



Charter School Application Instructions and Format Requirements

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| 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 | <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. |