

**LEARN AND SERVE AMERICA 2003
SCHOOL- AND COMMUNITY-BASED PROGRAMS
PROGRESS REPORT FOR THE PERIOD JULY 31, 2003– DECEMBER 30, 2003
DEADLINE: JANUARY 31, 2004**

It is time once again to report on the progress of your Learn and Serve America School- or Community-Based grant.

Follow the enclosed instructions and send two copies of your progress report to:

**ATTN: Juanita Peoples
Corporation for National and Community Service
Learn and Serve America
1201 New York Avenue, NW
Washington, DC 20525**

IMPORTANT. Due to mail delays with the United States Postal Service, consider using an alternative carrier to ensure your report arrives by the deadline. You can email your report to your program officer if you prefer and should ask him/her to acknowledge its receipt. Sorry, we cannot accept faxed copies.

Your Financial Status Report (FSR) is also due January, 2004.

A blank form is attached. All grantees except State Education Agencies should mail their completed FSR to Bonnie Janicki, Office of Grants Management, at the address above.

State Education Agencies: Mail your FSR to your regional Service Center. If you need their address, contact Juanita Peoples at 202-606-5000, ext. 117.

Progress Report Guidance (not to exceed eight double-spaced pages)

All grantees must submit a summary of progress for the period beginning January 1, 2003, and ending June 30, 2002. Your report must address the following:

A. Program Information. Please provide the following information in the order listed below. Indicate if any of the information has changed since your last report.

1. Corporation Grant Number
2. Legal Applicant (organization)
3. Program Name
4. Program Director
5. Address
6. Phone number
7. Fax number
8. Email address

B. Participant Numbers for this period. List the number of participants engaged in service during the reporting period. Reminder: For these grants, participants are defined as youth ages 5-17.

C. Other Adult Volunteers for this period. List the number of adult volunteers generated by your program during the reporting period.

D. Summary of Progress (2-3 pages recommended)

(Attach your Objective Summary Form. This does not count towards the two pages of this section, nor does it count as an appendix.)

Please describe your organization's progress during this reporting period toward accomplishing annual objectives:

- Describe progress toward the overall goals and specific objectives in the order outlined in your Objective Summary Form.
- Describe changes in the scope and/or staffing of your program, if applicable.
- Discuss subgranting activities, if applicable. Include any monitoring efforts you have conducted. If your subgrant list has changed from your last report, include a new list of the subgrantees with their contact information. The subgrant list will not count toward your page limits on either the appendix or progress report.
- Describe training, technical assistance, and other capacity building activities you implemented during this reporting period.
- Describe your efforts to ensure the sustainability of your local programs and your assessment of how successful those efforts have been. If you have not focused on sustainability, describe your plans to help your subgrantees sustain their service-learning program beyond the grant cycle. Your final

E. Primary Accomplishments (2 pages recommended)

Describe major accomplishments of both (1) your organization and (2) your subgrantees (if applicable), which are different from progress noted in the previous section related to Goals and Objectives. You may wish to summarize subgrantee reports and/or highlight exemplary programs. **NOTE:** Please do not include copies of subgrantee reports.

F. Primary Lessons Learned (1-2 pages recommended)

Please describe any lessons learned by your organization (and your subgrantees, if applicable). Include significant insights, issues, and challenges as well as how you addressed them.

G. Special Priorities (NOTE) If there have been no changes in these areas from your January progress report, simply note, "no changes."

i. Homeland Security

We recognize that the landscape of our communities has shifted considerably since the events of September 11, 2001. The Corporation for National and Community Service has been involved in many activities that now fall under the category of Homeland Security, and we are honored to be working with the White House to play a larger role as our nation's security needs expand. We would like

to hear about any efforts you or your subgrantees are undertaking in the area of Homeland Security. This may include but is not limited to: community policing; disaster preparedness/disaster relief; diversity and tolerance programs; health education and screening; or organizing blood drives.

Include a description of any resources you have created or tell us the resources you have found useful in dealing with the aftermath of the terrorist attacks.

If your program has created new resources OF ANY KIND be sure to send a copy to the National Service-Learning Clearinghouse www.servicelearning.org so that everyone can benefit from them.

ii. Small Community and Faith-Based Initiatives

As you may also be aware, it is a priority of the Corporation for National and Community Service to promote and enhance the participation of community and faith-based organizations in service and service-learning. These organizations provide valuable services to local communities, and we encourage your subgrantees to reach out to these organizations and include them in their programs.

In this progress report we would like to hear about any partnerships you or your subgrantees have formed with community and/or faith-based institutions. Are there lessons your programs have learned about how they differ from other organizations? How have these organizations enhanced the efforts of your subgrantees?

iii. Student Service -- Federal Work Study and Community Service Funds (Legal Applicant HIGHER EDUCATION INSTITUTIONS ONLY)

The Higher Education Reauthorization Act of 1998 requires that all institutions of higher education that receive federal work study (FWS) funds utilize a minimum of 7 percent of their total FWS budget for community service placements. Each college must also include an elementary or family literacy component. Because this is one important vehicle to encourage and expand student service, the Corporation is very interested in what campuses are doing to meet and exceed this requirement.

Community service activities undertaken using FWS can be a valuable resource for national service programs. While the FWS program is administered by college financial aid offices, many colleges have built strong relationships between the community service, service-learning, or volunteer office and the financial aid office to enhance community service efforts of the campus. Some service offices even manage the community service FWS program on their campus. Both service offices and community partners can assist the financial aid office in enhancing community service FWS programs.

The Corporation now requires all new and continuing legal applicants who are Higher Education Institutions applying for any Corporation funds or assistance to describe their institution's efforts to support community service under FWS. The narrative must specifically include:

- a. the percentage of the school's 2001-2002 FWS funds that were used for community service placements (if you have information on 2002-03 funds, please tell us);
- b. types of service placements funded through FWS funds;
- c. description of how community service FWS students are trained and supervised;
- d. description of your office's current relationship to the financial aid office with respect to community service FWS;
- e. plans for future collaboration to better utilize these funds; and
- f. description of the facilitators and barriers to the campus' use of FWS for community service.

H. Appendices. (not to exceed 5 pages) Appendices should include items that give us a better sense of your accomplishments and progress. Examples include press clippings, a brochure or publication you have developed, or partnership information. Resumes of any new staff should be included and will not count against your 5 page limit. Again, we cannot accept subgrantee progress reports.