



SERVICE-LEARNING GRANT APPLICATION

UAACCE has funds to support service-learning activities in Utah -- Open to all 501(c)3 organizations including all non-profit educational agencies

Service-Learning is a 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; is coordinated with an elementary school, middle school, secondary school, institution of higher education, or community service program, and with the community; and helps foster civic responsibility; and that is integrated into and enhances the academic curriculum of the students, or the educational components of the community service program in which the participants are enrolled; and provides structured time for the students or participants to reflect on the service experience. Service-learning is “a philosophy, pedagogy, and model for community development that is used as an instructional strategy to meet learning goals and/or content standards.”

Key components:

Service-learning combines experiential learning and community service opportunities. It can be distinguished in the following ways:

- *Curricular connections* – integrating learning into a service project is key to successful service-learning. Academic ties should be clear and build upon existing disciplinary skills
- *Student voice* – beyond being actively engaged in the project itself, students have the opportunity to select, design, implement, and evaluate, their

service activity, encouraging relevancy and sustained interest. In community settings, this is alternatively called youth voice.

- *Reflection* – structured opportunities are created to think, talk, and write about the service experience. The balance of reflection and action allows a student to constantly aware of the impact of their work.
- *Community partnerships* – partnerships with community agencies are used to identify genuine needs, provide mentorship, and contribute assets towards completing a project. In a successful partnership, both sides will give to and benefit from the project. In order for this partnership to be successful, clear guides must be implemented as to how often a student engages in service to a particular community agency.
- *Authentic community needs* – Local community members or service recipients are involved in determining the significance and depth of the service activities involved.
- *Assessment* – well structured assessment instruments with constructive feedback through reflection provide valuable information regarding the positive ‘reciprocal learning’ and serving outcomes for sustainability and replication.

The standards for service-learning are:

- Meaningful Service
- Link to Curriculum
- Reflection
- Diversity
- Youth Voice
- Partnerships
- Progress Monitoring
- Duration and Intensity

The “Seven Elements of High Quality Service-Learning” include:

1. Integrated Learning
2. High Quality Service
3. Collaboration

4. Student Voice
5. Civic Responsibility
6. Reflection
7. Evaluation

Service-Learning: Service and Learning goals are of equal weight and each enhances the other for all participants. "Service-learning makes academic content come alive as students apply their knowledge and skills to real-life situations. Students become more engaged in their studies and see that they can make a difference. Taking an active role in addressing community needs fosters responsible citizenship and contributes to character development." Jack O'Connell, California State Superintendent of Public Instruction.

This is a little about service-learning. UAACCE will fund projects at a classroom level (\$500 per project), school level (\$1500 per project), district level (\$2500), and/or curriculum development for service-learning.

Application may be completed on-line with a hard copy of all signature pages.

All application materials must be received by April 1, 2009 or postmarked by that date. **Mail to: UAACCE**

**PO Box 203
Salt Lake City, UT 84110**

**E-mail to: Sandra Grant
sandra.grant@schools.utah.gov**

Awards will be made by May 15, 2009

Grant begin date July 1, 2009

Grant completion date June 20, 2010

The total amount available is \$5,000. UAACCE will award no more than ten grants. Partial awards may be made in order to support quality requests. No match is required.

Priority will be give to applications with matching funds.

Grant Information:

1. Name and Address of Applicant Organization

Name:

Street Address:

City:

State:

County:

Zip Code:

2. Date of Application:

3. Project Start Date:

4. Projected Completion Date:

5. Project Director:

Name:

Title:

Signature:

Telephone:

Fax:

6. Type of Application

Funding is made available through the Utah Association for Adult, Community, and Continuing Education (UAACCE) for the purpose of building resiliency in families and communities.

7. Funding Requested (up to \$5,000):

PART 1: APPLICATION SUPPORT INFORMATION

Program Assurances:

INSTRUCTIONS: This section is to be completed by the chief administrative officer of the applicant organization. Applications lacking the name and signature of the appropriate official will be considered incomplete and removed from competition.

