

FEDERAL PUBLIC CHARTER SCHOOLS PROGRAM

CONTINUATION IMPLEMENTATION GRANT APPLICATION

Eligible Applicants: Only an established charter school that has previously received either a *Planning and Program Design Grant* or an *Implementation Grant* is eligible for a Continuation Implementation Grant.

Application Deadline: Proposals may be submitted at any time between the release of this RFP and March 15, 2011. However, early submission is strongly encouraged in order to allow sufficient time for processing.

Proposal Format:

Each proposal must be submitted in the format outlined below. Please use the following as a checklist in assembling your completed proposal. All grant forms must be completed electronically, preferably by utilizing the PDF format that ISBE utilizes to create the grant forms. Handwritten grant forms will not be accepted. Approval by ISBE of a federal Public Charter Schools Grant does not have bearing on the local school board's decision to approve or deny a charter school proposal.

1. Cover Page (Attachment 1)
2. Activities and Budget Information (Attachment 2)
3. Budget Summary and Payment Schedule (Attachment 3A)
4. Budget Breakdown (Attachment 3B)
5. Certifications and Assurances (Attachments 4, 5 and 6)
6. Certification Regarding Lobbying (Attachments 7, 7A, 7B, and 7C)
7. General Education Provisions Act (Attachment 8)
8. Progress Report Form
9. Authorized Charter School Agreement

Submission Instructions: Proposals may be submitted by mail, in person, or electronically using the Send ISBE a file link found near the top of the ISBE website at <http://www.isbe.net>.

To submit by mail, send the original and one copy to Jennifer Saba, Legal Advisor, Illinois State Board of Education, James R. Thompson Center, 100 West Randolph Street, Suite 14-300, Chicago, Illinois 60601.

To submit in person, proposals may be hand-delivered to the following locations:

<u>Springfield Office</u>	<u>Chicago Office</u>
Information Center	Reception Area
1 st Floor – South	Suite 14-300
100 North First Street	100 West Randolph Street

To submit electronically, using either Internet Explorer® or Firefox, click on the [Send ISBE a file](#) link located at the top of the ISBE main webpage at <http://www.isbe.net>. The *Attachment Manager* screen will appear. There are four sections on the *Attachment Manager* web page. Complete the first section (*Sender Information*) by entering contact information. In the second section (*Receiver Information*) select "Charter Schools Program Proposals" from the dropdown box as the "ISBE eMail Name." Failure to select the correct email name as "Charter School Program Proposals" could result in missing the proposal submission deadline. In the third section (*Attachment(s)*), click on the *Browse* button(s) to upload proposal files. While various file formats are acceptable, ISBE recommends a single file in Adobe PDF format. Finally, complete the fourth section (*Message*) by entering the phrase "Charter School Program Proposal" in the *Subject* line and include the name of the applicant in the *Message* line. Press the *Submit* button when completed. Applicants are advised to review the entries and attachments prior to submitting as all submissions are final, and proposals will not be returned to the sender for further revisions. The system will generate an automated delivery confirmation response once the proposal has been successfully submitted and will notify appropriate ISBE staff of the submission.

If, during the submission process, you require technical assistance, please call ISBE's helpdesk at 217-558-3600 or email the helpdesk at help@isbe.net.

Contact person: For more information on this RFP, contact Jennifer Saba at jsaba@isbe.net or 312-814-2236.

