

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