

Michigan Department of Education  
Public School Academy Program

**SECOND ROUND APPLICATION**  
**2007-2008 CHARTER SCHOOL PLANNING AND IMPLEMENTATION GRANTS**  
**THIRTEENTH CYCLE**

**No Child Left Behind Act**  
**Title V, Part B, Public Charter Schools Program**  
**In Cooperation with the U.S. Department of Education**

To be considered for Charter School Planning and Implementation grant funding in Michigan, applicants must complete 5 steps:

**1) Demonstrate that the PSA developer team has applied for a charter contract** with at least one active Michigan authorizer, and that the PSA has notified the authorizer of its intent to apply for federal funds.

Download the application document either inside MEGS or from [www.mi.gov/charters](http://www.mi.gov/charters). Use the information from the charter application you submitted to answer the questions on pages 2-5 of the grant application to summarize the design decisions taken to date. Wherever alternatives are still being evaluated, use that question to describe any grant-funded activities that will allow research into alternatives, finalize design choices or implement the design.

**2) Complete the management plan template** on page 6 of the grant application by consolidating the activities described in your narrative that you intend to undertake with grant funds into a single comprehensive workplan.

When you have completed the first two steps (inside the grant application document), save the document as a word-processing file, return to MEGS and upload the document as the "Narrative" under "Program Information" The remaining steps will be completed inside MEGS.

**3) Complete the MEGS "Budget Summary" "Budget Detail" and "Future Funding" pages** showing what funds you are requesting and how you will use them. Be specific about number of units and cost per unit. For instance, MDE needs to know that you will buy 3 days of someone's time at \$400/day, not just that they will design an evaluation tool.

For definitions of the expense categories used in the budget summary, see the School Accounting Manual, beginning on page 24. You can find those definitions at [http://www.michigan.gov/documents/appendix\\_33974\\_7.pdf](http://www.michigan.gov/documents/appendix_33974_7.pdf)

**4) Complete the MEGS "Budget Narrative" page** showing how you arrived at the amounts on the budget pages and which management plan activities will be addressed by each amount, and

**5) Commit to the required Assurances and Certifications** by reading each one, checking the boxes and submitting the MEGS application.

2007-2008  
Planning and Implementation Application Cover Sheet

Name of Proposed School: \_\_\_\_\_

Nonprofit Articles of Incorporations ID Number: \_\_\_\_\_

Primary Contact Person for Eligible Non-profit: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Evening/Mobile: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Facsimile: (\_\_\_\_) \_\_\_\_-\_\_\_\_

E-Mail Address \_\_\_\_\_

Application Preparer (if different from Contact Person): \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Evening/Mobile: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Facsimile: (\_\_\_\_) \_\_\_\_-\_\_\_\_

E-Mail Address \_\_\_\_\_

Type of PSA: Part 6A SDA Part 6A Charter Part 6C Urban High School

Brief Description of Proposed School, including proposed grade levels (for media distribution):

Proposed Grades: \_\_\_\_\_ Enrollment Numbers: \_\_\_\_\_

Specify the ways in which this school represents innovation in school design:

Proposed School Location/Address: \_\_\_\_\_

Local School District in which school will be located: \_\_\_\_\_

Intermediate School District in which school will be located: \_\_\_\_\_

Location is: Metro ... Major Urban ... Suburban ... Small Town ... Rural (choose one)

Name of Educational Service Provider, if applicable: \_\_\_\_\_

Indicate if proposed school currently operates as a traditional, private, or charter school: \_\_\_\_\_

I hereby certify the information in the application is complete and accurate to the best of my knowledge and acknowledge my obligation to inform MDE of any material changes.

Signature of Applicant \_\_\_\_\_

# Application Questionnaire

Please respond to the questions below in concise narrative form. Narrative responses must be typewritten, single-spaced, in 11-point font.

## Assessment of Community Need

- 1) Describe the characteristics, population and unmet educational needs of the community where the proposed charter school will be located, paying particular attention to the impetus for and level of interest in the school. Where possible, detail any objective market research, surveys, or other measures of local demand for the proposed educational program.
- 2) List and describe the existing schools in the area (public, private and parochial) serving the community, and detail the characteristics that will set the proposed charter school apart and attract students.

## Student Population

- 3) Detail the proposed grade levels and/or range of ages of students to be served, along with plans for future growth. Show how your plan has been shaped by the ages of students being served.
- 4) Describe the characteristics of the anticipated student population. Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for the future educational needs. Estimate the percentage of students the proposed charter school expects to qualify for federal free and reduced lunch subsidies.
- 5) Detail the proposed charter school's anticipated enrollment in years one through five, projecting the minimum and maximum enrollment the school is prepared to serve in each year.

