

SPECIAL PROVISIONS

LEARN AND SERVE AMERICA: SCHOOL-BASED PROGRAMS GRANTMAKING ENTITY

1. PURPOSES OF GRANT.

Learn and Serve America: School-Based Program Grants are to assist in developing high-quality service-learning programs in elementary and secondary schools. Learn and Serve America supports school-based programs of Local Education Agencies (LEAs) and their community partners that provide youth with opportunities to learn and develop their own capabilities through service-learning. Service-learning is an educational method which engages young people in service to their communities as a means of enriching their academic learning, promoting personal growth, and helping them to develop the skills needed for productive citizenship. The goals of these Grants are to fund programs that:

- a.** Encourage elementary and secondary school teachers to create, develop, and offer service-learning opportunities for all school-age youth;
- b.** Educate teachers about service-learning and incorporate service-learning opportunities into classrooms to enhance academic learning;
- c.** Coordinate the work of adult volunteers in school;
- d.** Introduce young people to a broad range of careers and expose them to further education and training;
- e.** Hire service-learning coordinators to assist with identifying community partners and implementing school-based service-learning programs;
- f.** Provide the technical assistance and information to facilitate the training of teachers who want to use service-learning in their classrooms; and
- g.** Assist local partnerships in the planning, development, and execution of service-learning projects.

2. USE OF FUNDS.

Grant funds may be used for the following activities in accordance with the program's approved application and budget:

- a.** Implementing, operating, and expanding service-learning programs through grants to local partnerships which may include paying for the cost of the recruitment, training, supervision, placement, salaries, and benefits of service-learning coordinators;

- b. Implementing, operating, and expanding school-based programs involving adult volunteers to use service-learning to improve the education of students, through grants to local partnerships; and
- c. Providing training and technical assistance to funded local partnerships.

3. IMPLEMENTATION OF PROGRAM DESIGN.

Unless otherwise approved by the Corporation in accordance with clause 17 of the Learn and Serve America General Provisions, the Grantee agrees to implement the program design described in its approved application, including, but not limited to, the number and type of participants targeted in the application, targeted number of service hours, the service activities, and the management structure.

4. LOCAL PARTNERSHIPS.

a. Implementing, Operating, or Expanding School-Based Service-learning Programs.

- i. Partnerships that include an Local Education Agency (LEA) and one or more community partners are the only entities eligible to apply to grantmaking entities (GME) for sub-grants in order to implement, operate, or expand school-based, service-learning programs.
- ii. The partnership must include a public or private nonprofit organization that has demonstrated expertise in meeting educational, public safety, human, or environmental needs. In addition, the nonprofit organization must have been in existence for at least one year before applying for a sub-grant and must make projects available to student participants.
- iii. The partnership may include a for-profit business or private elementary or secondary school.
- iv. Implementing, operating or expanding school-based service-learning programs, may include paying for the cost of the recruitment, training, supervision, placement, salaries and benefits of service-learning coordinators.

b. Implementing, operating, or expanding Adult Volunteer Programs.

Partnerships that include a LEA and one or more public or private nonprofit organizations, other educational agencies, or for-profit businesses that coordinate and operate projects for student participants are the only entities eligible to apply to grantmaking entities for sub-grants in order to implement, operate, or expand adult volunteer programs.

- c. **Assurances.** For School-Based Programs, as required by 45 C.F.R. 2516.410(d), the Grantee must assure that the LEA in a Local Partnership will serve as the fiscal agent.

5. TRAINING AND SUPERVISION.

- a. **General.** The Grantee must ensure that the program provides participants with the training, skills, knowledge, and supervision necessary to perform the tasks required in their assigned projects.
- b. **Service-learning.** The Grantee must ensure that the program provides participants with an opportunity to reflect on their service-learning experiences. The Grantee must use service-learning experience to help participants achieve the skills and education needed for productive, active citizenship.
- c. **Supervision.** The Grantee must ensure that the program provides participants with adequate supervision by qualified supervisors in accordance with the approved application.
- d. **Training/Orientation.** The Grantee must conduct a training session for participants and program staff orienting them to the project and safety protocol.

6. PROGRAM PARTICIPANTS.

Participants must be students. Participants will participate in projects carried out by LEA partnerships.

7. REPORTING REQUIREMENTS.

- a. **Progress Reports.** Grantees must submit timely Progress Reports in accordance with Corporation guidelines according to the following schedule:

<u>Period Covering</u>	<u>Report Due</u>
July 1 - December 31	January 31
January 1 - June 30	July 31

All Progress reports must be submitted in eGrants or to:

The Corporation for National Service
Learn and Serve America
8th Floor
1201 New York Ave., N.W.
Washington, DC 20525

- b. **Financial Status Reports.** Grantees must submit the Standard Form 269, Financial Status Report (FSR), to report the status of all funds. Grantees must submit timely cumulative Financial Status Reports in accordance with Corporation guidelines according to the following schedule:

<u>Period Covering</u>	<u>Report Due</u>
July 1 - December 31	January 31
January 1 - June 30	July 31

All Financial Status Reports must be submitted in eGrants or to:

The Corporation for National Service
Office of Grants Management
9th Floor
1201 New York Ave., N.W.
Washington, DC 20525

- c. Final Progress Reports.** Grantees completing the final year of their Grant must submit a final progress report that is cumulative over the entire Grant period. This progress report is in lieu of the second semi-annual report and is due 90 days after the close of the Grant.
- d. Final Financial Status Report.** Grantees completing the final year of their Grant must submit a final FSR that is cumulative over the entire Grant period. This FSR is in lieu of the second semi-annual report and is due 90 days after the close of the Grant.

Note: Sub-Grantee Financial Status and Progress Reports

- e.** The Corporation expects each Grantee to set its own Sub-Grantee reporting requirements. Grantees are responsible for monitoring Sub-Grantee activities and training needs, tracking progress toward objectives, and identifying challenges. Sub-Grantees must adhere to the reporting requirements outlined and communicated by its Grantee for the program year. The Corporation will provide a performance measurement format which sub-grantees will be required to submit, according to Corporation direction.

8. FUNDING GUIDELINES.

There are five basic requirements concerning funding for school-based service-learning programs:

- a.** The Corporation share of the total cost of carrying out a funded program may not exceed:
 - i.** **Ninety percent** for the first program year,
 - ii.** **Eighty percent** for the second program year,
 - iii.** **Seventy percent** for the third program year, and
 - iv.** **Fifty percent** for the fourth program year and any subsequent program year.
- b.** Each Grantee shall provide for the remaining share of the cost of carrying out a funded program through payments in cash or in-kind, and may provide for such share through State, Local, or Federal sources other than funds made available under National Service Laws.

- c.** A Grant Making Entity and Sub-Grantees carrying out the service-learning program, combined, may spend no more than 5 percent of the total grant funds on administrative costs for any fiscal year.
- d.** A Grant Making Entity must spend between 10 and 15 percent of the total grant on planning and capacity-building through training, technical assistance, curriculum development, and coordination activities.
- e.** Stipends, allowances, post-service benefits, or other financial support may not be paid to any program participant except as reimbursement for transportation, meals, and other reasonable out-of-pocket expenses directly related to program participation. This applies to both the federal and non-federal share of the cost of the program. Minor expenses for identification of service-learning participants or recognition of excellent or outstanding participant service, such as the President's Volunteer Service Awards are allowable.
- f.** The Corporation will make three-year grants subject to performance and annual appropriation.