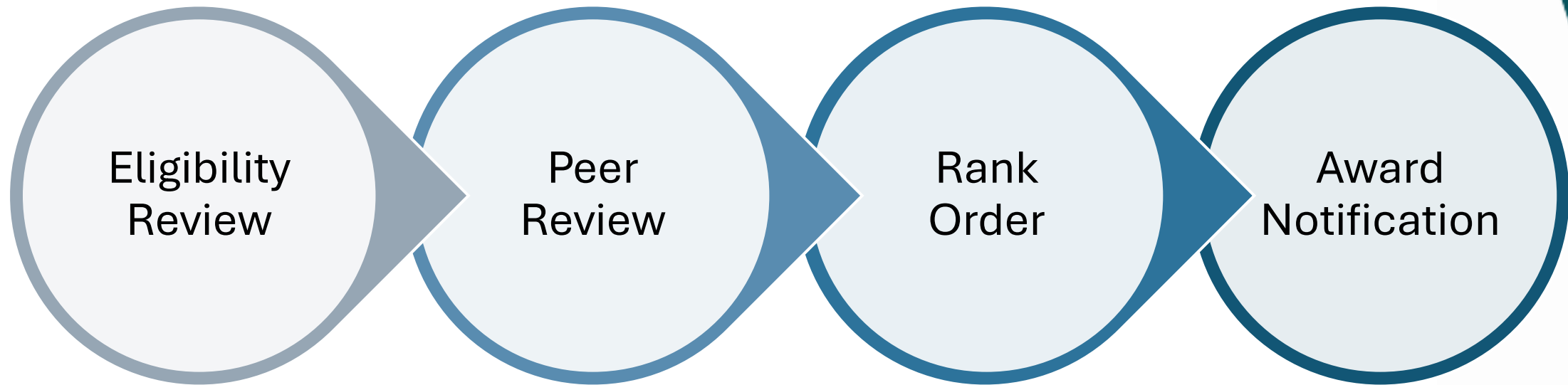


Charter Schools Program

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# Application Review Process

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# Questions

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Where to Submit Questions



# Competition Contacts

- ❖ **Grants to State Entities 84.282A**  
[SE\\_Competition@ed.gov](mailto:SE_Competition@ed.gov)
- ❖ **Charter School Replication and Expansion of CMO Grants 84.282M**  
[CMOCompetition@ed.gov](mailto:CMOCompetition@ed.gov)
- ❖ **Model Development and Dissemination Grant 84.282G**  
[MDDCompetition@ed.gov](mailto:MDDCompetition@ed.gov)
- ❖ **Credit Enhancement for Charter School Facilities Grants 84.354A**  
[Charter.Facilities@ed.gov](mailto:Charter.Facilities@ed.gov)
- ❖ **State Charter School Facilities Incentive Grants 84.282D**  
[Charter.Facilities@ed.gov](mailto:Charter.Facilities@ed.gov)
- ❖ **Developer Grants 84.282B/E**  
[DeveloperCompetition@ed.gov](mailto:DeveloperCompetition@ed.gov)

**Grants.gov Support**  
[support@grants.gov](mailto:support@grants.gov)  
(800) 518-4726





# Thank You!