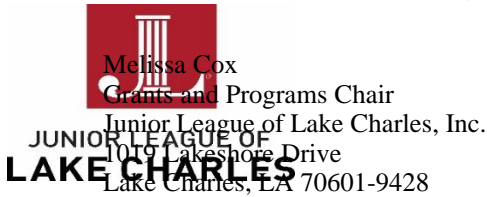


Junior League of Lake Charles, Inc.
1019 Lakeshore Drive Lake Charles, LA 70601-9428
(337) 436.4025 FAX (337) 436.4013
www.jllc.net



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 (Calcasieu, Cameron, Jefferson Davis, Beauregard, and Allen) are eligible to receive awarded grants. Our last funded year awarded over \$17,000 to educators around our area!

Our traditional 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, educators may apply for the TEACH grant. The TEACH Grant 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. **Please note, these are two separate grants with two separate applications. Educators are welcome to submit both but in order to be eligible for both, two complete applications must be sent in by each deadline.**

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.

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

Friday, October 29, 2021 for consideration in the TEACH Grant

Friday, November 12, 2021 for consideration in 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 or through Melissa Cox, Grants and Programs Chair, at 337-794-9321.

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

Sincerely,

Melissa Cox and Melissa Olivier
2021-2022 Grants 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 12, 2021

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? ___2020 ___2019 ___2018

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 27, 2022. 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:** _____

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, 2022, and May 27, 2022, 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.



TEACH GRANT

JLLC Application number:

Taking Education and Children Higher

Grant Deadline: October 29th 2021

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 2021 Mistletoe and Moss holiday market, running from Friday, November 19, 2021 through Sunday, November 21, 2021. 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 along with signatures is due no later than Friday, October 29th 2021 to be considered for the \$5000 TEACH Grant.

Although there are separate applications for the TEACH Grant and the Branch Out and Grow Grant, you may submit the same proposal for each. If you wish to tailor each application to enhance your opportunity with each you may do so. You may also submit separate proposals for each grant given the different opportunities each grant may provide.

You are not required to submit proposals to both grant applications in order to be considered or awarded for either grant.

All applicants for the TEACH Grant will be notified November 3rd & 4th in order to give you time to prepare your presentation.

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 2021 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 19, 2019 at the Lake Charles Civic Center **prior** to the opening of the market at 4:00 p.m. on Friday, November 19, 2021.
3. I will be available to remove my presentation from the Lake Charles Civic Center on Sunday, November 21, 2021 between the hours of 8:00 a.m. and 12:00 p.m.

Signature of Primary Teacher/Applicant:

Date:

Signature of Principal:

Date:

Team’s Signatures (if collaborating):

_____ **Date:** _____

_____ **Date:** _____

JLLC Application number: _____

TEACH BUDGET WORKSHEET

TEACH Project Title:

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, 27, 2022.** If expense report is not received, recipients and school 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.

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 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.