



**California Department of Education**  
**Application Instructions for the**  
**Charter School Revolving Loan**  
(Pursuant to *Education Code* sections 41365-41367)

This packet was developed to provide applicants with resources that standardize the Charter School Revolving Loan application. This Excel workbook includes worksheets to complete the application process.

*Note:* These worksheets only allow data entry in the fields with yellow shading. The spreadsheets are also designed to auto-fill repetitive data. If you need additional lines for any budget/cashflow category please place your cursor in the section/category and select "Insert" from the menu bar and then select "rows" from the menu.

**Start-up Applicants** (schools applying for a loan within six months of opening, or applying in the first year of operation) must complete the Loan Application worksheet, the Multi-year Budget worksheet, and the Two-year Cash-flow worksheet. Start-up applicants may also find the Start-up Cost Estimator in the "Tool Kit" to be useful in developing a reasonable start-up budget for their school.

**Operating School Applicants** (in the first term of their Charter) must complete the Loan Application worksheet, and the Multi-year Budget worksheet. Although it is not required, applicants are encouraged to include the second year of the Two-year Cash-flow worksheet as a part of your application.

**Block Grant Worksheet Template** : This information will calculate the General Purpose Entitlement on both budgets, the Charter School Categorical Block Grant on both budgets, and the Local Revenue (in Lieu of Property Tax) on the cash flow budgets.

**Submission Instructions:**

- 1) Email the completed Excel workbook, with a school specific file name, to [aduvane@cde.ca.gov](mailto:aduvane@cde.ca.gov)
- 2) Mail the Completed Loan Application with appropriate signatures to:

Revolving Loan Program  
Charter Schools Division  
California Department of Education  
1430 N Street, Suite 5401  
Sacramento, CA 95814