

**Step 3 - Follow the instructions below, to complete the application, attach all requested documents, and sign the form to avoid unnecessary delays**

# BAN/Bond Application Request

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Use this form to initiate the BAN/Bond Application Process.

This application will take approximately 15 minutes to complete. There are up to 12 documents that must be attached to this request.

A blank version of Document #2, named "Dated, fully executed copy of the proposed instrument" (Bond Anticipation Note) can be found on the Treasurer's website. Click here to access the Bond Anticipation Note. This is only for school districts apply for a BAN. School districts applying for a Bond do not need to attach document #2.

An unfinished application cannot be saved.

\*Type of Application

- Bond
- BAN (Bond Anticipation Note)

\*Referendum Date

## Agency Information

\* Agency or DDS (i.e. DOE-Christina School District or 95-33-00)

\* Contact Name

\* Contact Phone #



## Bond/Note Terms

\* Principal Amount Requested (cannot exceed amount authorized by legislation)

\* Interest Rate

## Authorizing Legislation

\* House/Senate Bill #

\* Fiscal Year

\* Section #

\* Maximum Local Share

## Capital projects funded from alternative sources

Funding Amount

Funding Source

Capital Project(s) Description

Approval Required for use of alternative funding


Yes	<input type="checkbox"/>
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Explanation

## Required Documents Checklist

\* Please check each box to validate that you have attached the required documents

- 1. Copy of the minutes, or relevant portions of the minutes, from the Board of Education meeting at which the Board authorized the issuance of the bond/note
- 2. Dated, fully executed copy of the proposed instrument
- 3. Copy of the Certificate of Necessity covering the project(s)
- 4. List reflecting the project(s) to be funded with the proceeds of the bond/note and the local share amount(s) for such project(s)
- 5. Copy of the minutes, or relevant portions of the minutes, from the Board of Education meeting at which the Board approved a resolution calling for a special election to authorize the sale of bonds to fund the project(s)
- 6. Notice of referendum
- 7. Documentation from the Department of Elections confirming that the notice (a) contained the information required by 14 Del. C. § 1074(b), and (b) was posted on the Department of Elections' website at least 21 days prior to the date of the referendum
- 8. Affidavit of publication showing that the notice was published in the manner prescribed by § 1074(b)
- 9. Copy of the ballot used in the special election
- 10. Copy of the election results issued by the Department of Election under 14 Del. C. § 1083(d)(2)
- 11. Affidavit of publication or other documentation establishing that, as required by 14 Del. C. § 2123(b), the Department of Elections publicly declared the election results within 10 days of the certification of the results of the referendum
- 12. Capital Projects Funded from Alternative Sources documentation

 Add attachments

Order Now

Required information

Type of Application

Referendum Date