

Funder Focused Technical Assistance

Whitehead Funded
Organizations

August 6, 2026



HOUSEKEEPING FOR TODAY'S SESSION



1

Meeting Format--Participant mics will be automatically muted upon entry. There will be time allotted at the end of agenda to type questions or un-mute mic to ask aloud.
***Please keep mics muted during the presentation.**

2

Recording Available: This session is being recorded and will be posted to the BOOST Grantee Resource Hub by the end of the week. The recording link will also be included in the next Grantee Update Newsletter

3

We're Here to Support You: We'll cover a lot today, but your assigned BOOST specialist will be available for 1:1 TA throughout the year to answer questions and support your success.

4

We welcome direct feedback at any time at boost@georgiavoices.org!

5

Acknowledgement – not all info applies to all grantees (i.e., those who don't have project modifications or those that are already a state vendor).



TOPICS OF FOCUS

WHITEHEAD FUNDED ORGANIZATIONS

01

Vendor Registration &
Required Documents

02

Budget Approval
Process

03

Drawdown/Invoice
Request Process

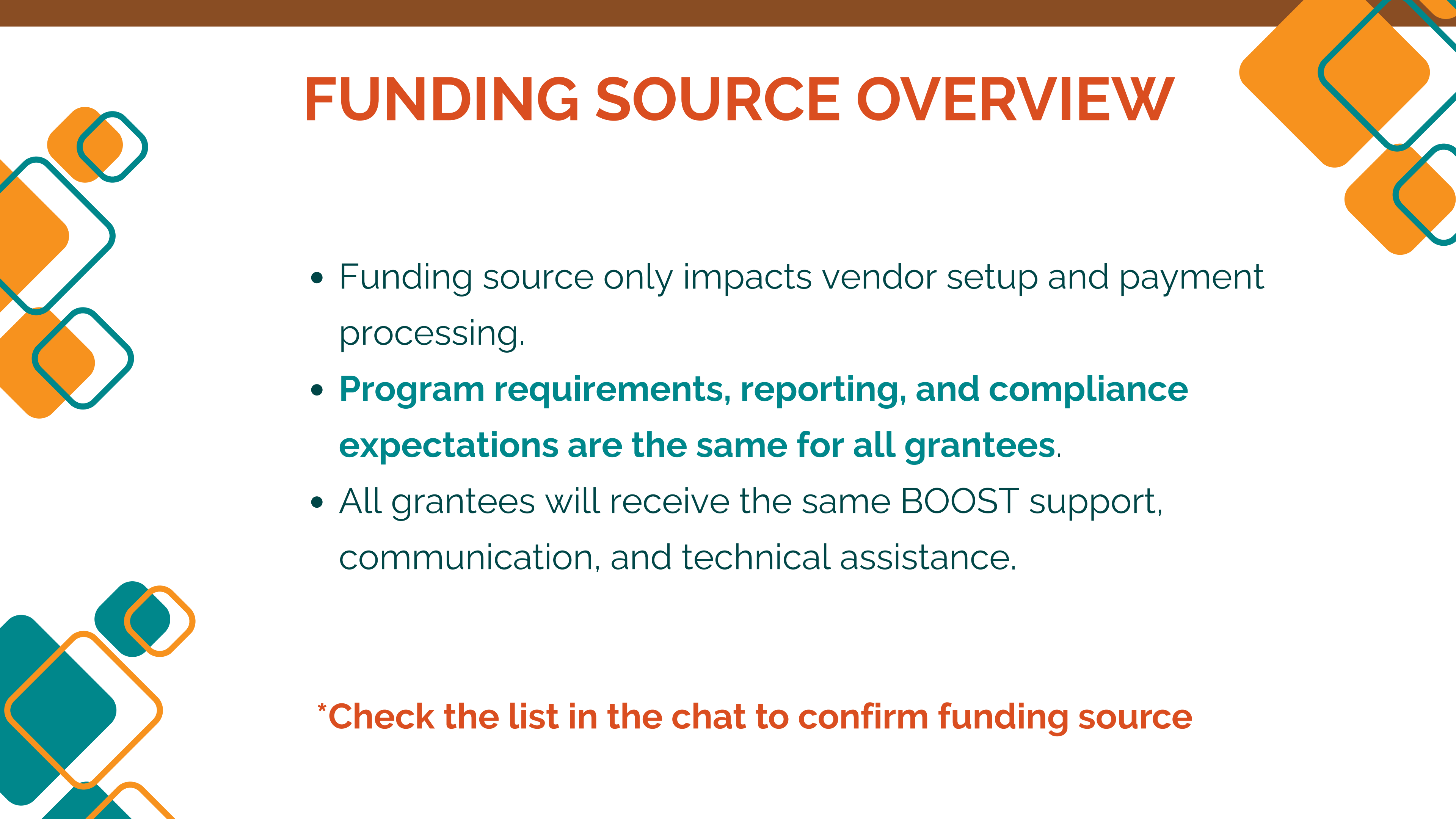
04

Grant Requirement
& Compliance

05

Q & A





FUNDING SOURCE OVERVIEW

- Funding source only impacts vendor setup and payment processing.
- **Program requirements, reporting, and compliance expectations are the same for all grantees.**
- All grantees will receive the same BOOST support, communication, and technical assistance.

***Check the list in the chat to confirm funding source**

BOOST DIRECT SUPPORT STAFF



DR. KINYATTA TRICE

Associate Director

Supports Entire Portfolio



JUSTIN
SWARTZWELDER
Sr. BOOST Program Specialist
Blue Portfolio



COURTNEY REID
Sr. BOOST Program Specialist
Pink Portfolio



MONICA FREEMAN
Sr. Quality Specialist



KRYSTAL
HORSFORD
BOOST Program Specialist
