



UNIVERSITY OF LOUISIANA SYSTEM REQUEST FOR PROPOSALS

Spring 2008 and/or Fall 2008/Spring 2009

Request for Proposals (RFP) must be submitted online at www.ulsystem.net by September 28, 2007. Proposals will not be accepted via fax or email.

Completed Request for Proposals Cover Sheet with supporting documents must be hand-delivered, faxed, or postmarked by October 12, 2007.

INTRODUCTION

The University of Louisiana System (ULS) is pleased to announce the availability of competitive grants for faculty, staff, and student organizations to develop service-learning programs at ULS institutions through a grant awarded by the Corporation for National and Community Service (CNCS). This represents the second consecutive year of offering this program.

The University of Louisiana System, with the assistance of its Council on Service-Learning and Civic Engagement, will award grants through this RFP to faculty, staff, and student organizations within its eight universities according to the following schedule:

Funding Time Frame(s)	Range of Funding*
Spring 2008	\$2,500 - \$15,000
Fall 2008/Spring 2009	\$2,500 - \$15,000
Both - Spring 2008 and Fall 2008/Spring 2009	\$5,000 - \$30,000

**with associated 1:1 match*

These applications will focus on service-learning projects that address hurricane recovery needs as identified by the Louisiana Recovery Authority and in the report *Louisiana Speaks* (<http://www.louisianaspeaks.org/cache/documents/63/6371.pdf> and <http://www.lra.louisiana.gov/assets/npinsert/VER2020906.pdf>). The identified needs are as follows:

1. Build better levees and other hurricane protection
2. Develop new housing
3. Restore coastal areas
4. Improve schools
5. Attract new businesses to the area
6. Make reconstruction jobs/training available for residents
7. Provide better community social services (elder/child health care, etc.)
8. Make highway and street improvements
9. Reduce crime
10. Devise a workable evacuation plan
11. Protect the environment
12. Buy out flood-prone properties
13. Provide a better public transportation system

14. Support the arts and culture
15. Create more parks and open spaces

In addition to addressing these needs and other criteria, the grants must demonstrate a learning component to service, seek out partnerships with community groups, match requested funds on a 1:1 scale, and demonstrate sustainability of the project at the conclusion of grant funding.

PROGRAM EXPECTATIONS

Grant recipients will be expected to address the following:

- Fulfill a 1:1 match requirement for all grants funds
- Complete project/program by the end of the time frame
- Designate a faculty/staff person who agrees to be the UL System Office contact to assume responsibility for periodic check-ins, fiscal oversight, quarterly reporting and evaluation, and resource dissemination
- Participate in the ULS Board Meeting at which grants will be awarded
- Participate in the annual ULS grant conference as a resource to future grantees
- Utilize recognition opportunities, such as conferences, available at the national and state levels
- Involve students in the development of goals and the action plan
- Recognize Learn and Serve America in syllabi and all course/project materials
- Ensure participants complete a pre- and post-project questionnaire sponsored by the ULS Office
- Comply with individual university grants/sponsored research guidelines

Prohibited program activities:

Learn and Serve America's list of prohibited activities for its grantees is in the process of being updated. The following list of prohibited activities, previously employed by Learn and Serve, is subject to change, but can be used as a model during your project development:

- Influencing legislation
- Organizing or engaging in protests, petitions, boycotts or strikes
- Assisting, promoting or deterring union organizing
- Impairing existing contracts for services or collective bargaining agreements
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, and/or elected officials
- Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization
- Providing a direct benefit to:
 - For-profit entities
 - Labor unions
 - Partisan political organizations

- Organizations engaged in the religious activities described in the preceding sub-clause, unless grant funds are not used to support the religious activities
- Nonprofit entities that fail to comply with the restrictions contained in section 501(c)(3) of Title 26, except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative
- Voter registration drives
- Any other activities deemed by the Corporation to be prohibited upon notice to the grantee

UL SYSTEM OFFICE RESPONSIBILITIES

The University of Louisiana System Office will be responsible for the following:

- Technical assistance
- Periodic check-ins with campuses and grant awardee
- Resource and information dissemination
- Updates of the ULS Service-Learning website
- Development and distribution of all assessment tools for the grant
- Coordination of programmatic and fiscal reporting

GRANT APPLICATION

The grant application consists of a narrative with goals, action plan, and budget that must be submitted online at www.ulsystem.net, as well as a hard copy of the Request for Proposals (RFP) Cover Sheet with appropriate signatures and any supporting documents (ex: matching funds documentation) to be either hand-delivered or delivered via fax/mail/delivery company. *See the Submission Process Section for more information.*

