



Adeline Ray
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Office of Student Support and Engagement

21st CCLC RFP FY 12

For nonprofit organizations interested in pursuing 21st Century Community Learning Centers (21st CCLC) funding through the Illinois State Board of Education, in partnership with a Chicago Public School (CPS), **FIRST** please:

DO NOT CALL CPS

I. Before writing:

1. Check for schools currently named in an active 21st CCLC grant, <http://www.isbe.net/21cclc>.
2. Check for schools in federal improvement or state academic status, www.isbe.net/research/htmls/improvement.htm.
3. Check poverty status, webprod1.isbe.net/ereportcard/publicsite/getProfileSearchCriteria.aspx.
4. Secure a letter from the principal(s) that demonstrates his/her commitment to partner with your organization, willingness to collaborate, plan and implement the program, and their agreement to cooperate with meeting all grant reporting requirements.
5. Submit the **ORIGINAL** principal letter(s) with an **ORIGINAL** cover letter* from your organization to:

Chicago Public Schools
Office of Student Support and Engagement (OSSE)
Community Schools Initiative
125 S. Clark St., 12th Floor
Chicago, IL 60603

*Be sure to include an **email address** for CPS response. Your organization will be contacted via email. **DO NOT CALL**

II. Next:

1. If no conflicts exist with the District's application, and your proposed partnership has been cleared by OSSE, you will receive an email with the District's blank MOU.

2. *Option 1* - Complete the MOU. Secure your required agency authorized signature and signatures from all principals. Submit your original, signed MOU, **NO LATER THAN MONDAY, JULY 18,** to:

Chicago Public Schools
Law Department
ATTN: Kristen Daly Kennedy
125 S. Clark St., 7th Floor
Chicago, IL 60603

3. *Option 2* - Complete the MOU. Secure your required agency authorized signature and signatures from all principals. Submit a scanned copy of your signed MOU, **NO LATER THAN MONDAY, JULY 18,** to:

Kmdaly1@cps.k12.il.us

You **MUST** also submit the original, signed MOU to:

Chicago Public Schools
Law Department
ATTN: Kristen Daly Kennedy
125 S. Clark St., 7th Floor
Chicago, IL 60603

4. The Law Department will secure all required District-level signatures.
5. **DO NOT CALL.** Fully executed MOUs will be emailed to the agency contact noted in I.5 above.
6. Processing of MOUs received *after* July 18 is NOT guaranteed by the grant deadline.

III. Finally:

1. Complete your grant application. Bring the completed grant application to *Beatriz Jimenez* in the CPS Department of Competitive Grants in the Office of External Affairs and Partnerships, 125 S. Clark St., 11th Floor, for District signature. **DO NOT CALL TO MAKE AN APPOINTMENT.** CPS Staff is available during normal business hours. *It is the responsibility of the applicant to either wait for the authorized signature, or return to pick up the signed documents.*
2. **It is the responsibility of the applicant to deliver the grant application to ISBE.**