



NEW CHARTER SCHOOL APPLICATION

School Overview

Name of proposed school: _____

Proposed location of the school: _____

City/Town

School District/LEA

Primary contact person: _____

Mailing address: _____

Street/PO Box

City

State

Zip

Phone: (Office) _____ (Cell) _____

Email address: _____

Are you applying as a: ☐ New Operator

☐ Existing Operator ☐ Conversion Operator

Names, roles, and current employment of all persons on the founding team (add lines as needed):

Founding Team Including Board Members and Proposed School Leader(s)		
Full Name	Current Role and Organization	Role with Proposed School

Does the school intend to contract with a third-party education service provider (ESP) to manage the educational program and operations of the school, but not hold the charter directly? ☐ Yes ☐ No

If yes, identify the ESP or other partner organization: _____

Does the school intend to partner or be affiliated with an existing or planned charter management organization (CMO) through which a single governing board governs or will govern multiple schools?

☐ Yes ☐ No

If yes, identify the CMO or other partner organization: _____ Provide a grade level and enrollment summary:

Charter Year	Grade Level(s)	Enrollment (Projected By Grade)
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		
At Capacity		

Executive Summary (2 pages)

Directions: Respond to the written application prompts below. Suggested page limits for each subsection are in parentheses. Suggested maximum total length is 50 pages of narrative and 50 pages of attachments (not including documents related to sections 1.2 and 3.3).

Outline why this school, for this community, by this founding team. Please include:

- The proposed school's mission
- An overview of the proposed school's educational model.
- A description of the community the school seeks to serve.
- The founding team members, including a description of their collective capacities (knowledge, skills, abilities, and behaviors) and connection to the proposed school mission and community.

Section 1: People (10 pages)

1.1 Community and Coalitions (5 pages)

- Describe the community the school seeks to engage and the target student population.
- Identify key stakeholders the founding team has engaged with (e.g., families, students, community leaders, business people, elected officials, organizations, and others) and describe:
 - Their support for the proposed school, including any commitments they have made. (Include letters of support or similar, as appropriate.)
 - Any reasons for strong opposition, and strategies to mitigate this.
- Summarize the founding team's approach to gathering community input and explain how this input shaped the school design.
- Describe coalition-building successes and challenges, including the team's strategies for overcoming these challenges. Include any coalition-building strategies planned between now and the potential school opening.

1.2 Founding Team (5 pages)

- Explain how the founding team has the relevant skills, knowledge, and abilities to develop, start up, and operate the proposed school.
- Conduct a gap analysis of the founding team's capacities and plans to fill gaps with training, new team members, future hiring, and/or coalition building.
- Attach bios or resumes and conflict of interest forms for all founding team members.

Section 2: Model (20 pages)

2.1 Mission, Purpose (1 page)

- Outline the proposed school's mission. Include a description of the indicators of success in achieving the mission.

2.2 Key Design Elements (10 pages)

- Describe and justify the proposed school's key design elements, including how they align with the mission; the research basis and/or examples of other schools or programs the founding team researched or visited; what they learned from them; and how that may be applied to this school.
- Summarize and provide a rationale for the proposed school's chosen instructional approaches.
- Explain the plan for ensuring the curriculum aligns with state content standards.
- Describe the proposed school's approach to serving students with disabilities and English learners.
- Describe how the proposed school will ensure a safe environment conducive to student learning and development. Include the approach to student discipline and well-being.

2.3 Outcomes (2 pages)

- Outline the proposed school's student outcome goals and describe how they will be measured.
- Explain the rationale for these goals and targets.
- Describe how internal and external stakeholders, including the public, will know the extent to which the school is achieving its mission.

2.4 Addressing Community Needs, Challenges, and Opportunities (7 pages)

- Detail how the current options available to families do not meet the expressed needs of the community and describe how the school meet these needs among the targeted community and students (academic, programmatic, access, demographic, other).
- Complete the enrollment table for years 1-5. Include the number of students in each grade level and anticipated percentages of students with disabilities, English learners, and students eligible for free or reduced-price lunch.
- Attach concrete evidence of community demand. Explain how this evidence supports the school's ability to meet its proposed enrollment.

Section 3: Execution (20 pages)

3.1 Organizational Systems (2 pages)

- Describe the proposed school's organizational structure. Include the rationale and any research basis for this structure. Include visuals to help communicate the proposed school's organizational systems and structures for Year 1 and full build-out.
- Describe how the board will be organized to manage and provide strategic direction for the proposed school, including any board committees.

3.2 Plan of Execution (8 pages)

- Provide a Gantt chart (Project Timeline) with the identified milestones achieved to date with an End-In-Mind of a successful launch of the proposed charter school.
- Describe the marketing, outreach, and student recruitment strategies the school will employ in the pre-opening year and once operational, to reach proposed enrollment targets.
- Outline the proposed school's approach to future gathering and use of input from families, students, staff, and the community.
- Describe facility needs based on the educational program and projected enrollment. Include on- and off-campus sites that may be used to support the school model and program. Include the current status of any facilities search, if started.
- Explain the contingency plan if a facility is not acquired in time, or if construction timelines delay the completion of the facility plan.
- Describe the proposed school's transportation plan.

3.3 Policies and Assurances (2 pages)

- Identify any existing relationships that could pose actual or perceived conflicts if the application is approved; discuss specific steps the board will take to prevent any actual conflicts and mitigate perceived conflicts.
- Have each founding team member complete and sign a [Statement of Assurances](#). Submit as attachments.
- Attach all existing organizational founding documents, approved board policies or resolutions, and a status update on policies the organization plans to adopt relating to school governance before opening.

3.4 Financial Plan (8 pages)

- Present the start-up and five-year budget projections, including start-up and Year 1 cash flow projections, using the authorizer-provided templates and/or workbooks. Include assumptions and metrics used to project revenues and expenditures.
- Provide a budget narrative including detailed assumptions for all revenues and expenditures.
- Describe the school's approach to meeting its financial needs and ensuring its success, consistent with the mission and key design elements, if enrollment/revenues are lower than anticipated or unanticipated costs occur.
- Describe how the school will approach the development of financial policies and systems. Include any financial services expected to be contracted for by the school; describe the selection process and the criteria to select and evaluate these contractors. Or, if financial management will be handled by in-house staff, describe the qualifications of key internal finance staff and the hiring plan.