# Colorado Charter Schools Program Grant

# 2023-24 Renewal Proposal Final Checklist

This checklist is designed to help you in completing your renewal proposal. The left-hand checklist offers suggested steps in reviewing, revising, editing, and finalizing the format for your submission. The right-hand checklist identifies steps in printing, signing, and assembling your submission to ensure all of the necessary parts are included.

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| **🗸** | **Revising, Editing, and Formatting Proposal** |
|  | Does your lottery policy comply with the federal Charter Schools Program, title V, part B nonregulatory guidance? Has it been reviewed for compliance by CDE Schools of Choice? |
|  | Have you stated things concisely and without redundancy? |
|  | Have people not involved in writing the renewal proposal been used to edit the document and make sure that the document is clear and understandable? |
|  | Have you checked for grammatical errors and spelling mistakes? |
|  | Have you used bullets and headings to help the grant reviewer to follow the main sections of your grant proposal? |
|  | Have you used a 12-point font in your document? |
|  | Have you used 1-inch margins and formatted your proposal to print on 8.5” x 11” paper? |

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| **🗸** | **Signing and Assembling Proposal** |
|  | Have you prepared the original draft of the grant proposal to be submitted to CDE electronically? |
|  | Is your Narrative saved as a Word file? Do not send Narrative as a PDF. Appendices may be submitted as a PDF document. |
|  | Is the Cover Page and Program Assurance Form complete with appropriate signatures and initialed certifications and included in the final electronic file (scanned or alternative e-signature) delivered to CDE? |
|  | Have you attached your charter school’s lottery policy as Appendix A? |

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| **🗸** | **continued… Signing and Assembling Proposal** |
|  | Did you abstain from including the most current approved Excel CCSP Grant Budget as Appendix B? |
|  | Is your school’s latest annual (operating) budget and long-term budget included as Appendix C? |
|  | If you are requesting technology funds, is your most current Technology Plan included as Appendix D? |
|  | If you are requesting funds to complete minor repairs, is your most current Minor Facility Repair Plan included as Appendix E? |
|  | Is your most current transportation plan included as Appendix F? Plus, if you are requesting funds to purchase a bus, have you completed and included your Transportation Report? |
|  | If you are requesting funds for a school or classroom-based library, is your most current Library Development Plan included as Appendix G? |
|  | Have you included your most current Professional Development Plan as Appendix H? |
|  | Have you included your most current Performance Management Plan as Appendix I? |
|  | Have you included your most current Equity, Diversity, and Inclusion Plan as Appendix J? |
|  | Have you ensured the school’s current waivers are on file with CDE and provided update in the executive summary? |
|  | Have you completed and included your Technical Assistance Proposal as Appendix L or M? |
|  | Have you provided the necessary disclosure information in Appendix N? |
|  | Have you attained prior approval from CDE for any additional attachments/appendices? |