



ARKANSAS DEPARTMENT OF EDUCATION

Charter School Planning and Implementation Grant Application COVERSHEET

Deadline for Submission: February 22, 2013



Charter School: _____

Date Submitted: _____

Arkansas Department of Education
Public Charter School Office
Four Capitol Mall, Room 304-B
Little Rock, AR 72201
501.683.5313

CHARTER SCHOOL PLANNING AND IMPLEMENTATION GRANT BACKGROUND INFORMATION

A Charter School Planning and Implementation Grant provides funding to entities that have been awarded charters by the Arkansas State Board of Education. Entities eligible to hold charters include traditional public school districts, non-sectarian institutions of higher education, governmental entities, and non-profit organizations that are exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The purpose of this grant is to assist in the planning and implementation of approved charter schools.

This grant application is made possible by a grant received by the Arkansas Department of Education (ADE) from the U.S. Department of Education (USDoe) - Public Charter School Program CFDA – 84.282A. Approximately \$5,314,000 is available for the 2013 Charter School Planning and Implementation Grant with 100% of the program financed with federal money. Funding for the grant is contingent on the receipt by the state of annual funding from the USDoe, and a grant award is not a guarantee of total funding.

In accordance with the federal Elementary and Secondary Education Act (ESEA), grants awarded by state educational agencies to eligible applicants shall be awarded for a period of not more than three years, of which the eligible applicant may use not more than 18 months for planning and program design, and not more than two years for the initial implementation of a charter school. The limitation is that charter schools may not receive more than one grant for activities associated with planning for or the implementation of a charter school. Awardees shall receive planning funding for the period of March 1, 2013 – August 15, 2013 and implementation funding for the period of August 16, 2013 – May 30, 2015.

Funding Amounts

Applicants should budget no more than \$200,000 for planning and \$283,000 for implementation.

Allowable Activities

An eligible applicant receiving a grant may use the funds only for the following:

- Informing the community about the school;
- Acquiring necessary equipment and educational materials and supplies;
- Acquiring or developing curriculum materials;
- Staff training; and
- Other initial operational costs that cannot be met from state or local sources.

Grant funds cannot be used for the following:

- **The purchase, lease, construction or renovation of facilities;**
- **The purchase of school vehicles;**
- **Salaries, utilities, or other normal operational expenses; and**
- **Reimbursement of expenses incurred prior to receiving the grant.**

Expenses must be reasonable and necessary to fulfill the mission of the charter school and will be carefully reviewed by ADE staff.

Expenditure of funds to bring the facilities into compliance with state and federal health and safety codes and/or compliance with the American Disabilities Act (ADA) **may be** an allowable exception. Exceptions on expenditures of implementation funds may be allowable for the time period prior to receiving state funding. Contact staff in the Public Charter School Office for additional information on these exceptions.

INSTRUCTIONS ON COMPLETING THE CHARTER SCHOOL PLANNING AND IMPLEMENTATION GRANT APPLICATION

1. Use the fillable form to complete the grant application.

Note the following application requirements:

- There are a limited number of characters allowed for each response. Do not include text that does not fit in the text boxes as it will not be visible to others and, therefore, cannot be reviewed.
 - Use the font and font size that are set for responses. If you type the responses in another program, make certain that Arial font, size 10 is used and copied into the text boxes.
2. Sections to be completed by grant applicants include all of the following:
 - a. The coversheet (*the document with the state seal on page 1*);
 - b. The Contact Information Form (*page 6*);
 - c. Responses to Required Components 1-3;
 - d. Planning Grant Budget (*page 10*);
 - e. Planning Grant Budget Summary (*page 17*);
 - f. Implementation Grant Budget (*page 18*);
 - g. Implementation Grant Budget Summary (*page 19*); and
 - h. The signed board resolution (*page 21*).

Note: The board resolution should be completed, printed, signed, scanned, and submitted as an additional document with the rest of the grant application.

