

ARKANSAS DEPARTMENT OF EDUCATION

Charter School Planning Grant Application

The Charter School Planning Grant provides grants to public schools, non-sectarian institutes of higher education, governmental entities and non-profit organizations that are exempt from taxation under Section 501(c)(3) of the Internal Revenue Code for the purpose of assisting entities that intend to prepare and submit an application for a charter school to the Arkansas State Board of Education. Applicants, who are not public schools, must demonstrate their eligibility to receive federal funds (a federal identification number) or have established 501(c)(3) status.

School District or Sponsoring Entity: _____

Contact Person: _____

Position / Title: _____

Telephone Number: _____

Mailing Address: _____

City/State/Zip: _____

Authorized Representative: _____

Signature: _____

Grant amount requested: _____

Federal Identification Number: _____

**Mail Applications To: Arkansas Department of Education
Public Charter Schools Office
Four Capitol Mall, Room 105-C
Little Rock, AR 72201**

CHARTER SCHOOL PLANNING GRANT PROGRAM REQUEST FOR PROPOSAL GUIDELINES

This request for proposals in support of Charter Schools in Arkansas is made possible by a grant from the U.S. Department of Education (USDoE) - Public Charter School Program CFDA – 84.282A. The grant will support up to a maximum of 35 planning grants of up to \$10,000 each. The purpose of the planning grant is support public schools and other eligible entities in preparing and submitting an application for a charter school to the State Board of Education. Planning grant recipients are required to submit a charter application to the State Board of Education for approval. Only upon receiving approval from the State Board of Education for the charter, may the applicant then be eligible to apply for implementation monies.

In accordance with ESEA, Title X, Part C – Public Charter Schools, as amended by the Charter Schools Expansion Act of 1998, Sec. 10302. Sub-grants awarded by State educational agencies to eligible applicants under this part shall be awarded for a period of not more than 3 years, of which the eligible applicant may use not more than 18 months for planning and program design, and not more than 2 years for the initial implementation of a charter school. Limitation: A charter school may not receive more than one grant for activities associated with planning and design or for the implementation of a charter school.

The following information describes the application process and the requirements for completing an application for funds under the Public Charter School Program guidelines.

Questions and Answers:

1. Who may apply?

Public school districts, governmental entities, public institutions of higher education, private nonsectarian institutions of higher education, or an organization that is nonsectarian in its program, admission policies, employment practices, and is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 as amended.

2. How much funding is available?

Planning Grants are awarded in the amount of \$10,000.00. (An additional \$440,000.00 in the form of implementation grants may be awarded to applicants after charter approval by the SBE.)

3. What is the length of the funding period?

The length of the grant is for a period not to exceed three (3) years. Up to 18 months can be used in the planning phase of the grant and up to two (2) years for the implementation phase of the grant, as long as the combined period does not exceed the three (3) year limit. If a charter has not been granted by the SBE at the end of the 18 month planning period the ADE can declare the grant closed and require all remaining funds be returned with an expenditure report to the ADE. The ADE can also close a grant at the end of the two (2) year implementation phase of the grant.

4. How may the planning grant funds be used?

All funds received in the planning phase of the grant must be used for planning which is directly related to activities identified in the action plan of the grant application. Funds may be used for, but are not limited to, travel, copies, materials, consultants, speakers and advertising.

5. Can an eligible entity apply for more than one planning grant?

An eligible entity that has received a planning grant that has been closed at the end of the 18 month planning period due to failure to be approved by the SBE to receive a charter is not eligible to receive additional planning funds under the Public Charter School Program. The grant can be re-opened and the entity is eligible to receive the implementation funds at a later date if the SBE approves the charter application. An applicant is eligible to receive multiple planning grants for entirely different charter school applications.

6. Who will make the determination regarding the proposals to be funded?

The Department of Education will appoint a review panel that will review and rate the grant applications based on the scoring rubric provided in this grant application. These ratings, as well as the grant applications, will be presented to the Commissioner of the Department of Education for final review and approval.

