

## **Miami-Dade County Public Schools**

Office of Intergovernmental Affairs, Grants Administration, and Community Engagement

1450 N.E. 2<sup>nd</sup> Avenue, Suite 760

### **Process for Submission of CHARTER SCHOOL GRANT APPLICATIONS TO THE FLORIDA DEPARTMENT OF EDUCATION:**

- At least two (2) weeks prior to the due date requested by the Florida Department of Education, submit to Charter School Support three (3) copies (1 original and 2 copies) of the completed and signed grant application or amendments from charter schools.
- The Charter School Support will review the documents, prepares and signs the Grant Application Reviewer's Checklist (Attachment A) and prepares the Confirmation Receipt (Attachment B).
- At least two (2) weeks prior to the due date requested by the Florida Department of Education, the grant application, Reviewer's Checklist and Confirmation of Receipt are hand-delivered to Grants Administration, located at 1450 N.E. 2<sup>nd</sup> Avenue, Room 760.
- The Grants Administration Reporting Unit reviews the budget for accurate indirect cost calculations, makes adjustments, and initials in red ink.
- Grants Administration prepares the cover letter, prepares Transmittal for the Superintendent's signature, and facilitates signatures.
- Grants Administration sends the cover letter and grant application(s) via Federal Express.
- Grants Administration scans the cover letter and Federal Express confirmation and e-mails to Charter School Support.

### **Grants Administration Contacts:**

Ms. Maria Cervantes, District Supervisor, [mcervantes@dadeschools.net](mailto:mcervantes@dadeschools.net), 305-995-1538

Ms. Marlo Sears, Administrative Secretary, [msears@dadeschools.net](mailto:msears@dadeschools.net), 305-995-1706