3. The completed application should be returned as a flattened PDF, created either by using a ‘print to PDF’ function, or by printing the completed application and scanning it in as a new PDF. Please save the PDF as “*Charter School’s Name* 2013 Grant Application.”
4. Email the completed application and the separate board resolution to Diane Gross at the Arkansas Department of Education (diane.gross@arkansas.gov) so that it is received by 4:00 p.m. on Friday, February 22, 2013. Allow time for the large email attachment to be received by the deadline.

For questions, call the ADE Public Charter Schools Office at (501) 683-5313 or contact Mary Perry or Diane Gross by email at mary.perry@arkansas.gov or diane.gross@arkansas.gov.

CHARTER SCHOOL PROGRAM TIMELINE FOR SPRING 2013 CHARTER SCHOOL PROGRAM GRANT AWARDS

January 29, 2013	<ul style="list-style-type: none"> Request for applications (RFA) released All eligible applicants notified of availability of RFA and date for technical assistance call
January 31, 2013, 1:30 p.m.	<ul style="list-style-type: none"> Technical assistance after 2013 Charter Orientation
February 8, 2013, 10:00 a.m.	<ul style="list-style-type: none"> Technical assistance call
February 8 - February 21, 2013	<ul style="list-style-type: none"> Provide individual technical assistance, as requested
February 22, 2013	<ul style="list-style-type: none"> Applications due
February 23, 2013	<ul style="list-style-type: none"> ADE staff members begin review and negotiation of grant applications
March 1, 2013	<ul style="list-style-type: none"> Start date for planning grant
March 1 - August 15, 2013	<ul style="list-style-type: none"> Planning grant period
March 1 - August 30, 2013	<ul style="list-style-type: none"> ADE staff members review receipts, compare to budgets, and release planning funds to grantees
August 16, 2013	<ul style="list-style-type: none"> Implementation grant begins
August 2013-May 2015	<ul style="list-style-type: none"> ADE staff members review receipts, compare to budgets, and release implementation funds to grantees
September 2013 - April 2014	<ul style="list-style-type: none"> ADE staff members visit the schools of all grantees and verify CSP grant expenditures
May 30, 2014	<ul style="list-style-type: none"> Interim evaluation due with annual report <ul style="list-style-type: none"> Must be reviewed and accepted by ADE staff prior to any additional CSP funding being released
September 2014 - April 2015	<ul style="list-style-type: none"> ADE staff members visit the schools of all grantees and verify CSP grant expenditures
May 30, 2015	<ul style="list-style-type: none"> End of grant period Grantees submit final evaluation with annual report
May 30 - June 30, 2015	<ul style="list-style-type: none"> ADE staff review final evaluations and release last 10% of funding once evaluations are complete and accepted

By May 30 of each year, each Arkansas charter prepares and submits a report with the following information:

- A current list of charter board members with their contact information;
- A copy of the charter school's mission statement, approved in the application approved by the State Board, **and** a narrative response describing the ways in which the school is meeting its mission;
- A narrative response describing the ways in which the charter school is implementing the educational program as outlined in the charter application approved by the State Board; and
- Documentation of meeting or progress toward meeting the specific measurable goals approved by the State Board in the charter application or renewal application.

As both an interim and final evaluation of the use of the CSP grant funds, the response to the following will be required of CSP grantees:

Explain the ways in which the use of the CSP funding is enabling your charter to meet the goals approved by the State Board in the charter application that were also submitted as goals for the grant. Be certain to -

- Evaluate the progress toward reaching each goal;
- Identify barriers to achieving each goal, if any; and
- Explain how students are being helped to meet each goal or challenged to excel beyond each goal.

CONTACT INFORMATION FORM

Sponsoring Entity:	
Name of Charter School:	
School LEA Number:	
Name of Contact Person:	
Contact Person Phone Number:	
Contact Person Email Address:	
School Address:	
Planning Grant Amount Requested (NOT TO EXCEED \$200,000):	
Implementation Grant Amount Requested: (NOT TO EXCEED \$283,000):	

REQUIRED COMPONENTS

1. Planning Narrative

Clearly outline the plans for spending the initial \$200,000 of funding. Explain why these funds are necessary and how they will assist the charter school with planning before implementation funds are available and the charter school opens.

