



CHICAGO PUBLIC SCHOOLS • 2651 W. Washington Blvd • Chicago, Illinois 60612

Autumn Berg
Manager
Office of College and Career Success (OCCS) - Student Support and Engagement (OSSE)
Community Schools Initiative (CSI)

21stCCLC RFP FY22

For nonprofit organizations interested in pursuing the Nita M. Lowey 21st Century Community Learning Centers (21stCCLC) grant through the Illinois State Board of Education, in partnership with a Chicago Public School (CPS), **FIRST** please read these instructions in their entirety. **Requests that do not follow this protocol, will be discarded.**

DO NOT CALL CPS OR GO TO A CPS OFFICE

DUE NO LATER THAN Wednesday, April 28, 2021

1. **Before writing:**
 - 1.1. Check for schools currently named in an active 21stCCLC grant.
 - 1.2. Please note: Chicago Public Schools cannot sign off on any application proposing to serve schools outside of District 299. The District will sign off on an application that names Charter schools, but will not provide or sign an MOU.
 - 1.3. Check poverty status, <https://www.illinoisreportcard.com/>
 - 1.4. Complete this CPS [External Organization Survey](#) for additional information regarding your organization. **Due Wednesday, April 28, 2021.**

- 1.5. Secure a letter from the principal(s) that clearly demonstrates his/her commitment to partner with your organization, willingness to collaborate, plan and implement the program, and his/her agreement to cooperate with meeting all grant reporting requirements.
 - 1.5.1. These letters should be drafted on the school letterhead by the principal(s).
 - 1.5.2. **CPS will not accept a drafted form letter by the applicant agency that the principal has signed.** CPS will accept electronic signatures for the principal letters.
 - 1.5.3. The letter **must clearly state the current relationship** between the school and applicant.
- 1.6. Submit the signed principal letter(s) with an cover letter* from your organization naming all of the schools you wish to include in your application via email to:

Autumn Berg
Chicago Public Schools
Community Schools Initiative Manager
alberg1@cps.edu

*Your organization will be contacted via email, so be sure to include an email address in your cover letter. **DO NOT CALL CPS.**

2. Next:

- 2.1. If no clear conflicts exist with the District's application, and your proposed partnership has been cleared by the Office of College and Career Success (OCCS), you will receive an email with the next steps required for securing district signatures, which includes:
 - 2.1.1. Previously Funded Applicant Letter
 - 2.1.2. District's blank MOU
 - 2.1.3. LEA signatures on required grant attachments

3. Finally:

- 3.1. Your organization will need to submit the completed application for your agency via email, no later than May 28, 2021.

It is the responsibility of the applicant to deliver their grant application(s) to ISBE.

