



LEARN AND SERVE AMERICA
Promising Practices and Congressional District Action Teams
Year Three (2008-2009)

Issued: Thursday, May 1, 2008
Due Date: Thursday, June 12, 2008

INTRODUCTION

Washington Campus Compact (WACC) was awarded a three-year Learn and Serve America Higher Education grant in 2006 intended to help colleges and universities **institutionalize service-learning** while **building and strengthening partnerships** with schools, community leaders, and policy makers. The program further intends to help **improve academic success of youth** and support college and university students to **gain civic skills, attitudes, and behaviors** while serving in their communities.

Sub-grants will be awarded in the following two areas for Year Three (September 1, 2008 – July 15, 2009).

- 1) ***Promising Practices***: WACC will award sub-grants to member institutions in Washington and Idaho to strengthen service-learning programs and initiatives with emphasis on improving academic achievement of disadvantaged youth. WACC will issue sub-grants of \$15,000 and \$25,000 for Promising Practices.
- 2) ***Congressional District Action Teams***: WACC will award sub-grants to member institutions in Washington and Idaho to develop Congressional District Action Teams that bring together higher education, P-12, community leaders, and elected officials from each congressional district to develop and implement strategies to strengthen education and communities. These sub-grants are intended to strengthen stakeholder awareness and support for service-learning. WACC will issue sub-grants of \$15,000 and \$25,000 for Congressional District Action Teams.

PROGRAM OBJECTIVES

A. Improve Academic Achievement Rates of Disadvantaged Youth

1. 2,310 disadvantaged P-12 youth will be mentored, participate in service-learning projects, and receive age-appropriate resources and encouragement regarding attendance to postsecondary education.
2. 80% of teachers and staff at youth-serving organizations will report improved academic achievement of the disadvantaged P-12 youth.

B. Institutionalize Service-Learning in Higher Education

1. 4,290 college/university students will participate in service-learning projects.

2. 66 new courses will have integrated service-learning.
3. 37 institutions (50% of all higher education institutions in Washington and Idaho) and organizations will have the internal capacity and external relationships sufficient to sustain meaningful levels of service-learning activities.
4. Each member of Congress from Washington and Idaho will be educated on the value and impacts of curricular and co-curricular service-learning.
5. Each member of the state legislature from Washington and Idaho will be educated on the value and impacts of curricular and co-curricular service-learning.

C. Achieve Academic Engagement of College/University Students Through Service-Learning

1. 4,290 college/university students will participate in service-learning projects.
2. 80% of college/university students who participate in service-learning projects will have improved attitudes toward learning for academic engagement and gain civic skills, attitudes, and behaviors.

Please indicate on Page 5 whether you are a New or Continuation sub-grantee and the sub-grant you are pursuing (Promising Practices or Congressional District Action Team). You can select to apply for both sub-grants.

PROMISING PRACTICES YEAR THREE REQUIREMENTS

1. Potential Promising Practices sub-grantees requesting \$15,000 must:

- Plan to document, disseminate, and replicate service-learning best practices
- Coordinate and implement the Western Region Campus Compact Consortium (WRCCC) Faculty Engagement Survey. This includes working with the campus Human Subject Review Committee to receive project approval, promoting the survey on campus, and implementing the survey among faculty
- Publish and distribute a year-end Annual Report highlighting program successes, participant stories, and assessment data
- Expand/strengthen current project (new sub-grantees will develop program)
- Document successful models (to be posted on WACC website)
- Collect service-learning data
- Present at local, regional, or discipline conference(s) (such as *Continuums of Service*)

Sub-grantees requesting \$25,000 must:

- Do all of the above
- Incorporate math and science component into plans
- Mentor other non-Learn & Serve funded campus

2. Complete Cover Pages (last 2 pages of this document)

Original signature from authorized representative (e.g., dean, chief academic officer, student affairs officer, vice president, president) **is required.**

3. Provide a Project Narrative

In no more than four (4) double-spaced pages, the narrative should include the following:

1. Changes in the staffing of your project

2. Your plans to fulfill the Year Three Requirements. Be sure to include details about how you plan to document, disseminate, and replicate service-learning best practices; coordinate the WRCCC Faculty Engagement Survey on your campus; and publish and distribute a year-end Annual Report during Year Three
3. The anticipated outcomes and impacts of your project
4. Highlights of major accomplishments of Year Two. For example, training provided, significant partnerships developed, etc. (Continuation only)

CONGRESSIONAL REQUIREMENTS	DISTRICT	ACTION	TEAM	YEAR	THREE
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1. Potential Congressional Action Team sub-grantees requesting \$15,000 must:

- Build stakeholder support for service-learning
- Create a communication plan to include:
 - Year-end Annual Report (or cooperation in institution annual report)
 - Feature in CDAT Report (produced by Washington Campus Compact)
 - Coordinating Team attendance to Dialogue for Democracy Event
 - Hosting of event(s); participating in National Day of Service activities
 - Press releases/Opinion editorials
 - Documenting and disseminating successful models (posted on WACC website)
- Coordinate and implementation of the Western Region Campus Compact Consortium (WRCCC) Faculty Engagement Survey. This includes working with the campus Human Subject Review Committee to receive project approval, promoting the survey on campus, and implementing the survey among faculty
- Expand/strengthen current project (new sub-grantees will develop program)
- Collect service-learning data
- Present at local, regional, or discipline conference(s) (such as *Continuums of Service*)

Sub-grantees requesting \$25,000 must:

- Do all of the above
- Partner other non-Learn & Serve funded campus

2. Complete Cover Pages (last 2 pages of this document)

Original signature from authorized representative (e.g., dean, chief academic officer, student affairs officer, vice president, president) **is required.**

3. Provide a Project Narrative

In no more than four (4) double-spaced pages, the narrative should include the following:

- Changes in the staffing of your project.
- Your plans to fulfill the Year Three Requirements as outlined above. Be sure to include details of your communication plan; coordination of the WRCCC Faculty Engagement Survey on your campus; and publishing and distribution of a year-end Annual Report during Year Three.
- The anticipated outcomes and impacts of your project.
- Highlights of major accomplishments of Year Two. For example, training provided, significant partnerships developed, etc. (Continuation only)

BUDGET REQUEST & BUDGET NARRATIVE

Please include both the amount you are requesting and the in-kind match you will provide (2 pages maximum). Budget requests for Year Three can be up to \$25,000 for Promising Practices and Congressional District Action Team sub-grants.