Green Portfolio

BOOST GRANTEE RESOURCE HUB

IMPORTANT!

Your hub for grant info, on-demand resources, and programmatic quality supports updates!

BOOKMARK THIS PAGE



Welcome to the FY27 BOOST Grantee Resource Hub! Building on the momentum of Georgia's highly successful BOOST initiative, GSAN is excited to support a new year of investment in out-of-school time programs across the state. Through a partnership between the Georgia Department of Education (GaDOE), the Georgia Statewide Afterschool Network (GSAN), and the Joseph B. Whitehead Foundation, more than \$16.5 million has been dedicated to expanding access to high-quality afterschool and summer learning opportunities for Georgia's youth. This Resource Hub serves as your central location for program guidance, tools, deadlines, and resources to help you successfully implement your FY27 BOOST grant and maximize impact for the young people and communities you serve.

Featured:

[FY27 BOOST Budget Template \(NEW\)](#)

[BOOST Grants Portal](#)

[MyGaDOE Portal](#)

[GA@Work Session Registration](#)

[BOOST Quarterly Report Template](#)

[BOOST Grantee Administrative Calendar](#)

[Schedule Technical Assistance](#)

Grantee Resources:

Communications:	↓
State Vendor & MyGaDOE Forms and Support:	↓
Financial Management:	↓
Resource Guides & Training Modules	↓
Past Meetings & Recordings	↓
Grant Compliance & Reporting:	↓

1. Vendor Registration & Required Documents



ONBOARDING & VENDOR MANAGEMENT SETUP

WHITEHEAD FUNDED

Grant Award Notices (GANs)

GANs delivered 8.4.6.
Must be signed and
uploaded to the BOOST
Grants Portal.

Vendor Application

Respond to email
request to complete
within the BOOST
Grants Portal.

Respond To Required Document Revisions

GANs, Assurances will
be reviewed for
compliance.

Follow Budget Approval Steps

Step through budget
approval as Specialists
prompts.

