

The Office of Early College Fiscal Webinar

FC 0461 A-B Early College Planning Grant

Tuesday, September 30, 2025
School Year 2026

Agenda

- Early College Planning Grant
 - Resource Page
 - Expectations
 - GEMs
 - Allowable Expenses
 - Questions

Early College Planning Grant Overview

The purpose of this targeted grant is to provide planning resources for Early College applicants who want to obtain a [Massachusetts Early College Designation](#).

This funding opportunity contains two options, Option A and Option B.

Grant duration: Upon approval – June 30, 2026

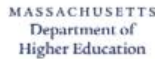


Summer FY27: July 1 – August 31, 2026

For additional information, see RFP: <https://www.doe.mass.edu/grants/2026/461A-B/>

For updates, attend Touch Point Tuesdays, review Friday's newsletter, or view the Early College resource page.

Resource Page: [MA Early College Community of Practice – Massachusetts – Early College Initiative](#)

Resource Page



MA Early College

DESIGNATED EARLY COLLEGE PROGRAMS HOME

EARLY COLLEGE DESIGNATION APPLICANTS HOME

About ▾

Designation Information ▾

MAECP Tools ▾


Data Dashboard

Contact Us

MASSACHUSETTS EARLY COLLEGE
COMMUNITY OF PRACTICE
RESOURCE SITE

★

Massachusetts Early College provides a structured program of study and supports that increases college success and career readiness while prioritizing students historically underserved in higher education.



Option A

Option A — 461A: Planning for Program Designation

This funding opportunity supports programs seeking their first Early College Designation in partnership with a K-12 secondary school partner and the institution of higher education (IHE) partner (the IHE may have existing Early College partnerships). Eligible applicants are those who have submitted an Intent to Apply for Designation in summer 2025, with the intent to launch a Designated Early College Program in Fall 2026. These programs have committed to planning in alignment with the Massachusetts Designation Criteria and have identified gaps in college enrollment among the student populations they serve.

GEMs Application Availability

Option A, opens in GEMS (461A): Tuesday, September 30, 2025

GEMS Deadline: Friday, October 31, 2025

Option B

Option B — 461B: Pre-Planning for Program Designation

This funding opportunity is available for potential partnerships seeking their first Early College Designation. Eligible programs must complete a Pre-planning survey to apply, indicating their plan to apply for Designation in Summer 2026, intending to launch a Designated Early College program in Fall 2027. These programs are expected to align their planning efforts with the Massachusetts Designation Criteria and have identified gaps in college enrollment among the student population they serve. This option is intended to support early-stage infrastructure planning.

GEMs Application Availability

Alchemer Survey: Friday, October 3, 2025

Option B, opens in GEMS (461B): Tuesday, October 7, 2025

GEMS Deadline: Friday, October 31, 2025

Expectations

Expectations

Grantees accepting Early College funding must adhere to the following expectations

- ❖ Both program and fiscal individuals need to attend Early College webinars.
 - ❖ Spend ALL funds.
- ❖ Do not ignore emails or comments in GEMs.
 - ❖ Adhere and do not miss deadlines.
 - ❖ Attend mandatory Mid-Year reviews.
- ❖ Do not wait until the last minute to:
 - ✓ To submit your application in GEMs.
 - ✓ Discussing possible funding/budget concerns.
 - ✓ Requesting funding reimbursements based on encumbrances.
- ❖ Complete the Final Financial Report(s).

GEMS

GEMS

Things to know when accessing Early College funding via GEMs:

Submission:

Before you can apply for FC0461, registration for the grant before you can begin your application. Only individuals with GEMS user access can submit, request, and amend the grant. If your organization needs access, please email the Early College Fiscal Manager, Cashay Grant-Woods | Cashay.c.grant-woods@mass.gov.

Access funding:

Grantees will have to request reimbursements to receive funding. Grantees can not begin to spend or request reimbursements until **DESE fiscal approval** is given. Until the grant is DESE fiscally approved, grantees can not allocate, encumber, or spend funding. The Grant Award Notice (GAN) will provide the start date for when you can start using your funding.

Support:

- For all your grant needs, the first point of contact is the EC fiscal manager. Throughout the year, drop-in office hours will be offered for programs that need additional support.

Grant Approval Workflow

Step 1: The LEA grant writer begins and submits to the LEA fiscal.

Step 2: The assigned LEA fiscal approver reviews the budget and submits it to the Early College DESE Program.

Step 3: The DESE Program approver reviews and submits for approval back to the LEA.

Step 4: The LEA Superintendent / Chief Executive reviews and submits for approval

The grant is not considered submitted at the LEA level until the Superintendent / Chief Executive approves.