Continuation only: Unspent money from Year Two can be carried over and added to the Year Three budget request. Please incorporate both unspent funds from Year Two with funds requested for Year Three in the overall budget and budget narrative.

Note: It is appropriate to include costs associated with mandatory attendance at Washington Campus Compact events: *Continuums of Service* conference, annual grantee/member meeting, and *Dialogue for Democracy* event.

Budget Match: Sub-grantees are required to provide a 2:1 match for funds received. For example, if your institution requests a \$5,000 grant, you will need to provide a minimum of \$10,000 of in-kind support. The match can be in the form of salaries/benefits, travel, training, office supplies, administration, etc.

ANTICIPATED SCHEDULE OF ACTIVITIES

- **May 1, 2008:** Year Three (2008-2009) Sub-Grant Request issued
- **June 12, 2008:** Year Three (2008-2009) Sub-Grant Proposal due
- **July 22, 2008:** Year Three (2008-2009) Sub-Grant Requests awardees announced
- **August 2008:** Year Three (2008-2009) Sub-grants issued by WWU
- **September 1, 2008:** Year Three Performance Period begins
- **October 2008:** Grantees Meeting
- **October 2008; Jan, April, July 2009:** Quarterly Congressional Update Reports Due (CDAT only)
- **October 2008; June 2009:** Sub-grantees' Self-Assessment Rubrics due
- **January 2009:** Sub-grantees' Mid-Year Progress Reports due
- **February 2009:** WRCCC Faculty Engagement Survey launched
- **March - May 2009:** Annual sub-grantee site visits
- **April 16-18, 2009:** *Continuums of Service* conference in Seattle, WA; Dialogue for Democracy event; Grantee Awards
- **June 2009:** Sub-grantees' LASSIE Surveys due
- **July 2009:** Sub-grantees' Year-End Progress Reports due
- **July 2009:** Sub-grantees develop and disseminate Annual Reports
- **July 15, 2009:** Year Three Performance Period Ends

SUBMISSION OF 2008-2009 SUB-GRANT

Submit one (1) original and one (1) electronic copy

Mail one original to:

Brian Heinrich, LSA Program Co-Director
RaeLyn Axlund, LSA Program Co-Director

Mailing Address

c/o Western Washington University
516 High St., MS 5291
Bellingham, WA 98226-5996

Courier Service Address

405 32nd St., Suite 229
Bellingham, WA 98225

E-mail electronic copy to:

brian.heinrich@wwu.edu or raelyn.axlund@wwu.edu

*Include in subject line: LSA 2008-2009 Continuation Request **OR** LSA 2008-2009 New Request*

CONTACT

All LSA Congressional District Action Team questions can be directed to Brian Heinrich, LSA Program Co-Director, at 360-650-4147 or brian.heinrich@wwu.edu

All LSA Promising Practices questions can be directed to RaeLyn Axlund, LSA Program Co-Director, at 360-650-2325 or raelyn.axlund@wwu.edu



PROMISING PRACTICES CONTINUATION REQUEST

- Continuation**
- New**

CONGRESSIONAL DISTRICT ACTION TEAM CONTINUATION REQUEST

- Continuation**
- New**

County: _____ Congressional District: _____ Legislative District: _____

COVER PAGE

1. Contact Information

Higher Education Institution: _____

Project Supervisor: _____

Title/Department: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

Government Relations Contact: _____

Mailing Address: _____

Phone: _____

E-mail: _____

Media Relations Contact: _____

Mailing Address: _____

Phone: _____

E-mail: _____

Foundation/Development Contact: _____

Mailing Address: _____

Phone: _____

E-mail: _____

Grants Officer/Fiscal Contact: _____

Mailing Address: _____

Phone: _____

E-mail: _____

2. Requirements

- Be a current Washington Campus Compact member or affiliate
- Participate in program orientations, trainings, and site visits
- Collect service-learning data from your campus
- Participate in Western Region Campus Compact Consortium Faculty Engagement Survey
- Participate in program assessment efforts
- Be willing to participate in WACC organized communication efforts with state and federal policy makers including inviting them to your campus, participating in letter-writing efforts, submitting information to WACC to include in quarterly Congressional Update Reports, etc.
- Attend *Dialogue for Democracy* event and *Continuums of Service* conference
- Submit mid-year and year-end progress reports
- Provide 2:1 in-kind match
- Disseminate campus project impact data to stakeholders and colleagues

3. Certification

To the best of my knowledge and belief, all data in this application/are true and correct, the document has been duly authorized by the governing body, and the applicant agrees to perform the responsibilities as outlined in this request for Continuation Request and abide by the requirements of the Learn and Serve America program as outlined in the Learn and Serve provisions at: http://www.learnandserve.gov/pdf/highered_prov_06.pdf

Project Supervisor

Name/Title _____

Signature _____ Date _____

Authorized Representative,

Name/Title _____

(e.g., dean, chief academic officer, student affairs officer, vice president, president)

Signature _____ Date _____