## Educational Program

- 6) Describe the vision, mission and **educational goals** of the proposed charter school.
- 7) Describe the evaluation process and the criteria used by the development team to **compare curricular and instructional approaches**. Explain why the ones chosen (and described below) fit the PSA's target market and its goals.
- 8) Provide a general description of the **curricula** to be used. Explain how you have determined that these curricula will lead students to mastery of Michigan's Grade Level Content Expectations (GLCE) or High School Content Expectations (HSCE) as appropriate.
- 9) Provide an overview of the **instructional design** and program to be emphasized by the school, with particular emphasis on how this approach will enhance student achievement. Be sure to detail the research foundations for the educational approach(es) to be utilized. Outline steps the school will take to ensure that its teachers understand, gain skills needed for and practice the instructional model chosen.
- 10) Describe the **other services** to be provided by the school (e.g., Head Start, latchkey, extracurricular activities, tutoring, computer training) and explain how these services will relate to and/or improve program quality.
- 11) Describe the ways in which the proposed charter school will ensure high-quality services to students with **special needs**. Include a description of how the proposed charter school will participate in development of the county-specific ISD special education plan, which ensures compliance with the Individuals with Disabilities Act (IDEA).
- 12) If you seek any waivers of federal or state requirements that you believe to be important to the success of your school, please identify the regulation(s) and provide a rationale for seeking an exception.

**Attendance and Participation**

13) Specify the proposed charter school's anticipated date of opening, and briefly describe the proposed school calendar and school day schedule.

14) Briefly describe the proposed charter school's advertising and recruitment plans, paying particular attention to any early intervention and/or other retention strategies which will be employed to maximize retention and to ensure equal access for all.

15) Describe proposed methods for involving parents in the design of the school and the education of enrolled students.

**Assessment and Evaluation**

16) Describe the assessment program and related strategies, detailing how results will be used to improve teaching and learning.

17) Describe the anticipated annual standards or measures of student achievement that you expect. Take into account that MEAP is not given for every grade in every year. How will you set annual growth targets? How will you communicate progress against the standards/targets to students and parents?

18) Describe how the proposed curriculum will be evaluated.

19) Describe the objectives of the charter school that go beyond student achievement – for instance, leadership, climate, community involvement, teacher retention etc. Specify what data the governance body will collect to determine whether the school is achieving the objectives.

**Project Team**

20) List the name(s) and address(es), and role(s) of all principal organizer(s) of the proposed charter school.

21) Briefly describe the strengths, experiences, and expected contributions of each member of the development team.

22) Describe all outside contractual relationships, if any, necessary to ensure the establishment and effective operation of the proposed charter school.

23) Briefly describe the anticipated staffing, management and governance structures for the proposed charter school. Name the PSA Board candidates to be proposed, and outline the training and orientation they have undertaken to understand their governance responsibilities.

24) Describe the process to be used to recruit, identify and hire teachers.

25) Describe the team's past efforts to obtain a charter, if any, and detail related outcomes.

**Facilities**

26) Provide a description of the physical facility, suitability of space and provisions for specialized space (if any).

27) Describe any purchase or leasing arrangements, and/or construction or renovations that must occur to ensure adequate facilities. Include detailed information about anticipated budget, costs and financing arrangements. Indicate what stage the preparations are in and what work has been completed, and what your estimated timeline for completion will be.

28) Describe proposed arrangement for transportation of pupils, if any.

**Financial Information**

29) Detail all pre-operational costs, and describe how these costs will be covered.

30) Indicate the total amount and sources of pre-operational? funds, property or other resources expected to be available through banks, lending institutions, corporations, foundations, grants, etc. Note which are secured and which are anticipated and include evidence of firm commitments if possible. Detail plans for meeting financial needs if anticipated revenues are not received or are lower than the estimated budget.

31) Complete the attached Pre-operational Budget worksheet.

32) Indicate whether the proposed school intends to qualify for state aid as an operational source of funds.

**Conclusion**

33) Present any other information you believe to be relevant or compelling in support of your application.

## 2007-2008 Pre-Operational Budget Worksheet

A charter school is likely to incur considerable costs before it receives its first state aid payment. Prepare a budget projection that includes revenues and expenditures related to early planning and development costs that you expect to incur between now and August of the first school year, and which are not likely to be covered by the school's first-year operating budget. You may include projected grant program planning and design awards, but this should summarize all sources and uses of funds. The detailed budget for grant funds will be completed later inside MEGS.

Revenues – Sources of Funding	Budget Amount	Specific Source
Local Funding Fundraisers and Contributions Local Foundation & Grant Support	\$ \$	
Federal Funding Start-Up Grants Other (list)	\$ \$	
Other Financing Sources Lines of Credit Loans Other (list)	\$ \$	
<b>TOTAL REVENUES AND OTHER SOURCES</b>		

Expenditures	Budget Amount	Assumptions (eg. 4 month lease @ \$500/month)
Legal Fees	\$	
Accounting & Consultation Fees		
Filing Fees		
Fundraising Fees		
Marketing (including postage, printing)		
Rent (including office space, equipment)		
Supplies		
Utilities		
Labor		
Facility Preparation Costs		
Other (unique start-up costs)		
<b>TOTAL EXPENDITURES</b>		

### Management Plan

Use this form to summarize the activities you plan to undertake with grant funds, specify their deliverables and schedule them over the project period by placing a check or X in the month they will be completed.

Task	Deliverables	Responsible	Oct 07	Nov 07	Dec 07	Jan 08	Feb 08	Mar 08	Apr 08	May 08	Jun 08	Jul 08	Aug 08	Sep

Task	Deliverables	Responsible	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep