

Junior League of Lake Charles, Inc.
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JUNIOR LEAGUE OF
LAKE CHARLES

Danette Manuel
Grants, Scholarships and Programs Chair
Junior League of Lake Charles, Inc.
1019 Lakeshore Drive
Lake Charles, LA 70601-9428

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

Dear Educators:

I am Danette Manuel, 2023-2024 Grants, Scholarships and Programs Chair for The Junior League of Lake Charles, Inc. (JLLC.) JLLC is excited to announce two distinct grant programs for educators this year, the Branch Out and Grow grant program and the TEACH grant!

The JLLC's Branch Out and Grow Grant is again available to educators in the five-parish area (Calcasieu, Cameron, Jefferson Davis, Beauregard, and Allen.) For several years, this program has supported the enhancement of student experiences by awarding monetary grants ranging from \$500 to \$2,500 and by contributing the time of League members with volunteer hours as requested by applicants. Our last funded year awarded over \$17,000 to educators around our area! Applications for the Branch Out and Grow grant program are available to all school-based professionals.

In addition, JLLC is pleased to offer the Taking Education and Children Higher (TEACH) award, again this year!

Educators are welcome and encouraged to submit applications for both grants. As the Branch Out and Grow and TEACH grants are two separate programs, there are two separate applications with separate deadlines - please read each thoroughly, as there are some differences.

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 the League continues 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 educational project proposals. For application and project proposal details, please carefully review all of the information included in the Branch Out and Grow and TEACH grant proposal packets. You can also access information and download the grant applications online at www.jllc.net.

Applications must be emailed to grants_scholarships@jllc.net or dropped off to JLLC office by:

Friday, October 20, 2023, for consideration of the TEACH Grant

Friday, November 10, 2023, for consideration of the traditional Branch Out and Grow Educational Grant

If you need help or have questions about the application process, please contact us at grants_scholarships@jllc.net.

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

Sincerely,

Danette Manuel and Ashley Freeman
Grants, Scholarships and Programs



*A member of The Association of
Junior Leagues International Inc.*

**JUNIOR LEAGUE OF
LAKE CHARLES**

JLLC Application number: _____
BRANCH OUT AND GROW GRANT
Grant Deadline: November 10, 2023

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? ___2022 ___2021 ___2020

Name of Project:

Project Description: *(use extra sheet if needed)* see attached description

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 no later than May 26, 2023. If records are not received, recipients and school 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:** _____

JLLC Application number: _____

BUDGET WORKSHEET

Branch Out and Grow Grant Project Title: [OBJ]

It is the responsibility of grant recipients to submit an expense report and legible copies of all receipts with their final evaluation. Please reprint your budget worksheet and attach receipts by the **Final evaluation on or before May 24, 2024.** If expense report is not received, recipients and school will not be eligible for future Branch Out 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.

Item	Quantity	Cost/Unit	Total (\$)

VOLUNTEER REQUEST

# of Volunteers	# of Hours Each	Approx. Date	Type of Work

*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 are 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, 2024, and May 24, 2024, 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. ***