



Budget Request Workbook and CSP Budget Narrative Instructions

All GSCT grant budget requests must be formulated using the [Budget Summary Template](#). This must be supported by a CSP Budget Narrative created using the template and instructions below. The narrative has two parts.

Part 1 requires applicants to construct a CSP Budget by completing the table for each budget category in which items are being requested. Items in each of tables 1-5 must correspond to items and amounts in the Budget Request Workbook. Each line item within a budget category requires a description, amount of funding requested, indication of period (Planning / Implementation / or both). When constructing the budget request, remember that the CSP subgrant award is **not** intended to be the school's only source of operational funding during the planning period. All budget line items must tie to at least one SMART goal and require written justification. An example is provided in the first table. The CSP Budget Request must be supported by a brief narrative outlining how each budget category fits into the school's overall financial plan. Please keep narrative responses brief (two pages or less).

Part 2 requires applicants to demonstrate how the school will maintain financial sustainability after the subgrant period ends. New and replication school applicants must submit five year operating budget projections with their subgrant and expansion school applicants a three year projected budget. Applicants must clearly delineate how CSP grant funding will not supplant the operating budget. Applicants should limit this section of the narrative to five pages.

The document must be letter size with one-inch margins with double spaced text in size 11 or 12 in Arial, Calibri, or Times New Roman font. If schools wish to provide additional supporting documents (e.g. a facilities plan), they may include this as part of the supplemental appendices) these must tie in to and support the project narrative. For line items in the Operating Budget that will not be supplemented by CSP funds please provide a brief explanation of how they will be sustained. We urge schools to submit documents judiciously, restricting them to documents that strongly support the activities that CSP funding will support.

PART 1: BUDGET TABLES AND NARRATIVE

1. SALARIES AND BENEFITS - \$516,000

Expenditure Description	Amount of Funds	Timeline (PLAN, IMP PLAN / IMP)	Activity / SMART Goal(s)	Justification
111A-Salary-Admin/Supervisors	\$ 165,000.00	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 1: Academic Growth in Math and ELA</i> Goal: By the end of Year 2, at least 75% of students will demonstrate one year or more of academic growth in both Math and English Language Arts, as measured by NWEA MAP assessments administered in Fall, Winter, and Spring. <i>SMART Goal 2: Success for Educationally Disadvantaged Students</i> Goal: By the end of Year 2, at least 60% of multilingual learners (MLs) and students with IEPs will meet their individual growth goals as established through the school's MTSS system, IEP progress tracking, and annual assessments (e.g.,	The personnel funded under this budget are essential to ensuring the successful launch, growth, and sustainability of the school. Each role directly supports core start-up functions, compliance, and the establishment of a high-quality learning environment aligned with the school's mission. During the six-month planning period and 12 month planning/implementation period. Salaries after 6/30/25 will be supported solely by per pupil funding. Executive Director (ED): The ED will oversee all start-up activities, including hiring key personnel, conducting school visits to adopt best practices, establishing policies and procedures, and maintaining regular communication with the Board of Trustees (BOT). This position is central to building the school's leadership capacity and governance structures.

			LAS Links, MAP, and IEP benchmarks). <i>SMART Goal 3: College and Career Readiness</i> Goal: By the end of Year 3, at least 85% of students enrolled in Early College courses (via Arizona State University) will earn a passing grade and transcript credit. <i>SMART Goal 4: Student Retention and Engagement</i> Goal: Taíno CoLAB will maintain an annual student retention rate of at least 90% across all subgroups, including MLs, SWDs, and low-income students. <i>SMART Goal 5: Family Engagement and Empowerment</i> Goal: By the end of Year 2, at least 75% of families will participate in two or more school-hosted events or engagement activities, including leadership institutes,	
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			family design workshops, and exhibitions of student learning.	
111A-Salary-Admin/Supervisors	\$ 108,750	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 1:</i> <i>Academic Growth in Math and ELA</i> Goal: By the end of Year 2, at least 75% of students will demonstrate one year or more of academic growth in both Math and English Language Arts, as measured by NWEA MAP assessments administered in Fall, Winter, and Spring. <i>SMART Goal 2:</i> <i>Success for Educationally Disadvantaged Students</i> Goal: By the end of Year 2, at least 60% of multilingual learners (MLs) and students with IEPs will meet their individual growth goals as established through the school's MTSS system, IEP progress tracking, and annual assessments (e.g., LAS Links, MAP, and IEP benchmarks).	Chief Academic Officer (CAO): The CAO will be responsible for developing and implementing the academic program. Duties during the planning year include interviewing and hiring instructional staff, designing curriculum, attending targeted professional development, and reporting to the BOT. This role ensures the academic integrity of the school from the outset and sets the foundation for student achievement.

