



Charter School Application Instructions and Format Requirements

Deadline	Refer to Due Date stated on website. Applications received after the due date stated on the website will not be considered
Format	8 ½” x 11” paper, 1” margins on all sides Minimum 12-point font Citations must be embedded in the text Page #s on each page No tabs/dividers Executive Summary may be single-spaced. All other sections must be double-spaced.
Page Limit	125 pages total for Parts I through IVA Page limits do not apply to: Table of Contents (Required) Part IV B (Budget) Part IV C (Cash Flow) Part VI (Required Attachments)
Type and # of Copies Delivery Options -- Choose One: Mail or Electronic	<ul style="list-style-type: none">• PDF of application narrative• Microsoft Word document of application narrative• Microsoft Excel document of all budgets• Microsoft Word document of all budget narratives• Other Exhibits in any format
Where to Submit	Friends of Education’s New Charter School Application Upload Portal on its website. (Note: applicants obtain login credentials to use the portal; login credentials are provided after the applicant submits a complete and timely Letter of Intent.)
Response Timeframe	Interview will be scheduled or denial notices will be sent within 60 days of application due date.