



3011 N. I-10 Service Road East, Metairie, LA 70002 | [www.stemlibrarylab.org/slp](http://www.stemlibrarylab.org/slp) | 504-517-3584

The **STEM Library Lab Service Learning Program** for K-12 schools in Louisiana and Mississippi is generously funded by the Brown Foundation. The program offers grant funding for service learning projects, which give students the opportunity to meet community needs through hands-on experiences that extend beyond the classroom.

#### **Eligibility criteria:**

- Grades K-12 from schools in Louisiana and Mississippi are eligible.
- More than one teacher from the same school may apply for these non-competitive awards. Each teacher may submit more than one application.
- Money must be spent within the same school year received and only for the proposed service learning plan.
- Be used only in the state in which the school is located.
- Used to support students and schools in their service to their community with the consensus of participating students.

**Applications for the 2023-2024 school year will be accepted between February 1, 2023 - May 5, 2023 and may be submitted via snail mail or electronically.** Online applications are strongly preferred, and we can help you submit if needed. You may also apply by mailing your application to:

*STEM Library Lab  
Service Learning Program  
3011 N. I-10 Service Rd East  
Metairie, LA 70002*

#### **Program requirements:**

- The Service Learning Program adheres to the [National Youth Leadership Council](http://www.nylc.org) (NYLC) definition and standards of Service Learning.
- All funded service-learning projects must include classroom learning and require a partnership with a service organization (such as a non-profit or school other than your own).
- The projects must follow the IPARD (Investigation, Preparation, Action, Reflection, and Demonstration) model developed by the NYLC. Visit [www.stemlibrarylab.org/slp](http://www.stemlibrarylab.org/slp) for more information about the IPARD model.

- Reporting requirements:

- Expenditure, Evaluation and Reflection Report Form - All Service Learning Award recipients must complete an expenditure report that summarizes the service learning project and accounts for funds awarded and spent.
- Principal's Award Report - All Principal's Award Recipients must complete an award report that outlines how the funds were spent.
- Changes to Service Learning Project Scope - Any changes made to a Service Learning project (i.e. – budget, service partner, or curriculum) must be approved **BEFORE** the changes are made. Use the *Changes Form* to request approval of changes.

### Funding Parameters

The application process determines the amount of the award. Each applicant proposes a budget based on the classroom materials, transportation, fees, and other funding needed to execute the service learning project. Multiple school staff or faculty members may apply for a service learning award; however, checks are issued to the school and not the staff/teacher. The awards are non-competitive and are issued once a year in September.

### **Examples of acceptable uses of award money:**

- Transportation fees.
- Materials used during the project (e.g. – art supplies, gardening supplies, fabric for making quilts and blankets, books for researching the project topic).
- Non-profit partner fees.

### **Award money may NOT be used to the following:**

- Purchase uniforms or t-shirts of any type.
- Give scholarships of any type.
- Clubs, extracurricular activities, or afterschool programs.
- Compensate teachers, substitute teachers, staff, guest speakers, trainers, etc.
- Purchase equipment used solely for the school such as signage, computers, or iPads.
- Pay for overnight travel or retreats.
- Give grants, loans, or donations to individuals.

# Support and Incentives

Planning Resources	Awards (funding)	Incentives
<ul style="list-style-type: none"> <li>• Ideas and pre-made questions for reflections.</li> <li>• List of potential service partners.</li> <li>• Cross-curricular <u><a href="#">service learning</a></u> Ideas.</li> <li>• Contact us for more ideas and help!</li> </ul>	<p>Grant awards are non-competitive. A school and an individual teacher can apply for multiple projects!</p>	<ul style="list-style-type: none"> <li>• Free field trips to National WWII museum. <i>Plans to add the Infinity Science Center.</i></li> <li>• Principal's Award - \$500 extra is given to the school. The \$500 does not have to be used on the project but it can be.</li> </ul>