

JLLC Application number: \_\_\_\_\_\_\_\_\_\_\_

**BRANCH OUT AND GROW GRANT**

***Grant Deadline: November 10, 2017***

**Teacher Name:**  Grade/Subject Taught:

*(additional names may be added on another sheet)*

**Have you received Branch Out & Grow funds in the last 3 years?** \_\_\_2016 \_\_\_2015 \_\_\_2014

**Name of Project:**

**Project description:** *(use extra sheet if needed)*

**School Name/Parish:**  **School Address:**

**Principal’s Name:**  **School Phone #:**

**Primary Teacher’s: Phone #:**  **E-mail:**

**By affixing my signature, I certify and agree to the following:**

1. If I am awarded a grant, the money granted will be spent to support only the above project. Any money not utilized for this grant will be returned to the Junior League of Lake Charles, Inc.

2. Upon completion of any funded project, I will provide the Junior League of Lake Charles, Inc., with a brief written report describing the project and benefits to students, together with photographs if available.

3. Any promotional materials, press releases, or other media produced in connection with or to publicize the funded project will note that it was funded in part or sponsored by the Junior League of Lake Charles, Inc.

4. A record of all expenditures, together with copies of legible receipts, will be maintained and submitted to the Junior League of Lake Charles, Inc., on the appropriate forms by June 29, 2018, unless an extension is granted by prior mutual agreement. If records are not received, recipients will not be eligible for future Branch Out and Grow grant funding.

5. Any equipment purchased with grant money is the property of the school district and the school in which I am teaching at the time I receive a grant.

6. The Junior League of Lake Charles, Inc., may use information regarding this project for publicity purposes.

**Signature of Primary Teacher:**  **Date:**

**Signature of Principal:**   **Date:**

**Team’s Signatures (if collaborating)**

**Date:**

**Date:**

*(Additional names may be added on another sheet)*

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**BRANCH OUT AND GROW GRANT**

**GRANT APPLICATION**

***Grant Deadline: November 10, 2017***

**Grant selection is blind; please do not include your name, the name of your school, its mascot or other identifying information in the body of the application. This information should be included only on the attached cover sheet.**

Applications must be typed and completed in full, including signatures from applying educator and school principal. Handwritten, illegible or incomplete applications will not be considered.

**Grade(s):**  **Subject:**  **# Students Impacted**

**Number of Teachers Applying (if applying as team):**

**Have you received Branch Out & Grow funds in the last 3 years?** \_\_\_2016 \_\_\_2015 \_\_\_2014

**PROJECT TITLE:**

**Short summary:**

* Describe the project in two or three sentences.

**Project Description:**

* Describe the project idea.
* Describe approach or method.
* Please define technical terms and new teaching techniques.

**Goals and Objectives:**

* Why do you want to do this project?
* In what way will the students benefit from this project?
* What do you see as the biggest obstacle (not financial) to a successful implementation of your project?

**Effectiveness:**

* How will you know if you have met your objectives? Be specific.

**Budget:**

* Fill out attached budget worksheet in detail (please type).
* Is the cost reasonable?

**Grants may not be used to fund food and refreshments.**

***Please send 1 original completed, typed, and signed application and 1 paper-clipped copy, unbound and unstapled, by November 10, 2017, to:***

**Junior League of Lake Charles, Inc.**

**Branch Out and Grow Grant**

**1019 Lakeshore Drive**

**Lake Charles, LA 70601**

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**BUDGET WORKSHEET**

**Project Title:**

Grant recipients will be required to submit an expense report and legible copies of all receipts with their final evaluation. **Final evaluation is due June, 29, 2018**, unless an extension is granted by prior mutual agreement. If expense report is not received, recipients will not be eligible for future Branch and Grow grant funds. Grant monies may only be used for the project and for the expenses as presented on this budget or as approved by amendment by the Junior League of Lake Charles, Inc., Community Coordinating Council.

The Junior League of Lake Charles, Inc., does not reimburse sales tax. Please remember to use your school’s tax-exempt certificate when purchasing items.

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| --- | --- | --- | --- |
| **Item** | **Quantity** | **Cost/Unit** | **Total ($)** |
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**VOLUNTEER REQUEST**

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| --- | --- | --- | --- |
| **# of Volunteers** | **# of Hours Each** | **Approx. Date** | **Type of Work** |
|  |  |  |  |
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\*Volunteer hours from members of the Junior League of Lake Charles, Inc., should not be essential to completion and implementation of the proposed project. Volunteer requests will be reviewed by the Junior League of Lake Charles, Inc., and efforts made to honor such requests; however, funding of a grant does not bind the Junior League of Lake Charles, Inc., to provide the volunteer hours requested in the grant application.

**HELPFUL GRANT WRITING GUIDELINES**

**DEFINITION**

* Does the project have a clear definition and purpose?
* Does it meet the Junior League of Lake Charles, Inc.’s vision of creating a more confident, healthy, and educated community?

**QUALITY OF IMPLEMENTATION**

* Is the timetable reasonable? Projects need to be implemented between January 1, 2018, and May 31, 2018, unless an extended period for implementation is requested and approved.
* Are the activities clearly defined and achievable in a classroom setting?

**CREATIVITY**

* How innovative is this project?
* Does it replace or resemble existing programs, either in the school or in the community?

**PRACTICALITY**

* Is this project age-appropriate?
* Is this a project that will have school and parental support?

**EFFECTIVENESS**

* How can the success of this project be tangibly measured and evaluated?
* Are goals clearly defined?

**BENEFIT TO STUDENTS**

* What will the students gain from this project?
* How many students will benefit from this project?

**BUDGET**

* Will this grant fulfill all of the financial requirements of the project or will additional funds be needed?
* Have other funds been applied for from other sources for this project?
* Is the budget clear and specific?
* Are all expenses itemized?
* Does the budget meet the funding parameters?

**\*Remember that grant monies may only be used for items outlined in the budget.\***