Junior League of Lake Charles, Inc.

1019 Lakeshore Drive • Lake Charles, Louisiana

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[WWW.JLLC.NET](http://www.jllc.net)

September 3, 2019

Lexi Paret and Caroline Hennigan

Grants and Programs

Junior League of Lake Charles, Inc.

1019 Lakeshore Drive

Lake Charles, LA 70601-9428

Re: Branch Out and Grow Educational Grants including the new TEACH Grant

I am pleased to provide you with information about the Junior League of Lake Charles, Inc.’s (JLLC) Branch Out and Grow Grant program. Educators in the five-parish area received 12 grants last year totaling approximately $17,000 in funds from the JLLC during the 2018-2019 school year.

Our Branch Out and Grow educational grant program supports educators’ efforts to enhance their students’ educational experience. This program consists of several grant awards in amounts ranging from $500 - $2,500. Grant requests may also include a request for volunteer hours from the JLLC. All school-based professionals are eligible to apply.

In addition to the traditional Branch Out and Grow Educational Grants, the JLLC is offering a special grant named the TEACH Grant. TEACH is an acronym for Taking Education and Children Higher, which is JLLC’s aspirations in awarding this grant! The TEACH grant is a $5,000 grant awarded to one winner! Please read the entire application thoroughly, as there are some differences in the application process.

All grants awarded shall be used for projects that benefit students and should fit within the JLLC's vision of supporting a more confident, healthy and educated community. It is through these grant awards that we continue to support educators who empower and engage children, as well as promote healthy and thriving families in our community.

We strive to make this application process user-friendly to encourage the development of substantive and compelling education project proposals. For application and project proposal details, please carefully review all of the information included in the Branch Out and Grow grant proposal packet. You can also access information and download the grant application online at [www.jllc.net](http://www.jllc.net).

Applications must be emailed to [grants\_scholarships@jllc.net](mailto:grants_scholarships@jllc.net) by:

Monday, October 7, 2019 for consideration in the TEACH Grant

Friday, November 15, 2019 for consideration in the traditional Branch Out and Grow Educational Grants

If you need help or have questions about the application process, please contact us at [grants\_scholarships@jllc.net](mailto:grants_scholarships@jllc.net) or through the JLLC Headquarters at 337-436-4025.

Thank you for all that you do to educate and engage our community’s youth!

Sincerely,

Shellie Eskew Lexi Paret and Caroline Hennigan

2019-2020 President 2019-2020 Grants and Programs



**A member of The Association of**

**Junior Leagues International Inc.**

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

**BRANCH OUT AND GROW GRANT**

***Grant Deadline: November 15, 2019***

**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?** \_\_\_2018 \_\_\_2017 \_\_\_2016

**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 26, 2020, 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)*

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

**BRANCH OUT AND GROW GRANT**

**GRANT APPLICATION**

***Grant Deadline: November 15, 2019***

**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?** \_\_\_2018 \_\_\_2017 \_\_\_2016

**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 email the completed, typed, and signed application by November 15, 2019, to***[grants\_scholarships@jllc.net](mailto:grants_scholarships@jllc.net)*.*

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

**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 26, 2020**, 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, 2020, and May 31, 2020, 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.\***

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

**TEACH GRANT**

**Taking Education and Children Higher**

**APPLICATION ADDENDUM (Optional)**

***Grant Deadline: October 7, 2019***

The Junior League of Lake Charles, Inc.’s (JLLC) TEACH Grant celebrates our 86-year history of forging positive partnerships with the community of Southwest Louisiana by inviting the community to participate in the selection of one (1) applicant to receive a **$5,000 grant award**.

The JLLC will select finalists from the pool of applicants to the TEACH Grant. Selected finalists will each prepare a tabletop presentation to be displayed at the 2019 Mistletoe and Moss holiday market, running from Thursday, November 14, 2019 through Saturday, November 16, 2019. Mistletoe and Moss attendees will be able to cast one ballot per admission ticket for their favorite presentation. The applicant whose presentation receives the most votes will be awarded the TEACH Grant.

If you wish to apply to the TEACH Grant, your full application is due by Monday, October 7, 2019, rather than the regular deadline of November 15, 2019. All applicants to the TEACH Grant, excluding the winner, will be automatically considered for a traditional Branch Out and Grow Grant. There are not separate applications and therefore you are not required to submit separate applications for the TEACH Grant and the traditional Branch Out and Grow Grants, but you may do so if you wish to tailor your application for each opportunity. Please submit the above Branch Out and Grow Grant application along with your signature below no later than Monday, October 7, 2019 to be considered for the $5000 TEACH Grant.

**By affixing my signature, I certify and agree to the following additional terms applicable to the TEACH Grant:**

1. If I am selected as a finalist, I will create a visual presentation communicating the objectives and benefits of my grant proposal to be displayed at the 2019 Mistletoe and Moss holiday market. The presentation will consist of, at minimum, one (1) 48” x 36” tri-fold display board. I will adhere to any additional restrictions or requirements placed on the presentation display by the Junior League of Lake Charles, Inc.

2. I will be available to set up my presentation during the week of November 11, 2019 at the Lake Charles Civic Center prior to the opening of the market at 6:00 p.m. on Thursday, November 14, 2019.

3. I will be available to remove my presentation from the Lake Charles Civic Center on Sunday, November 17, 2019 between the hours of 8:00 a.m. and 12:00 p.m.

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

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

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

**Date:**

**Date:**

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