

**The Following Minimum Criteria Must Be Met By All
Proposed Lead Partners:**

- 1. 501c3 Status Information**
- 2. Financial Audit Report**
- 3. Evidence of a Functioning Board of Directors**

Lead Partner Application Form

Respond to the following questions. Part A should be completed only by the Partner Organization. Part B should be completed jointly by the Partner and DOE staff.

A. For the Partnering Organization:

1. Describe your organization's interest in pursuing a commitment to a New Century high school partnership.
2. How will participation in this partnership with a small high school affect your organization's current or pending work?
3. What is the plan for developing buy-in for this partnership from your organization's board and from the organization as a whole?
4. What is your organizational mission?
5. How does your organizational mission align with the mission of the school? Why is your organization a good match for the school?
6. What expertise, services, and resources will your organization be able to offer a small high school's students, parents, staff, and administration?
7. Who from your staff will provide the proposed services in the New Century High School?

B. For the Partnership:

1. Describe your vision for the partnership during the first four years of the school?
2. How will the partnership assume accountability for positive student outcomes (i.e. 80% 4 year cohort graduation, 92% daily attendance, etc)? What specific assets and expertise will the partnering organization contribute to supporting positive student outcomes?
3. How will the partnership support the teaching and learning goals of the proposed school?
4. What will be the focus of the partnership for the first year? How will it focus on meeting the goals of developing an academically rigorous environment and creating adequate social support for students?
5. What will be the partnership's formal structures for decision-making? What structures will ensure that the partnership remains a strong, collaborative, and effective entity?
6. How will the partnership work to make the school a vital part of its surrounding community?
7. What preliminary plans does the partnership have to become fiscally sustainable?

II. Fiduciary Section

A For the Partnering Organization:

1. Is your organization a 501(c) 3 organization?
2. What is your organization's fiscal year or tax year?
3. Does your organization have an annual audit performed by an outside independent auditor? What is the name of your independent auditor?
4. Please provide a copy of your most recent audited annual report and IRS Form 990.
5. What is the current operating budget of your organization?
6. What are the major sources of funding for your organization?
7. How many employees are currently on staff in your organization? How large is your accounting/finance department?
8. Describe your accounting system and your capability to track and report on grants.
9. Have you ever partnered with any other organizations? If yes, please describe your organization's role in the partnership?

B. For the Partnership:

1. Describe the communication process that will be carried out between the school and the lead partner regarding grant funds, i.e. procedures for accessing grant funds, engaging contractors, producing grant status reports, and who will take primary responsibility at the school and at the lead partner for these matters.
2. How will the partnership collaborate in preparing fiscal reports and budget modifications?