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| **Name of Grant Program:** Charter School Program Start-Up Grant | **Fund Code:** 535  |

### PART III Required Program Information and Narrative Section

**Identification Information**

1. Name of Charter School:
2. Applicant Address:
3. Grant Contact:
4. Contact Email Address:
5. Contact Phone #:
6. Total Funds Requested: $
7. Number of Students who will be supported by grant:

**Narrative Section**

This section contains five questions. Please be brief.

1. Please describe how your charter school will maintain financial sustainability after the end of the subgrant period.
2. Please provide the following information, as applicable:
3. A copy or description of the EMO contract including the name and contact information of the management organization; the cost (i.e., fixed costs and estimates of any ongoing costs or fees), **including the amount of CSP funds proposed to be used toward such cost,** and the percentage such cost represents of the school’s overall funding; the duration of the contract; roles and responsibilities of the management organization; and steps the applicant will take to ensure that it pays fair market value for any services or other items purchased or leased from the management organization, makes all programmatic decisions, maintains control over all CSP funds, and directly administers or supervises the administration of the grant in accordance with 34 CFR 75.701.
4. A description of any business or financial relationship between the charter school developer/founding group and the management organization, including payments, contract terms, and any property owned, operated, or controlled by the management organization or related individuals or entities that will be used by the charter school;
5. The name and contact information for each member of the governing board of the charter school and a list of the management organization’s officers, chief administrator, or other administrators, and any staff involved in approving or executing the management contract; and a description of any actual or perceived conflicts of interest, including financial interests, and how the applicant will resolve any actual or perceived conflicts of interest to ensure compliance with 2 CFR 200.318(c);
6. A description of how the applicant will ensure that members of the governing board of the charter school are not selected, removed, controlled, or employed by the management organization and that the charter school’s legal, accounting, and auditing services will be procured independently from the management organization;
7. An explanation of how the applicant will ensure that the management contract is severable, severing the management contract will not cause the proposed charter school to close, the duration of the management contract will not extend beyond the expiration date of the school’s charter, and renewal of the management contract will not occur without approval and affirmative action by the governing board of the charter school; and
8. A description of the steps the applicant will take to ensure that it maintains control over all student records and has a process in place to provide those records to another public school or school district in a timely manner upon the transfer of a student from the charter school to another public school, including due to closure of the charter school, in accordance with section 4308 of the ESEA.
9. Please describe how the autonomy and flexibility granted to your charter school is consistent with the definition of a charter school in ESEA § 4310 (2).
10. Please provide the following information regarding any proposed collaborations between district(s) and the charter school[[1]](#footnote-2),[[2]](#footnote-3) (if applicable for Implementation only):
	1. Describe each member of the collaboration and whether the collaboration would be a new or existing commitment;
	2. States the purpose and duration of the collaboration;
	3. Describe the anticipated roles and responsibilities of each member of the collaboration;
	4. Describe how the collaboration will benefit one or more members of the collaboration, including how it will benefit students or families affiliated with one or more members and lead to increased or improved educational opportunities for students, and meet specific and measurable, if applicable, goals;
	5. Describe the resources members of the collaboration will contribute; and
	6. Include any other relevant information.

**Budget Narrative**

1. Provide a budget narrative that includes an explanation for each proposed expenditure including the justification and description of each activity. The budget narrative must correspond to the line item sequence in the Budget Template (Part IV).
1. Please note that District/Charter Collaborations will be strongly encouraged in years 2 and 3 of the CSP grant. [↑](#footnote-ref-2)
2. Within 120 days of receiving a subgrant award or within 120 days of the date the collaboration is scheduled

to begin, whichever is later, provide evidence of participation in the collaboration (which may include, but is not required to include, an MOU). [↑](#footnote-ref-3)