



Notification Letter

In September 2022 the Northeast Charter Schools Network (NECSN) was awarded \$24.5 million for the Great Schools for Connecticut (GSCT) Project by the U.S. Department of Education (Department) under the FY 2022 Charter Schools Program (CSP) State Entities Grants Program. NECSN is the network organization supporting the Connecticut Charter School Association (CTCSA), a nonprofit membership organization that serves as a unified voice for Connecticut's public charter schools, representing their interests at the federal, state, and local levels. CTCSA will administer the CSP grant in Connecticut, and plans to award the CSP subgrants to charter school developers ¹in Connecticut, or to out of state entities seeking to develop charter schools in Connecticut, to carry out one of the following activities in the state of Connecticut:

1. Open and prepare for the operation of new charter schools.
2. Replicate and open high-quality charter schools.
3. Expand high-quality charter schools.

As required by ESEA §4310 (6) (B) all applicants wishing to apply for the Charter School Program funding under the GSCT Project are required to provide timely and adequate notice to the authorizer, the Connecticut State Department of Education (CSDE). This can be done by submitting a **Notification Letter** to the CSDE by **May 30th, 2025**. The GSCT team requires this notification be provided to the CSDE **prior** to submitting a complete application. Please refer to the second page of this document for a Notification Letter template.

The attached Notification Letter must be completed, signed and emailed in PDF format to Felicia Canty, the Charter School Liaison, for the Charter School Office at the CSDE and the GSCT team must also be copied on this email. Refer to the Notification Letter template Letter for complete instructions.

¹**Developer:** (from ESEA §4310 (7) The term “developer” means an individual or group of individuals (including a public or private nonprofit organization), which may include teachers, administrators and other school staff, parents, or other members of the local community in which a charter school project will be carried out.



Notification Letter Instructions:

1. Download the Notification Letter template below as a MS Word document.
2. Complete the template and save it as a PDF document.
3. Email the completed PDF document to Felicia Canty at the State of Connecticut Department of Education at the following email address: felicia.canty@ct.gov.
4. The GSCT team must be copied on the above email communication at the following email address: csp@ctcharters.org
5. Save a PDF copy of the email to the CSDE, clearly showing both email recipients.
6. Combine the Notification letter and PDF email copy into one PDF and upload this combined PDF into the Notification Letter Section of the Eligibility Check on the GSCT application portal.



Notification Letter

This letter is to notify the Charter School Office at the Connecticut State Department of Education that (insert school name):_____ intends to apply for the CSP funding in the Great Schools for Connecticut (RFA2025-03) grant cycle.

GSCT Project Grant Budget request \$_____

Purpose of funding: Pick a school type from the menu ▾.

Charter School Information

School Name: _____

Applicant Contact: _____

Signature: _____

Name of Proposed School: _____

Current Mailing Address: _____

Office Phone: (____)_____

Cell Phone: (____) _____

Email: _____

Type of Charter: ☐ State Charter School ☐ Local Charter School

Projected Student Enrollment for the first year of opening: Choose an item.

[illegible]

