

The Brown Foundation Service Learning 2010-2011 Grant Application Guidelines

The grant application for the 2010-2011 school year is due **Friday, March 12, 2010**.

Please mail two copies of all applications to:

**The Joe W. and Dorothy Dorsett Brown Foundation Service Learning Program
320 Hammond Highway, Suite 502, Metairie, LA 70005**

(No faxed, emailed, or dropped off applications will be accepted). Mail grant proposal two days before the due date to ensure your grant is on time. They must be received in our office by Friday, March 12, 2010.

- Please read the sample Grant Acceptance form prior to applying.
- Grades 6th-12th from schools in Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. James, St. John, St. Tammany, Tangipahoa and Washington Parishes are eligible.
- Other grades may submit an application, and it will be considered a pilot project.
- More than one teacher from the same school may apply for these non-competitive grants. Each teacher may submit more than one grant application.
- Grant money must be used in the following ways:
 - Spent within the same school year received.
 - Used only in Louisiana.
 - Spent according to approved grant proposal for the service learning project.
 - Used to support students and schools in their service to their community with the consensus of participating students.
 - Used to purchase consumables.

Grant money may NOT be used to:

- Purchase uniforms of any type.
- Purchase items for your school.
- Award scholarships of any type.
- Compensate teachers, substitute teachers, guest speakers, trainers, etc.
- Purchase equipment such as signage for school, computers, digital camera, etc.
- Pay for overnight travel or retreats.
- Award grants, loans or donations to individuals.

NOTE: Use "**Changes Form**" to alert us of a change in school personnel or to request a change to your grant application. We must approve your request prior to your implementing the change to your grant application.

-SAMPLE-

*The Joe W. and Dorothy Dorsett Brown Foundation
Service Learning Program*

Grant Acceptance Agreement Form

Thank you for approving our Service Learning Grant Application.

In consideration of the approval, we agree to do the following:

(A) Submit a full and complete "Expenditure and Project Summary Report" on the manner in which the grant funds are spent, in accordance with our application and for no other purpose and the progress made in accomplishing the purposes of the grant.

(B) Maintain records of receipts and expenditures regarding this grant and to make these records available to the grantor at reasonable times.

(C) Repay any portion of the grant not used for the purpose applied for.

(D) Not use any of the funds for non-charitable purposes, for lobbying, for propaganda, influencing legislation or public elections or making grants or loans or giving funds/donations directly to individuals.

(E) Notify the staff of the Joe W. and Dorothy Dorsett Brown Foundation Service Learning Program of any change of school personnel or request a change in the approved grant application by using the "Changes Form." All changes in the grant application must be approved before implemented. (The "Changes Form" is on line at our website.)

Agreed to this _____ Day of _____ 2010

School Name _____

Principal's Signature _____

Please sign this form and mail original by September 3, 2010 to:

*The Joe W. and Dorothy Dorsett Brown Foundation Service Learning Program
320 Hammond Highway, Suite 502, Metairie, LA 70005*

SAMPLE FORM: DO NOT USE THIS FORM. IF GRANT IS APPROVED, THIS FORM WILL BE SENT TO THE PRINCIPAL FOR SIGNATURE.

Grant Application Check List



We do want to fund your grant, but be sure to follow the guidelines. We would like you to use this CHECK LIST literally to ensure your success as a grant writer and recipient.

- Please read all grant application instructions. (If application is not completed correctly, the grant application will be returned and you will be asked to reapply next year.)
- You are invited to mail or email a draft of your application for feedback. If you would like feedback, we must receive your draft in writing before Friday, January 29, 2010.
- Grant application must be on the current year's form and filled out completely.
- We **MUST** receive two copies of each grant proposal in the mail - the original and a copy. (Reminder: please make a copy for your files.) We will not accept faxed or hand delivered applications.
- Grant applications are available **ONLY** to 6th-12th grade classes and school-sponsored clubs, which include all schools in Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. James, St. John, St. Tammany, Tangipahoa and Washington Parishes. Grants are for the 2010-2011 school year.
- Your school may invite more than one teacher to apply for more than one service learning grant. These are non-competitive grants.
- Grant money **MUST** be spent within Louisiana and on the items listed in your submitted Grant Application. Any changes to an approved grant application must be requested in writing using the "Changes" Form and approved prior to implementation.
- All money **MUST** be spent within the same school year it was received.
- The principal of the school must review the grant application and sign in approval of the grant application proposal prior to submission.
- Mail grant applications two days before due date to ensure the grants are on time. Grant applications are due Friday, March 12, 2010. Grants are for the 2010-2011 school year.
- Two copies of the grant applications **MUST** be mailed to the following address:
The Joe W. and Dorothy Dorsett Brown Foundation Service Learning Program
320 Hammond Hwy, Suite 502, Metairie, LA 70005.
EARLY BIRD PRIZES WILL BE AWARDED TO THE PEOPLE SUBMITTING THE FIRST TEN APPROVED APPLICATIONS! Prizes will be presented at the Service Learning Event, September 14, 2010.
- For more information call or email us: Phone: 504 834-3433
tinabouzon@thebrownfoundation.org barbaragasdaglis@thebrownfoundation.org

Check List



For Service Learning Project Proposal

We would like you to use this CHECK LIST literally to ensure your success as a grant writer and recipient.

- The Total Amount Requested should be the same on all pages requesting that information.
- Make sure that the Title of Project briefly explains the project.
Example: The Language Arts Class Teaches Poetry to Elementary Students.
- Examples of Name of the Classroom and Club Participating: Language Arts, Art Class, Drama Club, Key Club, etc. Also, if you have an acronym for your club, please give us the complete name and purpose of club.
- The Grade Level(s) Participating should represent the students at your school that are participating in the service learning project and should only be 6th - 12th grades.
- Describe/list GLE's, benchmarks, standards and classroom learning for class. Please write out in full the standards; do not list letters and numbers (i.e. PS-M-C4, G-1D-M2, etc.). Please share the meaning, purpose, goals, reason for school-sponsored club and desired intentional outcome for the club.
- Describe Service Goals. State how students plan to identify and address a genuine unmet need in their community as well as how and why your Service Partner was chosen. Be sure the Service Partner considers that the project meets a need that they have.
- Student Preparation should describe how students identified the need for the project and how they are preparing for the action to be taken. Examples include inviting guest speakers to class, internet research, brainstorming methods to address concerns, etc.
- Student Action should explain the actual "hands on" learning and service that will take place with/for the service partner that the students have chosen.
- Student Reflection should be meaningful, related to the student's classroom learning and done throughout the project or at the end of the project to help students gain a deeper understanding of what they have accomplished. Examples: Construct Collages, Create a Cartoon, Keep a Journal or do a Role Play. Consider differing points of view or describe new understandings and the impact of the project.
- Student Demonstration recognizes students' accomplishments and contributions. Students demonstrate their new learning, new insights and newly acquired skills or report and share with peers, teachers, and community members. Students demonstrate mastery of skills, insights and outcomes. They write articles, extend experience by developing future projects.
- When completing your Items and Cost of Each Item list on the last page of the grant application, please list each item and specific cost. The total of all items should equal the Amount Requested. Please give details on cost of transportation.