			<i>SMART Goal 3:</i> <i>College and Career Readiness</i> Goal: By the end of Year 3, at least 85% of students enrolled in Early College courses (via Arizona State University) will earn a passing grade and transcript credit.	
112B-Salary-Clerical	\$ 62,500	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 4:</i> <i>Student Retention and Engagement</i> Goal: Taíno CoLAB will maintain an annual student retention rate of at least 90% across all subgroups, including MLs, SWDs, and low-income students. <i>SMART Goal 5:</i> <i>Family Engagement and Empowerment</i> Goal: By the end of Year 2, at least 75% of families will participate in two or more school-hosted events or engagement activities, including leadership institutes, family design workshops, and	Student Recruitment & Enrollment Lead: To ensure the school meets and maintains enrollment targets, this role will focus on student recruitment and community engagement. Key responsibilities include managing marketing efforts, organizing Parent Information Nights, and overseeing all outreach activities that connect families to the school.

			exhibitions of student learning.	
111A-Salary-Admin/Supervisors	\$ 93,750	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 1: Academic Growth in Math and ELA</i> Goal: By the end of Year 2, at least 75% of students will demonstrate one year or more of academic growth in both Math and English Language Arts, as measured by NWEA MAP assessments administered in Fall, Winter, and Spring.	Director of Operations (DOO): Beginning in the first fiscal year of instruction, the DOO will play a vital role in operational readiness. Responsibilities include preparing the school facility, coordinating procurement of supplies and furniture, working with the financial consultant to produce reports for the CAO, ED, and BOT, and establishing the school's operating procedures. This role ensures a seamless and compliant school opening.
200-Benefits	\$ 86,000	Planning period (April 1, 2026 - September 1, 2027)		In addition to salaries, the budget includes 20% for benefits, which covers payroll taxes, health insurance, workers' compensation, and retirement contributions. These benefits are designed to foster a supportive and competitive employment package that will attract and retain high-quality staff. Investing in staff well-being at the outset is critical to building a positive and sustainable school culture.



2. SERVICES AND ACTIVITIES - \$311,500

Expenditure Description	Amount of Funds	Timeline (PLAN, IMP PLAN / IMP)	Activity / SMART Goal(s)	Justification
322-In-service staff development	\$ 10,000	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 1: Academic Growth in Math and ELA</i> Goal: By the end of Year 2, at least 75% of students will demonstrate one year or more of academic growth in both Math and English Language Arts, as measured by NWEA MAP assessments administered in Fall, Winter, and Spring.	The board will receive PD throughout the planning period and then will also engage in annual training and a retreat to set goals and expectations and learn the function of successful board stewardship. This also includes a subscription to Board on Track and the training associated with running that program.
322-In-service staff development	\$ 32,000	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 1: Academic Growth in Math and ELA</i> Goal: By the end of Year 2, at least 75% of students will demonstrate one year or more of academic growth in both Math and English Language Arts, as measured by NWEA MAP assessments administered in Fall, Winter, and Spring.	It is assumed that the ED, CAO and DOO will attend the annual charter school conference annually to share knowledge with like-minded charter leaders from around the country. This includes registration and travel.

			<i>SMART Goal 2: Success for Educationally Disadvantaged Students</i> Goal: By the end of Year 2, at least 60% of multilingual learners (MLs) and students with IEPs will meet their individual growth goals as established through the school's MTSS system, IEP progress tracking, and annual assessments (e.g., LAS Links, MAP, and IEP benchmarks). <i>SMART Goal 3: College and Career Readiness</i> Goal: By the end of Year 3, at least 85% of students enrolled in Early College courses (via Arizona State University) will earn a passing grade and transcript credit. <i>SMART Goal 4: Student Retention and Engagement</i> Goal: Taíno CoLAB will maintain an annual student	
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			retention rate of at least 90% across all subgroups, including MLs, SWDs, and low-income students. <i>SMART Goal 5: Family Engagement and Empowerment</i> Goal: By the end of Year 2, at least 75% of families will participate in two or more school-hosted events or engagement activities, including leadership institutes, family design workshops, and exhibitions of student learning.	
530-Postage	\$ 6,000.00	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 5: Family Engagement and Empowerment</i> Goal: By the end of Year 2, at least 75% of families will participate in two or more school-hosted events or engagement activities, including leadership institutes, family	The school will use a Vanguard-like service to interface with the local community to market the school to families during the planning period. This will directly target students in the age demographic of the school.