7. What criteria will be considered?

- demographic profile of the community
- demographic profile of the proposed student population
- local community support for the proposed school
- background of the sponsoring entity
- partners and consultants associated with the proposal
- timeline and activities
- budget and budget narrative

Required Components

Each of the following sections should be clearly identified within the grant application. Each section should start with a new page with the section title at the top of the page. Please number all pages. The enclosed Action Plan and Budget formats must be used.

- 1. Planning Narrative (10 points) (Page Limit: 5 double-spaced pages)** - must clearly outline the planning activities and provide a clear picture of the proposed charter school. The program narrative should include, but is not limited to:
 - a) Description of the school (conversion) or other entity (open-enrollment) submitting the planning grant proposal. Include background information on the organization including community involvement, partnerships, and other projects the organization is associated with.
 - b) Clear description of the proposed school;
 - c) Justification of the need for the proposed school;
 - d) Description of the primary goals and objectives of the proposed program;
 - e) Description of the proposed target student population; and
 - f) Description and justification of the planning activities that will be funded with the grant.
- 2. Demographics (5 points) (Page Limit: 4 double-spaced pages)** - Provide the demographics of the community, local schools and the proposed student population, which supports the need for the program. May include, but is not limited to:
 - a) Communities and surrounding areas to be served;
 - b) Proposed student population to be served; and
 - c) Local schools. (Demographics of the school/school district are required for conversion applications and are optional for open-enrollment applications).
- 3. Community Support (5 points) (Page Limit: 4 double-spaced pages)** – Provide information that describes the local community support for the program. This may include:
 - a) Parental involvement in planning the proposed school;
 - b) Local school district support or involvement; and
 - c) Community or business partnerships.

- 4. Consultants (5 points) (Page Limit: 2 double-spaced pages)** – Identify consultants and /or resource persons who will be retained by the grantee. For each provide:
- Scope of work to be performed;
 - Background and expertise of proposed consultant or agency; and
 - Number of contract days, and rate of compensation to include fee and expense reimbursement.

- 5. Timeline/Activities (10 Points) (No Page Limit)** – complete the enclosed Action Plan form:

General guidelines:

- Provide program goal on each page;
- List activities to achieve the goals;
- Clearly defined timelines for each activity; and
- Identify the person(s) by job title that will be responsible for completing the activity.

- 6. Budget and Budget Summary (15 Points) (No Page Limit)** - Complete the enclosed budget form and provide a detailed budget summary, which provides justification for each item.

The budget summary should:

1. Provide the basis for projecting the costs of staff travel, materials and supplies, consultants, etc.
2. How the major cost items relate to the proposed activities.
3. Describe any additional funds from private sources or grants that will be utilized in supporting the planning process.

- 7. Letters of Support** (optional) – The applicant may attach letters of support.

**Charter School Planning Grant
Budget**

Grant Funds Requested \$ _____
(\$10,000 limit)

Projected Expenditures	Budget Requested	Other Funds/Contributions	
	Amount	Amount*	Source
Telephone:	\$	\$	
Travel:			
Supplies:			
Consultants:			
Advertising:			
Speakers:			
Other (Specify):			
TOTAL			

BUDGET SUMMARY
Charter School Planning Grant Program
Detailed Line Item Budget - Supporting Schedule

GRANTEE:

Describe in detail the line items listed on the Budget Summary to provide justification for the items and an explanation of how costs were computed.
(Use additional copies as necessary.)

ASSURANCES: *This form must be signed and attached to the grant application.*

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 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 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 Department of Education. Failure to submit these reports shall result in loss of consideration for other state and federal grants.

By signing in the designated area below the applicant agrees to abide by the stipulations of this application and these assurances.

