

SUMMER OF SERVICE 2010

GRANT APPLICATION GUIDELINES



Office of Lieutenant Governor
Louisiana Serve Commission
620 Florida Street, Suite 210
Baton Rouge, LA 70801
Phone: (225) 342-2038

GRANT APPLICATION LOCATION: www.volunteerlouisiana.gov

LETTER OF INTENT TO APPLY DUE: February 5, 2010

APPLICATION SUBMISSION DEADLINE: March 5, 2010



SUMMER OF SERVICE 2010 GRANT APPLICATION GUIDELINES

Letter of Intent Due: February 5, 2010
Application submission: March 5, 2010

The Louisiana Serve Commission announces funding available for a Summer of Service 2010 Program from June 1 to August 10 for up to 500 6th-9th grade students. Eligible applicants include public schools and nonprofit organizations with experience working with youth. Programs will implement a community-based service-learning program for up to 500 disadvantaged youth who will provide their community with a minimum of 100 hours of direct service. In return for these service hours, each student will receive a \$500 education award from the Corporation for National and Community Service. This is a short-term opportunity that will engage students in environmental/energy conservation projects that benefit their community while strengthening classroom skills. There is no match requirement for the grant.

Funding for this program is contingent upon the Louisiana Serve Commission being awarded Summer of Service 2010 grant funds from the Corporation for National and Community Service. This is a reimbursable grant that will require applicants to:

- provide evidence of their successful track-record of working with youth
- provide evidence of sufficient staff to administer the Summer of Service program
- identify and locate disadvantaged youth in grades 6-9 to participate in the Summer of Service 2010 program
- commit to conducting two environmental/energy conservation projects: one as prescribed by the Louisiana Serve Commission; the second to be developed and implemented by student participants based upon the needs of their community
- identify partnerships with businesses, nonprofit organizations, higher education institutions, other streams of national service (AmeriCorps, Foster Grandparents, RSVP, etc.), and/or governmental agencies that will assist in the program's implementation and providing of additional resources to ensure success (cash or in-kind contributions)

About Summer of Service 2010:

- Students enrolled will be in grades 6 through 9 in the school year following the end of summer.
- Students will conduct one energy conservation activity as prescribed by the Louisiana Serve Commission.
- Students will research, develop, and implement one environmental/energy conservation program specific to their community need.
- Community partners and parents of students will be invited to participate in all phases of the Summer of Service Program.
- Applications will be reviewed and scored based upon information provided in the following areas: Program Design, Organizational Capacity, Partnerships, and Budget Adequacy.
- Site coordinators will be responsible for tracking the number of hours served by each student for the purpose of ensuring that the required number of direct service hours are met in order for the student to receive the \$500 education award. Tracking of hours will also assist in determining eligibility for the President's Volunteer Service Award.

- Funds will be provided to each site for the program’s implementation. (See below for specifics on funding allowances.)
- Funding is generally for a three year period based upon the Louisiana Serve Commission’s receipt of funding from the Corporation for National and Community Service. Participation in Year One will make program eligible for continuation funding in Years Two and Three

Student participants fulfilling the required 100 hours of direct service requirement will receive:

- a \$500 education award from the National Service Trust to be used within 10 years at institutions of higher education
- appropriate recognition through the President’s Volunteer Service Award program

Funded Summer of Service programs will be required to:

- attend the mandatory training for Summer of Service program coordinators in Baton Rouge in May 2010; details will be provided at the time of award
- submit the necessary fiscal, programmatic, and performance measures reports according to the Summer of Service 2010 timeline
- track the number of *direct* service hours to ensure that each student participant provides a minimum of 100 hours to ensure eligibility for the education award
- track the number of direct service hours for all student participants and recognize student participants by obtaining appropriate President’s Volunteer Service Awards (<http://www.presidentialserviceawards.gov/>)
- include the Learn and Serve logo and link to the Louisiana Serve Commission on their website
- include specified funding acknowledgement statement on any printed materials, news releases, or articles

APPLICATION PROCESS

Letter of Intent to Apply - If your school or organization is interested in applying for the Summer of Service 2010 grant program, please e-mail to Denise Dowell, Learn and Serve Program Officer, ddowell@crt.state.la.us by **February 5, 2010**. Please include **SUMMER OF SERVICE 2010** in the subject line.

