



Request for Proposal Mini-Grants Available for 2008-2009 *Students in Service* Program

A Multi-State AmeriCorps Program

Request for Proposal
(Issued Thursday, May 1, 2008)
Due Date: June 9, 2008

Washington Campus Compact invites member institutions from Washington and Idaho to participate as program partners in the multi-state Students in Service AmeriCorps program. Washington Campus Compact is able to offer mini-grants to help strengthen and grow the *Students in Service* AmeriCorps program on campuses in Washington and Idaho. This Request for Proposal (RFP) is intended to identify higher education institutions in Washington and Idaho that that would like to participate in the 2008-2009 program and would like to apply for a mini-grant to support the program on their campus.

I. INTRODUCTION

Engaging college students in service is essential to strengthening our communities and building civic leadership for the future. Washington Campus Compact was awarded an Education Award AmeriCorps grant for the purposes of 1) increasing the number of college and university student volunteers and service-learners, 2) helping disadvantaged youth succeed and advance along the academic continuum, 3) developing students' civic skills and attitudes, and lifelong habits of service, and 4) improving students' workforce skills.

Washington Campus Compact is a statewide consortium of 35 higher education institutions that have joined together to advance the public purposes of colleges and universities, to help students become engaged leaders in their communities, and to strengthen communities. WACC is part of a national network, with 35 affiliated state offices, and more than 1,000 colleges and universities as members.

AmeriCorps is a program of the Corporation for National & Community Service (Corporation), an independent federal agency created to connect Americans of all ages and backgrounds with opportunities to give back to their communities and their nation. The Corporation also oversees

Learn and Serve America, VISTA, and Senior Corps. Together these programs engage more than 1.5 million Americans of all ages and backgrounds in service each year. For more information, please refer to these informative websites:

Washington Campus Compact: www.wacampuscompact.org

Corporation for National & Community Service: www.nationalservice.org

II. PRIMARY NEEDS TO BE ADDRESSED

The *Students in Service AmeriCorps* program will address the following needs:

- 1) College and university volunteers and service-learners are needed to strengthen communities by serving in schools and community-based organizations, and by participating in national days of service.
- 2) Barriers to school success, such as poverty, need to be alleviated to improve the academic success and advancement for disadvantaged youth.
- 3) Students need to engage in service to develop their civic skills and attitudes, and lifelong habits of service.
- 4) Students need to engage in service to improve their workforce skills.

III. PROGRAM OBJECTIVES

A. Increase the number of college/university student volunteers and service-learners

1. 10,000 college/university students will be recruited to serve in schools and community-based organizations, and to participate in national days of service.

B. Help eliminate the barriers to school success, such as poverty, to improve the academic success and advancement for disadvantaged youth

1. 35% of enrolled SIS members will focus their service on helping youth in schools and after-school programs.

C. Develop members' and students' civic skills and attitudes, and lifelong habits of service through service

1. 80% of respondents to a student survey will report having a positive experience serving in schools and community-based organizations, and participating in national days of service.
2. 70% of respondents to a student survey will report having a strong commitment to volunteering after they graduate.

D. Improve members' and students' workforce skills through service

1. 80% of respondents to a student survey will report improved workforce skills as a result of their service experience.

IV. MINI-GRANTS

Campus partners in WA and ID may request a mini-grant to support the *Student in Service* AmeriCorps program on their campus. The following competitive mini-grants are being offered:

Criteria*	Mini-Grant Amount	# of Mini-Grants
15 – 30 enrolled slots during 2007-08 grant year	\$1,000	10
31 – 50 enrolled slots during 2007-08 grant year	\$2,000	6
51+ enrolled slots during 2007-08 grant year	\$4,000	2

*** All applicants must have received a “satisfactory” or “excellent” rating for SIS administrative performance during the spring 2008 campus site visit. Applicants with “unsatisfactory” rating will be notified by May 1, 2008 and must make the required corrections and receive updated rating by June 6, 2008 to be eligible for a 2008-09 Mini-Grant.**

Funds can be used for:

- Facilitating student reflection sessions*
- Member recognition events*
- Conducting site visits to service sites; building community partnerships*
- Member outreach and program promotion
- Program coordination
- Member and/or staff training (bringing speakers onto campus, attending workshops/conferences, etc.)
- Travel, office supplies, or other operational expenses

*** *Priority will be given to projects that use funds for reflection, recognition, and community-partnership building.***

VI. ANTICIPATED SCHEDULE OF ACTIVITIES

- **May 1, 2008:** Request for Proposal issued
- **June 9, 2008:** Proposals Due
- **June 13, 2008:** SIS 08-09 mini-grant recipients notified
- **June 30, 2008:** SIS 08-09 sub-contracts are mailed out
- **August 1, 2008:** Program year begins; enrollment can start
- **Fall 2008:** Campus site visits (program training and internal audit)
- **November 1, 2008:** Enrollment should be at 60% or higher
- **November 1, 2008:** SIS mini-grant recipients can send first invoice (optional)
- **February 1, 2009:** Enrollment should be at 80% or higher
- **Spring 2009:** Campus site visits (file review)
- **April 1, 2009:** Enrollment should be at 100%
- **April 16-18, 2009:** *Continuums of Service* conference in Seattle, WA
- **June 30, 2009:** Final SIS mini-grant invoice due
- **July 31, 2009:** End of program year
- **July 31, 2009:** Sub-grantees' progress report due

