



The Application Checklist (Attachment #1) must be completed and submitted with the grant application package.

## Maryland Charter School Program Application Checklist

**Charter school name:** Click or tap here to enter text.

Check each item included:

### B. PROJECT NARRATIVE

- B.1 Executive Summary (2 page limit)
- B.2 Grant Project Goals and Objectives (1 page limit per Goal)
- B.3 Project Design (30 page combined limit for B.3-13)
- B.4 Enrollment and Lottery
- B.5 Student Transportation
- B.6 Educationally Disadvantaged Students
- B.7 Professional Development
- B.8 Governance Plan and Accountability
- B.9 Parent and Community Involvement
- B.10 Management Plan and Leadership Team
- B.11 Partners
- B.12 Facilities
- B.13 Sustainability

### C. BUDGET AND BUDGET NARRATIVE

### D. COMPETITIVE PRIORITIES

## Required Attachments

The following attachments must be included in the proposal for funding. Check each item included and combine all attachment into one pdf (except #3).

- 1. Application Checklist
- 2. Signed Assurances Page (Board Chair of the grantee organization must sign)
- 3. Charter School Application or Charter Performance Contract (one document – PDF)
- 4. Charter Schools Operating Budget: Budget and actual expenditure for most recent fiscal year for schools that are in operation or pro-forma budget for the school at capacity for new schools.
- 5. Signed Conflict of Interest Policy
- 6. Procurement Policy
- 7. Resumes and/or Job Descriptions of leadership team/key personnel
- 8. Board Member List and Affiliations
- 9. Letters of Support (optional)
- 10. GEPA Statement
- 11. IRS 501 (c)(3) Determination Letter or Application
- 12. Copy of most recent audit and management letter (single/annual)
- 13. Inventory and Asset Management Policy
- 14. Depreciation policy
- 15. Closure Policy
- 16. W-9