The applicant hereby certifies to the Executive Committee of UAACCE that:

- A. Any funds received under this grant will be used solely for the purpose and intent of the grant application and that the applicant will make provisions for such fiscal control and fund accounting procedures as may be necessary to assure proper disbursement and accounting for these funds.
- B. The grantee will submit an appropriately amended application prior to any changes affecting the purpose, administration, organization, budget, or operation of an approved project.
- C. The filing of this application has been authorized by the governing body of the applicant.
- D. The program will comply with all civil rights regulations prohibiting discrimination in program benefits, participation, employment, or treatment on the basis of race, color, national origin, sex and/or disability.
- E. The grantee will assure that no expenditure of program funds will be made for any activity or service related to sectarian instruction or religious worship.
- F. The grantee will prepare reports containing such information as the UAACCE Executive Board may reasonably require to determine the extent to which funds have been effective in carrying out the project purposes and objectives. UAACCE may request a presentation of the results at a Board meeting, training, and/or at yearly conference.
- G. The grantee assures that the program will:

1. Utilize qualified administrative personnel and staff.
 2. Provide effective training and materials.
 3. Provide adequate facilities, equipment, and materials.
 4. Provide services as a reasonable cost/benefit.
 5. Serve individuals and communities as outlined in the proposal.
 6. Provide outreach services as needed.
 7. Complete the project in the time allotted.
- H. The grantee assures the UAACCE Executive Committee that the competencies skills development will be top priorities of the program.
- I. The grantee assures that community representatives will be involved in program development/implementation and will continue to be involved in carrying out this program.
- J. The grantee assures that all required data will be collected and report in a timely manner.
- K. The applicant certifies that it and its principles:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.
 2. Have not, within a three-year period preceding this application, been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
 3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in part 2 (above) of this certification.
 4. Have not, within a three-year period preceding this application, had one or more public transactions (federal, state, or local) terminated for cause or default.
- L. The grantee assures that all monies will be used for the explicit used described in the proposed project.

The applicant certifies that, to the best of his/her knowledge and belief, the data in this application are true and accurate, and that he/she will comply with the assurances noted above if this application is approved.

Assurance by Chief Administrative Officer

Name (typed)

Title (typed)

SIGNATURE of Chief Administrative Officer

Date

Assurance by Project Director

Name (typed)

Title (typed)

SIGNATURRE of Project Director

Date

ABSTRACT (5 points)

INSTRUCTIONS: This is an “Executive Summary” of your intended project.

- The abstract should give a clear, concise summary of the scope and specific intent of the proposed project.
- If the proposed project is part of a consortium, identify the responsibilities and respective funding of each organization/agency in the consortium.
- This section should give the reader a clear picture of the details to follow in the narrative. (Limit one page)

NEED (15 Points)

INSTRUCTIONS: Provide evidence of a need for service-learning activities in addition to those already available in the community. (Limit one page)

PROJECT DESIGN (25 Points)

INSTRUCTIONS: Explain the commitment of your organization/agency to serve individuals and/or communities most in need of Service-Learning services.

- Describe your organization’s past effectiveness in provide Service-Learning services.
- Describe how well performance measures were met or exceeded. Provide evidence that the practices selected for your program are based on a solid foundation or research and best practices.
- Provide evidence that there exists a coordination effort among providers to avoid duplication of services.
- Describe how your program provides learning activities in real-life contexts ensuring that participants develop the skills needed to develop Service-Learning for themselves and their community.
- Describe how your organization’s program is of sufficient intensity and duration for participants to achieve substantial learning gains.
- Describe the goals for your program and how you will show that they are met.

- Describe how your organization’s activities effectively employ advances in technology. (Limit 5 pages)

MANAGEMENT PLAN (15 Points)

INSTRUCTIONS: Provide an organizational chart. Include job descriptions of key personnel.

- Describe the safeguards your organization/agency will use to ensure safety for participants, staff, and/or volunteers.
- Describe how proposed activities will be coordinated and delivered within the community. As evidence, include any memoranda of understanding. (Limit 3 pages)

BUDGET INFORMATION (20 Points)

INSTRUCTIONS: Provide the proposed budget allotments (dollar amounts), include all sources of funding. It is not necessary to use all budget categories. Indicate exactly how the dollar amount was arrived at in each of the categories. Example: 1 teachers x 5 hours/week x 34 weeks x \$16/hour = \$2,720

Budget Category	Grant Amount	Explanation	Other Funds	Explanation
Salaries				
Employee Benefits				
Purchased Professional and Technical Services				
Purchased Property Services				
Other Purchases				
Travel				

Supplies and Materials				
Other				
Total Direct Costs				
Indirect Cost				
Property				
Total Costs				

Disbursement of funds: 25% of the funds will be disbursed at the beginning of the grant period.
25% of the funds will be disbursed at the end of the first quarter.
15% will be disbursed at the end of the second quarter.
15% will be disbursed at the end of the third quarter.
The final 20% will be disbursed when the final report is received.