

REQUEST FOR PROPOSAL (RFP)



LAFOURCHE EDUCATION FOUNDATION, INC.

Applications are now being accepted for
Paul Ruth Teacher Grants for 2017-2018

STATEMENT OF NEED: The Lafourche Education Foundation, Inc. is currently offering Paul Ruth Teacher Grants for innovative and creative projects which have the potential to increase student academic achievement. Each grant application can be for up to \$1,000.00

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 public 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 teacher, involved in the instruction of children, at any level, Pre-K - 12, who is employed fulltime in a Lafourche Parish public school. There is no limit to the number of applications that may be submitted from each school within the parish.

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.

*****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, 2017, 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, 2017.**

RESTRICTIONS:

- Any number of applications may be submitted from each school within Lafourche Parish.
- Budget requests may include: supplies and materials needed to accomplish the project and equipment which meets the guidelines stated below.
- Equipment purchased must be for the direct use of students. Equipment used for administrative purposes (copiers, filing cabinets, office furniture, etc.) may not be purchased with monies from this grant.
- **Grant funds may not be used to purchase technology equipment such as software, laptops, Chromebooks, desktops, iPads, iPods, technology carts, protective covers for tablets, etc.**
- Monies may not be used for salaries.
- ***FAILURE TO ADHERE TO THESE GUIDELINES WILL RESULT IN DELAYED PROCESSING OR REJECTION OF THE APPLICATION.***

REVIEW: Applications received in accordance with the guidelines will be submitted for grant review to a panel consisting of individuals from the parish who represent the community, business and education. Applications will be evaluated on a competitive basis and will be blind reviewed.

For this reason, application will be disqualified if:

- **it includes name(s) of individuals or school references in any section other than on the one copy of 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 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 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 one 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 or MASCOT IN INFORMATION SUBMITTED FOR ITEMS "C" THROUGH "E".

C. Abstract Page (Form attached)

D. Project Description (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. Brief explanation of project.
2. Statement of need/problem to be addressed **supported by data.**
3. Description of students to be served and how this project will improve the academic achievement level of students. (Please indicate number and grade level of students to be served; % on free/reduced lunch; also include performance level on state or local assessments and projected growth goals for students.)
4. List of project objective(s) with expected outcome for each objective.
5. Description of activities planned to accomplish these objectives.

E. Budget (Form attached)

Examine your needs carefully prior to submitting your application and base your costs on actual costs, not your estimate of the costs. Be as specific/descriptive as possible. Make sure that your individual budget items balance with the total amount for the grant submitted. If needed, specific budgets can be as long as two pages. Once the budget has been approved, only the materials, supplies and/or equipment listed on the budget page can be purchased.

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

Paul Ruth Teacher Grant Compliance Checklist:

- ___ Name of school and applicant are identified only on the original cover page.
No school references are allowed within body of the grant.
- ___ 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
- ___ 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.
- ___ **Five** copies of Items "C" through "E " identified in Project Description, stapled in the upper left-hand corner and one separate sheet of paper identifying the applicant and school were submitted to the LEF office postmarked no later than February 13, 2017.
- ___ Application includes all information identified on page 3 of RFP
- ___ Amount requested meets RFP guidelines and does not exceed \$1,000
- ___ Application does not exceed 6 pages (if 2 pages are needed for specific budget), including required forms
- ___ 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 SENT 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 PAUL RUTH TEACHER GRANT FOR 2017 - 2018

APPLICANT		
SCHOOL		
SCHOOL ADDRESS		
HOME ADDRESS		
PHONE	()	
	<small>School</small>	<small>Home</small>
FAX	()	
EMAIL OF APPLICANT		
	<small>School</small>	<small>Home</small>
EMAIL OF SCHOOL PRINCIPAL		
TITLE OF PROJECT		
TOTAL AMOUNT REQUESTED		
GRANT PERIOD	July 1, 2017 to May 1, 2018	
SIGNATURE OF PROJECT DIRECTOR		
		DATE
SIGNATURE OF SCHOOL PRINCIPAL		
		DATE
SIGNATURE OF SCHOOL SUPERINTENDENT/DIRECTOR		
		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 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."

SUBMISSIONS TO LEF MUST BE POSTMARKED NO LATER THAN FEBRUARY 13, 2017

ABSTRACT PAGE

ABSTRACT

In the space below, please provide a short abstract, not to exceed 250 words, written in lay terms for release to the general public should this application be chosen for funding. Include: Objectives of the project; a brief explanation of project (what will be done, target population, number and grade level of students to be served); how project will improve student academic achievement; why you selected this project; and, an explanation of how this project will impact your students.

BUDGET FORM

GRANT APPLICATION REQUIRED BUDGET FORM

DETAILED BUDGET FOR ENTIRE GRANT PERIOD	FROM 07 / 01 / 17	THROUGH 05 / 01 / 18
		DOLLAR AMOUNT REQUESTED
SUPPLIES / MATERIALS (LIST OF ITEMS WITH COST)		
TOTAL REQUEST FOR SUPPLIES / MATERIALS		\$
EQUIPMENT (MUST BE FOR STUDENT USE)		
TOTAL REQUEST FOR EQUIPMENT		\$
TOTAL FUNDING REQUEST		\$