Great Schools Colorado

Charter Schools Program Grant

Reimbursement Process Webinar | September 3, 2026

Meet the CSP Grant Team

DAN SCHALLER

Project Director

(President)

MARK HEFFNER

Grant Fiscal Lead

(VP of Finance Operations)

TANESHA BELL

Director of Monitoring & Compliance

BRIGHT HOMAWOO

Director of Grants Fiscal

DAVE MOHR

Grant Fiscal Manager

(Director of Accounting)

Contracted Partners

LAUREN OUTLAW

JD, Managing Partner

Grant Strategy & Policy

STEPHANIE VANDYK

Partner

LUMEN

IMPACT GROUP

ANGI BELAND

Lead Financial Consultant

LAUREN TYLER

Grants Management Specialist

Webinar Objectives

By the end of this session, you will be able to:

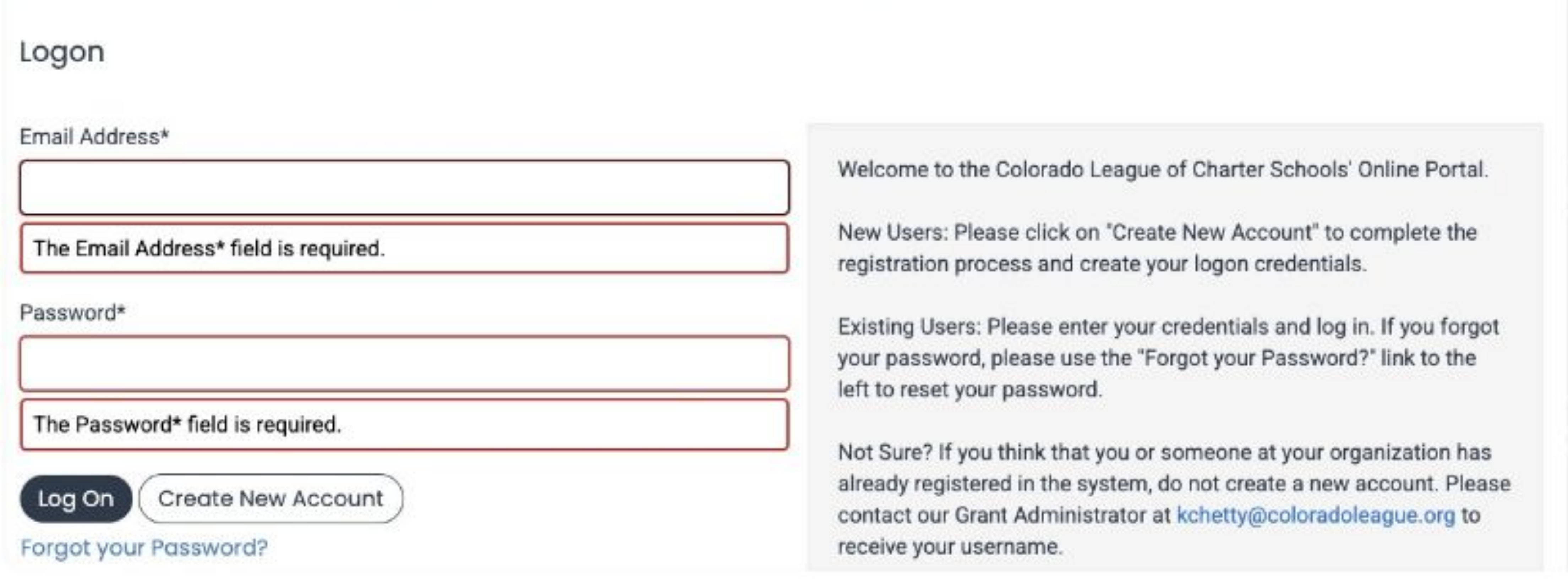
- Navigate Foundant to submit complete and accurate monthly reimbursement requests.
- Follow the timeline and submission process to meet deadlines and minimize processing delays.
- Identify key documentation and compliance requirements for reimbursements, including proof of payment, accounting/GL alignment, and audit-ready supporting documentation.
- Organize expenses and supporting documentation so each expense is clearly traceable to the correct UIN and Foundant entry.

Agenda

- Welcome & Purpose
- Logging in to Foundant
- Submitting Reimbursements
- Documentation, Reconciliation & Audit Readiness
- Best Practices & Resources
- Q&A / Discussion

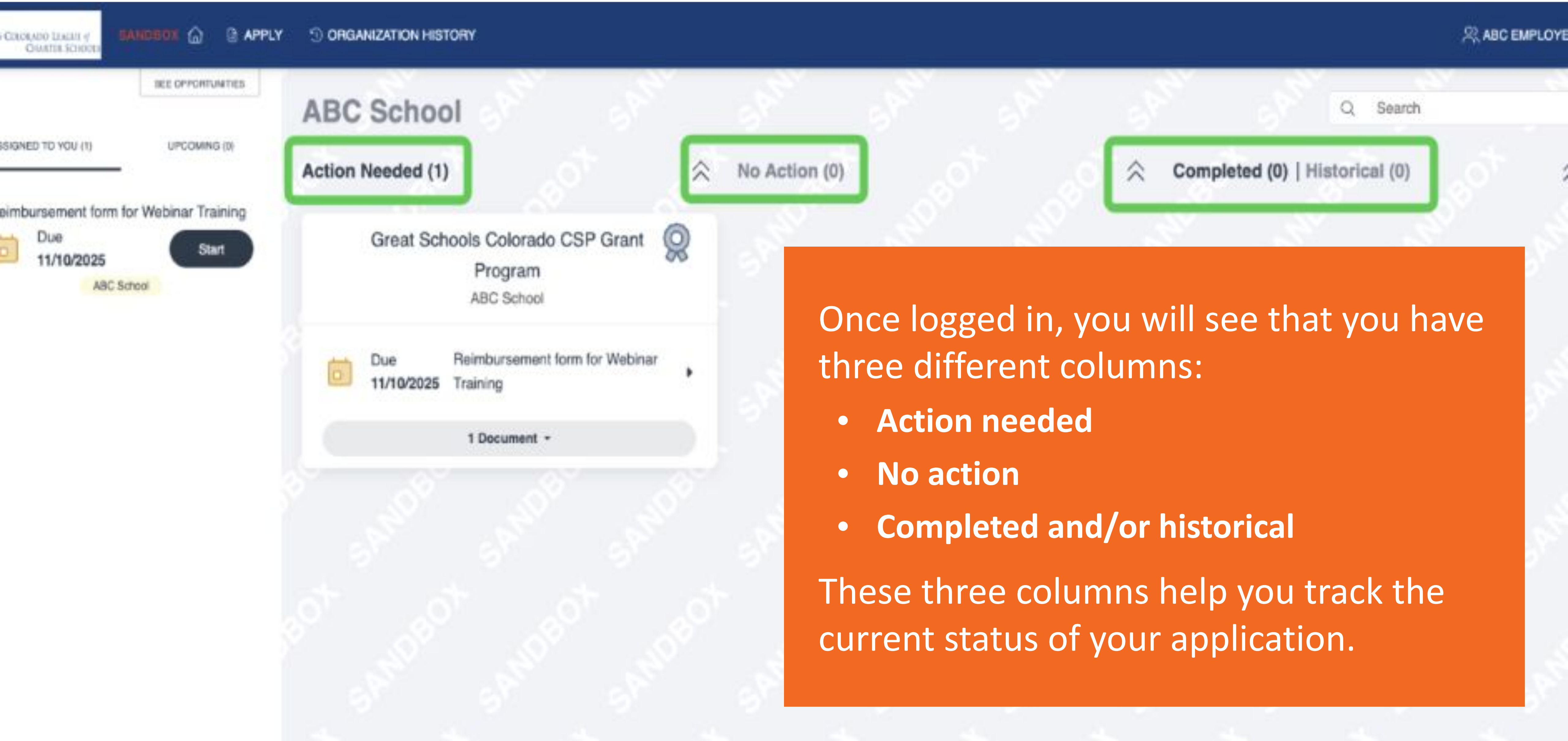
Logging in to Foundant

Logging in to Foundant



1. **Open your browser and navigate to: https://www.grantinterface.com/Home/Logon?urlkey=coleague**
2. **On the log-in screen, enter your email and password and click “log on.”**

