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**New Grantee Media Kit**

Please find the new Grantee Media Kit, designed to help you share and celebrate your BOOST award with your



community! This comprehensive toolkit includes ready-to-use **social media posts**, **press release guidance**, **cohort data**, and other helpful resources to amplify your message. Whether you're announcing your award, engaging stakeholders, or showcasing your impact, we've got you covered. We're excited to support you in spreading the word, your work deserves to be celebrated!

Grantees can find GaDOE's press release [here](#).

[Download 2025 Grantee Media Kit](#)

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## Welcome New BOOST Grantees!



**Congratulations and welcome to our new BOOST Grantees!** Your selection from a highly competitive pool is a true achievement, and we're thrilled to celebrate your success. The BOOST Grants Program champions out-of-school time initiatives and whole child supports, fostering academic growth and youth well-being. Thank you for your dedication—your impact inspires us. Voices for Georgia's Children and GSAN are excited to partner with you and support your afterschool and summer learning programs as you make a difference in the year ahead. Click [here](#) for a list of all organizations.

## BOOST Grants Portal

**Important Reminder:** You'll use the [BOOST Grants Portal](#)—powered by Submittable—for all your grant-related tasks. This is the same platform where you submitted your grant application, so it should look familiar! Whether you need to upload documents, complete forms, or share media, everything goes through this portal for convenience and security. Below, you'll find easy-to-follow screenshots to help you log in and locate where to submit your materials.



Key portal tasks you'll complete:

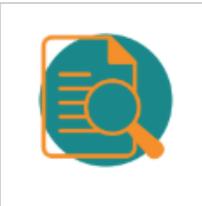
- Upload grant forms and documents
- Share photos, videos, and other media
- Complete essential administrative actions
- Updating contacts
- Uploading state vendor forms
- Budgets, Invoices and Expense Prior Approvals
- Implementation Reports
- Annual Reports

### [GUIDE TO NAVIGATING BOOST GRANTS PORTAL](#)

Accessing and using the BOOST Grants Portal streamlines your experience—making it easier to stay organized and on track!

**Note:** Only the designated owner of a submission in the portal can submit forms. However, the owner can add collaborators who can complete items in the portal. Additionally, organizations have the flexibility to transfer ownership of the submission at any point during the program year.

## Grantee Resource Hub



The [Grantee Resource Hub](#) is your go-to destination for all administrative support. Designed exclusively for BOOST grantees, this hub features essential forms, documents, archived newsletters, and helpful resources—all in one place. Be sure to bookmark the page for quick and easy access, as it's shared directly with grantee organizations and isn't available on Voices for Georgia's Children or GSAN's public websites. On the [Grantee Resource Hub](#), you'll find:

- State vendor forms
- Townhall and Webinar recordings
- Administrative Calendar
- FAQs
- Budget and financial forms
- Grantee compliance and monitoring needs
- Programmatic quality supports offerings

## Orientation Session Recording

Thank you to everyone who joined our new grantee orientation on October 9, 2025—whether you attended live or caught the recording! For your convenience, you can access the [Orientation Webinar Recording](#) and [Orientation Slide Deck](#) anytime. These materials are also available on the [Grantee Resource Hub](#).



## Budget & Invoice Approval Process

### Budget Approval Process

1. Submit your budget using the [BOOST Budget Template](#) within the [BOOST Grants Portal](#)
2. GSAN will then update your budget to in-progress and review the uploaded budget in the portal
  1. **If Approved:** Great news! You'll get a portal notification confirming approval and guidance on entering your budget into MyGaDOE. Your status in the BOOST Grants Portal will show **"Completed."**
  2. **If Revisions Are Needed:** No worries—you'll receive a notification with details on what to update and how to re-upload your revised budget. Your status will change to **"Declined"** until the updates are complete.
3. Visit the [Grantee Resource Hub](#) to check our budget status update. We'll update it every Wednesday and Thursday.

\*Plan ahead! The Administrative Calendar (included below) lists the three budget revision windows—make note of these dates now to stay on track

### Invoice Approval Process

Invoices should only be submitted upon written notice that your budget is approved by GSAN. Here's how the invoice approval process works:

1. Submit your Invoices and Expense Narratives using the [BOOST Expenditure Template](#) of any anticipated expenses within the [BOOST Grants Portal](#).
2. For each expense **advance** —items you've included on your Expenditure Report for anticipated expenses—please provide a brief expense explanation including the function and object code for each expense.
3. **If Approved:** Great news! You'll get a portal notification confirming approval and guidance on entering your invoice into [MyGaDOE Portal-Invoice Application](#). Your status in the BOOST Grants Portal will show **"Completed."**
4. **If Revisions Are Needed:** No worries—you'll receive a notification with details on what to update so that you can revise and upload your new invoice. Your status will change to **"Declined"** until the updates are complete.

## Project Modification Process

Projects evolve—and that's okay! If you need to adjust your project to better serve youth or reflect new priorities, we're here to help.

**Here's what to do:**

1. Go to the **Forms** section in the [BOOST Grants Portal](#)
2. Fill out the form with your proposed updates

**You should submit a modification when:**

- Project scope changes
- Target population shifts
- Program services change (especially RFP priority areas)
- Program type changes (afterschool, summer, year-round)
- Programmatic outcomes need adjustment

**Tip:** Always review your outcomes after making modifications to ensure alignment.



## BOOST Administrative Calendar

**Don't Miss a Deadline!** Stay ahead this grant program year by marking all key dates on your calendar—your success depends on it! Be sure to download and save the [BOOST Administrative Calendar](#) for quick access. You can easily find this essential document in the BOOST Grants Portal, so you're always in the know!



## Tell Your Story

We encourage all BOOST grantees to upload any and all BOOST-related digital content (photos, videos, testimonials, and more) to the [BOOST Grants Portal](#) powered by Submittable. Your stories and visuals help bring your program's impact to life, and GSAN is here to support you in telling both your BOOST story and your broader program story. **The BOOST team is currently curating the first group of organizations to be featured in an upcoming OST Story spotlight**, so please keep an eye out for communications about that opportunity. Sharing your content now ensures your work is seen, celebrated, and considered for future storytelling features!

## Coming Soon!



### Mark Your Calendars

- The first BOOST Townhall -November 6th @ 10:00 AM Topic: Data & Outcomes Deep Dive
- The first BOOST Statewide Grantee Meeting—November 6th 11:00 AM
- First Quarterly Implementation Report—November 21st

### Quality and Financial Intake

Keep an eye out—we'll notify you as soon as these two surveys are ready for you in the BOOST Grants Portal! Remember, these surveys are designed to empower you and make your grant journey smoother. They're not about penalties, but about helping GSAN tailor the best support for enhancing your program's quality and building financial operational capacity. Your data on these surveys are key in ensuring we get it right!

- Quality Intake Survey
- Financial Readiness Survey

Need a hand with project modifications, budget planning, state vendor forms, or navigating the MyGaDOE Portal? We're here to support you every step of the way! Book a time with us for personalized, one-on-one guidance—let's make your grant journey easier and more successful together.

Click Here for the [Technical Assistance Scheduler](#).

Schedule

Schedule Technical Assistance w/ BOOST Team



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If you believe you received this message in error or wish to no longer receive email from us, please [unsubscribe](#).

