

# Application Prospectus (Stage I)

Prospectus requirements include submission of one (1) copy of the paper version and eight (8) copies of an electronic version saved on flash/USB drives. The electronic version should be formatted in Microsoft Word, Excel or PDF. In no more than twenty-five pages (25), not including addendums, an outline of the information to be presented in the Prospectus is as follows:

1. Identifying information.
  - Name of organization.
  - Contact information/address/email.
  - Organization leadership team and board members.
  - Purpose and brief history of organization.
  - Evidence of 501(c)(3) status, if applicable.
2. Mission/Vision statement for the charter school.
3. Description of the school/program.
  - Age range(s) and grades to be taught.
  - Projected number of students, pupil teacher ratios and general staffing patterns.
  - How students will be recruited and general admission policy.
  - Special issues or characteristics of the school, i.e. extended day/extended school year.
4. Philosophy of this school in relation to organization, curriculum and instructional strategies.
5. The curricular focus and instructional strategies that will define the nature of the school.
6. Methodology by which this program improves the educational outcomes for urban children and youth – What evidence exists that suggests this model has demonstrated positive achievement outcomes.
7. The proposed governance structure for this school and how parents will participate in a meaningful way.
8. The financial capability of the organization seeking the charter and the relationship between the charter school and the host organization.
9. The potential location of the school.
10. Evidence of support from the community.
11. Business plan for school development and first year operation.
12. Potential partnerships or subcontracts that might be part of the school's operation.