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Office of College and Career Success – Student Support and Engagement
Community Schools Initiative

21st CCLC RFP FY 15

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.
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.**
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