Mandatory Technical Assistance Call – Applicants are required to participate in a technical assistance webinar. Invitations and call-in number instructions will be sent to the email addresses of those submitting Letters of Intent to Apply. The webinars will be held Wednesday, February 10 from 9 a.m. to 10 a.m. and Wednesday, February 10 from 2 p.m. to 3 p.m. Applicants need only to participate in one of the two webinars.

Grant Application – All grant applications must be submitted electronically via email to ddowell@crt.state.la.us with subject line: Summer of Service 2010, by 4:00 PM by **March 5, 2010**. A Word and a fillable PDF version are available online at www.volunteerlouisiana.gov.

Grant Review Process – This is a competitive grant application. Peer reviewers will score applications based upon the following:

Category	Percentage
Program Design	40%
Organizational Capacity	30%
Partnerships	20%
Budget Adequacy	10%

The Louisiana Serve Commission may contact applicants to seek clarification, resolve questions and issues, negotiate performance measures, and request revised budgets as part of the pre-award review process. Applicants should be prepared to provide documentation of partnerships and other support described in the narrative such as organization annual reports, Memoranda of Understanding, and evaluations.

Award Notification - The Commission anticipates sending notification to selected programs by April 1, pending the Commission's successful application to the Corporation for National and Community Service.

PROGRAM DESIGN

Successful applicants will be required to utilize the service-learning IPARDC (Investigation, Preparation/Planning, Activities, Reflection, Demonstration, Celebration) model while implementing the prescribed energy conservation project and their own customized project. The demonstration and celebration aspects are usually conducted in tandem. The IPARDC model is described in detail in the K-12 Service-Learning Project Planning Toolkit, 2009 Updated Edition written by RMC Research Corporation which can be downloaded from the National Service Learning Clearinghouse website, http://www.servicelearning.org/filemanager/download/8542_K-12_SL_Toolkit_UPDATED.pdf

Prescribed Project Description:

The prescribed project to be implemented by students is described below. Items to be included in the "Go Green!" kit will be provided to programs by the Louisiana Serve Commission. Students will be required to develop the brochure to be included in the kit.

Investigation: Programs will engage students in becoming "Energy Detectives" to research websites of local, state, and national agencies and organizations to learn energy conservation tips, how to conduct an energy audit, and about "going green" environmentally by eliminating waste that affects energy, water, and natural resources. During this time, students will also identify partners who will serve as distributors of the completed "Go Green!" kits.

Preparation: Students will obtain information on energy conservation and how to conduct a home energy audit. They will also research information on ways citizens can incorporate "greening" into everyday life. This may involve assistance from partners such as a local utility company representative, contractors, or local, state, or federal agencies.

Activities: Students will develop a brochure on energy conservation, how to conduct an energy audit, simple ways to make homes more energy efficient, information on environmental responsibility for reducing the carbon footprint of their area. This brochure will be included in a "Go Green!" kit containing basic energy conservation materials such as faucet aerators that constrict water flow, electric outlet and light switch insulators, foam weatherstripping, and/or energy efficient light bulbs provided by the Louisiana Serve Commission.

"Go Green!" kits will be distributed through identified partners such as government agencies or organizations with weatherization programs for the elderly and low-income population.

Reflection: Structured time will be provided before, during and after activities for students to think about their service experience. This may be accomplished through journaling, creative writing, visual or performing arts, etc.

Demonstration: Programs will be required to have students demonstrate to others what they have learned and accomplished through their research, activities, and projects. Students will determine their venue and extend invitations to the demonstration. The demonstration of knowledge gained through this project and the customized project will be conducted as part of the end-of-service celebration event described below.

