

REQUEST FOR PROPOSAL (RFP)



LAFOURCHE EDUCATION FOUNDATION, INC.

Applications are now being accepted for
School-Wide Grants for 2011-2012

STATEMENT OF NEED: The Lafourche Education Foundation, Inc. is currently offering School-Wide Grants for projects which have the potential to impact your school in a positive manner. The grant period will run from June 1, 2011 – May 4, 2012. Each grant application request can be for up to \$5,000.

MISSION: *Recognizing that the strength of our community depends on the enrichment of public education, the mission of the Lafourche Education Foundation, Inc. is to raise and invest funds for charitable purposes that support, improve and advance public education in Lafourche Parish.*

BASIC INFORMATION: *The foundation is a 501©(3) nonprofit organization founded in 1997. The foundations' goals/vision are to raise and invest money from the private sector, to support teachers in their work and professional growth by encouraging best practices in education through the awarding of grants and prizes, to support innovative actions that lead to academic excellence for students, to involve the community and link community resources with school needs, and school resources with community needs, and finally, to support and stimulate learning of children within the Parish.*

Important Note

Applications will be accepted from any Lafourche Parish public school. A maximum of one School-Wide Grant application may be submitted from each school within the parish. The LEF Board encourages schools to apply for monies to implement projects which will impact your school in a positive manner.

IT IS THE RESPONSIBILITY OF THE GRANT WRITER TO ALLOW AMPLE TIME TO OBTAIN THE SIGNATURE OF THE SUPERINTENDENT ON THE APPLICATION AND MEET THE APPLICATION DEADLINE.

APPLICATION DEADLINE IS FEBRUARY 18, 2011.

APPLICATIONS MUST BE POSTMARKED BY THIS DATE TO BE ACCEPTED.

"IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE REQUIREMENTS OF THIS RFP AND ANY OTHER LAFOURCHE EDUCATION FOUNDATION PUBLICATION OR NOTICE, THE TERMS AND CONDITIONS CONTAINED IN THE RFP SHALL PREVAIL."

LEF SCHOOL-WIDE GRANTS

RESTRICTIONS:

- Only one application may be submitted from each public school within Lafourche Parish.
- Budget requests may include:
 - supplies and materials needed to accomplish the project ;
 - equipment, if purchased, must be for the express use with this project ; and
 - salaries, if requested, must be for a new employee, or, used to compensate regular employees for extended hours of work directly related to the implementation of this project.
- *FAILURE TO ADHERE TO THESE GUIDELINES WILL RESULT IN REJECTION OF THE APPLICATION.*

REVIEW: Applications received in accordance with the guidelines will be submitted for review by a panel representing the parish. Applications will be evaluated through a blind review process. For this reason, application will be **DISQUALIFIED** if:

- it includes name(s) of individuals or school references in any section other than on the Cover Page which must be attached to the original copy of the application.

CONTRACTS: A grant contract will be the legal mechanism for funding.

GRANT PERIOD: Grant period begins June 1, 2011 and will conclude on May 4, 2012.

PAYMENT AND REPORTING: A check for monies awarded will be issued no later than ten (10) days after receipt of the fully executed contract. A simple one page final report will be due May 18, 2012.

CONFIRMATION OF RECEIPT OF APPLICATION: Confirmation of receipt of application will be mailed/emailed to the project director following review for compliance to guidelines. Please do not contact the Lafourche Education Foundation, Inc. regarding the status of the application during the review period.

ANNOUNCEMENT: Announcement of grants to be awarded will be made in May 2011. Checks will be issued prior to June 30, 2011. Applicants will be notified of the outcome of the review in writing.

NUMBER OF GRANTS TO BE AWARDED: The number of awards given will vary in accordance to the amounts requested, the availability of funds and the quality of applications received.

APPLICATIONS SHOULD INCLUDE AND BE ORDERED AS FOLLOWS:

(ALL FORMS PROVIDED MUST BE USED.)

A. Cover Page (Form attached) *One copy of the Cover Page should be attached and submitted with the original copy of the grant application.*

Note: Signature of applicant, school principal and school superintendent are required.

The application can be submitted by any school employee.

When submitting the application, include the original (Cover Page and grant application) and 3 copies of items "B" through "D" only. All copies of the application must be stapled in the upper left hand corner.

DO NOT INCLUDE INDIVIDUAL NAMES OR IDENTIFY SPECIFIC SCHOOL ON ITEMS "B" THROUGH "D". FAILURE TO ADHERE TO THIS GUIDELINE WILL RESULT IN DISQUALIFICATION OF APPLICATION.

B. Abstract Page (Form attached)

C. Project Overview (This section should not exceed two typewritten pages. Font size should be no smaller than a twelve-point typeface. Items 1-5 must be numbered in application.)

1. Explain the need for this project .
2. List the goals and objectives of the project and evaluation method(s).
3. List and describe activities that will be undertaken.
4. Describe how equipment, if requested, will be used and the impact on project outcome.
5. Detail expected outcomes from implementation of this project.

D. Budget (Form attached)

APPLICATIONS SHOULD BE SUBMITTED TO THE FOLLOWING ADDRESS:

*DR. JUDY THERIOT, EXECUTIVE DIRECTOR
LAFOURCHE EDUCATION FOUNDATION, INC.
P.O. BOX 529
THIBODAUX,, LA 70302*

Inquiries about the grant application process should be mailed to Dr. Theriot, addressed as above or directed to her at (985-448-4315) or to *judy.theriot@nicholls.edu* Your request will be answered promptly. (Please allow adequate time before deadline for response to any inquiry)

COVER PAGE FOR GRANT APPLICATION

LAFOURCHE EDUCATION FOUNDATION, INC.

REQUEST FOR FUNDING SCHOOL-WIDE GRANT FOR 2011-2012

TITLE OF PROJECT _____

PROJECT DIRECTOR _____

SCHOOL _____

SCHOOL/HOME MAILING ADDRESS _____

	SCHOOL ADDRESS	HOME ADDRESS
	TOWN ZIP	TOWN ZIP

SCHOOL/HOME PHONE () ()

	SCHOOL	HOME
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SCHOOL FAX ()

EMAIL OF PROJECT DIRECTOR _____

	SCHOOL	HOME
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EMAIL OF SCHOOL PRINCIPAL _____

TOTAL AMOUNT REQUESTED _____

GRANT PERIOD June 1, 2011 to May 4, 2012

SIGNATURE OF PROJECT DIRECTOR _____

SIGNATURE OF SCHOOL PRINCIPAL _____ DATE _____

SIGNATURE OF SCHOOL SUPERINTENDENT _____ DATE _____

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APPLICATIONS MUST BE POSTMARKED NO LATER THAN FEBRUARY 18, 2011

ABSTRACT PAGE

ABSTRACT

In the space below, please provide a short abstract, not to exceed 200 words, written in lay terms for release to the general public should this application be chosen for funding.

BUDGET FORM

LEF SCHOOL-WIDE GRANT APPLICATION - BUDGET FORM

DETAILED BUDGET FOR ENTIRE GRANT PERIOD	FROM 06 / 01 / 11	THROUGH 05 / 04 / 12
		DOLLAR AMOUNT REQUESTED

