

APPLICATION INSTRUCTIONS FOR THE FLORIDA CHARTER SCHOOL PROGRAM GRANT FOR REMOTE LEARNING & ACCESS DUE TO COVID-19 (TAPS 20C090)

1. Submit a Notice of Intent to Apply.

A Notice of Intent to Apply is *required*. Schools that do not provide a notice or provide a notice with inaccurate or incomplete information will be unable to receive an award letter if selected for funding.

Deadline to submit a Notice of Intent to Apply: July 1, 2020, 11:59 pm EST

Click here to submit a Notice of Intent to Apply: <https://www.surveymonkey.com/r/CSPNOIA>

2. Contact your local school district.

The district superintendent's approval of the school's grant application is required. Please communicate with your local school district contacts to discuss the date the district will need the grant application for review and approval.

(The local district Superintendent's signature is not required for schools that are their own local education agency.)

3. Prepare the Grant Application.

The grant application must include all required forms listed below:

- Required** **1. Project Application Form, Form DOE100A (1 page)**
This form must include the signatures of the charter school's board chair and district superintendent. Digital signatures with date and time stamp will be accepted.
- Required** **2. Charter School Assurances (3 pages)**
The signature of the charter school's board chair or school administrator is required.
- Required** **3. Attestation (1 page)**
This form should be completed by the individual authorized to submit the application on behalf of the school.
- Optional** **4. Voluntary Agreement for Indirect Costs (1 page)**
Indirect costs are only permitted if a Voluntary Agreement for Indirect Costs is submitted with the school's Stage II application. Districts may not withhold an administrative fee from CSP grants unless mutually agreed by both parties. The restricted rate for indirect costs may be viewed online; however, there are several factors that determine the actual

amount. The Department's Office of Grants Management calculates the rate after a budget request is approved by the program office.

Required 5. Budget Narrative Form, DOE101S

The program office must ensure that every CSP grant purchase is accounted for; therefore, the budget narrative submitted must be an accurate depiction of all items, costs and quantities the school plans to purchase with CSP grant funds.

Tips for preparing a budget narrative:

- *Prepare the budget based on the actual number of students the school has enrolled. Over or under estimating too much will become an issue when completing grant expenditure reports.*
- *Only include requests that are necessary for the **initial** implementation of remote-learning programs due to COVID-19.*
- *Research prices to ensure they are within the average range. All costs must be reasonable and justifiable.*
- *The description for each line item should be clear enough for the reviewer to understand the following:*
 - **Who** will be using or benefitting from the purchase.
 - **What** the item/purchase is for (Exclude brand names or model numbers)
 - **When** the cost will be incurred (Must occur during the 12 month grant period)
 - **Where** the item will be used/kept.
 - **Why** the item is needed to meet the immediate educational needs of its students impacted by the COVID-19 national emergency.
 - **How** many items and cost per item (costs must be rounded up to the nearest dollar).
- *The program office may request additional details or justification to verify all items are reasonable in price and quantity, allowable under grant guidelines, and necessary for the school's initial implementation of remote-learning programs due to COVID-19.*

4. Submit all grant application documents to your local school district.

Submit all grant application documents to your local school district for review and approval.

5. Submit all grant application documents to the Florida Department of Education.

Deadline to submit the grant application: **Friday, July 17, 2020, 11:59 pm EST**

Submit to: charterschoolgrant@fldoe.org

Email Subject Line: CSP Grant Application for SchoolName-DistrictName

Required Attachments:

- **One PDF** document with the signed Project Application Form (DOE100A), Charter School Assurances, Attestation, Voluntary Agreement for Indirect Costs (optional), and Budget Narrative Form (DOE101S).
- **One Excel** file copy of the district-approved Budget Narrative Form (DOE101S).

Post Application Submission

The program office will rank order all applications as described in the Eligible Applicant section (page 1) of the Request For Applications (RFA). Notification of funding eligibility will be provided to schools selected for funding. If the funding requested exceeds the funding available, the program office will provide notification to schools that cannot be funded.

Note: Notification to schools selected for funding does not guarantee funding for all budget line items requested in the grant application.