



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 even if postmarked before the due date.
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	Mail Delivery Option:: <ul style="list-style-type: none">• 1 paper original, single-sided, and• 1 electronic copy on flashdrive:<ul style="list-style-type: none">▪ Word (application, not exhibits)▪ Excel (budget only) Electronic Delivery Option: <ul style="list-style-type: none">• PDF of entire application with exhibits combined as one document, and• Word document of application, not exhibits, and• Excel document of budget
Where to Submit	Mail/Delivery: Friends of Education EX0-01-T 11100 Wayzata Boulevard, Suite 800 Minnetonka, MN 55305 Electronic Delivery: topoluk@tcfbank.com
Response Timeframe	Interview will be scheduled or denial notices will be sent within 60 days of application due date.