



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

Autumn Berg
Director of Community Schools Initiative
Office of College and Career Success (OCCS) Sustainability Community Schools (SCS)
Community Schools Initiative (CSI)

21st CCLC RFP FY 2025

Nonprofit organizations interested in pursuing a Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) grant through the Illinois State Board of Education in partnership with a Chicago Public Schools (CPS) should **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

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UE NO LATER THAN Thursday, July 11, 2024

1. **Before writing:**
 - 1.1. Check for schools currently named in an active 21st CCLC 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 a memorandum of understanding (MOU).
 - 1.3. Check poverty status on the [Illinois Report Card webpage](#).
 - 1.4. Complete this CPS [External Organization Survey](#) for additional information regarding your organization. **Due Thursday, July 11, 2024.**

- 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.** It should be a personalized letter created by the principal. 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.
 - 1.5.4. The letter must clearly state that the principal is aware that they **WILL NOT** receive district Out-of-School Time funds if a 21st CCLC grant is awarded.
- 1.6. **Due Thursday, July 11, 2024:** Submit the signed principal letter(s) with a 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
Director of Community Schools Initiative
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 CPS Office of College and Career Success, you will receive an email with the next steps required for securing district signatures, which include:
 - 2.1.1. District's blank MOU.
 - 2.1.2. Local Education Agency signatures on required grant attachments.

3. Finally:

- 3.1. Your organization will need to submit the completed application for your agency via email to CPS no later than August 31, 2024. This is for internal CPS recordkeeping as a co-applicant.

It is the responsibility of the applicant to deliver its grant application(s) to ISBE by the ISBE due date.