**New York State**

**Charter Schools Program**

**Planning and Implementation Grants**

**Request for 2023-24 Continuation Grant Applications from Existing Grantees**

Award Period: This request for applications from existing grantees is for the period July 1, 2023 – June 30, 2024. The award period is contingent upon the availability of CSP funds.

**Application Deadline:** A complete, approvable application must be submitted to NYSED by June 30, 2023. Please note that providing a complete application in a timely fashion will make subgrants funds accessible in a timely fashion. Failure to apply in a timely fashion may place the subgrantee at risk of not having the application approved.

**Required Application Components:**

* Cover Page, signed
* Budget Narrative
* FS-10 Budget *(form available at* [*http://www.oms.nysed.gov/cafe/forms/*](http://www.oms.nysed.gov/cafe/forms/)*)*
* Minority/Women-Owned Business Enterprises (M/WBE) Plan

Complete the three sections of the grant application and the M/WBE plan and submit to Valerie Kowalski, CSP Project Director, at [valerie.martinkowalski@nysed.gov](mailto:valerie.martinkowalski@nysed.gov) for review. Upon review and approval, applicants will be asked to mail a hard copy of the FS-10 budget to the Charter School Office.

**Definitions:**

ESEA § 4310 (2) CHARTER SCHOOL —The term ‘‘**charter school**’’ means a public school that—

(A) in accordance with a specific State statute authorizing the granting of charters to schools, is exempt from significant State or local rules that inhibit the flexible operation and management of public schools, but not from any rules relating to the other requirements of this paragraph;

(B) is created by a developer as a public school, or is adapted by a developer from an existing public school, and is operated under public supervision and direction;

(C) operates in pursuit of a specific set of educational objectives determined by the school’s developer and agreed to by the authorized public chartering agency;

(D) provides a program of elementary or secondary education, or both;

(E) is nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution;

(F) does not charge tuition;

(G) complies with the Age Discrimination Act of 1975, title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), section 444 of the General Education Provisions Act (20 U.S.C. 1232g) (commonly referred to as the ‘‘Family Educational Rights and Privacy Act of 1974’’), and part B of the Individuals with Disabilities Education Act;

(H) is a school to which parents choose to send their children, and that—

(i) admits students on the basis of a lottery, consistent with section 4303(c)(3)(A), if more students apply for admission than can be accommodated; or

(ii) in the case of a school that has an affiliated charter school (such as a school that is part of the same network of schools), automatically enrolls students who are enrolled in the immediate prior grade level of the affiliated charter school and, for any additional student openings or student openings created through regular attrition in student enrollment in the affiliated charter school and the enrolling school, admits students on the basis of a lottery as described in clause (i);

(I) agrees to comply with the same Federal and State audit requirements as do other elementary schools and secondary schools in the State, unless such State audit requirements are waived by the State;

(J) meets all applicable Federal, State, and local health and safety requirements;

(K) operates in accordance with State law;

(L) has a written performance contract with the authorized public chartering agency in the State that includes a description of how student performance will be measured in charter schools pursuant to State assessments that are required of other schools and pursuant to any other assessments mutually agreeable to the authorized public chartering agency and the charter school; and

(M) may serve students in early childhood education programs or postsecondary students.

ESEA § 4310 (5) DEVELOPER.—The term ‘‘**developer**’’ means an individual or group of individuals (including a public or private nonprofit organization), which may include teachers, administrators and other school staff, parents, or other members of the local community in which a charter school project will be carried out.

ESEA § 4310 (8) HIGH-QUALITY CHARTER SCHOOL —The term ‘‘**high-quality charter school**’’ means a charter school that—

1. shows evidence of strong academic results, which may include strong student academic growth, as determined by a State;
2. has no significant issues in the areas of student safety, financial and operational management, or statutory or regulatory compliance;
3. has demonstrated success in significantly increasing student academic achievement, including graduation rates where applicable, for all students served by the charter school; and
4. has demonstrated success in increasing student academic achievement, including graduation rates where applicable, for each of the subgroups of students, as defined in section 1111(c)(2), except that such demonstration is not required in a case in which the number of students in a group is insufficient to yield statistically reliable information or the results would reveal personally identifiable information about an individual student.

