



Attachment 1 – 2021-2022 Application Checklist

*Charter Schools Program
2021-2022 APPLICATION CHECKLIST*

Yes	NO	INDEX
		A. Maryland Charter Schools Program Grant COVER PAGE
		B. PROJECT NARRATIVE (30-page limit)
		B.1 Executive Summary (2 page limit)
		B.2 Grant Project Objectives
		B.3 Project Design
		B.3.1 Enrollment and Lottery
		B.3.2 Student Transportation
		B.4 Educationally Disadvantaged Students
		B.5 Professional Development
		B.6 Governance Plan and Accountability
		B.7 Parent and Community Involvement
		B.8 Management Plan and Leadership Team
		B.8.1 Partners
		B.9 Facilities
		B.10 Sustainability
		C. BUDGET AND BUDGET NARRATIVE
		C.1 Budget
		C.2 Budget Narrative
		C.3 Charter School Operating Budget
		D. COMPETITIVE PRIORITIES
		Attachments
		1. Application Checklist
		2. Signed Assurances
		3. Charter School Application
		4. Charter School Operating Budget
		5. Charter or Performance Contract
		6. Signed Conflict of Interest Policy
		7. Procurement Policy
		8. Resumes / Job Descriptions
		9. Board Member List and Affiliations
		10. Letters of Support
		11. GEPA Statement
		12. IRS 501(c)(3) Determination Letter or Application

Yes	NO	INDEX
		13. Copy of Most Recent Audit and Management Letter (single/annual)
		14. Inventory and Asset Management Policy
		15. Depreciation Policy
		16. Closure Policy
		17. W-9
		Checked formatting (1.5 line spacing, 12 pt font); page limits (30 pages); tables may be single line spaces and 10 pt font (page 19).