			design workshops, and exhibitions of student learning.	
330-Accounting	\$ 24,000	Planning period (April 1, 2026 - September 1, 2027)		The financial consultant will provide a retainer based monthly service to provide monthly financial statements to leadership, prepare and modify budgets and assist with the school's financial audit.
530-Communication	\$13,500	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 1: Academic Growth in Math and ELA</i> Goal: By the end of Year 2, at least 75% of students will demonstrate one year or more of academic growth in both Math and English Language Arts, as measured by NWEA MAP assessments administered in Fall, Winter, and Spring.	The leadership is planning to attend education-specific job fairs to recruit for teaching talent; these may include visits to college campuses or more formal community-based job fairs in the Northeast.
322-In-service staff development	\$ 90,000	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 1: Academic Growth in Math and ELA</i> Goal: By the end of Year 2, at least 75% of students will demonstrate one year or more of academic growth in both Math and English Language	The ED, CAO and DOO will undergo professional development from experienced school leaders and this PD will be related directly to school startup and leadership and for curriculum development; also included in this line is a cost in the planning

			Arts, as measured by NWEA MAP assessments administered in Fall, Winter, and Spring. <i>SMART Goal 4: Student Retention and Engagement</i> Goal: Taíno CoLAB will maintain an annual student retention rate of at least 90% across all subgroups, including MLs, SWDs, and low-income students.	year for consultants related to school scheduling.
331-Audit	\$ 10,000	Planning period (April 1, 2026 - September 1, 2027)		Once the initial operations manual is written, the school will hire an audit firm to conduct a review and testing of the manual to ensure that all policies are clear and the school has chosen best practices to include in the manual.
330-Professional Tech Services	\$ 126,000	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 3: College and Career Readiness</i> Goal: By the end of Year 3, at least 85% of students enrolled in Early College courses (via Arizona State University) will earn	The school will engage an outside IT vendor on a monthly, retainer-basis to maintain the IT infrastructure of the physical site; this includes maintaining servers, online access, computer imaging and any IT troubleshooting.

			a passing grade and transcript credit.	

3. PHYSICAL PLANT - \$125,000

Expenditure Description	Amount of Funds	Timeline (PLAN, IMP PLAN / IMP)	Activity / SMART Goal(s)	Justification
400-Maintenance and repairs	\$ 125,000	Planning period (April 1, 2026 - September 1, 2027)		The school anticipates some cosmetic and light leasehold improvements to the physical site once that is determined and access is gained.

4. MARKETING AND DEVELOPMENT - \$78,500

Expenditure Description	Amount of Funds	Timeline (PLAN, IMP PLAN / IMP)	Activity / SMART Goal(s)	Justification
590-Advertising/ Recruitment	\$37,500	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 4: Student Retention and Engagement</i> Goal: Taíno CoLAB will maintain an annual student retention rate of at least 90% across all subgroups, including MLs, SWDs, and low-income students.	The school will use a Vanguard-like service to interface with the local community to market the school to families during the planning period. This will directly target students in the age demographic of the school.

			<i>SMART Goal 5: Family Engagement and Empowerment</i> Goal: By the end of Year 2, at least 75% of families will participate in two or more school-hosted events or engagement activities, including leadership institutes, family design workshops, and exhibitions of student learning.	
590-Advertising/ Recruitment	\$21,000	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 4: Student Retention and Engagement</i> Goal: Taíno CoLAB will maintain an annual student retention rate of at least 90% across all subgroups, including MLs, SWDs, and low-income students. <i>SMART Goal 5: Family Engagement and Empowerment</i> Goal: By the end of Year 2, at least 75% of families will participate in two	Along with the school mailers mentioned above, the school will also allocate funds to newspaper ads, bus ads and potentially radio spots to spread as wide a net as possible to recruit students.

