New York State Education Department
NYS Charter Schools Program
Application for Continuation 2011-2012

CHECKLIST

Charter School Name: _____

Signature: _____
Chief Administrative Officer or BOT President (only when the school is partnered with an Educational Management Company)

Required Documents	Checked - Applicant	Checked - SED
Application Cover Page with original signature in blue ink	☐	☐
Project Progress Report	☐	☐
Project Budget Narrative	☐	☐
Equipment Reporting Form	☐	☐
Budget Form (FS-20) with original signature in blue ink	☐	☐

Comments:

SED Reviewer: _____ Date: _____

NYS Charter School Program
Planning and Implementation Grant

Application for Continuation Cover Page

Agency Code

Name:	Chief Administrator:
Address:	Contact Person:
	Title:
	Telephone: Fax:
City: Zip Code:	E-Mail:
County:	Funding Requested:
I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the entity named above has authorized me as its representative. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, Assurances, Terms and Conditions, and Appendices (signed as part of the initial application), and that the requested budget amounts are necessary for the implementation of this project. It is understood by the applicant that this application constitutes an offer and, if accepted by the NYS Education Department or renegotiated to acceptance, will form a binding agreement. It is also understood by the applicant that immediate written notice will be provided to the grant program office if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.	
Chief Administrative Officer Signature (BOT President if an Educational Management Company is present):	Title:
Typed Name:	Date:

Submit an original and two copies of the Application for Continuation postmarked by 08/05/2011 to:
New York State Education Department
Office of Grants Management
Room 674 EBA
Albany, NY 12234
ATTN: Charter School 2011-2012 Continuation of Multi-Year Grant Awards

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Project Progress Report

Name of Charter School:
Describe the progress made during 2010 – 2011 in meeting the goals and objectives of the grant. Specifically identify the approved activities and the associated expenditures. Please reference your approved application including the revised multi-year budget summary and any amendments submitted when explaining progress made. When referencing the project narrative please provide a page number.

Describe only those approved activities (in the initial application) that are planned during 2011 – 2012, and that will continue to assist the charter school in meeting the goals and objectives of its grant. Use the Project Budget Narrative from your initial application to explain all associated expenditures. Refer to your Multi-Year Budget Summary provided in your initial application. Please accompany any reference to the initial application with the corresponding page number. Describe any significant changes to occur in 2011-2012 from 2010 – 2011 grant activities.

NYS Charter School Program
Planning and Implementation Continuation Application
2011 - 2012

Project Budget Narrative

Charter School Name: _____

Please reference your approved application including the revised multi-year budget summary and any amendments submitted when explaining expenditures. When referencing the project narrative please provide a page number.

CODE/BUDGET CATEGORY	EXPLANATION OF EXPENDITURES IN THIS CATEGORY
Code 15 **Professional Salaries**	
Code 16 **Support Staff Salaries**	
Code 40 **Purchased Services**	
Code 45 **Supplies and Materials**	

CODE/BUDGET CATEGORY	EXPLANATION OF EXPENDITURES IN THIS CATEGORY
Code 46 **Travel Expenses**	

Code 80 **Employee Benefits**	
Code 90 **Indirect Cost**	
Code 49 **BOCES Services**	
Code 30 **Minor Remodeling**	
Code 20 **Equipment**	

Items Purchased using CSP Planning and Implementation, Dissemination Funds, or State Stimulus Funds

Please report all items that were purchased using grant funds that have a useful life of more than one year or have a cost value of $5,000 or more. For example: laptops, PDA's, student textbooks, smartboards, etc.

Description of Item	Serial #	Source	Acquisition Date	Unit Cost	Quantity	Total Cost	% of Federal Funds Participation	Location