Cover Page

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| **General** **Information** |
| Name of Charter School: |
| Charter School Address *(Street, City, State, Zip Code)*: |
| Charter School BEDS Code: |
| Chair, Board of Trustees Name: |
| Chair, Board of Trustees E-mail: |
| Grant Contact Person Name: |
| Grant Contact Person E-mail: |
| Type of Grant: ⬜ Planning & Implementation ⬜ Implementation Only |
| Total Amount Requested for Planning: |
| Total Amount Requested for Implementation: |

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| **Assurances** | | |
| ⬜ | Grant funds will be expended only for the purpose of preparing for and opening a new charter school that meets the definition of a charter school per ESEA §4310(2), meets the definition of a developer per ESEA §4310(5), is nonsectarian, does not charge tuition, and will be in compliance with all New York State laws and regulations. | |
| ⬜ | I understand that the applicant charter school’s authorizer has granted the charter school a degree of autonomy and flexibility that is consistent with the definition of a charter school in ESEA § 4310 (2) and is therefore exempt from significant State or local rules that inhibit the flexible operation and management of public schools. | |
| ⬜ | I have reviewed NYSED’s [Fiscal Guidelines for Federal and State-Funded Grants](http://www.oms.nysed.gov/cafe/guidance/), and grant funds will be obligated during the specified grant period and expended within 90 days after the end of the grant period; the amount of funds requested at any one time will only include actual expenditures plus expenses that will occur within the next month; funds will be utilized only for approved activities; and all fiscal forms will be submitted to NYSED by established due dates. | |
| ⬜ | I have reviewed NYSED’s [Charter School Audit Guide](http://www.p12.nysed.gov/psc/regentsoversightplan/otherdocuments/AuditGuide.html), and standard accounting procedures will be utilized by grant recipients and records of all grant expenditures will be maintained in an accurate, thorough and complete manner. | |
| ⬜ | The grantee will comply with all provisions of all applicable acts, regulations and federal laws including the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Section 444 of the General Education Provisions Act, Part B of the Individuals with Disabilities Education Act, all provisions of the Department of Education General Administrative Regulations (EDGAR) and 2 CFR Part 200. | |
| ⬜ | The grantee will comply with all provisions of Title IV, Part C of ESEA, as amended by ESSA, §§4301-4310. | |
| ⬜ | The grantee will ensure that the charter school will receive funds for which it is eligible through programs administered by the U.S. Department of Education in which funds are allocated on a formula basis, such as Title I, Part A. | |
| I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the entity named above has authorized me as its representative. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, Assurances, Terms and Conditions, Appendix A, Appendix A-1G, and that the requested budget amounts are necessary for the implementation of this project. It is understood by the applicant that this application constitutes an offer and, if accepted by the NYS Education Department or renegotiated to acceptance, will form a binding agreement. It is also understood by the applicant that immediate written notice will be provided to the grant program office if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. | | |
| Signature of Board of Trustees Chairperson or Lead Applicant: | | |
| Position: | | |
| Typed Name: | | Date: |

Budget Narrative

Per ESEA §4303(h) as amended by ESSA, allowable uses of CSP funds are as follows:

* Providing professional development to members of the board of trustees, school leaders and administrators, teachers and support personnel;
* Hiring and compensating school leaders and administrators, teachers and support personnel *during the school’s planning period*;
* Purchasing supplies, equipment, technology and educational materials;
* Developing educational materials, including curriculum design;
* Minor repairs to the educational facility (excluding construction) and necessary renovations that would ensure that the facility complies with applicable statutes and regulations; and
* Recruiting of students and staff, and other community engagement activities.

Other activities may be allowable as long as 1) they are allowable under Uniform Guidance and 2) they support preparing for the operation of and opening a new charter school. Costs associated with these activities must be appropriate and non-sustained, where the costs cannot be funded by other sources.

Other required elements:

* For Board of Regents-authorized charter school grantees, professional development for the board of trustees is a *required activity* in the CSP planning and implementation grant and must be included in the budget narrative and the budget if not accomplished during the previous grant period.
* For all charter school grantees, recruitment that promotes inclusion of all students, including educationally disadvantaged students (who include foster youth and unaccompanied homeless youth), is a required activity in this grant and must be included in the budget narrative and the budget if not accomplished during the previous grant period. If any proposed recruitment does not promote inclusion of all students, the budget narrative must include reasoning for not doing so.

Describe in detail proposed expenditures during the grant period July 1, 2022 – June 30, 2023, using the following chart. Begin by identifying whether the expenditures are for planning and implementation, then list the major activities that will be undertaken to plan, open and initially operate the charter school, as appropriate, and identify the budget items that will support each activity. The combined proposed activities and expenditures in the budget narrative must align with the activities and expenditures in the FS-10 budget.

**Project Goal: To open and operate a high-quality charter school.**

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| **School Name:** | **Date of Charter School Opening:** |
| **Are the expenditures for planning or implementation?  Planning  Implementation** | |

| **Activity/Performance Measure** | **Budget Item(s)** | **Amount of Funds (must align to FS-10s)** | **Timeline** | **Justification** |
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