Step 5: The Early College DESE Program will review and approve

Step 6: The DESE fiscal approver will review and either approve or return for edits.

❖ If the application is returned for edits, the application will be moved back to **step 1**. To understand what edits are needed, review the comment section, make requested adjustments, and move back through the steps.

The grant is not considered approved for spending until the grant receives Final DESE Fiscal Approval

GEMS Application

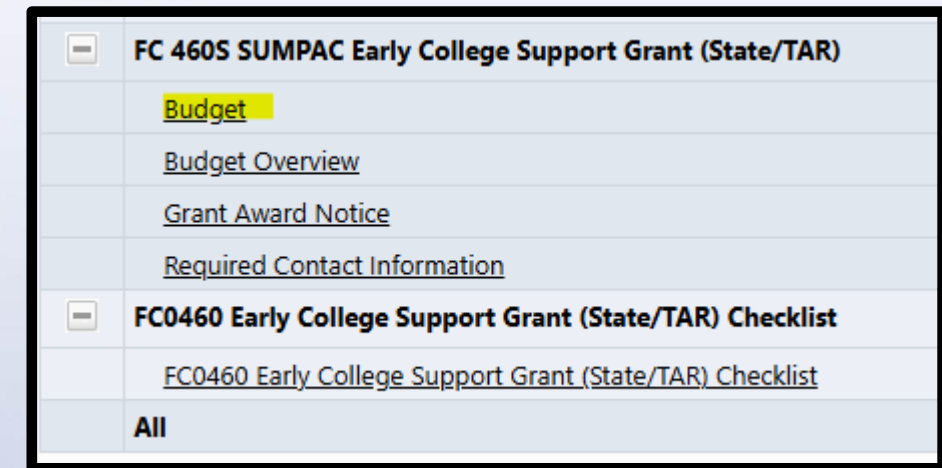
To begin the application and move through the steps, select CHARGE STATUS TO:



Application Status: Not Started
Change Status To: Application Started

To begin budgeting expenses, select BUDGET:

When budgeting, be as descriptive as possible:

- ❖ What is taking place?
- ❖ What is the purpose?
- ❖ Explain Travel expenses.
- ❖ The purpose of budgeting for food.



	FC 460S SUMPAC Early College Support Grant (State/TAR)
	<u>Budget</u>
	<u>Budget Overview</u>
	<u>Grant Award Notice</u>
	<u>Required Contact Information</u>
	FC0460 Early College Support Grant (State/TAR) Checklist
	<u>FC0460 Early College Support Grant (State/TAR) Checklist</u>
	All

GEMS Award Letter

To find the Grant Award Notice (GAN): The GAN is the award letter that will provide the start date, award amount, and additional information:

Application Status: DESE Fiscal Budget Approved	
Change Status To: Application Revision Started or FER Started	
Description (View Sections Only View All Pages)	
All	
<input type="checkbox"/>	History Log
	History Log
	Create Comment
	Substantially Approved Dates
<input type="checkbox"/>	Allocations
	Allocations
<input type="checkbox"/>	FC 460S SUMPAC Early College Support Grant (State/TAR)
	Budget
	Budget Overview
	Grant Award Notice
	Required Contact Information
<input type="checkbox"/>	FC0460 Early College Support Grant (State/TAR) Checklist
	FC0460 Early College Support Grant (State/TAR) Checklist
All	

<input type="checkbox"/>	FC 460S SUMPAC Early College Support Grant (State/TAR)
	Budget
	Budget Overview
	Grant Award Notice
	Required Contact Information
<input type="checkbox"/>	FC0460 Early College Support Grant (State/TAR) Checklist
	FC0460 Early College Support Grant (State/TAR) Checklist
All	

GEMS Amendments and FER

To begin an amendment, select APPLICATION REVISION STARTED:

❖ **Deadline to move funding for FY27 summer use:** Late March 2026.

❖ **Deadline for LAST amendment:** Early April 2026.

Application Status: DESE Fiscal Budget Approved

Change Status To: Application Revision Started
or
FER Started

To complete the final financial report, select FER STARTED:

Deadline: 60 days after the grant ends.

Application Status: DESE Fiscal Budget Approved

Change Status To: Application Revision Started
or
FER Started

Allowable expenses

Early College Support Grant FC0460

Allowable & Unallowable Expenses

Allowable Expenses:



Salaries

Laptops

Travel

Conferences/trainings/tuition reimbursement

Contractual Services

Supplies and Materials

Indirect Cost

Professional Development

Food/Meal reimbursement within reason

Unallowable Expenses:



MTRS

Other technology

Gift Cards

Capital Expense:

Defined as any item that costs more than \$500 with a shelf life of 5 years or more.

Thank You



Happy Spending!



Questions