			or more school-hosted events or engagement activities, including leadership institutes, family design workshops, and exhibitions of student learning.	
590-Advertising/ Recruitment	\$10,000	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 5: Family Engagement and Empowerment</i> Goal: By the end of Year 2, at least 75% of families will participate in two or more school-hosted events or engagement activities, including leadership institutes, family design workshops, and exhibitions of student learning.	When the physical site is determined, the school will ad official logo signs on the outside of the building and will also include 'Coming Soon' signs on the immediate outside of the building.
590-Advertising/ Recruitment	\$10,000	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 5: Family Engagement and Empowerment</i> Goal: By the end of Year 2, at least 75% of families will participate in two or more school-hosted events or engagement activities, including	Printing for marketing materials

			leadership institutes, family design workshops, and exhibitions of student learning.	
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5. SUPPLIES AND EQUIPMENT - \$437,000

Expenditure Description	Amount of Funds	Timeline (PLAN, IMP PLAN / IMP)	Activity / SMART Goal(s)	Justification
612-Supplies-Administrative	\$ 8,000	Planning period (April 1, 2026 - September 1, 2027)		Paper and general office supplies for \$1000/month for the pre-opening period.
700-Furniture-Instructional	\$ 108,000	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 1: Academic Growth in Math and ELA</i> Goal: By the end of Year 2, at least 75% of students will demonstrate one year or more of academic growth in both Math and English Language Arts, as measured by NWEA MAP assessments administered in Fall, Winter, and Spring.	Classroom supplies will be purchased during the summer months before the start of school for \$900/student.
700-Furniture-Administrative	\$ 18,000	Planning period (April 1, 2026 - September 1, 2027)		Office and meeting furniture will be purchased in the summer months before school starts for \$1000/FTE.
700-Computer and hardware-Admin	\$ 14,000	Planning period (April 1, 2026 - September 1, 2027)		Through the planning period, the leadership hires will need

istrative				computers and in anticipation of the school year starting, staff computers will be purchased in the summer months before the school year starts.
642-Library Books	\$ 90,000	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 1: Academic Growth in Math and ELA</i> Goal: By the end of Year 2, at least 75% of students will demonstrate one year or more of academic growth in both Math and English Language Arts, as measured by NWEA MAP assessments administered in Fall, Winter, and Spring.	Library book/materials will be purchased during the summer months before the start of school for \$750/student.
700-Software-Instructional	\$ 6,000	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 1: Academic Growth in Math and ELA</i> Goal: By the end of Year 2, at least 75% of students will demonstrate one year or more of academic growth in both Math and English Language Arts, as measured by NWEA MAP assessments administered in Fall, Winter, and Spring.	This included \$50/student to maintain any antivirus or subscription to keep student computers up to date.

612-Supplies-Administrative	\$ 4,000	Planning period (April 1, 2026 - September 1, 2027)		\$500/FTE for supplies, non-major furniture, etc.
700-Computer and hardware-Instructional	\$134,000	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 1: Academic Growth in Math and ELA</i> Goal: By the end of Year 2, at least 75% of students will demonstrate one year or more of academic growth in both Math and English Language Arts, as measured by NWEA MAP assessments administered in Fall, Winter, and Spring.	Licenses and hardware for 1st year of approx 120 students and 14 staff
611-Supplies-Instructional	\$24,000	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 1: Academic Growth in Math and ELA</i> Goal: By the end of Year 2, at least 75% of students will demonstrate one year or more of academic growth in both Math and English Language Arts, as measured by NWEA MAP assessments administered in Fall, Winter, and Spring.	Whiteboards, curriculum purchase
700-Software-Administrative	\$4,000	Planning period (April 1, 2026 - September 1, 2027)		Productivity software and database

641-Textbooks	\$30,000	Planning period (April 1, 2026 - September 1, 2027)	<i>SMART Goal 1:</i> <i>Academic Growth</i> <i>in Math and ELA</i> Goal: By the end of Year 2, at least 75% of students will demonstrate one year or more of academic growth in both Math and English Language Arts, as measured by NWEA MAP assessments administered in Fall, Winter, and Spring.	Student textbooks and online book purchases
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PART 2: Describe how the school intends to maintain financial sustainability after the end of the subgrant period ends and how the program fund will not supplant funding in your operating budget. Your response should be limited to five pages, double spaced with one-inch margins, and all text should be size 11 or 12 in Arial, Calibri, or Times New Roman font.

