

REQUEST FOR PROPOSAL (RFP)



LAFOURCHE EDUCATION FOUNDATION, INC.

Applications are now being accepted for
School-Wide Grants for 2017-2018

STATEMENT OF NEED: The Lafourche Education Foundation, Inc. is currently offering School-Wide Grants for projects which have the potential to impact your school in a positive manner. The grant period will run from July 1, 2017 – May 1, 2018. Each grant application request can be for up to \$5,000.

MISSION: *Recognizing that the strength of our community depends on the enrichment of public education, the mission of the Lafourche Education Foundation, Inc. is to raise and invest funds for charitable purposes that support, improve and advance public education in Lafourche Parish.*

BASIC INFORMATION: *The foundation is a 501©(3) non profit organization founded in 1997. The foundations' goals/vision are to raise and invest money from the private sector, to support teachers in their work and professional growth by encouraging best practices in education through the awarding of grants and prizes, to support innovative actions that lead to academic excellence for students, to involve the community and link community resources with school needs, and school resources with community needs, and finally, to support and stimulate learning of children within the Parish.*

Important Note

Applications will be accepted from any Lafourche Parish public school. A maximum of one School-Wide Grant application may be submitted from each school within the parish. The LEF Board encourages schools to apply for monies to implement projects which will impact your school in a positive manner.

APPLICATION POSTMARK DEADLINE IS FEBRUARY 13, 2017***

*****REFER TO NOTE IN BOX ON PAGE 2**

APPLICATIONS MUST BE POSTMARKED BY THIS DATE TO BE ACCEPTED.

"IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE REQUIREMENTS OF THIS RFP AND ANY OTHER LAFOURCHE EDUCATION FOUNDATION PUBLICATION OR NOTICE, THE TERMS AND CONDITIONS CONTAINED IN THE RFP SHALL PREVAIL."

LEF SCHOOL-WIDE GRANTS

NOTE

THE ORIGINAL COPY OF THE APPLICATION WITH THE COVER SHEET MUST BE SUBMITTED TO THE SUPERINTENDENT'S/DIRECTOR'S OFFICE NO LATER THAN JANUARY 23, 2014, TO ALLOW TIME FOR STAFF REVIEW TO DETERMINE IF THE SYSTEM HAS THE CAPACITY TO INSTALL/HANDLE EQUIPMENT REQUESTED AND TO ASCERTAIN THAT THE PROJECT CORRESPONDS TO THE CURRICULUM FOCUS EMPHASIZED BY THE PARISH.

AFTER APPROVAL, THE SUPERINTENDENT WILL SIGN THE COVER SHEET AND
SUBMIT THE ORIGINAL COPY TO LEF NO LATER THAN FEBRUARY 13, 2014.

RESTRICTIONS:

- Only one application may be submitted from each public school within Lafourche Parish.
- Budget requests may include:
 - supplies and materials needed to accomplish the project;
 - equipment, if purchased, must be for the express use with this project, and become part of the school's equipment inventory.
 - salaries, if requested, must be for a **new** employee, or, used to compensate regular employees for **extended hours** of work directly related to the implementation of this project.
- *FAILURE TO ADHERE TO THESE GUIDELINES WILL RESULT IN REJECTION OF THE APPLICATION.*

REVIEW: Applications received in accordance with the guidelines will be submitted for review to a panel representing the parish. Applications will be evaluated through a blind review process.

For this reason, application will be DISQUALIFIED if:

- **it includes name(s) of individuals or school references in any section other than on the Cover Page which must be submitted with the original copy of the application.**

CONTRACTS & GRANT PERIOD: A grant contract will be the legal mechanism for funding. Grant period begins July 1, 2017 and will conclude on May 1, 2018.

PAYMENT AND REPORTING: A check for monies awarded will be issued no later than ten (10) days after receipt of the fully executed contract, but no later than June 30, 2017. A simple one page final report will be due May 13, 2018.

CONFIRMATION OF RECEIPT OF APPLICATION: Confirmation of receipt of application will be emailed to the project director following review for compliance to guidelines. Please do not contact the Lafourche Education Foundation, Inc. regarding the status of the application during the review period.

ANNOUNCEMENT: Announcement of grants to be awarded will be made in May/June 2017. Applicants will be notified by email of the outcome of the review. Results of the review will determine grants to be funded; no additional information will be provided.

APPLICATIONS SHOULD INCLUDE AND BE SUBMITTED AS FOLLOWS:

(ALL FORMS PROVIDED MUST BE USED.)

- A. **Cover Page** (Form attached) *As noted on page 2, one copy of the Cover Page must be completed and attached to the original copy of the grant application and submitted to the Superintendent's/Director's office no later than January 23, 2017. Once the Superintendent's/Director's staff has completed their review of the applications, all applications must be mailed to the Lafourche Education Foundation with a postmark date no later than February 13, 2017.*
- B. *Five copies of items "C" through "E" must be submitted to the LEF office by February 13, 2017. All copies of the application must be typed and stapled in the upper left hand corner. When mailing to LEF, for identification purposes only, enclose a separate sheet of paper on which is written the name of the grant writer and the school.*

DO NOT INCLUDE INDIVIDUAL NAMES OR IDENTIFY SPECIFIC SCHOOL ON ITEMS "C" THROUGH "E". FAILURE TO ADHERE TO THIS GUIDELINE WILL RESULT IN DISQUALIFICATION OF APPLICATION.

