



BOOST Grantee Update

Year 3

In this Issue:

- [BOOST Townhall](#)
- [Year 3 BOOST Administrative Calendar](#)
- [Year 3 Summer Budgets](#)
- [Welcome New Targeted Grantees!](#)
- [Updates & Reminders](#)

*Expect to see the BOOST grantee as needed throughout the end of the BOOST Grants Program.

Spotlight: BOOST Town Hall Meeting #3



It is time for our next BOOST Townhall! While attendance is optional, we are requesting that each BOOST grantee have at least 1 person from their organization present for this meeting. We will highlight important administrative updates for year 3, highlight upcoming professional learning and quality supports, and also discuss BOOST close-out details. You will be able to connect in real time with GSAN staff, GaDOE staff, as well as peers in the field. [REGISTER HERE](#) to reserve your spot in the Town Hall.

Date: Tuesday, February 27

Time: 10:00 am

Location: Virtual

[Register for Town Hall](#)

Take Action

Download the updated BOOST Year 3 Critical Administrative Dates! **UPDATED**

Please reference this document: [Year 3 BOOST Critical Administrative Dates](#) to review upcoming deadlines and other important dates. Take note of:

- Reporting dates
- Suggested invoice-by dates to meet liquidation deadlines
- Townhall and Advisory Council Dates

Grantee updates will be provided as *needed* to remind of the upcoming important dates for the month; however, this calendar is your guide for important grantee administrative timelines and deadlines.

[Learn More](#)



SUBMIT YOUR YEAR 3 SUMMER BUDGET!

Summer budgets were due January 5, 2024. If you have yet to submit a budget, you are now non-compliant! Please submit your budget, ASAP!

We anticipate finishing our budget review by 2/16/24 for all submitted budgets. Please stay attentive to your emails for budget status updates. You can also check GSAN's daily budget status list: [Budget Status List](#) for updates. ***If you are an afterschool-only funded program, you do not need to complete a summer budget.***

1. Access the new [Year 3 Summer Budget Template](#) and download it to your computer. When you open it, it will likely be in Protected View so click Enable Editing to edit the file.
2. Do you have a balance from Year 1 or 2 Summer remaining that you'd like to repurpose for use in Year 3?
 1. If yes, download the above template and access the "Update Instructions" worksheet (tab) for instructions to complete the appropriate **budget update worksheet for the budget you would like to update**
 2. If you have \$0 balance *or* if you have a balance but want to use the funds in Year 3 summer for the same line items, do not complete a budget update worksheet.
3. Go to the **Budget Analysis** worksheet and enter your Year 3 summer award in the appropriate cell. You can now refer back to this worksheet

as you budget to ensure that you have fully accounted for the new award.

4. On the **YEAR 3** worksheet (tab), build your budget using the same function and object codes as you have in the past. If you are unsure about a code, put your best guess and GSAN staff will make corrections as necessary.
 1. **Important:** Following the most recent state auditing guidelines, we've asked that **each line item's description begin with the "SE Year 3:"tag**. The template models that on the first line item.
5. Email the completed budget to boost@georgiavoices.org.

BUDGET REMINDERS:

- Please consult the [BOOST Implementation FAQ](#) for more budgeting resources. Please also do not hesitate to schedule a technical assistance call with us if you require technical assistance for the budgeting process.
- To find your Year 3 award amount, refer to the recent funding email you received (for any applicable afterschool programming) or the [Year 3 Summer BOOST Award List](#) online.
- Remember that BOOST funds cannot be used to pay for food on field trips, student incentives or awards, or to account for scholarships/fee waivers.
- If your summer budget includes field trips or capital expenditures, please prepare the proper form, which can be found on the [BOOST Grantee Resource Hub](#). Please submit the any required forms with your budget submission.
- Use this opportunity to check your insurance documentation; if your Certificate of Insurance is expired, please provide an updated version with your budget.



Welcome New Grantees!

GSAN is excited to officially welcome two new BOOST Grantees! We look forward to working with your programs to support justice-impacted youth. Please join us in extending a warm welcome to:

Organization	Type of Program	Funding Type
Café Momentum (Momentum Advisory Collective)	Afterschool	Targeted: Justice-impacted Youth
@Promise (Atlanta Police Foundation)	Afterschool	Targeted: Justice-impacted Youth

We also hosted a new grantee orientation in December. You can access the technical assistance slide deck from that meeting by [CLICKING HERE](#) This slide deck covers:

- The budget approval and revision process
- Navigating the MyGaDOE Portal
- Insurance and Fidelity Bond Requirements
- Reimbursement/Drawdown Process
- Technical Assistance & BOOST Communications
- BOOST Training & Quality Supports

The links referenced in the above slide deck can be found by: [CLICKING HERE](#)

Updates and Reminders

Scheduling Technical Assistance

As a reminder, scheduling technical assistance with GSAN is now as simple as clicking a few buttons! Use the [online TA scheduling tool](#) to get connected with support on budgeting, invoicing, new hire orientations, quality supports, and more!



Year 3 Expenditure Report Template Available for Invoicing

For organizations using the expenditure report method for invoice documentation, please ensure you have updated to the recommended [Year 3 expenditure report template](#). As you will see, it allows you to draw down simultaneously from the Year 1 ASP, Year 1 SE, Year 2 ASP, Year 2 SE pots of money (your "rollovers" or balances), and Year 3 ASP new line items *all within the same invoice*. You continue to have access to Year 1 and Year 2 funds even though we are in Year 3. However, for auditing purposes we must all continue to account carefully for these different allocations.

Schedule Technical Assistance w/ BOOST Team

Schedule



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