VII. PERIOD OF PERFORMANCE

Period of Performance: August 1, 2008 – May 31, 2009

VIII. CAMPUS PARTNER EXPECTATIONS

General

- Be a current Washington Campus Compact member or affiliate
- Participate in program orientations, trainings, and site visits
- Attend the Continuum of Service Conference in Seattle, WA on April 16-19, 2009

Administration

1. Identify a program coordinator to administer the *Students in Service* program on campus
2. Actively market *Students in Service* on campus and in the community
3. Recruit and orient students to participate in the *Students in Service* program
4. Enroll students in the Web Based Reporting System (WBRS) or other database used by program and actively manage through the use of regular queries and maintain original member files
5. Provide training and technical assistance to site supervisors, prospective program members, and program members
6. Maintain waiting list of students who would like to enroll (Should more slots be available, then these students may be enrolled.)
7. Provide regular updates to SIS Director
8. Assure compliance of program with 2008-2009 AmeriCorps Education Award Program Provisions:
http://www.studentsinservice.org/forms/2007_ameri corps_provisions_ed.pdf
9. By July 31, 2009, submit annual SIS progress report
10. Participate in program assessment efforts

Marketing/Branding/Public Relations

(WACC will provide templates or identity items and training/technical assistance.)

1. Use *Students in Service*, Campus Compact, and AmeriCorps logos and names in marketing materials including website, brochures, etc.
2. Write press releases at the start of the program year announcing program
3. Write quarterly press releases highlighting great stories or specific impacts of program in communities
4. Write press release at end of program year reporting impacts
5. Provide link to *Students in Service* website on department's website
6. 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.
7. Disseminate campus project impact data to stakeholders and colleagues

2008-2009 Program Enhancements

1. Facilitate campus-based periodic reflection sessions for students participating in the program
2. Conduct site visits to service sites 1-3 times a year
3. Hold member-recognition events



Request for Proposal

MINI-GRANT *STUDENTS IN SERVICE*

Full proposal includes:

- ☐ Cover Page (last page of this document)
Original signature from authorized representative (e.g., dean, chief academic officer, student affairs officer, vice president, president) **is required.**
- ☐ Project Narrative
In no more than three (3) double-spaced pages, the narrative should include the following:
 1. Executive summary (Briefly describe how you plan to enhance your SIS program through the use of the SIS mini-grant, key activities, and expected outcomes/impacts.)
 2. Briefly describe how you intend to market the *Students in Service* program on your campus and how you plan to fill 100% of your allotted slots.
 3. Please describe your organizational capacity to manage this program including staffing structure and their qualifications.
 4. Does your SIS program have plans to conduct periodic reflection sessions and/or a recognition event for the SIS members on your campus during the 08-09 grant year? If so, please describe.
 5. Do you plan to cultivate or to continue to cultivate Department/faculty involvement in the SIS program and also community partnerships during the 08-09 grant year? If so, please describe your efforts in this area.

Budget

1. Number of slots enrolled during 2007 – 2008 as of May 31, 2008
2. The SIS mini-grant amount requested (to determine eligibility amount for this RFP, please go to page 3, section IV)
3. Budget Narrative: Describe how you intend to use mini-grant funds.
Priority will be give to projects that use these funds for reflection, recognition, and community-partnership building.

☐ Letter of Support from president/chancellor or other senior administrator

SELECTION CRITERIA

Project Narrative	30%
Past Administrative Performance (must be satisfactory or above)	40%
Budget and Budget Narrative	30%

SUBMISSION OF FULL PROPOSAL

DUE DATE: June 9, 2008 by 4PM

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

Mail one original and one copy to:

Patrick McGinty, SIS Program Director

Mailing Address

c/o Western Washington University
516 High St., MS 5291
Bellingham, WA 98226-5996
360/650-7257

Courier Service Address

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

E-mail electronic copy to:

patrick.mcginity@wwu.edu

Include in subject line: SIS 08-09 Mini-Grant Proposal

CONTACT

All questions can be directed to Patrick McGinty, SIS Program Director, at 360-650-7257 or patrick.mcginity@wwu.edu.



Program Year: 2008-09

County: _____ Congressional District: _____ Legislative District: _____

COVER PAGE (2 pages)

1. Contact Information

Higher Education Institution: _____

SIS Campus Coordinator: _____

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: _____

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
- Participate in program assessment efforts
- 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.
- Submit annual progress reports
- Maintain SIS member files in auditable condition
- Disseminate campus project impact data to stakeholders and colleagues

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 Proposal and abide by the requirements of the AmeriCorps program as outlined in the AmeriCorps provisions at: http://www.studentsinservice.org/forms/2007_ameriCorps_provisions_ed.pdf

SIS Campus Coordinator:

Name/Title _____

Signature _____ Date _____

Authorized Representative:

Name/Title _____
(e.g., dean, chief academic officer, student affairs officer, vice president, president)

Signature _____ Date _____