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:**

1. Check for schools currently named in an active 21st CCLC grant.

2. Check poverty status, [webprod1.isbe.net/ereportcard/publicsite/getProfileSearchCriteria.aspx](webprod1.isbe.net/ereportcard/publicsite/getProfileSearchCriteria.aspx).

3. 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.

4. Submit the **ORIGINAL** principal letter(s) with an **ORIGINAL** cover letter* from your organization to:

   Chicago Public Schools  
   Office of College and Career Success (OCCS)  
   Student Support and Engagement (SSE)  
   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 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.

---

**III. Finally:**

1. District signatures on all documents and certifications will be provided on **ONE DAY ONLY** – **Wednesday, August 6, 2014**.

   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 **9:00 am and 1:00 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**.

---

*Educate, Inspire, Transform*