

2012 FUNDING APPLICATION INSTRUCTIONS

The Philadelphia School Partnership (“PSP”) believes that every child has the right to attend a great school. PSP’s mission is to dramatically increase the number of high quality school options in Philadelphia for underserved students. Our investments support schools of every type (public, public charter, and private) at all stages of development. PSP invests in leaders and schools that can demonstrate their capacity to succeed and/or a track record of helping students achieve at the highest levels. Once an investment is made, PSP works closely with investees to monitor performance and to offer support as challenges arise.

PSP makes three types of grants:

1. Incubation Grants

PSP supports the earliest stages of new school idea development and planning. Grant funds support the completion of a school plan, development of a business plan, or drafting of a charter application, for example. The grant may also support early stage start-up activities.

2. Start-up Grants

PSP supports the launch of new schools. Grants cover costs associated with planning and start-up of a new school such as: facility acquisition/renovation, hiring, staff training, and school supplies. Applicants seeking start-up funds should have a concrete school model and plan ready to execute.

3. Growth Grants

PSP supports school expansions. Grants support building the leadership and operational capacity of existing successful schools and school operators so they can manage growth while maintaining high academic outcomes. Grants also support the opening of new schools or the expansion of existing schools. Applicants seeking growth funds must already be operating a successful school(s).

PSP accepts applications on a rolling basis; there is no submission deadline. However, applicants seeking funding for start-up grants must submit an application to PSP no later than May 15 of the year the school is scheduled to open. Applications can be downloaded from PSP’s website.

Applications should be submitted via email to: Jessica.Pena@Philaschool.org.

Selection Process

PSP makes funding decisions through a two-phase process. PSP first screens completed applications to determine whether they meet initial criteria for funding. Applicants can expect to learn about results of the screening within 2-4 weeks of submitting a completed application. Successful applicants are invited to move to the due diligence phase.

During the due diligence phase, PSP engages applicants at a deeper level through interviews, school visits, and by review of additional materials. PSP assesses the strength of the school model, the leadership's ability, operational capacity and the financial plan, among other factors, to determine the applicant's capacity to successfully launch a new high performing school or grow/replicate an existing school. Determining whether applicants have the capacity to achieve outstanding results for children is PSP's primary focus during this phase. Timing of due diligence varies, but generally, it will take between 4 and 12 weeks to complete.

Investment Approach

Applicants selected for investment will enter into an agreement with PSP that sets forth goals and performance benchmarks tied to grant disbursement. PSP will work closely with applicants to provide support and address challenges to ensure that goals and benchmarks are met. In some cases, PSP may also seek a seat on the applicant's Board of Directors.

If you have questions about the application or process, feel free to call Jessica Peña at 484.785.8111 ext. 130.

2012 INVESTMENT APPLICATION

INFORMATION SHEET

I. Contact Information

Name of applicant/organization applying for funds: _____

Address: _____

Name of contact person: _____

Title of contact person: _____

Email address: _____

Phone number: _____

II. Type of Investment for which you are applying:

Incubation Grant

Start-up Grant

Growth Grant

III. School Model

Very briefly describe the type of school you are proposing to incubate, start up or grow/expand:

Expected school opening/school expansion date: _____

IV. School Information

Do you currently operate a school(s)? Yes No

If currently operating a school(s), provide the following information for each school:

School Name	Grade Configuration	Size of School	Year Opened	New Start or Turnaround?

V. Submit School Model Description.

(Follow appropriate PSP template.)

VI. Submit Proof of 501(c)(3) status, if applicable.

Signature of Authorized Representative:

Signature: _____ **Date:** _____

Title: _____

APPLICATION CHECKLIST:

Application Information Sheet

School Model Description

Leadership CVs/Resumes

Proof of 501(c)(3) Status (if applicable)



**SCHOOL MODEL DESCRIPTION TEMPLATE
START-UP AND GROWTH GRANTS**

(5 page maximum)

- I. School Model Description***
 - a. Description of school model and instructional philosophy/focus.
 - b. Provide grade configuration and school size.
 - c. Explain how/over what period the school will reach capacity.
 - d. Description of approach to discipline and climate.
 - e. Description of services available to students with special needs (e.g., special education, English language learners, behavioral challenges).
 - f. Description of instructional and non-instructional staff structure.
 - g. Description of professional development approach and teacher training.
 - h. Description of all ways in which data are/will be used to make instructional and management decisions.
 - i. Description of geographic area and student demographic school will serve.
 - j. Describe predictive assessments and standardized assessments that are/will be administered, in what grades and how often.

- II. Leadership and Governance Structure**
 - a. Description of school's leadership roles and structure (provide an organization chart, if available)
 - b. List of current/potential Board Directors (if known)
 - c. school leader CV/resume (if known)

- III. Growth Plan (For Growth grant applicants only)****
 - a. Describe your intended growth plans.
 - b. Describes your plan to build central office and management capacity.

** Answers to some of these questions may not be applicable to all applicants, depending on the stage of development the school is in. PSP understand this. Please answer questions to the best of your ability and indicate if you are unable to answer certain questions at this time.*

***Applicants may submit any other materials PSP would find helpful (i.e. strategic plan, business plan, presentations, etc.)*

SUBMIT COMPLETED APPLICATIONS VIA EMAIL TO JESSICA.PENA@PHILASCHOOL.ORG

**SCHOOL MODEL DESCRIPTION TEMPLATE
INCUBATION GRANTS**

(3 page maximum)

- I. Provide a brief description of the proposed school model, including:
 - the type of school
 - school philosophy
 - instructional approach
 - grade configuration
 - school size

- III. Describe the geographic area(s) and student demographic the school will serve.

- IV. Describe work completed to date, if any, towards developing or planning the school idea.

- V. List all individuals who will be involved in the work to incubate the school idea and describe the experience of each person listed that illustrates his/her capacity and ability to launch a successful school. (Include CVs/resumes.)

You are free to include any other materials in addition to what is required above.

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