# Part 1: Application Form

## Section 1: School Information

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| School Name: | Click or tap here to enter text. |
| **Location/Region:** (planned if not known) | Click or tap here to enter text. |
| **UEI (sam.gov):** | Click or tap here to enter text. |
| **Tax Id:** | Click or tap here to enter text. |
| **Primary Grant Contact Name:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |
| **Phone:** | Click or tap here to enter text. |
| **Street Address:** | Click or tap here to enter text. |
| **City/Town:** | Click or tap here to enter text. |

## Section 2: Eligibility Requirements

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| 1. Will your school education program be for other than elementary, secondary or both?  Yes  No |
| 2. Is the school affiliated with a sectarian school/religious institution?  Yes  No |
| 3. Will your school charge any fees to access any educational program elements?  Yes  No |
| If yes, explain what the fees will be for and amounts:  Click or tap here to enter text. |
| 4. Will your lottery policy comply with established guidelines?  Yes  No |
| If no, explain how it may differ:  Click or tap here to enter text. |
| 5. Is the school registered as a non-profit?  Yes  No |
| 6. Do you have articles of incorporation?  Yes  No |
| If no, explain when they will be completed:  Click or tap here to enter text. |
| 7. Has the school completed an Accountability Plan?  Yes  No |
| If no, explain when you plan to complete it:  Click or tap here to enter text. |
| 8. Did a member of the development team attend mandatory CSP training?  Yes  No |
| Provide date:  Click or tap to enter a date. |
| 9. Have you or any other school founder been the recipient of a previous CSP grant for this or another school?  Yes  No *If yes, please provide the dates and school*. Click or tap here to enter text. |
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## Section 3: School Status & Demographics

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| **Charter Authorizer:** | Click or tap here to enter text. |
| **Is your charter approved?** | Yes *Date of Approval:* Click or tap to enter a date.  No *Targeted date for Approval:*  Click or tap to enter a date. |
| **What is your planned opening date?**  *If applicable* | Click or tap to enter a date.  N/A |
| **What grades will you serve?** | Click or tap here to enter text. |
| **What is your projected enrollment at opening?** | Click or tap here to enter text. |
| **What is your projected enrollment at the end of the grant project?** | Click or tap here to enter text. |
| **What is your projected or actual percent of At-Risk Enrollment at opening?** | Click or tap here to enter text. |
| **What is the Economic Disadvantage District Information % where your school will be located?** | Click or tap here to enter text. |

## Section 4: School Model & Operations

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| In a few sentences, please provide the school’s mission and educational philosophy/model. |
| Click or tap here to enter text. |
| What prompted the development team to form this school? |
| Click or tap here to enter text. |
| What districts/towns will your school target for students? |
| Click or tap here to enter text. |
| Does the school currently have or plan to have an agreement to work with a charter management organization for any aspects of operation? Charter management organization means a nonprofit organization that operates or manages a network of charter schools linked by centralized support, operations, and oversight. Please describe. |
| Click or tap here to enter text. |

## Section 5: Grant Request Amounts

Please enter the amount requested per line item. Maximum amounts listed are per line item.

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| **Enter the amount of project grant requested:**  *(up to $1.1 million) submit a separate planning and implementation budget* | Click or tap here to enter text. |
| **Enter additional funds requested for innovation:**  *(up to $200,000) submit required innovation plan* | Click or tap here to enter text. |
| **Enter additional funds requested for targeting at-risk populations:**  *(up to $200,000) submit a Plan for At-Risk Students* | Click or tap here to enter text. |
| **Enter the total amount of grant requested**  *(add lines above, max of $1,500,000):* | Click or tap here to enter text. |

By signing below, the applicant affirms that the information contained within the entire application is an accurate and true representation of facts. The applicant certifies that the application and supplemental documents will be a matter of public record and could be subject to a Right to Know Request (FOIA Law) and has made every effort to eliminate individual identifiers to protect individual student’s identities.

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Signature Date

Click or tap here to enter text.

Print Name

Click or tap here to enter text.

Title

# Part 2: Application Narratives

Submit a written response, in the order provided below, to each section.

## Section 1: School Summary

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| Describe your school’s mission and vision. What makes the school unique, how the school will prepare students for academic success, and what is the school’s philosophy and instructional approach? Provide details on the population the school will target, the needs of that population, and how the school will address those needs. Reviewers will likely not have reviewed your charter application, so make sure to relay the overall goals and vision of the school. |
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## Section 2: School Leadership & Governance

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| Provide the organizational structure of the school, including a description of how each layer of leadership and management will work together. Discuss the makeup and selection process for the governing board. If the school is just developing, provide the above information relative to the development team. Address how policies and procedures will be developed and how the school will ensure compliance with applicable state and federal rules and laws. Include an organizational chart in the appendix. |

## Section 3: Staffing & Operations

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| Discuss key staff hires for the school including timelines for hiring. Discuss any external resources needed to support the planning and implementation of your school (for example: curriculum specialist, marketing team, or accounting team) and who will manage/oversee these external resources. Are any of these resources EMOs or CMOs? |

## Section 4: Educational Model

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| Provide a description of the academic program model you school plans to implement. Include discussion of the curriculum design and alignment to state standards and if you plan to use any consultants. Include data, research or evidence of the success of this model, in particular to the targeted population referenced in Section 1. |

## Section 5: Program Development and Effectiveness

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| Discuss what measures the school will use to evaluate the success of the educational program and what data points be used to track success? How will this data be used to develop strategies to meet the needs of learners? Provide a discussion of the school’s plan for developing and sharing Best Practices with others. |

