



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

Adeline Ray
Senior Manager
Office of College and Career Success (OCCS) – Student Support and Engagement (OSSE)
Community Schools Initiative (CSI)

21st CCLC RFP FY 19

For nonprofit organizations interested in pursuing 21st Century Community Learning Centers (21st CCLC) 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 or EMAIL CPS

DUE NO LATER THAN JANUARY 31, 2018

I. Before writing:

1. Check for schools currently named in an active 21st CCLC grant.
2. Please note: Chicago Public Schools cannot sign off on any application proposing to serve schools outside of District 299. The District cannot sign MOUs that name Charter Schools.
3. Check poverty status, <https://www.illinoisreportcard.com/>
4. 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. These letters should be drafted by the principal(s), **not a signed *form letter*** drafted by the applicant agency.
5. Submit the **ORIGINAL** principal letter(s) with an **ORIGINAL** cover letter* from your organization naming all the schools you wish to include in your application to:

Adeline Ray
Chicago Public Schools
Community Schools Initiative (CSI)
2651 W. Washington Blvd., 2nd Floor
Chicago, IL 60612

Educate, Inspire, Transform

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

II. Next:

1. If no conflicts exist with the District's application, and your proposed partnership has been cleared by OCCS, *you will receive an email with the **District's blank MOU.***
 2. Complete the MOU. Secure your required agency authorized signature and signatures from all principals.
 3. Complete your grant application.
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III. Finally:

1. Directions on securing District signatures on all documents, assurances and certifications will be provided to cleared organizations in January.

DO NOT CALL OR EMAIL.

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