Submit Invoice 1 & Upload Insurance

- With approval,
submit Invoice 1
- Upload COI within
60 days of GAN

GRANT AWARD NOTICES



Please save your GAN as a PDF



Date and sign it at the bottom



Upload it to the BOOST Grants Portal



Date: August 4, 2026

Dear BOOST Grantee:

This Grant Award Letter is to advise you that Voices for Georgia's Children ("Voices"), as administrator of the Building Opportunities In Out of School Time (BOOST) Grants Program, has approved your application for a BOOST Grant described below, to be made upon the following terms and conditions:

Grant Funds Awarded to:

Recipient Information	[Organization]
Vendor ID	[Title ID From Submittable]

Voices For Georgia's Children, 352 University Ave. SW, Unit S130, Atlanta, Georgia 30310

Awarding Entity	Georgia Statewide Afterschool Network (GSAN), a division of Voices for Georgia's Children
Funding Source	BOOST Grants Program
Grant Recipient	Out-of-School Program Providers
Grant Period	August 1, 2026, through July 31, 2027
Award Type	Discretionary
Award Amount	[FY27 Award]

This Grant is awarded on the condition that the organization meets the following eligibility criteria and selection process:

- Nonprofit organizations, colleges/universities, and municipalities, such as Park & Recreation Departments. Nonprofit organizations will be asked to provide their 501(c)(3) number or that of their fiscal sponsor.
 - Private and independent schools and faith-based organizations are eligible to apply only if the program is open to all children and not just those who are of a particular faith, enrolled in a specific school, or members of the applicant organization.
- Organizations located and providing direct services (see below; must provide one or both) to public school students in grades K-12 in the state of Georgia:
 - Comprehensive afterschool programming during the school year for youth 5-18 years old
 - Summer enrichment programming for youth 5-18 years old
- Organizations providing after-school or summer programming for students with special needs: If students are served through an IEP and are enrolled in a Local Education Agency (LEA), they are eligible to receive services for after-school and summer programming funded through the BOOST grant until they reach the age of 22.

REQUIRED DOCUMENTS

ACTIVITY

MESSAGES

FORMS

NOTE

AWARDS & PAYMENTS

Eligibility Form

✔ BOOST 2.0 Eligibility Form

Submitted on June 1, 2026

Initial Form: Voices for Georgia's Children

✔ FY26 BOOST Grants Program Application (TEST)

Submitted on July 6, 2026

Additional Forms

Title	Submission Date	State
No form submitted		

Request Forms

⋮

FY27 BOOST Budget

Open

⋮

FY27 BOOST Insurance

Open

⋮

FY27 BOOST GAN

Open

⋮

Open

Must Be Uploaded in BOOST Grants Portal after receiving your GAN.

GAN (within 3 days)
Proof of Insurance (within 60 days of GAN)

WHITEHEAD FUNDED VENDOR SETUP

Vendor Application Form in the BOOST Grants Portal (BGP)

After upload of signed GAN, grantees will receive a link, inviting them to complete their **Vendor Set Up Application** in the **BOOST Grants Portal**.

①

TEST_Vendor Application

Submission Name Question (required)

BUSINESS INFORMATION

Legal Business Name (required)

Business Address

Primary Contact Email

Limit: 300 characters

2. Business Details
- Ensure that the Legal Business Name/address is listed as it appears on the W9 form

②

Upload W9

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .a

3. Required Documents
- Upload W9 and any other additional requested documents
 - Ensure the W9 Form was last revised March 2024

③

FINANCIAL INFORMATION

Preferred Payment Method (required)

Bank Details (US) Question

Routing Number

Confirm Routing Number

Account Number

Confirm Account Number

Routing # Account #

4. Banking Details
- Enter your banking details into our secure/encrypted system

④

CERTIFICATION

E-Signature (required)

First Name (required)

Last Name

Email (required)

Limit: 49 characters

Limit: 49 characters

Limit: 100 characters

5. Certification
- E-sign, certify, and submit your application

CONTACT UPDATES

Organizational Contacts

Administrative Contacts Information

Please provide the following information for each role that needs updated.