## Section 6: Sustainability Planning

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| Detail the school’s plan for sustainability post grant. Demonstrate an understanding of the recruitment efforts required to meet enrollment goals, fundraising efforts and goals needed to close income gaps, and strategic planning. Include if the school is working with identifying and engaging an external resource to assist in its development. |

## Section 7: Community Development & Outreach

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| Provide information on the school’s culture and how the school will approach building and maintaining the culture. How will the school approach outreach to families and community members in the school’s planning, development and continued operations? The plans should include recruitment and ongoing engagement strategies. |

## Section 8: At-Risk Students

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| What is the anticipated quantity and types of the educationally disadvantaged students that you will serve (supported by research)? Discuss if the school plans to target these students; and, if so, provide your ideas for reaching, recruiting, supporting, and retaining these populations. |

## Section 9: Innovation

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| Detail how your school is innovative in any aspect of operation, instruction, or model. Consider aspects of management, assessment of progress, curriculum, student services, approach to education, and other elements that make your school unique. Consider your school in comparison to other schools in the area, state, and region. Will the school make innovation part of its culture? How and to what extent? How will you measure/decide what is innovative? |

## Section 10: Budget Narrative

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| Provide the requested levels of funding (planning, implementation, at-risk, and innovation) and amounts. Provide a separate description for the planning and implementation phase budget activities and expenditures that will be supported by this funding. The level of detail provided should be sufficient to understand the amount requested and how that money will be allocated over the planning phase and the implementation phase. Include research and resources used to develop your budgets. |

## Section 11: Grant Project Goals

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| Provide five goals the school has for the grant funding (academic and non-academic) and include the metrics/measures it will use to track and report success. These goals should be written “SMART” (Specific, Measurable, Achievable, Relevant, and Time-Based) giving specific, measurable milestones that are achievable and relevant to the project. They should also have a timeframe for delivery associated with them. How will the school assess progress toward these goals throughout the life of the grant and include levels of reporting (reporting what and to whom). Use this section to provide the reviewers with a clear understanding of how the grant funding will help the school deliver the outcomes provided in Sections 1-10. |

## Section 12: Grant Management

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| Describe how the school will ensure proper fiscal management of grant funds and compliance with the federal program. Include information on systems and tools to monitor the finances, track assets purchased with government funds, track and report expenses, and provide transparency with regard to the project. Who will lead compliance and oversight of the grant at the school? Include any checks and balances in place to safeguard misuse. |

# Part 3: Budgets

Using the provided excel templates, provide a project budget that details how the grant funds will be used. A separate budget MUST be prepared for each phase (planning and implementation). The amount listed in the budget template must be for at least the amount requested on the application form. For example, if total grant request listed on Section 5 of the application form is $650,000, the budget templates must also total $650,000 or more.

If you are requesting At-Risk and/or Innovation funding, make sure those expenditures are included in the appropriate planning or implementation budgets based on where the expense is allowed. These expenditures should be referenced and explained in the budget narrative (Part 2, Section 10) and in the respective plans required as attachments (see below) in order to provide a clear picture of how these additional funds will be utilized and necessary for the school’s plan.

Please see the budget template for specific instructions on completing the template.

# Part 4: Required Attachments

The following lists documents and additional required attachments that may or may not be required to support your application. Please refer to the guidance provided with each line item to determine if you need to submit.

1. Project Organization Chart outlining the team that will manage the grant.   
   *(required for all applications)*
2. Full operational budget for the duration of the grant period to illustrate financial need  
   *(required for all applications)*
3. Renovation/Repair Request Form   
   *(This form is required if requesting funds for renovation/repairs. If your school doesn’t have a final location yet, this form can be submitted post award.* *Please note, completion of this form doesn’t guarantee approval of funds for this activity.)*
4. Innovation Plan   
   *(required if requesting these funds)*

NHEd is providing additional funding to schools that can demonstrate innovation which covers a broad range of categories including model, populations served, location, operation, access to technology, community partnerships, and more. The plan provided should align to and expand on information provided in Section 9 in Part 2. It is up to the school to convince the reviewers with their application should be granted the additional funding. Plans should detail the goals/activities to be delivered, how the grant funds will support this plan, and how the school will track and monitor progress on the goals. Plans should be no more than 5 pages in length (one side of paper equals 1 page) and should include:

* 1. Discussion of why your school should be considered for the funds (how will you be more innovative/technology focused than area public schools using available data to make your case)
  2. Details on how the additional funding would be used to accelerate or enhance your ability to deliver the plan, referring to items noted in the budget
  3. Provide milestones, timeframes, and measurable goals relative to delivery of the ideas and goals noted in Section 9 of Part 2 and the above.

1. Plan for Development & Support of At-Risk and Struggling Students   
   *(required if requesting these funds)*

NHEd is providing additional funding to schools that can demonstrate a strong focus on recruiting, retaining and supporting at-risk students. The plan provided should align to and expand on information provided in Section 8 in Part 2. It is up to the school to convince the reviewers with their application should be granted the additional funding. Plans should detail the goals/activities to be delivered, how the grant funds will support this plan, and how the school will track and monitor progress on the goals. Plans should be no more than 5 pages in length (one side of paper equals 1 page). Include:

* 1. Discussion of why your school should be considered for the funds (provide data of need in the community and your ability to meet the need)
  2. Details on how the additional funding would be used to accelerate or enhance your ability to deliver the plan, referring to items noted in the budget
  3. Provide milestones, timeframes, and measurable goals relative to delivery of the ideas and goals noted in Section 8 of Part 2 and the above.