



# INDIANA STATE BOARD OF EDUCATION

## **Memorandum Regarding The Charter and Innovation Network School Grant Program Revised September 11, 2015**

Public Law 213-2015, SEC. 162, establishes the Charter and Innovation Network School Grant Program, to be administered by the State Board of Education ("State Board") per Indiana Code ("IC") 20-24-13. All questions about the Grant Program should be addressed to [applications@sboe.in.gov](mailto:applications@sboe.in.gov).

### *Automatic Qualification*

The following schools automatically qualify for a grant:

1. A charter school in its first or second year of operation.
2. A charter school that was placed in the "A", "B", or "C" category or designation of performance established under IC 20-31-8-3 for the most recently completed school year.
3. A charter school that was placed in the "D" or "F" category or designation for the most recently completed school year if the charter school is placed in the same or a better category or designation than the nearest non-charter public school that is configured to teach the exact same grades of students as the charter school teaches. In making this determination, "nearest" is defined as closest in geographical distance regardless of school corporation or county boundaries.
4. A charter school that does not receive a category or designation of performance established under IC 20-31-8-3 for the most recently completed school year.
5. A school that has a majority of students with developmental, intellectual, or behavioral challenges. Schools must submit a signed letter to the State Board explaining how it qualifies for a grant under this category.
6. An innovation network school located in a school city, as defined in IC 20-25-2-12, that existed on January 1, 2015, that does not receive a pro rata share of local property tax revenue.

An initial list of automatically qualifying schools may be found [here](#).

### *Ineligible Schools*

Schools which have been granted a charter but which will not be open to serve students in the fall of 2015, virtual charter schools, and adult high schools (as defined in IC 20-24-1-2.3) are not eligible for a grant. In addition, a charter school is not eligible for a grant if it does not automatically qualify for a grant under (1) – (5) above, and for two (2) consecutive years the charter school has been placed in a worse category or designation of performance than the

nearest non-charter public school configured to teach the same grades of students as the charter school teaches.

### *Grant Application*

A charter school that does not automatically qualify for a grant under (1) – (5) above, but which is not otherwise ineligible, must submit an [application](#) for a grant to the State Board by September 1, 2015. Applications may be submitted by regular mail to:

State Board of Education  
c/o Charter/Innovation Network Grant  
143 W. Market Street  
Indianapolis, IN 46204

Or by email to [applications@sboe.in.gov](mailto:applications@sboe.in.gov). Please put “Charter/Innovation Network School Grant Program Application” in the subject line of the email.

Schools which must submit an application include:

1. A charter school that was placed in the same or a better category or designation of performance than the nearest equivalent non-charter public school in 2012-2013, but was placed in the “D” or “F” category or designation and was not placed in the same or better category or designation of performance than the nearest equivalent non-charter public school in 2013-2014.
2. A charter school that was placed in the “D” or “F” category or designation for the most recently completed school year where there is no nearest non-charter public school configured to teach the exact same grades of students as the charter school teaches.

**Example: A charter school serves grades K-8. There is no nearest non-charter public school serving grades K-8; however, there are two non-charter public schools when combined that serve the same grade configuration- a school serving grades K-5 and a school serving grades 6-8.**

The State Board will review each grant application and make a determination no later than its October 14, 2015 business meeting. The process for determining grant eligibility and amount for schools where there is no nearest non-charter public school configured to teach the exact same grades of students is as follows:

1. The charter school will be separated into grade configurations that match the configurations of the nearest non-charter public schools.

2. The grant will be awarded based on the number of students served by the charter school in the grade configurations where the charter school's overall grade is the same or better than the grade of the equivalent non-charter public school.

**Example: A charter school serves grades K-8 and received a "D" for the most recently completed school year. There is no nearest non-charter public school serving grades K-8; however, there is a non-charter public school serving grades K-5, which received a "B," and a school serving grades 6-8, which received an "F." The charter school serves 70 students in grades K-5 and 30 students in grade 6-8. The charter school would be entitled to the grant for the 30 students it serves in grades 6-8, because, for that grade configuration, the charter school's grade ("D") is better than the non-public charter school ("F").**

### *Grant Disbursement*

The grant will be disbursed as follows:

1. For schools that are automatically eligible, the State Board will use the July ADM estimate to determine the initial grant amount each charter or innovation network school is eligible to receive. The initial grant amount will be half (\$250) of the full grant amount (\$500). The State Board will post notice on its web site of each school's initial grant amount.
2. To receive the initial grant amount, schools must first fill out the following two forms: (1) [a Claim Voucher \(State Form 11294\)](#), and (2) [a letter of good standing](#).
  - a. The Claim Voucher already has filled in the Fund number (15173) and the Account number (571201).
  - b. On the Claim Voucher, the school will need to provide the following six items of information:
    - i. Invoice Date
    - ii. Invoice Amount
    - iii. Name of Vendor
    - iv. Vendor Address
    - v. Vendor Number, and
    - vi. July estimated ADM count (which should be provided in the Line Description).
  - c. The schools must return the Claim Voucher and a signed copy of the letter of good standing to the State Board at the following address:

State Board of Education  
c/o Charter/Innovation Network Grant  
143 W. Market Street  
Indianapolis, IN 46204

Or by email to [applications@sboe.in.gov](mailto:applications@sboe.in.gov) with “Charter/Innovation Network Grant Program” in the subject line.

3. After the official fall ADM count, which occurs September 18, the State Board will determine the remaining grant amount each school is eligible to receive after truing up the numbers so that each corporation receives \$500 per ADM based on the official fall count. The State Board will use the official fall ADM count as provided by the Department of Education. To receive the remainder of the grant, schools must submit a second Claim Voucher after the September ADM count, following the procedure outlined above. Schools will not need to submit a second letter of good standing.
4. Schools who are required to submit an application and whose applications are approved by the State Board will receive the entire grant amount for which they are eligible based on the official fall ADM count. In order to receive the grant, the school must submit a Claim Voucher and letter of good standing as described in paragraph 2 above.