NARRATIVE

The grant application narrative must address the following:

1. **OVERVIEW:** summarize the project; identify learning component, community partnerships, participants, impact on community; provide a brief time frame as well as the overarching goal(s). Additional weight will be given to proposals that represent new service-learning initiatives not previously funded under this grant - max 3,000 characters including spaces
2. **NEEDS:** provide documented and compelling community need(s) for project; include the extent to which the proposed activities will impact identified community needs (max 2,000 characters including spaces) - **5% of total score**
3. **PROGRAM ELEMENTS:** describe how project will incorporate the following items (max 2,000 characters including spaces per element):
 - Supporting hurricane recovery efforts and/or preparing disaster response while helping to improve the conditions in an impoverished community - **20% of total score**
 - Developing community partnerships with other educational institutions, non-profit organizations, local and state agencies, corporate partners, and/or

- national service programs (AmeriCorps), etc. to meet needs of local communities - **15% of total score**
 - Promoting community problem-solving to identify local problems, recommend actions, and evaluate solutions - **10% of total score**
 - Encouraging student participation and leadership in selecting, designing, implementing, and evaluating service-learning projects - **7% of total score**
 - Engaging students, faculty, and staff to create significant and reciprocal partnerships with community partners - **5% of total score**
 - Ensuring that service-learning activities have clear goals, meet compelling needs of the community, and have significant outcomes for participants and recipients of service - **5% of total score**
 - Providing for sustainability of project upon completion of grant funding - **5% of total score**
 - Creating opportunities for student reflection and celebration. Examples of reflection activities include scrapbooking, skits, PowerPoint presentations and debates related to the service-learning experience. Celebration activities may take various forms, but ultimately recognize students equally for their service - **5% of total score**
 - Strengthening the training, leadership, and instructional capacity of teachers and prospective teachers at the K-12 and postsecondary levels with respect to service-learning and civic education - **5% of total score**
 - Incorporating financial resources/matches to support service-learning and community service - **5% of total score**
 - Supporting and engaging disadvantaged youth, such as students in a school district with 50% or more participation in a free/reduced lunch program (refer to www.ulsystem.net for more details) - **2% of total score**
 - Sending outstanding participants to a regional or national conference - **1% of total score**
- 4. GOALS/ACTION PLAN:** outline goals and associated measurement, key tasks, timelines, and responsible parties - **10% of total score**

BUDGET

Budget items should be reasonable and necessary. The budget should clearly show how funds will be used and should offer detailed and accurate cost estimates. The budget should include a detailed list of expected in-kind and/or cash matching support, and each matching support contributor should be listed. University of Louisiana System programs are expected to fully match the federal grant funds awarded on a dollar-for-dollar basis.

This RFP will award grants for spring 2008 and/or fall 2008/spring 2009. The availability of grant monies is contingent upon the Corporation for National and Community Service awarding funds to the University of Louisiana System.

Budget Guidelines

The following list offers examples of allowable ways grant funds **MAY** be used:

- Transportation related to service-learning program
- Recognition awards, or items such as t-shirts for participants
- Materials/supplies to implement the program
- Instructional resources related to the program

- Film and film processing to document the program
- Photocopying/printing

Grant funds **MAY NOT** be used for any of the following activities:

- Engage in any religious activity
- Engage in political activity such as (1) assisting, promoting or deterring union organizing or (2) financing activities to influence election outcomes
- Duplicate or supplant the work of a paid employee or volunteer already in place
- Pay students to participate

Administrative Costs Guidelines

Grant applicants can claim up to 5% of their match for administrative costs.

Other Important Budget Information

Funds may not be used to supplant personnel, services, materials, or other resources that are funded from another source.

Matching Funds Requirement

Grant programs are expected to match the federal grant funds awarded on a dollar-for-dollar basis.

Programs must provide matching support in the form of cash and/or in-kind services, materials and goods contributed to the program. Such contributions must be specifically designated for the service-learning program. Matching support contributions may not include ordinary duties and services provided by faculty, staff, or consultants. Facilities, equipment, materials, or other resources normally used in conjunction with ordinary duties and services are not allowable matches. Matching support may be provided through state, local, or federal sources and/or private organizations.

Grant applicants must provide documentation verifying matching funds. An example of this documentation is a letter from a sponsor confirming intention to provide funds or in-kind contributions for a project.

SUBMISSION PROCESS

Request for Proposals (RFP) must be submitted online at www.ulsystem.net by September 28, 2007. Proposals will not be accepted via fax or email.

