



# New Hampshire Charter School Office

## Charter Schools Program (CSP) Grant Application Requirements

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A complete charter school program grant application has five parts, detailed below.

### Part 1: Application Form

Complete and sign the fillable application form. This form provides information on your eligibility for the grant as well as provides the reviewer with an overview of your grant project. This form is provided in two formats, word and pdf. Either format is acceptable to submit. To access these forms visit: [Federal Charter School Program Grant | Department of Education \(nh.gov\)](#).

### Part 2: Application Narratives

Submit a written response, in the order provided below, to each section. Responses should be provided in the applicant's own format and do not need to be inserted below. For existing schools applying for expansion or replication, please answer the following with respect to your planned expansion or replication.

#### Section 1: School Summary (*worth 10 pts*)

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? *Reviewers will likely not have reviewed your charter application, so make sure to relay the overall goals and vision of the school.*

#### Section 2: Educational Model (*worth 10 pts*)

For startups, provide a description of the academic program model your school plans to implement. Include discussion of the curriculum design, alignment to state standards, and if you plan to use any consultants. In the case of expansion projects, please discuss this in the context of what your school currently has in place for an educational model and how your curriculum has been refined since startup (the current state of the school).

#### Section 3: School Leadership & Governance (*worth 10 pts*)

Provide the organizational structure of the school, including a description of how each layer of leadership and management work together. Discuss the makeup and selection process for the governing board. Provide background information for Leadership and Board Members. Will the school use outside organizations to manage or operate any portion of the school, if so who and for what purposes? Include an organizational chart in the appendix.

#### Section 4: School Operations & Staffing (*worth 10 pts*)

How are policies and procedures developed and implemented to ensure they are followed and comply with applicable state and federal rules and laws? How will/do the board and school leaders divide responsibilities? How does the school exercise its autonomy and flexibility in operation? Discuss any key staff hires as it relates to your grant project including timelines for hiring. Discuss any external resources needed to support the planning and implementation of your school (for example:





# New Hampshire Charter School Office

Charter Schools Program (CSP) Grant

## Application Requirements

curriculum specialist, marketing team, or accounting team) and who will manage/oversee these external resources.

### **Section 5: Program Development and Effectiveness** (*worth 10 pts*)

Discuss what measures the school will use (or does use) to evaluate the success of the educational program and what data points will be used (are used) to track success? How is/will this data be used to develop strategies to meet the needs of learners?

### **Section 6: Admission Policies and Lottery Process** (*worth 10 pts*)

Discuss your admission policies and how students will be/are admitted. What information is collected and how is it used in making admission decisions? Provide details on your lottery process including exemptions or preference given and how it will be/is run. *Please note that the use of weighted lotteries by a sub-grant applicant may require review and approval prior to implementation.*

### **Section 7: Grant Project Goals & Discussion** (*worth 10 pts*)

Discuss your grant project. What type is it (start-up, expansion, replication) referring to your project overview in the application form. Include 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). Startups could include in their grant project discussion:

- In general terms, what will the funds be used to support in the way of student supports, curriculum, and materials
- What grades will you serve, where will you locate, will you target certain populations?
- How will the grant funds assist the school in meeting these goals or accelerate your development?

Expansions could include in their grant project discussion:

- How will enrollment be expanded?
- The current state of their school and where it will be post grant (current approved enrollment/grade levels vs future enrollment/grade levels)
- How will the grant funds assist the school in meeting these goals or accelerate your development?

### **Section 8: Grant Management** (*worth 10 pts*)

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.





# New Hampshire Charter School Office

Charter Schools Program (CSP) Grant

## Application Requirements

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### **Section 9: Sustainability Planning** *(worth 10 pts)*

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 or engaging with an external resource to assist in its development.

### **Section 10: Innovation** *(This was identified in the state's application to USED as a key priority and is therefore weighted; worth 20 pts.)*

Discuss ways in which your school is innovative in respect to 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.

### **Section 11: Best Practices** *(This was identified in the state's application to USED as a key priority and is therefore weighted; worth 20 pts.)*

Discuss ways the school's leaders will develop and share best practices with the broader educational community. Note areas where best practices are/will be developed. Provide ideas of how your school can help share best practices with the educational community.

### **Section 12: At-Risk Students** *(This was identified in the state's application to USED as a key priority and is therefore weighted; worth 20 pts.)*

What is the anticipated percentage and type(s) of the educationally disadvantaged students (ELLs, those qualifying for free lunch, those with IEPs, etc.) that you will serve? Discuss how the school has arrived at this estimate and if the school plans to target these students and how. Discuss support the school plans to provide to these students.

### **Section 13: Budget Narrative**

Provide a 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 how that money will be allocated over the planning phase and the implementation phase and support the level of funding requested. Include discussion on the research used to develop your grant budget.

## **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 13) and in the respective plans required as attachments (see below) in





# New Hampshire Charter School Office

Charter Schools Program (CSP) Grant

## Application Requirements

---

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. The budget submitted will be scored on its reasonableness and project alignment (activities are necessary). See the provided rubric for details.

### Part 4: Additional Funding Plans

#### 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:

- a. 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)
- b. 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
- c. Provide milestones, timeframes, and measurable goals relative to delivery of the ideas and goals noted in Section 9 of Part 2 and the above.

#### Plan for Development & Support of At-Risk 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:

- d. 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)
- e. 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
- f. Provide milestones, timeframes, and measurable goals relative to delivery of the ideas and goals noted in Section 8 of Part 2 and the above.

### Part 5: Required Attachments





# New Hampshire Charter School Office

Charter Schools Program (CSP) Grant

## Application Requirements

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The following lists documents and additional attachments to support your application. Please refer to the guidance provided with each line item to determine if you need to submit.

1. School organization chart outlining the key roles and hierarchy (**required for all applications**)
2. School's full operational budget to illustrate financial need (**required for all applications**)
3. Proof of registration with the federal System for Award Management (sam.gov).

*This registration will be required in order to receive a final Grant Award Notification. Funding preference will be given to schools that can provide this registration.*

4. Proof of Non-Profit Status

*This proof can take the form of a copy of (501(c)(3) designation by the IRS or a statement from the State taxing body or State Attorney General certifying that it is a nonprofit, or a certified copy of incorporation documents showing established as a nonprofit. This registration will be required in order to receive a final Grant Award Notification. Funding preference will be given to schools that can provide this registration.*