- First Name
- Last Name
- Title
- Work Phone
- Email

Select each role that needs updated **(required)**

- ☐ CEO
- ☐ Primary Grant Contact
- ☐ Finance Contact
- ☐ Quality Improvement/Data & Reporting Contact
- ☐ Additional Contact 1
- ☐ Additional Contact 2

Save Draft

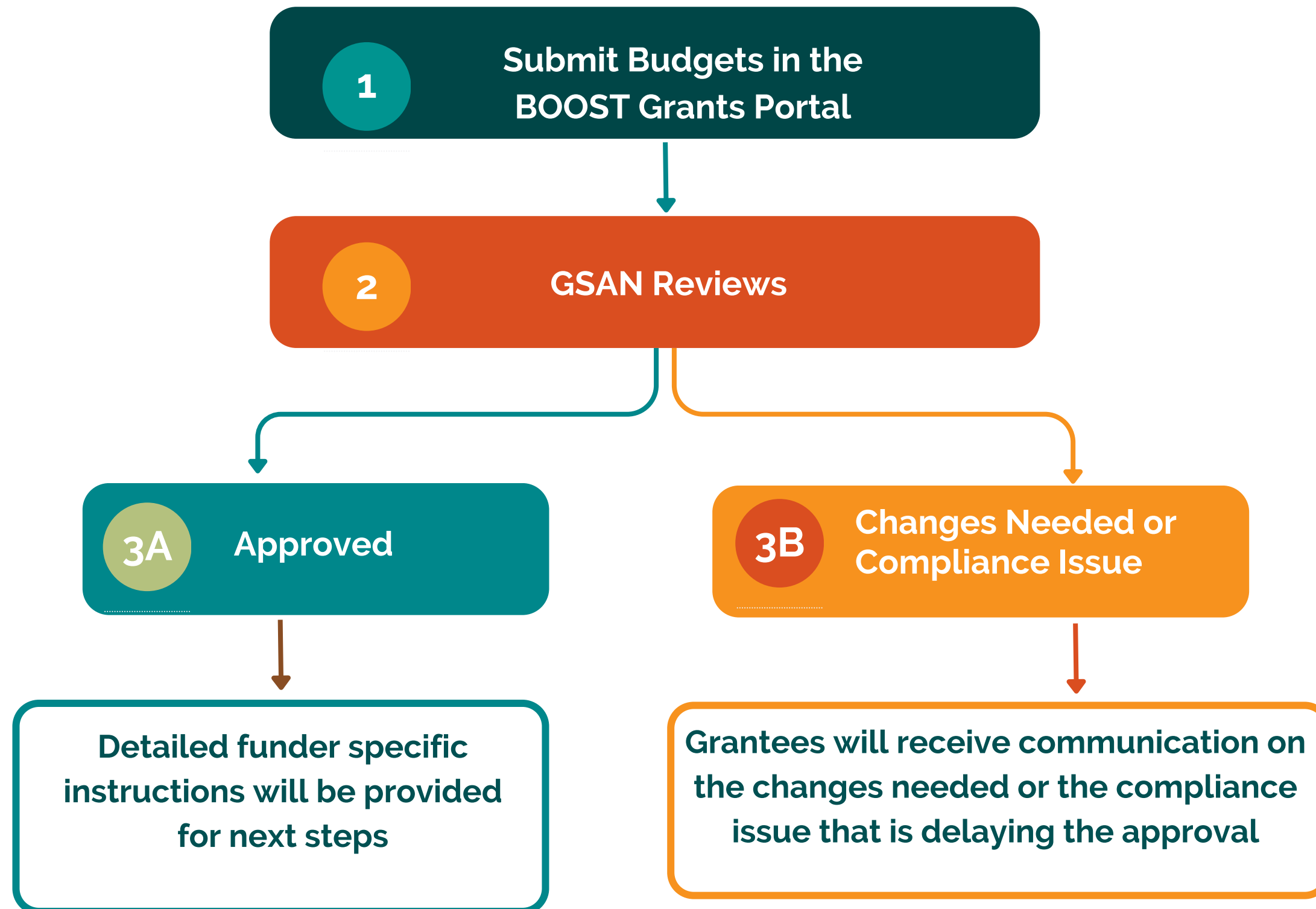
Submit Form

- Available in the Request Forms section of the BOOST Grants Portal
- Complete the form as soon as possible to provide the most current program and staff contact information
- Helps ensure BOOST communications and important grant updates reach the appropriate individuals
- Use the form whenever there are staffing, leadership, or contact information changes
- The form remains available throughout the grant year and may be submitted as often as needed