Name of School District or Eligible Entity

Official Representative

Date

**Charter School Planning Grant Program
Check List for Application Packet**

- 1. Cover Page (provided)**
 - 2. Planning Narrative (5 pages maximum)**
 - 3. Demographics (4 pages maximum)**
 - 4. Community Support (4 pages maximum)**
 - 5. Consultants (2 pages maximum)**
 - 6. Timeline/Activities (form provided)**
 - 7. Budget and Budget Summary (form provided)**
 - 8. Assurances (form provided)**
 - 9. Letter(s) of Support (optional)**
-

Other Important Information:

- **Fax copies will not be accepted.**
 - **The Arkansas Department of Education will not assume any responsibility for screening applications and notifying applicants of incomplete or missing information. Incomplete proposals not meeting requirements in each component will not be reviewed.**
 - **Each applicant must include one copy with original signatures and three (3) additional copies.**
 - **Mailed copies should be addressed to:
Arkansas Department of Education
Public Charter Schools Office
Four Capitol Mall, Room 105-C
Little Rock, AR 72201**
 - **Questions regarding the application should be directed to the Public Charter Schools Office at 501-683-5313.**
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**Charter School Planning Grant Program
Action Plan**

Program Goal:

Activity	Time Line	Person(s) Responsible

Charter School Planning Grant

Scoring Rubric

Charter School Planning Grant Scoring Sheet

Planning Narrative

Page Limit: 5 double-spaced pages

10 Points

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Detailed description of the school or entity • Clear description of the proposed school • Justification of the need for the school • Description of the goals and objectives of the proposed school | <ul style="list-style-type: none"> • Description of the target student population • Description and justification of the planning • activities that will be funded with the grant |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Rating Scale

Minimal 1-3 points	Adequate 4-7 points	Excellent 8-10 points
<ul style="list-style-type: none"> • Description of the applying school or organization is vague or missing • Target population is not well defined or is missing • Justification for the proposed school is unclear or missing • Goals and objectives are not discussed • Planning activities are vague and lack specifics • Background information if vague or missing 	<ul style="list-style-type: none"> • Description of the applying school or organization is present but lacks detail • Target population is defined but may not support justification for need of the school • Program goals and objectives are broad • Planning activities provide general outline • Background information does not support proposal 	<ul style="list-style-type: none"> • Description of the applying school or organization is complete with details on background and other projects • Target population is well defined and is tied into the justification for the need of the school • Major program goals and objectives are clear and tie in with the need for the school • Planning activities are specific and provide vivid details • Background information demonstrates and is seen as a support.

Comments:

Score: _____/10

Reviewer Initials: _____

Applicants Name: _____

Charter School Planning Grant Scoring Sheet

DEMOGRAPHICS

Page Limit: 4 double-spaced pages

5 Points

- Demographics of the communities to be affected by the proposed school
- Demographics of the school districts to be affected by the proposed school
- Demographics of the student population to be served by the proposed school

Rating Scale

MINIMAL 1-2 points	ADEQUATE 3-4 points	EXCELLENT 5 points
<ul style="list-style-type: none"> • Description of the community is vague or missing • Description of the school is vague or missing (Conversion Applications) • Description of the student population to be served is vague or missing 	<ul style="list-style-type: none"> • Description of the community is present, but lacks detail or does not justify the need for the proposed school • Description of the local schools is present, but lacks detail or does not justify the need for the proposed school • Description of the student population to be served is vague or does not justify the need for the proposed school 	<ul style="list-style-type: none"> • Clear description of the community that justifies the need for the proposed school • Clear description of the local schools that justifies the need for the proposed school • Clear description of the student population to be served that justifies the need for the proposed school

Comments:

Score: _____/5

Reviewer Initials: _____

Applicants Name: _____

Charter School Planning Grant Scoring Sheet

COMMUNITY SUPPORT

Page Limit: 4 double-spaced pages

5 Points

- Description of local school support or efforts to solicit school support
- Description of community support, involvement or knowledge of proposed school
- Description of involvement of business or community groups
- Description of parental involvement in planning the proposed school

