# Part 1: Application Form

## Section 1: School Information

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| School Name: | Click or tap here to enter text. |
| **Type of Grant Application:** | Expansion  Replication |
| **Current School Location (town):** | Click or tap here to enter text. |
| **Proposed Location (replication only):** | 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. Does your school offer an education program for other than elementary, secondary or both?  Yes  No |
| 2. Is the school affiliated with a sectarian school/religious institution?  Yes  No |
| 3. Does 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. Do 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 |
| 7. Does the school have an Accountability Plan?  Yes  No |
| If no, explain:  Click or tap here to enter text. |
| 8. Did you receive a Notice of Eligibility Concern from NHEd after submission of your intent to submit?  Yes  No *If yes, did you have a successful appeal?*  Yes  No |
| 9. Did a member of the development team attend mandatory CSP training?  Yes  No |
| Provide date:  Click or tap to enter a date. |
| 10. Has the school been the recipient of a previous CSP grant?  Yes  No  *If yes, please provide the dates and what was the purpose (startup, expansion or replication)*.  Click or tap here to enter text. |
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## Section 3a: School Status & Demographics (EXPANSIONS ONLY)

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| **Charter Authorizer:** | Click or tap here to enter text. |
| **Provide authorization dates** | *Date of Original Charter Approval:* Click or tap to enter a date.  *Date of Expiration of Charter:*  Click or tap to enter a date. |
| **What grades do you currently serve?** | Click or tap here to enter text. |
| **What is your approved enrollment?** | Click or tap here to enter text. |
| **How does your school plan to expand? Select all that apply.** | Adding Grade Levels (min. of 2 grade levels)   Expanding programming (beyond original mission/program) |
| **Provide the level/amount of expansion for the option(s) selected above.** | Adding Grades: Click or tap here to enter text. Program Additions: Click or tap here to enter text. |
| **Have these changes been approved by your authorizer?** | Yes  No |
| **What is your current percent of  At-Risk Enrollment?** | Click or tap here to enter text. |
| **What is the Economic Disadvantage District Information % where your school is located?** | Click or tap here to enter text. |

## Section 3b: School Status & Demographics (REPLICATIONS ONLY)

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| **Charter Authorizer:** | Click or tap here to enter text. |
| **Provide authorization dates** | *Date of Original Charter Approval:* Click or tap to enter a date.  *Date of Expiration of Charter:*  Click or tap to enter a date. |
| **What grades do you currently serve?** | Click or tap here to enter text. |
| **What is your approved enrollment?** | Click or tap here to enter text. |
| **Where will the replicated school be located, if known?** | Click or tap here to enter text. |
| **Will the replication be under the same or its own, new charter?** | Same  New  If new, enter target authorization date: Click or tap to enter a date. |
| **What is your current percent of  At-Risk Enrollment?** | Click or tap here to enter text. |
| **What is the Economic Disadvantage District Information % where your school is 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. |
| Provide a brief description or summary of the expansion or replication project. |
| 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 prepares students for academic success, and the school’s philosophy and instructional approach? Provide details on the population the school targets, the needs of that population, and how the school addresses 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, including a description of how each layer of leadership and management works together. If a replication, also describe how will the new location be operated relative to the existing school (separately, under the same leadership). Discuss the makeup and selection process for the governing board. Address how policies and procedures are developed and how the school ensures compliance with applicable state and federal rules and laws. Include an organizational chart in the appendix and referenced for clarity. |

## Section 3: Staffing & Operations

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| How does the school approach recruiting and retaining high-quality personnel and what is your plan for professional development? Are there any key staff hires for the school under this project, if so, include 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, including discussion of the curriculum design and alignment to state standards. Include data, research or evidence of the success of this model, in particular to the targeted population referenced in Section 1. What instructional practices and plans will be in place for establishing a positive and supportive school culture? Does the school have a behavior management plan? How will staff be trained to implement it? For expansions that are proposing additional programming to expand, discuss the program to be added and how the program expands your school’s offerings. How does the proposed programming connect to overall vision of the school? |

## Section 5: Program Development and Effectiveness

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| Discuss how the school’s programming has evolved from its authorization. Discuss how the school evaluates the success of their educational program and what data is used to track success? How does the school use this data to develop strategies for program improvement? How does the school identify student needs? How does the school address the identified student needs? Has the school developed Best Practices and how they have shared these with schools or educational organizations. |

## Section 6: Sustainability Planning

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| Detail the school’s plan for sustainability post grant. The plan should include practices and policies the school is using or developing to govern its finances and operations. 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 approaches building and maintaining the culture. Discuss the school’s approach to outreach targeting families and community members. What information is shared and how often are these groups included in the school’s planning, development and continued operations? Discuss any plans in place for 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) as a result of the expansion/replication? Discuss if the school plans to target these students; and, if so, provide a detailed plan for reaching, recruiting, supporting, and retaining these populations. Include information on programs, interventions and other plans that will be used to help support educationally disadvantaged students should be provided. |

## 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. How do 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.