2. Budget Approval Process



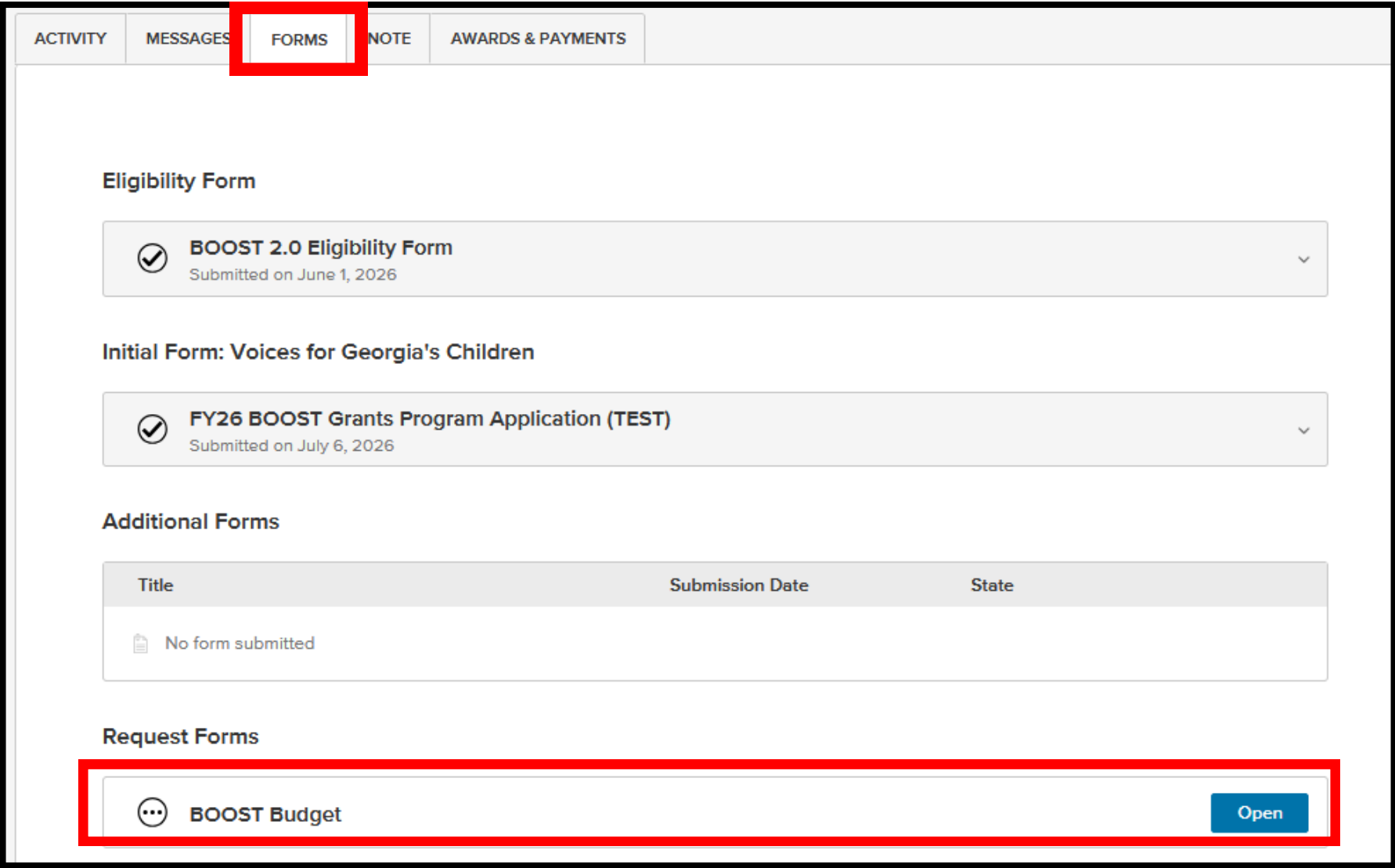
BUDGET APPROVAL PROCESS



BUDGET APPROVAL PROCESS

- Grantees will complete the [budget template](#) and upload it into the [BOOST Grants Portal](#) for review and approval.
- When the budget has been approved by GSAN, grantees will receive communication via the portal along with the status of the request being updated.
- If changes need to be made, grantees will receive communication about the changes needed to be made.

