

REQUEST FOR PROPOSAL (RFP)



LAFOURCHE EDUCATION FOUNDATION, INC.

Applications are now being accepted for
Paul Ruth Teacher Grants for 2011-2012

STATEMENT OF NEED: The Lafourche Education Foundation, Inc. is currently offering Paul Ruth Teacher Grants for innovative and creative projects which have the potential to increase student academic achievement. Each grant application can be for up to \$1,000.00

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) non profit 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 teacher, involved in the instruction of children, at any level, Pre-K - 12, who is employed fulltime in a Lafourche Parish public school. A maximum of two Paul Ruth Teacher Grant applications may be submitted from each school within the parish.

APPLICATION POSTMARK 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.

GUIDELINES AND INSTRUCTIONS FOR APPLICANTS

The purpose of this program is to address innovative and creative projects which will enhance learning opportunities for students thereby providing opportunities to increase student achievement.

RESTRICTIONS:

- Only two applications may be submitted from each school within Lafourche Parish.
- Budget requests may include: supplies and materials needed to accomplish the project and equipment which meets the guidelines stated below.
- Equipment purchased must be for the direct use of students. Equipment used for administrative purposes (copiers, filing cabinets, office furniture, etc.) may not be purchased with monies from this grant.
- Monies may not be used for salaries.
- *FAILURE TO ADHERE TO THESE GUIDELINES WILL RESULT IN DELAYED PROCESSING OR REJECTION OF THE APPLICATION.*

REVIEW: Applications received in accordance with the guidelines will be submitted for grant review by a panel consisting of individuals from the parish who represent the community, business and education. Applications will be evaluated on a competitive basis and will be blind reviewed. For this reason, application will be disqualified if:

- it includes name(s) of individuals or school references in any section other than on the one copy of the Cover Page which must be submitted in a separate sealed envelope with 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 but no later than June 30, 2011. A 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 mailed to recipients by June 30, 2011. Applicants will be notified of the outcome of the review in writing.

NUMBER OF GRANTS TO BE AWARDED: The actual dollar amount requested per grant and number of grant applications received will influence total funding awarded.

**APPLICATIONS SHOULD INCLUDE AND BE SUBMITTED IN ORDER AS FOLLOWS:
(ALL FORMS PROVIDED MUST BE USED.)**

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

Note: Signature of school principal and superintendent is required.

When mailing the application, include the complete original (Cover Page and grant application) and 4 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".

B. Abstract Page (Form attached)

C. Project Description (This section should not exceed three typewritten pages. Font size should be no smaller than a ten-point typeface. Items 1-7 must be numbered in application.)

1. Brief explanation of project.
2. Statement of need/problem to be addressed.
3. Description of students to be served and how this project will improve the academic achievement level of students. (Please indicate number and grade level of students to be served; also include % of students on free or reduced lunches)
4. List of project objective(s) with expected outcome for each objective.
5. Description of activities planned to accomplish these objectives.
6. Timetable for accomplishing objectives.
7. Use of the Project's results and how they are to be disseminated/shared with others.

D. Budget (Form attached)

Prior to submitting the application, please check yourself for the following (do not submit this sheet):

- ___ One copy of Cover Page attached to Original Application submitted.
- ___ Applicant, principal and superintendent have signed the Cover Page.
 - *Be sure to allow ample time to obtain superintendent's signature prior to due date."
- ___ Four copies of Items "B" through "D" identified in Project Description, stapled upper left-hand corner submitted with original application.
- ___ Application does not exceed 6 pages, including required forms.
- ___ Application postmarked by February 18, 2011.

Failure to adhere to the guidelines stipulated on page 3 will result in rejection of the application.

APPLICATIONS SHOULD BE SENT 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
PAUL RUTH TEACHER GRANT FOR 2011-2012**

APPLICANT _____

SCHOOL _____

SCHOOL ADDRESS _____

HOME ADDRESS _____

PHONE () _____
School Home

FAX () _____

EMAIL OF APPLICANT _____
School Home

EMAIL OF SCHOOL PRINCIPAL _____

TITLE OF PROJECT _____

TOTAL AMOUNT REQUESTED _____

GRANT PERIOD June 1, 2011 to May 4, 2012

SIGNATURE OF PROJECT DIRECTOR _____ DATE _____

SIGNATURE OF SCHOOL PRINCIPAL _____ DATE _____

SIGNATURE OF SCHOOL SUPERINTENDENT _____ DATE _____

IT IS THE APPLICANT'S RESPONSIBILITY TO COMPLETE THE APPLICATION IN A TIMELY MANNER TO ALLOW SUFFICIENT TIME TO OBTAIN THE SUPERINTENDENT'S SIGNATURE.

"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."

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 250 words, written in lay terms for release to the general public should this application be chosen for funding. Include: Objectives of the project; a brief explanation of project (what will be done, target population, number and grade level of students to be served); how project will improve student academic achievement; why you selected this project; and, an explanation of why this project is innovative and/or creative.

BUDGET FORM

GRANT APPLICATION REQUIRED BUDGET FORM

DETAILED BUDGET FOR ENTIRE GRANT PERIOD	FROM 06/01/11	THROUGH 05/04/12	
			DOLLAR AMOUNT REQUESTED
SUPPLIES/MATERIALS (LIST OF ITEMS WITH COST)			
TOTAL REQUEST FOR SUPPLIES/MATERIALS			\$
EQUIPMENT (MUST BE FOR STUDENT USE)			
TOTAL REQUEST F EQUIPMENT			\$
TOTAL FUNDING REQUEST			\$