

# APPENDIX L: NOTIFICATION TO AUTHORIZER

In accordance with [ESEA 4310 \(6\)](#) “The term “eligible applicant” means a developer that has— (A) applied to an authorized public chartering authority to operate a charter school; and (B) provided adequate and timely notice to that authority.

To provide adequate and timely notice to their authorizers and include that evidence with this application, applicants can submit either a PDF of the timestamped sent email or a letter along with the receipt from sending a certified letter.

Language for that communication is below:

Date \_\_\_\_\_

Dear “Authorizer,” \_\_\_\_\_

This letter is to inform you that “School” located at “address”

\_\_\_\_\_  
(or currently applying for expansion or new school approval) is applying for a Charter School Program subgrant from the Great Schools Colorado SE Grant Competition. The application deadline is \_\_\_\_\_, and subgrant award determinations will be announced by \_\_\_\_\_.

Thank you,  
“School Representative” \_\_\_\_\_