

PRE-APPLICATION CHECKLIST

ELIGIBILITY

1. Do you have an approved charter school petition?

*Eligible applicants must have an **approved charter school petition to open, expand or replicate a charter school** from an Idaho state sanctioned authorizer in order to apply for Federal CSP dollars under this program. Grant applicants must conform to the federal definition of a public charter school in the Elementary and Secondary Education Act to be eligible for grant funds under the Charter School Program.*

2. Are you in good standing with your authorizer?

Defined as Meets or Exceeds Standards in Academics, Operations, and Finance, on Idaho Public Charter School Commission annual report/ State of Idaho Report Card. For more information, see the Idaho Public Charter School Commission Policies page, or contact your authorizer.

3. Are you a virtual charter school?

Virtual charter schools are not eligible to apply for this grant.

Please resolve any of the above eligibility requirements that apply to you to begin an application.

SUPPORTING DOCUMENT CHECKLIST

Here is a list of supporting documents you will be asked to provide as part of the application process:

- School Project Application Narrative (25 pages)
- Proof of Conflict of Interest for Board Members
- School Project Budget (use template provided)
- School Project Budget Narrative (1-3 pages)
- Charter School Multi-Year Budget (minimum 3 years)
- Audited Financial Statements (last 3 years)
- 990 forms (last 3 years)
- Secretary of State Filings (last 3 years)
- Idaho Public Charter School Commission Performance Certificate, or Charter Authorizer Contract
 - Any conditions imposed by authorizer
- Articles of Incorporation
- Bylaws
- 501(c)3 Confirmation
- Planned Enrollment and Demographics
- Compliance Check List of Certifications & Assurances (use form provided)
- ESP/CMO/EMO/Vendor Contracts (or drafts)
- Lease/Real Estate Agreements (or drafts)
- Board & School Leader Bios/Resumes
- Academic Data
- Transportation Plan

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- Letter of Good Standing from Charter Authorizer (use online form provided)