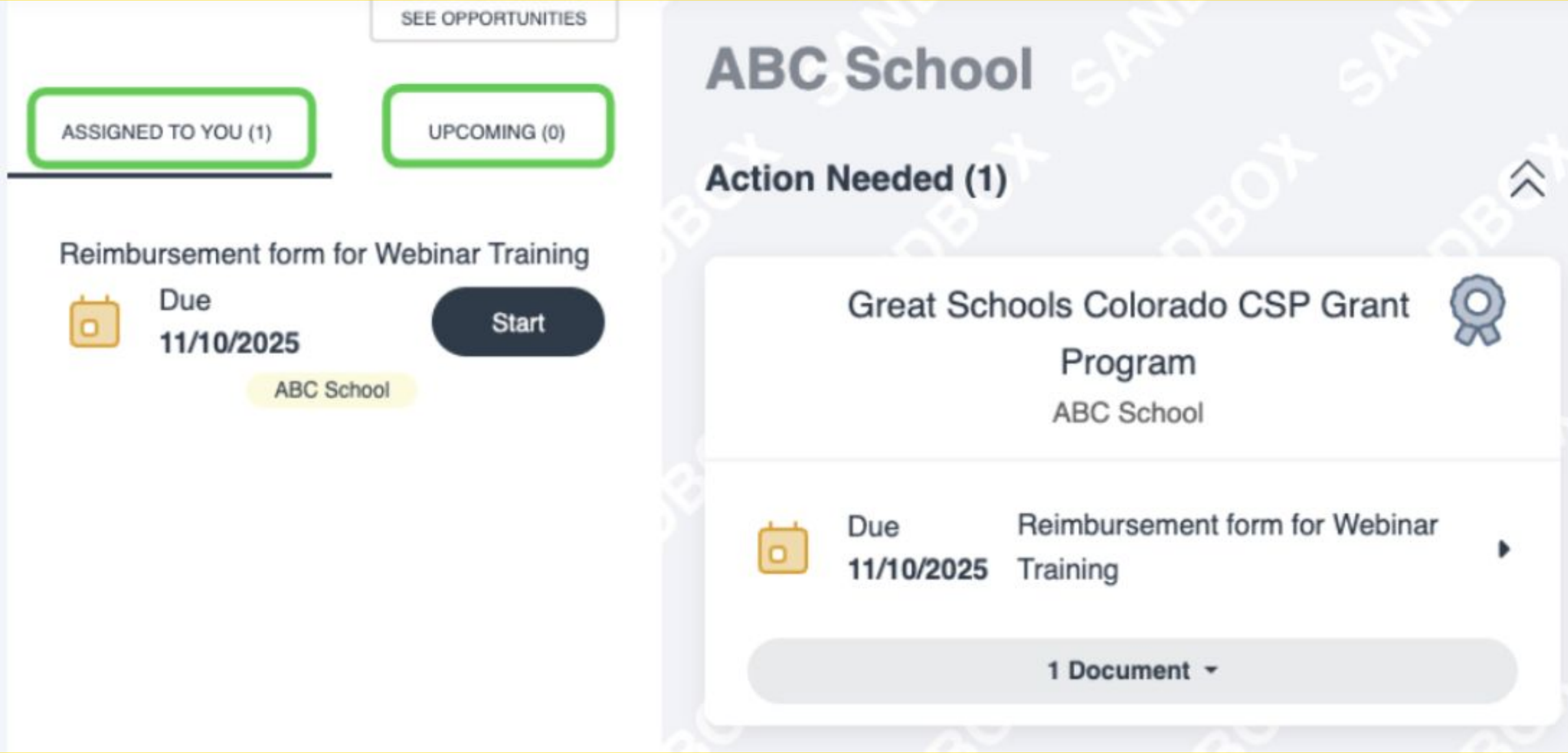
Navigating Foundant



Once logged in, you will see that you have three different columns:

- **Action needed**
- **No action**
- **Completed and/or historical**

These three columns help you track the current status of your application.



Under "Assigned to You," you'll see forms currently available to complete and their due dates. Under "Upcoming," you'll see forms with a future start date.

Submitting Reimbursements

Reimbursement Submission Timeline

Monthly Deadline:
🗓️ Reimbursement requests are generally due to GSC **by the deadline shown in Foundant each month. Most regular cycles are due around the 10th.**

Example: Expenses incurred in October **may be included in the November reimbursement cycle, provided they are eligible, paid, and supported by the required documentation.**

Why This Matters:

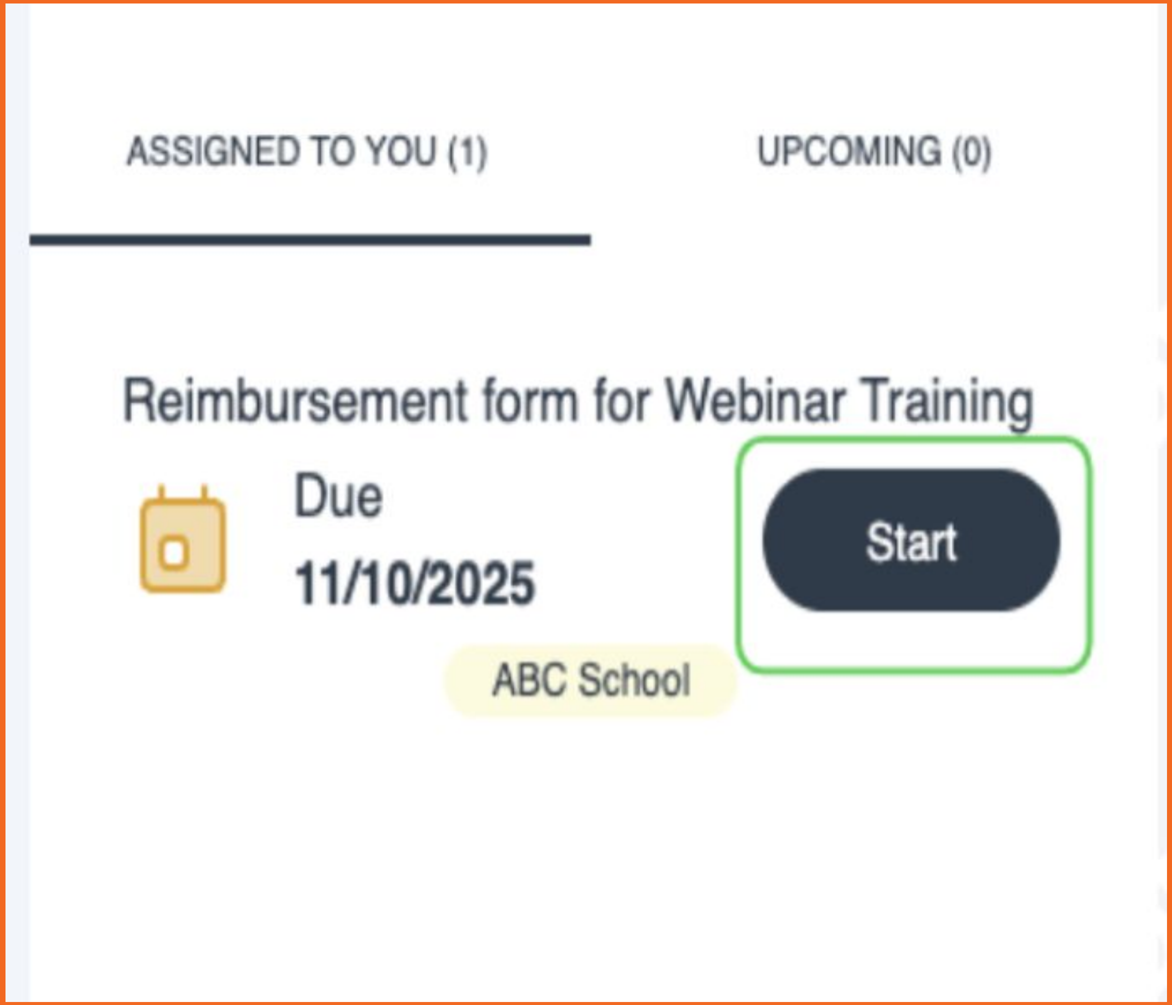
- Ensures **timely review and payment**.
- Keeps **financial reporting current**.
- **Supports accurate grant spending, accounting, and SEFA reporting.**
- **Prevents backlog** or late disbursements.

