



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:**

- **Grades K-12 from schools in Louisiana and Mississippi are eligible.**
- **Any subject area is eligible for participation in the Service Learning Program.**
- **Applications for the 2024-2025 school year will be accepted electronically via the STEM Library Lab website between February 1, 2024 – April 26, 2024.**
- **Projects are part of a school course or classroom learning; grant awards do not fund extracurricular activities such as school clubs (or the community service projects of a club).**

### **Policies:**

- More than one teacher from the same school is permitted to apply for service learning awards.
- Each teacher is permitted to submit more than one application.
- Program requirements:
  - The Service Learning Program adheres to the [National Youth Leadership Council](#) (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 Request Form - Any changes made to the scope of a Service Learning project (i.e. – budget, personnel, service partner, or curriculum) must be approved **BEFORE** the changes are made. A Changes Form must be submitted to request the approval of changes.*



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## **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.

- Award checks are issued to the school and not the staff/teacher.
- The awards are issued once a year in September.
- Funds must be spent within the same school year received and only for the proposed service learning plan. Funds can only be used as proposed in the budget.
- Funds can only be used in the state in which the school is located.
- Funds must be used to support students and schools in their service to their community with the consensus of participating students.

## **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).
- Snacks and water for service work offsite.
- 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.
- Donations to individuals.

*For more information about the service learning program, email Maria Landrum, the Service Learning Manager at [maria@stemlibrarylab.org](mailto:maria@stemlibrarylab.org) or call 504-517-3584, ext. 3.*