



**THE JUNIOR LEAGUE OF LAKE CHARLES, INC.
THE MELISSA ANN COX TEACH GRANT**

Application Deadline: October 18, 2024

Grant Award: \$5,000

The Junior League of Lake Charles, Inc. (JLLC) is proud to offer the TEACH Grant as part of our 90-year legacy of community partnership in Southwest Louisiana. This unique \$5,000 grant involves community participation in the selection process. JLLC will select finalists from the applicant pool, who will then create tabletop presentations for display at the 2024 Mistletoe and Moss holiday market (November 15-17, 2024). Market attendees will vote for their favorite presentation, with one vote per admission ticket. The presentation receiving the most votes will be awarded the grant.

Applications must be submitted by **October 18, 2024**. Finalists will be notified between November 6-7, 2024, allowing time to prepare presentations. Presentation setup will occur during the week of November 11, 2024, at the Lake Charles Civic Center, with removal required on November 17, 2024, after the market closes.

Although there are separate applications for the TEACH and Branch Out and Grow grants, applicants may choose to submit the same proposal for both programs or may tailor their applications for each. Applicants may also submit separate proposals for each grant given the different opportunities each grant may provide.

Applicants may submit proposals for both TEACH and Branch Out and Grow grants. Proposals may be identical or tailored for each grant, and applying to both programs is not required for consideration.

If selected as a finalist, applicants agree to create a visual presentation (minimum one 48" x 36" tri-fold display board) adhering to JLLC guidelines, set it up at the specified time, and remove it after the event.

By signing below, the primary teacher/applicant, school principal, and any team members (if applicable) acknowledge and agree to these terms if selected as a finalist.

Signature of Primary Applicant: _____ **Date:** _____

Signature of Principal: _____ **Date:** _____

Signatures of Team Members (if collaborating): _____ **Date:** _____

Signatures of Team Members (if collaborating): _____ **Date:** _____

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Grant Application

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IMPORTANT: All applications must be typed and completed in full, including required signatures. Handwritten, illegible or incomplete applications will not be considered.

1. PROJECT OVERVIEW

- **Project Title:** _____
- **Grade Level(s):** _____
- **Subject Area:** _____
- **Number of Students Impacted:** _____
- **Number of Educators Applying (if collaborative):** _____

2. PROJECT SUMMARY (2-3 sentences): _____

3. DETAILED PROJECT DESCRIPTION: _____

4. GOALS AND OBJECTIVES: _____

5. SPECIFIC EXPECTED OUTCOMES: _____

6. EVALUATION METHODS – How will you measure the effectiveness of your project?

7. BUDGET OVERVIEW - Total Requested: \$ _____

Please attach a detailed budget worksheet. *Note: Grant funds may not be used for food or refreshments.*

SUBMISSION INSTRUCTIONS:

Email the completed application, with all required signatures, to **grants_scholarships@jllc.net** by October 18, 2024 with the subject line: TEACH GRANT APPLICATION

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Budget Worksheet

Final Evaluation Deadline: May 24, 2025

TEACH Grant Project Title: _____

Financial Responsibility:

Grant recipients must submit an expense report with legible copies of all receipts along with their final evaluation by **May 24, 2025**. Failure to submit this report could result in ineligibility for future Branch Out and Grow grant funds for both the recipient and the school. Grant funds may only be used for the approved project expenses as presented in this budget or as amended with approval from the Junior League of Lake Charles, Inc. Community Council.

Note: The Junior League of Lake Charles, Inc., does not reimburse sales tax. Please use your school's tax-exempt certificate for all purchases.

Itemized Budget:

Item	Quantity	Cost/Unit	Subtotal (\$)
Total			\$

Volunteer Request (Optional):

# of Volunteers	Hours Per Volunteer	Approximate Date	Type of Work

JLLC Application number:

Please note: While we strive to honor volunteer requests, the approval of a grant does not guarantee the provision of volunteer hours. Volunteer support from the Junior League of Lake Charles, Inc., should not be essential for the completion and implementation of the proposed project.