Notes:

- Reimbursements aren't required every month.
- Schools are encouraged to submit regularly rather than allowing large amounts of eligible expenses to accumulate.
- Expenses do not have to be submitted in the first reimbursement cycle after they are incurred, but they must fall within the applicable grant and federal fiscal-year period.
- Late or incomplete submissions may be moved to a later reimbursement cycle.
- If a school does not anticipate submitting for an extended period, please communicate with GSC so we can accurately monitor grant spending and pacing.

*Always follow the due date listed in Foundant and communicated by GSC. Submission dates may vary slightly by month.

In Foundant, click “**start**” next to your reimbursement form to open the request and begin entering expense information and supporting documentation.



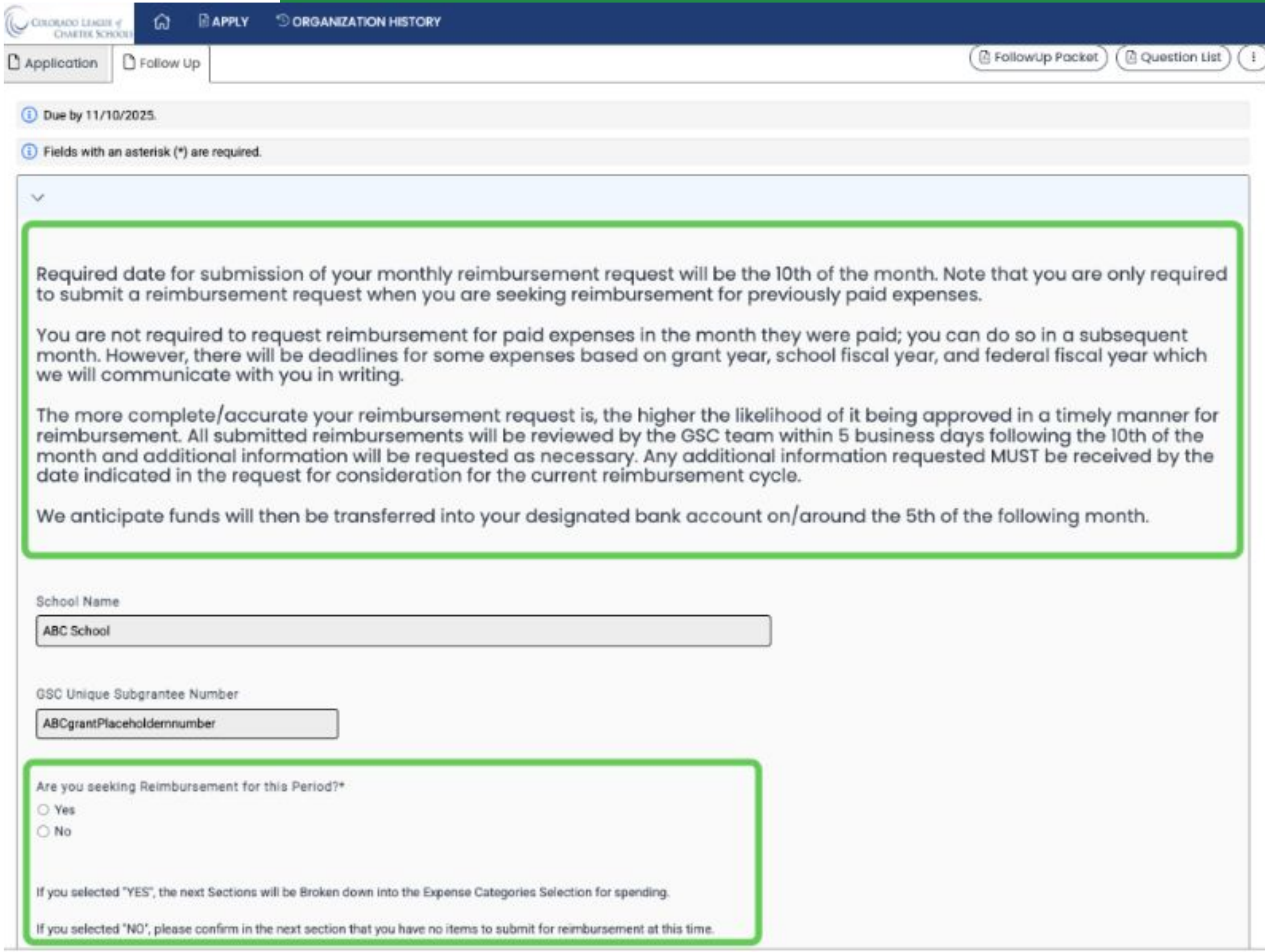
The text box at the top of the page includes information on **submission deadlines, completeness expectations, and the anticipated payment timeline.**