- b) Clearly explain which academic goals, outlined in the charter application that was approved by the Arkansas State Board of Education, would be supported by these planning expenses and the ways in which this funding will help charter students achieve these goals.

2. Implementation Narrative

Clearly outline the implementation plans and provide a clear vision of the proposed charter school. The program narrative must include, but is not limited to, the following:

- a) A description of the student population that will benefit from the implementation funding, including the number of students to be served during the first two years of charter operations;

b) A description of each project that will be funded with the grant, including the following-

- A listing of the materials and equipment, with their costs, and an explanation of the ways in which the purchases support the project;
- A listing of other costs, if any, and an explanation of the ways in which the costs support the project;

- A justification that the amount of funding requested is appropriate for each project and number of students to benefit from each project; and

- An explanation of which academic goals, outlined in the charter application that was approved by the Arkansas State Board of Education, would be supported by these implementation expenses and the ways in which this funding will help charter students achieve these goals.

3. Demographics

Provide the demographics of the community, including surrounding school districts and their student population demographics. This must include, but is not limited to, the following:

- a) A description of the community and surrounding areas to be served; and
- b) The demographics of the student population to be served.

CHARTER SCHOOL PLANNING GRANT BUDGET SUMMARY
Charter School Planning Grant
Detailed Line Item Budget - Supporting Schedule

APPLICANT:

Describe in detail the line items listed on the budget in Attachment 2.

Provide justification for the items and explain how costs were computed.

NOTE: The information on pages 16 and 17 must match the information provided in response to Required Component #1, Planning Narrative.

CHARTER SCHOOL IMPLEMENTATION GRANT BUDGET SUMMARY
Charter School Implementation Grant
Detailed Line Item Budget - Supporting Schedule

APPLICANT:

Describe in detail the line items listed on the budget in Attachment 4.
Provide justification for the items and explain how costs were computed.

**NOTE: The information on pages 18 and 19 must match the information provided
in response to Required Component #2, Implementation Narrative.**

ASSURANCES

1. The Grantee shall provide the services under the terms of this agreement in accordance with the purposes, goals, objectives and target groups as stated in the application for funding and any approved addendum.
2. The Applicant possesses the legal authority to apply for this grant; a resolution or motion has been adopted by the applicant's governing body which authorizes the submission of this application, including all understanding and assurances contained herein, directing and authorizing the "official representative" to act in connection with the application and to provide such additional information as required.
3. The Grantee will comply with Title VI of the Civil Rights Act of 1964 (*P.L. 88-352*) which states that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the provider receives financial assistance. Equal opportunity will also be assured in all employment practices.
4. The United States Department of Education and Arkansas Department of Education, through any authorized representative, will have access to and the right to examine all records, books, papers or documents relating to the grant funding.
5. The applicant understands that awarded funds may be withdrawn if, in the opinion of the Program Manager and the Arkansas Department of Education, the applicant fails to establish or operate the funded program in accordance with the terms of the funded application.
6. Funds shall only be expended for activities proposed in the approved budget.
7. Contractual agreements made prior to the beginning date of the grant shall not be paid with grant funds.
8. The Grantee shall establish a separate account for these funds and will maintain records of project activities throughout the grant period.
9. The Grantee shall provide **Expenditure Reports** as requested to the Arkansas Department of Education. Failure to submit these reports shall result in loss of consideration for other state and federal grants.

Board Resolution

We, the undersigned board members of _____, met on _____, and voted in favor of submitting the grant application to the Arkansas Department of Education. We have reviewed the assurances on page 20 of the grant application, and certify that we understand our responsibility to comply with all grant requirements and the assurances. Additionally, the board designates _____ to serve as the charter school's authorized representative in negotiating this grant.

Name of Charter School

Date

Name of Authorized Representative

Printed Name of Board Member

Signature of Board Member

Printed Name of Board Member

Signature of Board Member

Printed Name of Board Member

Signature of Board Member

Printed Name of Board Member

Signature of Board Member

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Signature of Board Member

Printed Name of Board Member

Signature of Board Member

Printed Name of Authorized Representative

Signature of Authorized Representative