***Budget Amendments can be submitted during the submission windows for Invoices 2,3, & 4, if needed.**



The screenshot shows the 'BOOST Grants Portal' interface with the 'FORMS' tab selected. The interface is divided into several sections:

- Eligibility Form:** A dropdown menu showing 'BOOST 2.0 Eligibility Form' submitted on June 1, 2026.
- Initial Form: Voices for Georgia's Children:** A dropdown menu showing 'FY26 BOOST Grants Program Application (TEST)' submitted on July 6, 2026.
- Additional Forms:** A table with columns 'Title', 'Submission Date', and 'State'. It currently shows 'No form submitted'.
- Request Forms:** A section at the bottom, highlighted with a red box, showing a 'BOOST Budget' entry with an 'Open' button.

BUDGETS PREPARATION TIPS

1. **Year-round programs:** in the description for each budget line item you will put provide an estimate of how much of the line item will be used for afterschool (ASP) vs summer (SE)
 - i. Sample line item description, \$10,000 for certified teachers to support the BOOST program (60% - ASP and 40% - SE)
2. Up to 15% of the total budget may be allocated to indirect costs
3. Funds are accessible through the **Awards Tab** in the BOOST Grants Portal after budget is approved.
4. Grantees must submit budget amendments to GSAN, during the allowable window, if changes to original budgets exceed 10 percent and \$1,000 in any function code.
5. Will use the [BOOST Grants Portal](#) to manage.

3. Drawdown Requests: BOOST Grants Portal





INVOICE REQUEST PROCESS

Steps to submitting an invoice in the BOOST Grants Portal:

- Select the **Awards** tab
- Select the **Create Reimbursement Request** under your award
- Enter the *invoice number* under **Request Name** (E.g., Invoice 1)
- Select **Add Expense Item**
- Enter Expense Name (same as the request name)
- Enter expense amount
- Upload completed [**FY27 BOOST Invoice Request Form**](#)
- Date of Expense is the date you submit the request
- After everything is entered, click **Submit Request**



INVOICE REQUEST PROCESS

ACTIVITYMESSAGESFORMSNOTEAWARDS & PAYMENTS

Award Summary ⓘ

Total Awarded	Total Paid	Remaining Balance
\$350,250.00	\$80,000.00	\$270,250.00

Awards

Budget Category Summary [Show](#)

FY27 TEST

Created on June 9, 2026

Total Award: \$250,000.00

Remaining Balance

\$210,000.00

Used - \$40,000.00

Available - \$210,000.00

Create Reimbursement Request

[View Award Details](#)

Reimbursement Request

You can add multiple items to the same reimbursement request. The total requesting amount cannot exceed the total award amount.

Request Name (required)

E.g. December reimbursement request

Limit: 50 characters

TEST 2

Total Expense

Total Award: \$100,000.00

\$0.00

Remaining Balance: \$100,000.00

Description (optional)

Limit: 500 characters

+ Add expense Item

Cancel | [Submit Request](#)

Expense Name (required)

new expense 1

Expense Amount (required)

\$

Upload Expense Receipt (required)

Upload all receipts that are applicable to this reimbursement request

Choose File

Receipt file is required

Date of expense (required)

07/14/2026

+ Add expense Item

Cancel | [Submit Request](#)