The first question asks, "Are you seeking reimbursement for this period?"

If you are submitting expenses, select **"Yes."**

If you are not submitting a reimbursement request, select "No," and complete the **confirmation section.**

The form will then adjust based on your response.



APPLY ORGANIZATION HISTORY

Application Follow Up FollowUp Packet Question List

Due by 11/10/2025.

Fields with an asterisk (*) are required.

Required date for submission of your monthly reimbursement request will be the 10th of the month. Note that you are only required to submit a reimbursement request when you are seeking reimbursement for previously paid expenses.

You are not required to request reimbursement for paid expenses in the month they were paid; you can do so in a subsequent month. However, there will be deadlines for some expenses based on grant year, school fiscal year, and federal fiscal year which we will communicate with you in writing.

The more complete/accurate your reimbursement request is, the higher the likelihood of it being approved in a timely manner for reimbursement. All submitted reimbursements will be reviewed by the GSC team within 5 business days following the 10th of the month and additional information will be requested as necessary. Any additional information requested MUST be received by the date indicated in the request for consideration for the current reimbursement cycle.

We anticipate funds will then be transferred into your designated bank account on/around the 5th of the following month.

School Name

ABC School

GSC Unique Subgrantee Number

ABCgrantPlaceholdernumber

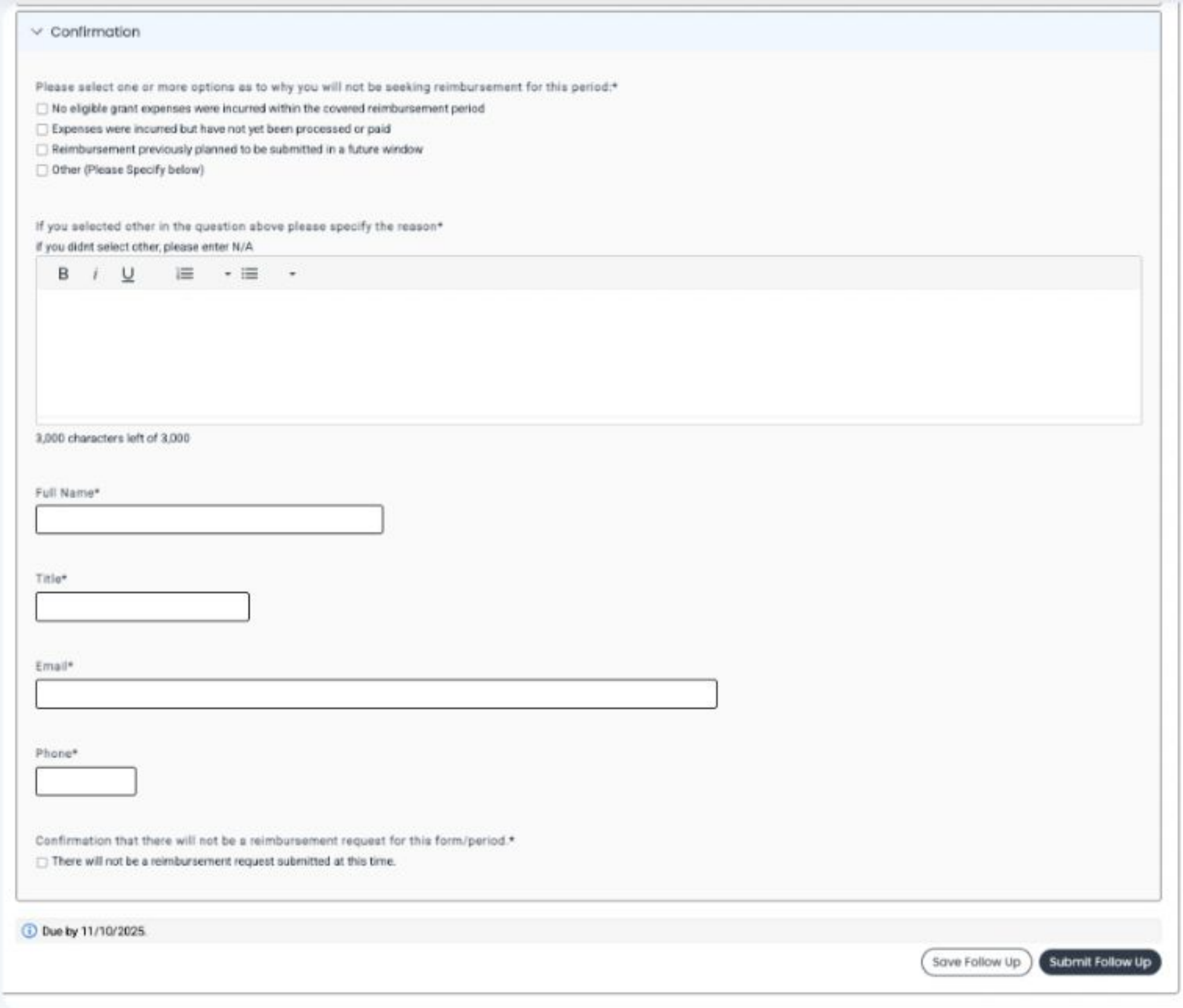
Are you seeking Reimbursement for this Period?*