Sustainability and Non-Supplanting of Funds Plan

Our school is committed to maintaining financial sustainability well beyond the duration of the Charter School Program (CSP) subgrant period. We recognize the importance of using public funds responsibly and ensuring that CSP funds are used to supplement, not supplant, our operating budget. Our approach to sustainability and non-supplanting is grounded in sound fiscal planning, diversified funding strategies, and prudent use of CSP funds aligned with federal guidance and state expectations.

Our financial plan reflects a clear understanding of both the opportunities and responsibilities inherent in operating a public charter school. By using CSP funds only for necessary start-up costs and ensuring that all core operational expenses are supported by recurring revenue sources, we will avoid any supplanting and ensure the long-term sustainability and success of our school.

I. Financial Sustainability Beyond the CSP Subgrant Period

1. Conservative and Multi-Year Budget Planning

We have developed a detailed five-year financial model that projects revenue and expenses under conservative assumptions, including flat per-pupil allocations and gradual enrollment growth. This model ensures that the school reaches financial sustainability by Year 3 of operations, allowing for self-sufficiency without reliance on subgrant funds after the grant period ends.

Key elements of the financial model include:

- **Positive Net Operating Income by Year 3:** Ensuring that revenues consistently exceed expenses, building operational reserves.
- **Enrollment-Driven Revenue:** Our projected student enrollment aligns with the allowable cap and is sufficient to generate the per-pupil revenue necessary to support ongoing operations.
- **Staffing Aligned with Enrollment Growth:** We have phased in personnel hiring to match enrollment increases, allowing us to manage payroll costs effectively.

2. Diversified Funding Streams

To ensure financial resilience, we have already begun developing and cultivating multiple revenue streams beyond state per-pupil allocations, including:

- **Philanthropic Partnerships:** Our development team has secured commitments from regional philanthropic organizations that align with our mission. These include multi-year pledges to support capacity building, academic programming, and community engagement.



- **Federal and State Entitlements:** We will utilize applicable Title funds (I, II, III, and IV) and Special Education funds proportionally as our eligible student population grows.
- **Private Contributions and Grants:** We are actively pursuing additional foundation grants, including those focused on STEM education, career and technical education (CTE), and workforce development, aligning with the future labor market needs identified by the World Economic Forum's 2023 "Future of Jobs" report.
- **Fee-for-Service Partnerships:** In later years, we plan to offer workforce training, adult education, and community enrichment programs that generate modest supplemental revenue while furthering our mission.

II. Use of CSP Funds: Supplement, Not Supplant

The CSP grant funds will be used strategically and in accordance with the *non-supplanting* requirement. They will be directed toward **start-up activities and one-time expenditures** that would not otherwise be possible using standard public operating funds in the school's early years.

These include:

- **Instructional Materials and Technology Infrastructure:** These are capital expenditures aligned with startup needs to launch a 21st-century, digitally-enabled curriculum.
- **Professional Development for Staff:** Funds will support initial training programs necessary to implement our unique instructional model but will not replace recurring PD expenses funded in our operational budget.
- **Furnishings and Equipment:** For classrooms and specialized instructional spaces (e.g., makerspaces, labs), CSP funds will cover one-time purchases needed to open a fully equipped, mission-aligned learning environment.
- **Curriculum Development and Implementation:** CSP funds will support early-stage curriculum design that incorporates high-demand skills such as critical thinking, digital literacy, and sustainability.

To ensure compliance, our finance team will maintain a clear **audit trail and documentation** that distinguishes between operating budget expenditures and CSP-supported activities. Internal controls will include:

- A **dedicated CSP fund code** within our accounting system
- **Quarterly reviews** of CSP expenditure alignment with budgeted objectives
- **Board-level oversight** through the finance committee to review spending against non-supplanting principles

III. Long-Term Financial Governance and Accountability



Our governing board includes members with substantial expertise in finance, compliance, and nonprofit management. The board will:

- Approve and monitor annual and multi-year budgets
- Oversee annual financial audits conducted by an independent CPA firm
- Regularly review key financial health indicators, including days of cash on hand, debt service coverage ratio, and forecast-to-actual comparisons

To further strengthen our sustainability, we are committed to building a **minimum 60-day operating reserve** by Year 5. This reserve will help protect the school against unforeseen costs and ensure continuity of operations.