FINANCIAL MANAGEMENT BEST PRACTICES



Plan to fully utilize grant funds by **July 31, 2027**



Review your approved budget and spending progress regularly



Monitor expenditures monthly and address underspending or delays early



Maintain communication between program and finance staff



Identify equipment, supplies, and services needs early



Adjust spending plans as program needs evolve

4. Grant Requirement & Compliance

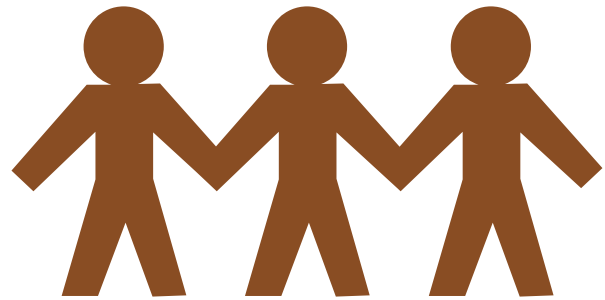


ASSURANCE AGREEMENTS

***INCLUDED IN THE ASSURANCES SIGNED WITH APPLICATION**

- Commit to and participate in GSAN's Assess, Plan and Improve continuous quality improvement framework
- Adhere to the financial requirements and invoicing drawdown deadlines
- Participate in any data collection that is required by the state for the use of this funding
- Submit a report at the end of each grant period to GSAN
- Respond within provided deadlines to program implementation monitoring activities, such as site visits and financial audits

COMPLIANCE AREAS MONITORED



**Youth Served
Numbers**



**Fiscal
Compliance**



**Responsive
Communication**



Dosage



**Reporting &
Site Visits
Compliance**



**Quality
Commitment**

COMMUNICATION & ENGAGEMENT



Stay engaged throughout the grant year by attending required meetings, trainings, and technical assistance opportunities.



Communicate early if questions, challenges, or program changes arise so we can provide timely support.



Respond to BOOST communications and requests by the stated deadlines.



Be mindful of both **hard deadlines** (required for compliance, reporting, and payments) and **soft deadlines** (requested timelines that help us provide timely support and avoid last-minute issues).



Timely communication and meeting deadlines help ensure smooth grant administration and continued compliance.

COMPLIANCE -INVOICE RELATIONSHIP

Compliance Actions:

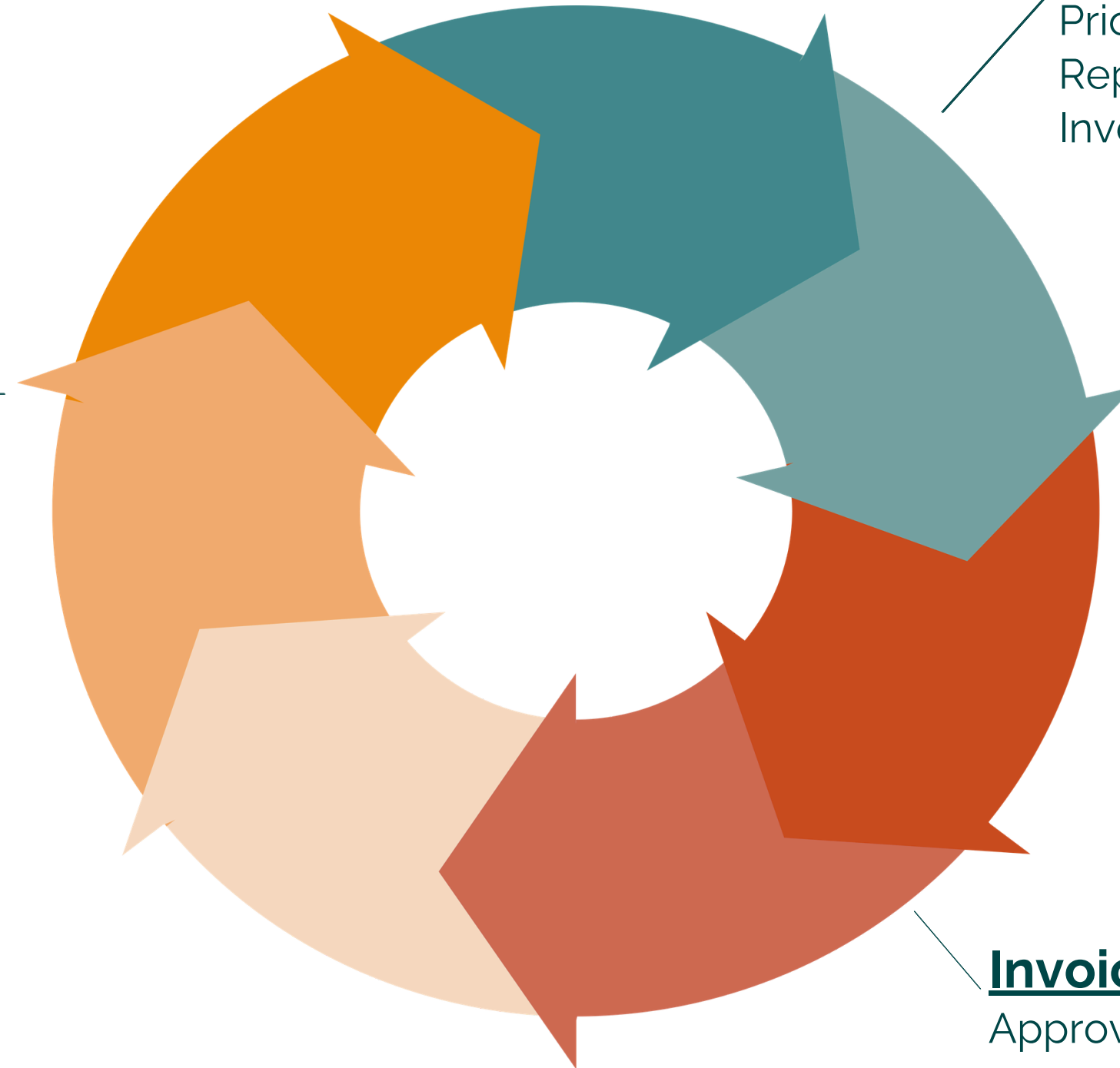
Reports, Invoicing, Comms, Site Visits, Quality, Service Numbers