Yes

No

If you selected "YES", the next Sections will be Broken down into the Expense Categories Selection for spending.

If you selected "NO", please confirm in the next section that you have no items to submit for reimbursement at this time.



The Confirmation section will ask you to indicate why you are not submitting a reimbursement request for this cycle.

Select the reason that best explains why you are not submitting this month and complete all required fields.

You may save your work and return later by selecting "Save Follow Up."

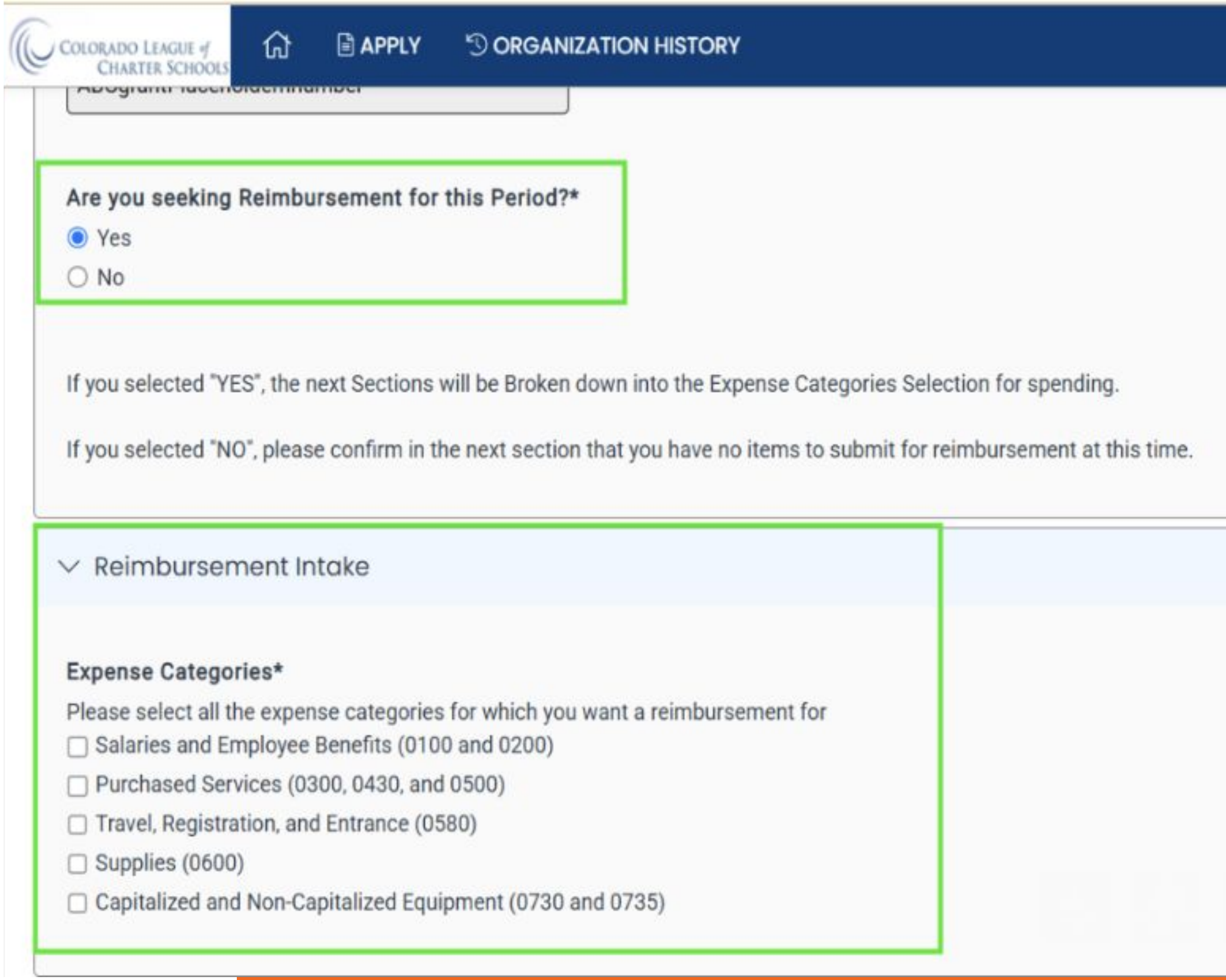
When complete, select "Submit Follow Up."

