

CCSP Grant Final Checklist – New School

✓	Revising, Editing, and Formatting Application
	Does your lottery comply with the federal Charter Schools Program nonregulatory guidance? Has it been reviewed for compliance by CDE Schools of Choice? Has it been approved by your board and authorizer?
	Have you checked your requested budget to make sure all items are fundable (or previously sent the proposed budget to CDE Schools of Choice for a “red flag” check)?
	The budget period for the initial year of the grant is upon final approval through June 30. The budget period for subsequent years is July 1 – June 30. Does the proposed budget reflect this timeframe?
	Have you stated things concisely and without redundancy, directing the reader to relevant, information previously mentioned in earlier sections?
	Have people not involved in writing the grant proposal been used to edit the document and make sure that the document is clear and understandable?
	Have you checked for grammatical errors and spelling mistakes?
	Have you used bullets and headings to help the grant reviewer follow the main sections of your grant proposal?
	Have you used a 12-point, standard font in your document?
	Have you used 1-inch margins and formatted your proposal to print on 8.5” x 11” paper?
	Is the Narrative section of the application limited to 26 pages (or 30 if applying for Focused Programming)?

✓	Signing and Assembling Application
	Is your Narrative and appendices saved as one combined MS Word or PDF file?
	Is the program assurances and financial risk assessment forms (with appropriate signatures and certifications) included?
	Have you attached as Appendix A your charter school’s enrollment policy and forms?
	Did you include the Excel CCSP grant budget as Appendix B?
	Is your school’s multi-year budget (five years or more) included as Appendix C?
	If requesting technology funds, is Appendix D: Technology Plan included?
	If requesting funds for minor facility repair, is Appendix E: Minor Facility Repair Plan included?
	Have you included Appendix F: Transportation Plan?
	If requesting funds for a school or classroom-based library, is Appendix G: Library Development Plan included?
	Have you included your Appendix H: Professional Development Plan?
	Have you included your Appendix I: Performance Management Plan
	Have you included your Appendix J: Equity, Diversity, and Inclusion Plan?
	Have you cited the waivers to state statute and district policy that you will request or have requested as Appendix K?
	Have you completed and included either Appendix L: Technical Assistance Proposal (2-Year) or Appendix M: Technical Assistance Proposal (3-Year)?
	Have you provided the necessary Disclosure Information in Appendix N?