Celebration: The celebration event provides closure for the entire summer program. It is also a time to recognize students for their service by providing personalized certificates of participation to all participants and President's Volunteer Service Awards to students based upon their hours served. Invitations should be extended to community partners, citizens, news media, and dignitaries. (**NOTE:** Grant funds cannot be used to purchase refreshments or gifts for this event.)

Customized Environmental/Energy Conservation Project

The same IPARDC model described for the Prescribed Project ("Go Green!" Kit) will be followed by students for the customized project. Youth voice will be a critical element in all facets of this project. It will also be necessary to include community partners and parents of students to participate in all phases of the Summer of Service Program.

Applicants must provide a clear, concise description of the Customized Project in the grant application.

The celebration/demonstration event will include both the prescribed and customized projects. Students will be required to demonstrate to others what they have learned and accomplished through their research, activities, and projects. Invitations will be sent to program partners, parents, community leaders, school administrators, and local media.

ORGANIZATIONAL CAPACITY

An applicant's organizational capacity will be evaluated based on the following characteristics/experience: Grants management, staff background, volunteer management, data collection, effective community collaboration, training and technical assistance, working with disadvantaged youth, and summer programming.

PARTNERSHIPS

All program applicants will be required to provide information on community partners who will assist in the implementation of their program. Applicants are encouraged to seek partnerships with other national streams of service such as AmeriCorps or RSVP, businesses, nonprofits, colleges and universities, and social, civic, or faith-based organizations.

BUDGET ADEQUACY/COST EFFECTIVENESS

The Louisiana Serve Commission is requesting from the Corporation for National and Community Service the maximum allowable funding of \$250,000 or \$500 each for 500 student participants enrolled in a Summer of Service Program. The Commission will provide \$404.78 per student in each site to cover the costs of program coordinator stipends, operating and project materials and supplies, printing costs, and travel for students to/from project sites and for coordinator training in Baton Rouge.

The \$95.22 per student or \$47,608 retained by the Louisiana Serve Commission will be utilized to host a training workshop, resource materials, travel, and professional evaluation of the program's initial year outcomes.

Although there is no match requirement for the Summer of Service Program, the Commission will train site program coordinators on collecting and recording match provided to their program. Any match collected will be reported to the Commission at the end of summer.

Supplies needed for the prescribed "Go Green!" Kit of the Summer of Service Program will be provided to site coordinators at their training session in May. Details on the actual date, time, and location will be provided at the time of award.

The Louisiana Serve Commission will provide each site funds not to exceed \$404.78 per student enrolled in the Summer of Service program to cover the following expenses:

(Maximum funding levels for each line item based upon \$404.78 per student listed)

- Stipends of \$4,000 each for the coordinator and alternate coordinator at each of the project sites
- Bus transportation to/from project sites (\$1,200 not to exceed 1 bus trip per week to/from project sites @ \$150 round trip x 8 bus trips)
- Travel expenses in the amount of \$2,682 for the program coordinator and alternate coordinator to attend training sessions in Baton Rouge
- General operating materials and supplies up to \$7,896 per site
- Project kit materials – up to \$22,846 per site
- Equipment purchases up to \$300 per item (Individual items purchased cannot be used to create a total unit such as a computer.)

Funds cannot be used to:

- pay students to participate in the Summer of Service program
- purchase food or drinks
- engage in any religious activity
- engage in political activity such as (1) assisting, promoting or deterring union organizing; (2) financing activities to influence election outcomes
- duplicate or supplant the work of a paid employee or volunteer already in place
- provide for a "reward" or field trip of any kind
- pay transportation for individual students

**QUESTIONS? call Denise Dowell: (225) 342-2038 or
email: ddowell@crt.state.la.us**

**Learn and Serve Summer of Service 2010 Program
June 1 - August 10, 2010
Grant Application**

Applicants are to complete the attached grant application forms using a 12 point font.

