

Name of Grant Program: New York Charter School Dissemination Program

Fund Code:

Letter of Intent - Instructions

Dissemination funds are made available to assist charter schools in disseminating their successful innovations and best practices to district schools. Each charter school intending to apply for funds is encouraged to submit a Letter of Intent of no more than four (4) pages that addresses items (A) through (E) in the sequential order that follows. The Letter of Intent should be uploaded on the Review Room portal (<https://nysed-cspgrants.myreviewroom.com>) no later than **Friday, February 22, 2013**. Department staff will review the submitted Letters of Intent in order to determine if applicants meet eligibility requirements and if proposed projects meet state and federal guidelines and priorities.

Eligibility: A charter school may apply for a dissemination grant if the charter school has been in operation for at least four consecutive years and is in “Good Standing” or “Reward” status under NYSED’s state accountability system for 2012-2013.

- A. **Applicant Information** – Provide the applicant charter school’s name and a primary contact person, phone number, and email address. Provide the partner district school(s), if known at this time. If known, please indicate the school(s) at which dissemination efforts will take place.
- B. **Purpose/Goals** – Articulate briefly the purpose of the dissemination project, including specific measurable project outcomes that will result in effective dissemination at the partner district school. Please describe practices that have led to documented results. The project activities must be aligned with the Common Core standards, supported by research, and show documented results.
- C. **Demonstrated Need/Demand** – Describe briefly why there is demonstrated need or demand for the particular best practices that the charter school would like to share. Articulate how the partnership is designed to improve academic achievement in the partnering district school(s).
- D. **Effective Dissemination** – Describe briefly how this project will serve as an effective dissemination vehicle for the particular best practices that the charter school would like to share.
- E. **Budget Estimate/Overview** – Provide an estimate of the total amount of funds to be requested and a brief overview of anticipated expenditures.