Compliance Review:

Prior Expense Reports, Data Reports, Site Visit Results, Past Invoice Behavior

Invoicing:

Approved with cleared compliance



WHAT IS NON COMPLIANCE?

Failure to meet agreed-upon assurances or repeated non-compliance following notice and corrective assistance.



Quality Requirements: Failure to complete the quality intake survey or engage in aligned quality supports.



Fiscal Requirements: Missed quarterly invoicing deadlines or failure to follow the approved budget and invoicing process.



Reporting: Late, incomplete, or inaccurate submission of required reports.



Use of Funds: Use of grant funds outside approved purposes.

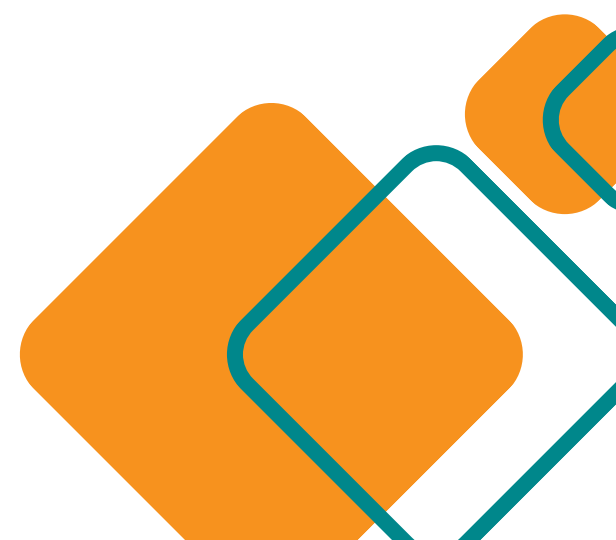


Responsiveness: Failure to respond to communications or meet established deadlines.



NON COMPLIANCE RESPONSES

Failure to be in compliance with any assurance or aspect of the grant award may result in the delay, reduction, or termination of grant funds

- **Written Notice:** The BOOST Team will provide written notification and specify a deadline for corrective action, as applicable.
 - **Financial Non-Compliance:** In cases of financial non-compliance, invoicing may be suspended until corrective action is completed.
 - **Repeated Non-Compliance:** Recurring issues (same issue or multiple areas) will result in a meeting with GSAN leadership, additional support will be provided, and suspension of invoicing ability until resolved.
 - **Severe Non-Compliance:** Serious violations or missed critical deadlines will be escalated; corrective actions may include non-renewal or termination of grantee status.
- 



QUESTIONS?



GEORGIA STATEWIDE AFTERSCHOOL NETWORK