Applicant Name: _____

Applicant Type: Public School Public School District Charter School Nonprofit Organization

How many years have you been in existence? _____

Website address: _____

Street address: _____

City, State, Zip: _____

Program Coordinator: _____

Phone: _____ Cell phone: _____ Fax: _____

Email: _____

Alternate Program Coordinator: _____

Phone: _____ Cell phone: _____ Fax: _____

Email: _____

Has applicant received training in service-learning before? YES NO When? _____

Number of Summer of Service students enrollment by grade: 6 _____ 7 _____ 8 _____ 9 _____

Total number of disadvantaged Summer of Service students to be enrolled at site _____

Determined to be disadvantaged by free/reduced lunch recipient Other _____

Dates program will commence _____ End date _____

Number of direct hours of service to be provided per student (must be at least 100 hours) _____

How will you recruit Summer of Service students? _____

How will you ensure the retention of the Summer of Service students? _____

SUMMER PROGRAM DESIGN - 40%

Describe the customized environmental/energy conservation program to be designed and implemented by students. Include information on youth voice as well as the involvement of community partners and parents in all phases of this program.

Use the IPARDC format provided in the Program Design section of the application guidelines to complete the section below:

ELEMENT	Activity(ies) to be Conducted	Youth Voice Involvement	Community Involvement
INVESTIGATION			
PREPARATION/ PLANNING			

<p>ACTIVITIES</p> <p><i>Reminder: 100 hours of <u>direct service</u> per participant is required.</i></p> <p>Number of hours each student will provide while conducting these activities: _____</p>			
<p>REFLECTION</p> <p>(include frequency of reflection activities)</p>			

<p>DEMONSTRATION</p> <p><i>Reminder:</i> Demonstration and celebration events should be conducted at the same time.</p> <p>Refer to the Demonstration/Celebration descriptions in grant application guidelines.</p>			
<p>CELEBRATION</p> <p><i>List invitees:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> News media <input type="checkbox"/> Partners <input type="checkbox"/> Local officials <input type="checkbox"/> School officials <input type="checkbox"/> _____ 			

ORGANIZATIONAL CAPACITY OF APPLICANT– 30%

Describe your organization and its work with disadvantaged youth and/or summer programming. Please provide details that will show your success. _____

Names and experience background of staff working with the Summer of Service

STAFF MEMBER/POSITION	EXPERIENCE / ROLE IN SUMMER OF SERVICE PROGRAM	BACKGROUND CHECK
		<input type="checkbox"/> YES <input type="checkbox"/> NO Issues _____
		<input type="checkbox"/> YES <input type="checkbox"/> NO Issues _____
		<input type="checkbox"/> YES <input type="checkbox"/> NO Issues _____

Describe any experience your school or organization has or have had in grants managements, capacity to manage volunteers, and ability to seek, establish, and maintain effective community collaborations.

PARTNERSHIPS - 20%

Describe how youth voice will be incorporated into this phase of the program.

Based upon your customized Summer of Service project, provide details on the partnerships to be recruited/selected using the table below:

Type	Name	Role in SOS Program	Contribution (Cash or In-Kind Amounts)
Business/Industry			
National streams of service such as AmeriCorps, RSVP			
Higher education			
Social organization(s)			
Civic organization(s)			

Type	Name	Role in SOS Program	Contribution (Cash or In-Kind Amounts)
Faith-based organization(s)			
Local government agencies			
State government agencies			
Federal government agencies			
Other			

BUDGET ADEQUACY - 10%

(# Youth Participants at site _____ x \$404.78 / student = \$ _____ Budget Request)

Category	Purpose	Calculation	Total
<p>Salaries Coordinator and alternate coordinator for program x up to \$4,000 each</p>			
<p>Purchased Professional and Technical Services (State what consultant is to be used for in the purpose column. This category has a maximum of \$540 per day, per Corporation for National and Community Service provisions.)</p>			
<p>Student Transportation (includes bus transportation to/from project sites)</p> <p>Other Transportation (includes staff transportation, meals, and lodging expenses to/from training in Baton Rouge)</p>			
<p>Other Purchased Services (postage, printing, binding, etc.)</p>			
<p>Materials and Supplies (includes books, journals, software and all other items needed for service-learning project. Equipment costing more than \$300 per item MAY NOT be purchased.)</p>			
<p>BUDGET TOTAL</p>			\$