

# FLORIDA DEPARTMENT OF EDUCATION



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August 27, 2004

## MEMORANDUM

**TO:** District School Superintendents  
District Charter School Contacts

**FROM:** Theresa A. Klebacha, Ph.D.

**SUBJECT:** PUBLIC CHARTER SCHOOLS FEDERAL GRANT PROGRAM  
(2004-2005 Implementation Grant - Second Year Application)

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A copy of the 2004-2005 Public Charter Schools Federal Grant Program, Implementation Grant - Second Year Application is included for your review and completion. The U.S. Department of Education provides these funds to Florida for the purpose of awarding grants to charter schools partnering with "local chartering agencies" to provide a high-quality education for all students. Grants should focus on implementation costs necessary to help continue the charter school during its second year of operation, and to increase the quality of educational services offered by the charter school.

As noted in Section B, Priority Areas and Required Activities of the grant application, five areas have been identified by the Florida Department of Education that are considered to be essential to the implementation and success of high-quality charter schools. The specific areas are:

- Curriculum, Instruction, Assessment, and Accountability
- Special Education Services
- Business, Finance, and Accounting
- Governance and Legal
- Administration and Operations

**THERESA A. KLEBACHA, Ph.D.**  
*Executive Director*  
*Office of Independent Education and Parental Choice*

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Applicants are strongly encouraged to use grant funds in these five areas and reflect it on the DOE 101 budget page in the grant application. If grant funds are not used for the implementation of one or more of the five essential areas, the application narrative must identify the funding source that will be used for each of the essential areas.

Consistent with federal and state grant program guidelines and procedures, the grant application must be signed by both the superintendent or agency head and the charter school head prior to the application being submitted to the Department of Education.

Please do not hesitate to contact the technical support contact person on the grant application at (850) 245-0502, should you have any concerns regarding the grant application.

TK/kb

c: 2004-2005 Second Year Continuation Charter Schools