



JUNIOR LEAGUE OF  
**LAKE CHARLES**

Ashley N. Freeman  
Grants, Scholarships and Programs Chair  
The Junior League of Lake Charles, Inc.  
1019 Lakeshore Drive  
Lake Charles, LA 70601-9428

Re: Branch Out and Grow Educational Grants and The Melissa Ann Cox TEACH Grant

Dear Educators:

I am Ashley N. Freeman, 2024-2025 Grants, Scholarships and Programs Chair for The Junior League of Lake Charles, Inc. (JLLC). We are excited to announce two grant programs for educators this year: The Branch Out and Grow Grant Program and the Melissa Ann Cox Taking Education and Children Higher (TEACH) Grant!

The Branch Out and Grow Grant is available to educators in Calcasieu, Cameron, Jefferson Davis, Beauregard, and Allen parishes. Grants range from \$500 to \$2,500. This program is open to all school-based professionals. Last year, we awarded over \$28,000 to local educators. The TEACH Grant is a separate program with specific details provided in this grant packet.

Educators may apply for both grants, but please note that there are separate applications and deadlines for each program. All grants must benefit students and align with JLLC's vision of supporting a confident, healthy, and educated community. To apply, please review the grant proposal packets for detailed information and download applications at [www.jllc.net](http://www.jllc.net). You can submit applications via email to [grants\\_scholarships@jllc.net](mailto:grants_scholarships@jllc.net) or drop them off at the JLLC office.

The deadline for the TEACH Grant is **Friday, October 18, 2024**, while the deadline for the Branch Out and Grow Grant is **Friday, November 1, 2024**. If you have any questions or need assistance with the application process, please don't hesitate to contact us at [grants\\_scholarships@jllc.net](mailto:grants_scholarships@jllc.net).

We greatly appreciate your dedication to educating and engaging our community's youth. Thank you for all that you do, and we look forward to reviewing your applications.

Sincerely,

Ashley N. Freeman and Jordan Reich  
Grants, Scholarships and Programs



JUNIOR LEAGUE OF  
**LAKE CHARLES**

**BRANCH OUT AND GROW GRANT**

*Application Deadline: November 1, 2024*

Applications must be submitted in typed format and must be complete, including all required signatures from both the applying educator and the school principal. For the sake of fairness and efficiency, we are unable to consider applications that are handwritten, illegible, or incomplete.

**Educator Name(s):** \_\_\_\_\_ **Grade/Subject Taught:** \_\_\_\_\_

**Have you received Branch Out & Grow funds in the last 3 years?** \_\_\_\_\_2023 \_\_\_2022 \_\_\_2021

**Name of Project:** \_\_\_\_\_  
\_\_\_\_\_

**Project Description:** *(use extra sheet if needed):* \_\_\_\_\_  
\_\_\_\_\_

**School Name/Parish:** \_\_\_\_\_ **School Address:** \_\_\_\_\_

**Principal's Name:** \_\_\_\_\_ **School Phone #:** \_\_\_\_\_

**Primary Applicant's Phone #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**By affixing my signature, I certify and agree to:**

1. use the grant money only for the project described above. I'll return any unused funds to the Junior League of Lake Charles, Inc.;
2. provide a brief written report about the project and its benefits to students after completion, including photos if available;
3. credit the Junior League of Lake Charles, Inc. in any promotional materials or media related to the funded project;
4. keep records of all expenses with receipts and submit them to the Junior League of Lake Charles, Inc. by May 24, 2025;
5. understand that any equipment bought with grant money belongs to my current school district and school; and
6. allow The Junior League of Lake Charles, Inc. to use information regarding this project for publicity purposes.

**Signature of Primary Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Principal:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signatures of Team Members (if collaborating):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signatures of Team Members (if collaborating):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**THE JUNIOR LEAGUE OF LAKE CHARLES, INC.  
BRANCH OUT AND GROW GRANT**

**Grant Application**

*Application Deadline: November 1, 2024*

**Target Grade Level(s):** \_\_\_\_\_

**Academic Subject Area:** \_\_\_\_\_

**Number of Students Impacted:** \_\_\_\_\_

**Number of Educators Applying (if applying as team):** \_\_\_\_\_

To ensure impartial evaluation, we employ a blind selection process. Please refrain from including any identifying information within the main body of your application. This includes, but is not limited to, your name, school name, mascot, school colors, or photographs depicting identifiable students. All such details should be confined to the designated cover sheet.

The following items should be completed on separate pages and submitted along with this application:

**1. Project Title**

**2. Executive summary** (2-3 sentences)

**3. Project Description:**

- Describe the project idea.
- Describe approach or method.
- Please define technical terms and new teaching techniques.

**4. Goals and Objectives:**

- Why do you want to do this project?
- In what way will the students benefit from this project?
- What do you see as the biggest obstacle (not financial) to the successful implementation of your project?

**5. Effectiveness:** Describe specific criteria for assessing project success.

**6. Budget:** Please complete the attached itemized 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 November 1, 2024 with the subject line: BRANCH OUT AND GROW GRANT APPLICATION.

**THE JUNIOR LEAGUE OF LAKE CHARLES, INC.  
BRANCH OUT AND GROW GRANT**

**Budget Worksheet**

*Final Evaluation Deadline: May 24, 2025*

**Branch Out and Grow 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 (\$)
<b>Total</b>			<b>\$</b>

**Volunteer Request (Optional):**

# of Volunteers	Hours Per Volunteer	Approximate Date	Type of Work

*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.*

## HELPFUL GRANT WRITING GUIDELINES

When preparing your application, consider the following criteria:

### 1. PROJECT DEFINITION

- Does the project have a clear definition and purpose?
- Does it meet the Junior League of Lake Charles, Inc.'s vision of creating a more confident, healthy, and educated community?

### 2. IMPLEMENTATION QUALITY

- Is the timetable reasonable? Projects need to be implemented between January 1, 2025, and May 24, 2025, unless an extended period for implementation is requested and approved.
- Are the activities clearly defined and achievable in a classroom setting?

### 3. INNOVATION

- How innovative is this project?
- Does it replace or resemble existing programs, either in the school or in the community?

### 4. PRACTICALITY

- Is this project age-appropriate?
- Is this a project that will have school and parental support?

### 5. EFFECTIVENESS

- How can the success of this project be tangibly measured and evaluated?
- Are goals clearly defined?

### 6. STUDENT IMPACT

- What will the students gain from this project?
- How many students will benefit from this project?

### 7. BUDGET CONSIDERATIONS

*Note: Grant funds may only be used for items specified in the approved budget.*

- Will this grant fulfill all of the financial requirements of the project, or will additional funds be needed?
- Have other funds been applied for from other sources for this project?
- Is the budget clear and specific?
- Are all expenses itemized?
- Does the budget meet the funding parameters?