- C. **Abstract Page** (Form attached)

D. Project Overview (This section should not exceed two typewritten pages. Font size should be no smaller than a twelve-point typeface. Items 1-5 must be numbered in application.)

1. Explain the need for this project.
2. List the goals and behavioral objectives of the project and evaluation method(s).
3. List and describe activities that will be undertaken.
4. Describe how equipment, if requested, will be used and the impact on project outcome.
5. Detail expected outcomes, supported by data, from implementation of this project.

- E. **Budget** (Form attached)

Once the budget has been approved, only the materials, supplies and/or equipment listed on the budget page can be purchased. Examine your needs carefully prior to submitting your application and base your costs on actual costs, not your estimate of the costs.

Prior to submitting the application, please check yourself for the following **(do not submit this sheet; it should serve as your self-check)**:

School-Wide Grant Compliance Checklist:

- ___ Only 1 application per school
- ___ Applicant and principal signed the Cover Page before mailing to the Superintendent.
- ___ One copy of Cover Page attached to Original Application was submitted to the Superintendent's/Director's office no later than January 23, 2017.
- ___ Completed cover page contains signatures of applicant, principal, & superintendent
- ___ Name of school and applicant are identified only on the original cover page. No school references are allowed within body of the grant.
- ___ ALL RFP forms provided by LEF are used, are submitted in the correct order, use 12 point typeface and do not exceed the specified page limit. RFP page 3.
- ___ Application includes all information identified on page 3 of RFP
- ___ Application does not exceed 6 pages (if 2 pages are needed for specific budget), including required forms
- ___ Amount requested is for salaries, supplies and/or equipment and does not exceed \$5,000
- ___ **Five** copies of Items "C" through "E" identified in Project Description, stapled in the upper left-hand corner and one cover page identifying the applicant and school were submitted to the LEF office
- ___ Applications were postmarked no later than February 13, 2017.
- ___ Project submitted meets criteria outlined in statement of need and has the potential to increase student academic achievement.

Failure to adhere to the guidelines stipulated on page 3 will result in rejection of the application.

APPLICATIONS SHOULD BE SUBMITTED TO THE FOLLOWING ADDRESS:

*RENEE LAFONT, EXECUTIVE DIRECTOR
LAFOURCHE EDUCATION FOUNDATION, INC.
P.O. BOX 529
THIBODAUX,, LA 70302*

Inquiries about the grant application process should be mailed to Ms. Lafont, addressed as above or directed to her at (985-414-5724) or to renee.lafont@nicholls.edu. Your request will be answered promptly. (Please allow adequate time before deadline for response to any inquiry)

COVER PAGE FOR GRANT APPLICATION

LAFOURCHE EDUCATION FOUNDATION, INC.

REQUEST FOR FUNDING SCHOOL-WIDE GRANT FOR 2017-2018

TITLE OF PROJECT				
PROJECT DIRECTOR				
SCHOOL				
SCHOOL/HOME MAILING ADDRESS	SCHOOL ADDRESS		HOME ADDRESS	
SCHOOL/HOME PHONE	TOWN ()	ZIP	TOWN ()	ZIP
SCHOOL FAX	SCHOOL ()		HOME	
EMAIL OF PROJECT DIRECTOR				
EMAIL OF SCHOOL PRINCIPAL	SCHOOL		HOME	
TOTAL AMOUNT REQUESTED				
GRANT PERIOD	July 1, 2017 to May 1, 2018			
SIGNATURE OF PROJECT DIRECTOR				
SIGNATURE OF SCHOOL PRINCIPAL	DATE			
SIGNATURE OF SCHOOL SUPERINTENDENT/DIRECTOR	DATE			
	DATE			

IT IS THE APPLICANT'S RESPONSIBILITY TO SUBMIT THE COVER SHEET AND ORIGINAL COPY OF THE APPLICATION TO THE SUPERINTENDENT'S/DIRECTOR'S OFFICE NO LATER THAN JANUARY 23, 2017. (***)SEE NOTE ON PAGE 2 OF THE RFP)

"IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE REQUIREMENTS OF THIS RFP AND ANY OTHER LAFOURCHE EDUCATION FOUNDATION PUBLICATION OR NOTICE, THE TERMS AND CONDITIONS CONTAINED IN THE RFP SHALL PREVAIL."

APPLICATIONS MUST BE POSTMARKED NO LATER THAN FEBRUARY 13, 2017

ABSTRACT PAGE

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In the space below, please provide a short abstract, not to exceed 200 words, written in lay terms for release to the general public should this application be chosen for funding.

BUDGET FORM

LEF SCHOOL-WIDE GRANT APPLICATION - BUDGET FORM

DETAILED BUDGET FOR ENTIRE GRANT PERIOD	FROM 07 / 01 / 17	THROUGH 05 / 01 / 18
		DOLLAR AMOUNT REQUESTED
<u>SALARY REQUESTED:</u> CHECK TYPE OF EMPLOYEE: _____ CURRENT EMPLOYEE _____ NEW EMPLOYEE	NUMBER OF HOURS: _____ RESPONSIBILITIES:	HOURLY WAGE: _____ X NUMBER OF HOURS _____
TOTAL REQUEST: SALARY		\$
<u>SUPPLIES/MATERIALS (LIST OF ITEMS WITH COST)</u>		
TOTAL REQUEST: SUPPLIES		\$
<u>EQUIPMENT :</u>		
TOTAL REQUEST: EQUIPMENT		\$
TOTAL FUNDING REQUEST		\$