Rating Scale

MINIMAL 1-2 points	ADEQUATE 3-4 points	EXCELLENT 5 points
<ul style="list-style-type: none"> • Description of the local school support or efforts to solicit school support are vague or missing • No documentation of community involvement • No documentation of community awareness • No documentation of business or community partnerships • Description of parental involvement is vague or missing 	<ul style="list-style-type: none"> • Description of the local school or efforts to support school support is present but lacks supporting detail • Community has been presented information on the proposed charter school development • The local school district has been informed of the proposed charter school development • Documentation of effort to involve local businesses or community groups • Description of parental involvement is present, but lacks detail 	<ul style="list-style-type: none"> • Clear description of the local school and documentation of school support or efforts to solicit school support • Community involvement is clear • Local school district is supportive or efforts to involve the local district is clear • Partnerships with local business or community groups are present • Clear description of parent involvement in developing the plans for the proposed school

Comments:

Score: _____/5

Reviewer Initials: _____

Applicants Name: _____

Charter School Planning Grant Scoring Sheet

CONSULTANTS

Page Limit: 2 double-spaced pages

5 Points

Identify the consultants and/or resource persons who will be retained by the grantee. Provide information on the scope of work to be performed, background and expertise of proposed consultants or agency, and the number of contract days/hours and the rate of compensation to include fees and expense reimbursement.

Rating Scale

MINIMAL 1-2 points	ADEQUATE 3-4 points	EXCELLENT 5 points
<ul style="list-style-type: none"> • No consultants or resource persons are referenced • Description of consultant's or resource person's expertise and background is missing <p>(Note: Use of consultants or resource persons is not a required component)</p>	<ul style="list-style-type: none"> • Consultants or resource persons are identified, but description of services to be provided are vague • Description of consultant's or resource person's expertise and background is vague 	<ul style="list-style-type: none"> • Consultants or resource persons are identified and description of services to be provided are specific • Description of consultant's or resource person's expertise and background is detailed

Comments:

Score: _____/5

Reviewer Initials: _____

Applicants Name: _____

Charter School Planning Grant Scoring Sheet

TIMELINES/ACTIVITIES

Page Limit: No page limit

10 Points

Complete the Action Plan form with clear program goals and activities that support the objective(s). The Action Plan must include the timeline for each activity, the projected number of participants or number involved, evaluation component for the activity (what indicator will show the impact/effectiveness of the activity/objective), and the person responsible for the activity.

Rating Scale

MINIMAL 1-3 points	ADEQUATE 4-7 points	EXCELLENT 8-10 points
<ul style="list-style-type: none"> Timeline is missing or is incomplete Activities for goals are not listed or are very limited Person responsible is not provided 	<ul style="list-style-type: none"> Timeline is provided but is very general Activities for goals are listed but are general and may not be all that is needed to complete the objective Person responsible is provided, but title is not 	<ul style="list-style-type: none"> Detailed timeline Activities are detailed and will fulfill the goals Person responsible is provided, complete with title

Comments:

Score: _____/10

Reviewer Initials: _____

Applicants Name: _____

Charter School Planning Grant Scoring Sheet

BUDGET AND BUDGET SUMMARY

Page Limit: No page limit

15 Points

Complete the enclosed budget form and provide a detailed budget summary, which provides justification for each item such as:

- Office space and utilities
- Telephone
- Travel
- Supplies
- Consultants
- Speakers
- Advertising
- Other

Rating Scale

MINIMAL 1-5 points	ADEQUATE 6-10 points	EXCELLENT 11-15 points
<ul style="list-style-type: none"> • Budget and Budget Summary sections are incomplete • Budget is incorrect • Budget Summary does not explain requested funding items 	<ul style="list-style-type: none"> • Budget and Budget Summary are complete • Budget is correct • Budget Summary is vague in explanation of budget items • Items in budget were not discussed within the grant application or are not justifiable expenditures 	<ul style="list-style-type: none"> • Budget and Budget Summary are detailed • Budget is correct and provides extensive detail • Budget Summary is detailed in the explanation of budget items • Budget items are discussed within the grant application or are justifiable expenditures

Comments:

Budget/Summary Score: _____/15 Reviewer Initials: _____

Applicants Name: _____