Completed Request for Proposals Cover Sheet along with supporting documents must be hand-delivered, faxed, or postmarked by October 12, 2007.

Faculty, staff and student organizations from the University of Louisiana System may submit proposals. Student organizations submitting proposals must establish a university staff or faculty sponsor.

Applications must comply with individual university grants/sponsored research submission guidelines. Contacts for each university office can be found at www.ulsystem.net.

The *University of Louisiana System Request for Proposals Cover Sheet* must be signed and returned with any supporting grant proposal documents (ex: matching funds

documentation) to:

Jackie Tisdell, Executive Director of Student Development & Communications
University of Louisiana System
1201 North Third Street, Suite 7-300
Baton Rouge, LA 70802

Or Faxed to 225-342-6473, Attn: Jackie Tisdell

If you have further questions, please contact the ULS Office via phone at (225) 342-6950 or via email at ULSserves@uls.state.la.us .

HELPFUL LINKS

The following are websites in which you may find valuable resources and/or ideas for your grant application. We will continue to update this list at www.ulsystem.net.

- University of Louisiana System - www.ulsystem.net
- Learn and Serve America - www.servicelearning.org
- Louisiana Campus Compact - <http://www2.selu.edu/Administration/President/lcc/>
- Governor's Office on Service and Volunteerism - www.volunteerlouisiana.org
- American Democracy Project (ADP) - <http://www.aascu.org/programs/adp/>
- Southern Consortium of the American Democracy Project (ADP-South) - www.adpsouth.org
- Louisiana Serve Commission – www.crt.state.la.us/laserve
- Louisiana Recovery Authority - <http://lra.louisiana.gov/>

QUESTIONS & ANSWERS

Q: Who can apply for the grant?

A: Any faculty, staff or student organization from one of the eight ULS institutions. Student organizations must have a university staff or faculty sponsor.

Q: Who should complete the Goals and Action Plan?

A: Project coordinators should complete the Goals and Action Plan with demonstrated student input.

Q: Could students who are part of this project also be enrolled as AmeriCorps members, Federal Work-Study students, or service-learning courses?

A: Yes, we encourage leveraging resources that will provide incentives for student leaders.

Q: Can two or more grant projects focus on the same issue?

A: Yes. However, there must be distinct differences in projects (ex: different service areas).

Q: Can I apply for a Learn and Serve grant through the ULS office and Louisiana Campus Compact for the same project?

A: Yes. However, you will only be eligible to receive one Learn and Serve grant for a project, regardless of the consortia funding source. In addition, you cannot use a Learn and Serve grant to match funds for another Learn and Serve grant.

HELPFUL DEFINITIONS

In-Kind Contribution Form - Form documenting monetary support, materials or supplies, technical assistance, or other match contributions to the service-learning program.

Matching Support - Cash, in-kind services, materials, and goods contributed to the program in addition to grant funds. Matching support may be provided by state, local, or other federal sources and/or private donations.

Project Coordinator - Faculty or staff member responsible for the programmatic management of the grant.

Service-Learning - The Corporation for National and Community Service uses the interpretation provided in the National and Community Service Trust Act of 1993, which defines service-learning as an educational method:

- “under which students or participants learn and develop through active participation in thoughtfully organized service that is conducted in and meets the needs of a community;
- “which is coordinated within an elementary school, secondary school, institution of higher education, or community service program, and with the community;
- “which helps foster civic responsibility;
- “which is integrated into and enhances the academic curriculum of the students, or the educational components of the community service program in which the participant is enrolled; and
- “which provides structured time for the students or participants to reflect on the service experience.”

Sustainability - The degree to which a program can continue to exist without Louisiana Learn and Serve funds either through alternative sources of funding or by no longer needing outside resources.

Volunteer - An individual (including parents, community members, representatives from public or private nonprofit organizations, etc.) who volunteers time to program activities. Programs may **not** count this time as part of their match.

An individual (including parents, community members, representatives from public or private nonprofit organizations, etc.) who volunteers unpaid time to service-learning program activities as it relates to his/her profession is considered to be a professional volunteer. **A professional’s volunteer time as it relates to the service-learning program can be counted as in-kind match.**

Example: A physician who is paid \$100 per hour volunteers 3 hours to teach students about the effects of aging to assist in a service-learning intergenerational program in which students provide services for nursing home residents. The project coordinator can claim \$300 as in-kind for the physician’s services. However, if the physician spends 3 hours assisting the class in painting a mural at the nursing home, his time cannot be counted as in-kind match.