EXPANSION SUBGRANT APPLICATION CHECKLIST

Application Item	Completed		
Cover Page	☐ Yes	☐ No	☐ NA
Signed Certification Form	☐ Yes	☐ No	☐ NA
Governing Authority Signed Resolution (for certification)	☐ Yes	☐ No	☐ NA
Completed CSP Subgrant Checklist	☐ Yes	☐ No	☐ NA
Signed Statement of Assurances	☐ Yes	☐ No	☐ NA
Signed Statement of Sponsor Assurances	☐ Yes	☐ No	☐ NA
Project Goals Budget Spreadsheet	☐ Yes	☐ No	☐ NA
Expansion Request Form	☐ Yes	☐ No	☐ NA
Application Narrative with the Following Sections:	☐ Yes	☐ No	☐ NA
A. Executive Summary	☐ Yes	☐ No	☐ NA
B. Subgrant Project Goals, Budget, Budget Narrative and Evaluation Methods	☐ Yes	☐ No	☐ NA
C. School Community	☐ Yes	☐ No	☐ NA
D. Educationally Disadvantaged Students	☐ Yes	☐ No	☐ NA
E. Educational Model	☐ Yes	☐ No	☐ NA
F. School Goals	☐ Yes	☐ No	☐ NA
G. Outreach and Engagement	☐ Yes	☐ No	☐ NA
H. School Personnel and External Support	☐ Yes	☐ No	☐ NA
I. Governance and Management Plan	☐ Yes	☐ No	☐ NA
J. Business Capacity and Continued Operation	☐ Yes	☐ No	☐ NA
K. Competitive Preference Priorities	☐ Yes	☐ No	☐ NA
Application Appendices	☐ Yes	☐ No	☐ NA
1. Community School Enrollment Policy, Including Lottery Protocol (required of all applicants)	☐ Yes	☐ No	☐ NA
2. Completed CSP Budget Form (to be completed in Ohio's e-grant system, CCIP, and required by all applicants)	☐ Yes	☐ No	☐ NA
3. Copy of Community School's Annual and Long-Term Budgets and Last Audited Financial Statement (required of all applicants)	☐ Yes	☐ No	☐ NA
4. Copy of Executed Contract (including all attachments and any amendments) (required of all applicants)	☐ Yes	☐ No	☐ NA
5. Technology Plan (required if requesting funds for technology)	☐ Yes	☐ No	☐ NA
6. School Library Development Plan (required if requesting funds for library)	☐ Yes	☐ No	☐ NA

7. Professional Development Plan (required if requesting funds for professional development)	☐ Yes	☐ No	☐ NA
8. Marketing Plan (required of all applicants)	☐ Yes	☐ No	☐ NA
9. Performance Management Plan (required of all applicants)	☐ Yes	☐ No	☐ NA
10. Disclosure Information	☐ Yes	☐ No	☐ NA
1. Copy of Lease Agreement/Mortgage	☐ Yes	☐ No	☐ NA
2. CMO/EMO Contract (or other provider contracts) (required if applicable)	☐ Yes	☐ No	☐ NA
3. Conflicts of Interest Policy (required of all applicants)	☐ Yes	☐ No	☐ NA
4. Governing Authority Members, Founding Members and Disclosure Information (required of all applicants)	☐ Yes	☐ No	☐ NA
5. Evidence of public benefit corporation or nonprofit	☐ Yes	☐ No	☐ NA
6. State Report Card(s) and an explanation of the states' academic measures and metrics for a community school operating a high-performing educational model outside of Ohio (if applicable)	☐ Yes	☐ No	☐ NA
7. Treasurer Agreement and Surety Bond	☐ Yes	☐ No	☐ NA
11. CSP Subgrant Project Goals and Activities Form and Instructions (required of all applicants)	☐ Yes	☐ No	☐ NA
12. Charter/Education Management Organization (CMO/EMO) Questionnaire	☐ Yes	☐ No	☐ NA
13. Renovation/Repair Request Form (required if applicable)	☐ Yes	☐ No	☐ NA
14. Resolution by governing authority identifying area of expansion	☐ Yes	☐ No	☐ NA
15. Statement of Support from Sponsor supporting the expansion efforts	☐ Yes	☐ No	☐ NA
16. Waiver Request (OPTIONAL)	☐ Yes	☐ No	☐ NA