21st CCLC RFP FY13

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/EMAIL CPS

I. Before writing:

   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 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 to:

      Chicago Public Schools  
      Office of Pathways to College and Career (OPCC)  
      Academic and Learning Supports (ALS)  
      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 OR EMAIL CPS.
II. Next:

1. If no conflicts exist with the District’s application, and your proposed partnership has been cleared by OPCC, 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.

III. Finally:

1. **NEW THIS YEAR:** District signatures on all documents and certifications will be provided on ONE DAY ONLY -- MONDAY, SEPTEMBER 17.

   To secure all District signatures on that date, bring the original and one copy of the completed grant application to:

   Chicago Public Schools
   125 S. Clark St.
   Board Chambers, Fifth Floor

   Signing will take place between the hours of **10:00 am and 3:00 pm ONLY.** (The copy, once signed, will remain with the District.) **DO NOT CALL OR EMAIL.**

2. **It is the responsibility of the applicant to deliver the grant application to ISBE.**