Please keep in mind that **all required fields marked with an asterisk (*) must be completed before the form can be submitted.**

If you are submitting a reimbursement request for this cycle, select **“Yes.”**

The next section will open the Expense Categories Selection. **Select each category that contains expenses you are requesting for reimbursement.**

Expense categories should match the approved budget and UIN for the expense.



Using Your Approved Budget

	2	3			4	5
ject) Code	Select Grant Project Goal Title	Original Estimated Cost	Foundant Expense Category	Foundant Unique Approved Expense Tracking Number	During which Academic School Year	Description/Budget Narrative (Purpose, Quantity, Target Use
	Academic Achievement and Workforce Readiness	$13,000	Salaries and Employee Benefits	26001	SY25-26	CEO Salary @ 0.2 FTE for 6mo; Salary = $10,833/mo; To facilit instructional planning guidance documents, and assessment be collaboration with Dir of Ed) from 1/1/26 to 6/30/26
	Academic Achievement and Workforce Readiness	$15,000	Salaries and Employee Benefits	26002	SY25-26	Director of Education Salary @ 0.25 FTE for 6mo; Salary = $10, development of curriculum, instructional planning guidance docu benchmarks and systems (in collaboration with CEO); from 1/1/
	Professional Learning	$7,500	Salaries and Employee Benefits	26003	SY25-26	Director of Education Salary @ 0.25 FTE for 3mo; Salary = $10, professional development for new staff in July/August 2026 to tr academic model, assessment systems, and teacher planning sy

Reimbursed & Remaining by UIN

Dec2025 Reimb FFY25 ONLY	Jan2026 Reimb FFY25 ONLY	NO SUBMISSION Feb2026 Reimb	Mar2026 Reimb	Apr2026 Reimb	June2026 Reimb NONE May2026	July2026 Reimb	Aug2026 Reimb	REMAINING FFY26 FUNDS TO BE SPENT
				5000		7500		$8,000.00
						14224.17		$20,000.00
								$13,333.00

Salaries and Benefits (0100, 0200)

Below are instructions for each input field.

- Employee Name: Include the name of the employee exactly as it appears in your payroll platform.
- Item(s)/Description: First, list the "Unique Approved Budget Expense Tracking Number", which can be found in your Approved Budgets spreadsheet. Second, include a description of the dates covered by the payroll or benefit period (e.g. September 1 – September 30) you are requesting reimbursement for.
- Total Expense: List the total amount of the salary or employee benefits you are requesting for reimbursement.
- Date of Expense: Insert the last date of the payroll or benefit period requested.
- Date Paid: Input the date the employee was paid (i.e. the date the check was issued or the date EFT funds were transferred).

Salaries and Employee Benefits (0100 and 0200)

Use the table below to list the budget line items you are seeking reimbursement for in the applicable budget categories.

R1:C1	Employee Name	Salary or Benefits / Unique Approved Budget Tracking Number	Total Expense	Date of Expense	Date Paid
Expense 1	George Washington	Item "25001"; Sept 1 - Sept 30; Salary	$ 7500	09/30/2025	10/10/2025
Expense 2	George Washington	Item "25002"; Sept 1 - Sept 30; benefits	$ 2300	09/30/2025	10/10/2025
Expense 3			$		

Salaries and Benefits (0100, 0200)

...continued

Salary and Employee Benefits upload*

File Upload 1 may be a ZIP file with multiple PDFs or JPEGs, or a single combined PDF or JPEG file. It must include all of the following support documentation:

- Time & effort reporting and certification to support salary allocations
- Detailed pay period report for each employee.
- Detailed invoice or report on employer paid benefits for each employee (if applicable).
- Provide any supporting documentation that illustrates the calculations used to determine the requested amount.

If you opt to include a ZIP file with multiple PDFs and JPEGs, all items for Expense 1 should be titled with prefix "Expense1-", such as "Expense1-GeorgeWashingtonSalary" and "Expense1-GeorgeWashintonBenefits." All "Expense1-" items must come before any "Expense2-" items, etc. If a single payroll file includes info on multiple employees, please label it accordingly.

