

2011-2014 CSP Grant Checklist

Grant Requirements for each Phase

Phase	Form	Checklist
		Submit Documentation to your Grant Specialist
<p><i>Planning (Phase 1)</i></p> <p>Immediately</p>	<p>Revised Budget (DOE 101s)</p>	<ul style="list-style-type: none"> • Read your Application and the RFP • List of Governing board members • Charter School Contract • GEPA (General Education Provisions Act) • Contacted Grant Specialist regarding budget (DOE 101s) • Administrative Fees Agreement, Attachment K (if Applicable)
<p><i>Implementation 1 (Phase 2)</i></p>	<p>DOE 150 (2 Original Signatures) DOE 101s Itemized Expense Report</p>	<ul style="list-style-type: none"> • Procurement policy • Conflict of Interest policy for governing board • Admission/Lottery policy • Governance Training • Signed Lease for school facilities • Student Count – Registered Students and October Enrollment Count

June 27, 2011		<ul style="list-style-type: none"> • Complete an Itemized Expense Report for Planning funding • Contact your Grant Specialist regarding budget for Implementation 1 funds. • Submit all objectives with a deadline of Phase 1 to the Grant Specialist (Please identify each document with a corresponding objective number.)
<i>Implementation 2 (Phase 3)</i> April 30, 2012	DOE 150 (2 Original Signatures) DOE 151 Itemized Expense Report	<ul style="list-style-type: none"> • Complete an Itemized Expense Report for Implementation 1 funding • Documentation requested at site visit • Submit all objectives with a deadline of Phase 2 to the Grant Specialist. (Please identify each document with a corresponding objective number.) • Contact your Grant Specialist regarding budget for Implementation 2 funds
<i>Grant Completion</i>	Itemized Expense Report	<ul style="list-style-type: none"> • Submit all objectives with a deadline of Phase 2 to the Grant Specialist, Attachment J. (Please identify each document with a corresponding objective number.) • Complete an Itemized Expense Report for Implementation 2 funding
<i>Amendment</i>	DOE 150 (2 Original Signatures) DOE 151	<ul style="list-style-type: none"> • Completed DOE Forms

Forms Website: http://www.floridaschoolchoice.org/information/charter_schools/charter_general_Info_and_forms.asp