

# **The Office of Early College Fiscal Webinar**

## **FC 0470 Early College Capacity Grant**

**Friday, July 18, 2025**  
**School Year 2026**

# Agenda

- Early College Capacity Grant
  - Expectations
    - GEMs
  - Allowable Expenses
    - Questions

# Early College Capacity Grantees

**\*Argosy Collegiate Charter School**

**Benjamin Franklin Cummings Institute**

**Bridgewater State University**

**Bunker Hill Community College**

**Framingham State University**

**Middlesex Community College**

**\*New Heights Charter School**

**North Shore Community College**

**Northern Essex Community College**

**\*Quincy Public Schools**

**\*Revere Public Schools**

**Salem State University**

**\*Springfield Public Schools**

**Springfield Technical Community College**

**UMass- Boston**

**\*Waltham Public Schools**

**\*Westfield Public Schools**

# Early College Capacity Grant Overview

**In FY24, fund code 0470 was issued as a competitive grant for current designated K-12 or IHEs to receive additional funding to increase Early College staff and/or provide professional development.**

**The Early College Capacity Grant is a 3-year grant. This year, FY26 is the final year funding will be issued through this grant and will end August 31, 2026.**

**Grant duration:** Upon approval – June 30, 2026

**Summer FY27:** July 1 – August 31, 2026

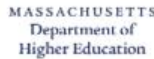


For additional information, see RFP: **<https://www.doe.mass.edu/grants/2026/0470/>**

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

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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.



# Expectations

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## 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 FC0470, 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](mailto: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. Thereafter, 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, K-12 grantees select BUDGET:

IHEs ONLY, to complete the ISA (both the budget and ISA are required):

When budgeting, be as descriptive as possible:

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

	<u>Allocations</u>
	FC 470S Early College Capacity Grant (State/Cont)
	<u>Budget Overview</u>
	<u>Budget</u>
	<u>Grant Expenditure Report</u>
	<u>Required Information</u>
	<u>Grant Award Notice</u>
	<u>ISA</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:

<b>Application Status:</b> DESE Fiscal Budget Approved	
<b>Change Status To:</b>	<a href="#">Application Revision Started</a> or <a href="#">FER Started</a>
<b>Description</b> ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	
All	
<input type="checkbox"/>	<b>History Log</b>
	<a href="#">History Log</a>
	<a href="#">Substantially Approved Dates</a>
<input type="checkbox"/>	<b>Allocations</b>
	<a href="#">Allocations</a>
<input type="checkbox"/>	<b>FC 470S Early College Capacity Grant (State/Cont)</b>
	<a href="#">Budget Overview</a>
	<a href="#">Budget</a>
	<a href="#">Grant Expenditure Report</a>
	<a href="#">Required Information</a>
	<a href="#">Grant Award Notice</a>
	<a href="#">ISA</a>
All	

<input type="checkbox"/>	<b>FC 470S Early College Capacity Grant (State/Cont)</b>
	<a href="#">Budget Overview</a>
	<a href="#">Budget</a>
	<a href="#">Grant Expenditure Report</a>
	<a href="#">Required Information</a>
	<a href="#">Grant Award Notice</a>
	<a href="#">ISA</a>
All	



# GEMS Amendments and FER

To begin an amendment, select APPLICATION REVISION STARTED:



Application Status:	DESE Fiscal Budget Approved
Change Status To:	<u>Application Revision Started</u> or <u>FER Started</u>

To complete the final financial report, select FER STARTED:



Application Status:	DESE Fiscal Budget Approved
Change Status To:	<u>Application Revision Started</u> or <u>FER Started</u>

# Allowable expenses

# Early College Capacity Grant FC0470

## Allowable & Unallowable Expenses

### Allowable Expenses:



Salaries

Travel

Conferences/trainings

Professional Development

Food/Meal reimbursement within reason

### Unallowable Expenses:



MTRS

Laptops/other technology

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