If you opt to include a single combined PDF or JPEG file, please ensure your documentation is in sequential order with all "Expense 1" docs first, then "Expense 2" docs, etc.

File Size Limit: 30 MB

Salary and Employee Benefits – General Ledger Upload*

File Upload 2 must be a PDF or JPEG file of your detailed General Ledger (GL) report for this category. The GL must reflect all the requested reimbursement items and include columns for the date paid and payment method. Title this document "GL Report-Salary and Employee Benefits".

File Size Limit: 10 MB

Expense Clarification section

If any of your expense items need further clarification, please include those details in the below section (optional).

Character Limit: 10000

Purchased Services (0300, 0430, 0500)

Below are instructions for each input field.

- Vendor: Include the name of the entity listed on the invoice or on the contract/agreement.
- Item(s)/Description: First, list the "Unique Approved Budget Expense Tracking Number", which can be found in your Approved Budgets spreadsheet. Second, include a description of the purchased services (e.g. School Quality Review) you are requesting reimbursement for.
- Total Expense: List the total amount of the invoice, less any taxes. In some cases, this may be a partial amount of the overall invoice that is applicable to the new students only. Please note this allocation on the invoice for reference.
- Date of Expense: Insert the date of the invoice or the date the goods or services were received if applicable.
- Date Paid: Input the date the invoice was paid (i.e. the date of the check, the date of the credit card charge, the date ACH funds were transferred).

Purchased Services (0300, 0430, and 0500)

Use the table below to list the budget line items you are seeking reimbursement for in the applicable budget categories.

R1 C1	Vendor	Item(s) / Unique Approved Budget Expense Tracking Number	Total Expense	Date of Expense	Date Paid
Expense 1	A ABC School Services	A Item "25010"; School Quality Review	$ 1500	09/24/2025	10/06/2025
Expense 2	A	A	$		
Expense 3	A	A	$		

Purchased Services (0300, 0430, 0500)

... continued

Purchased Services (0300, 0430, and 0500) Upload*

File Upload 1 may be a ZIP file with multiple PDFs or JPEGs, or a single combined PDF or JPEG file. It must include all of the following support documentation:

- Proof of purchase (e.g. Invoice, purchase order, or signed contract)
- Proof of payment (e.g. credit card statement, copy of check, bank statement)
- Provide any supporting documentation that illustrates the calculations used to determine the requested amount (e.g. per student allocation, percentage allocated)

If you opt to include a ZIP file with multiple PDFs and JPEGs, all items for Expense 1 should be titled with prefix "Expense1-", such as "Expense1-SchoolQualityReviewInvoice" and "Expense1SchoolQualityReviewPayment." All "Expense1-" items should come before any "Expense2-" items, etc. If a single invoice includes info on multiple line items, please label it accordingly.

If you opt to include a single combined PDF or JPEG file, please ensure your documentation is in sequential order with all Expense 1 docs first, followed by Expense 2 docs, etc.

File Size Limit: 30 MB

Purchased Services (0300, 0430, and 0500) General Ledger upload*

File Upload 2 must be a PDF or JPEG file of your detailed General Ledger (GL) report for this category. The GL must reflect all the requested reimbursement items and include columns for the date paid and payment method. Please highlight the items included in this reimbursement and label this document "GL Report-PurchasedServices".

File Size Limit: 10 MB

Expense Clarification Section

If any of your expense items need further clarification, please include those details in the below section (optional).

Character Limit: 10000

Best Practices & Resources

Best Practices

- Review allowability and the approved budget before making purchases and **confirm the correct UIN has sufficient funds remaining.**
- Maintain organized digital files and gather documentation **as expenses occur, not at the submission deadline.**
- **Make sure all documents are clear, legible, and complete. Blurry or cropped documentation may not support reimbursement.**
- **Enter expenses in UIN/order and organize supporting documents in the same sequence as the Foundant expense lines.**
    - *For each expense, generally organize the invoice/receipt first, proof of payment next, and contract/SOW when required.*

Best Practices ...continued

- **Highlight or clearly identify the transaction, amount, and supporting calculation when documents contain multiple entries.**
- **Verify all dates before submitting. Invoice/service dates, expense dates, payment dates, and GL records should be accurate and consistent.**
- Double-check attachments and totals **and make sure the amount requested can be traced directly to the supporting documentation.**
- Communicate promptly about issues or changes **before submitting when possible.**

Resources and Tools

- 2024 NIA
- FY25 GSC RFA -or- FY26 GSC RFA
- CSP Non-Regulatory Guidance (2014)
- EDGAR and 2 CFR 200 (Uniform Guidance)
- Foundant GMS Portal
- League and GSC Websites

Questions?

SUBGRANTEE SUPPORT

- **GSC Website:** www.greatschoolscolorado.org
- **Grant Program Email:** GreatSchools@coloradoleague.org
- **Foundant System Support:** GSCsupport@coloradoleague.org

THANK YOU!

Please be sure to complete our TA evaluation form linked in our follow up communication to share your feedback regarding today's webinar presentation.

Feedback Survey