

Module 3

Developing Performance Measures in eGrants

This section guides you through entering your performance measures into eGrants. The format that follows, though expanded to provide clarity, corresponds with the layout of the ‘Performance Measures’ section of the application in eGrants. As noted in the grant application guidance, a complete performance measure must be developed in each of the three performance measure categories (described in Section 2, below).

1. Technical Assistance for Completing the eGrants Application

In order to begin filling out the ‘Performance Measure’ section of the application, programs must have created an eGrants account and initiated an online grant application at www.cns.gov/egrants. If you need help accessing eGrants, technical assistance is available at 1-888-677-7849 or by email at egrantshelp@cns.gov.

2. Performance Measure Categories

Learn and Serve America grant applications must describe how proposed activities will generate outcomes in each of the three following performance measure categories. Applicants should refer to the selection criteria and narrative guidance in the Notice of Funding Opportunity for more details: http://www.learnandserve.gov/for_organizations/funding/nofa.asp.

Needs and Service Activities

This category explains what community need will be addressed and how the service-learning activities conducted by program participants plan to address that need.

For example: restoring wetlands, revitalizing historical landmarks, assisting seniors in the use of technology, providing training in disaster preparedness and response, or tutoring inner-city children after school.

Participant Development

This category refers to what participants will learn and/or accomplish through their participation in service-learning activities.

In this category, applicants must select one of the following: increased civic engagement, increased academic engagement, or reduction of risky behaviors. Please see the examples in module 4 to develop your performance measure in this category.

Strengthening Communities

This category refers primarily to community partnership development/strengthening and efforts to build program sustainability through the institutionalization of service-learning policies and practices. Higher Education Applicants must use the **Institutionalization** performance measure described in Module 4.

For example: instituting service-learning in general course requirements; formal agreements with community organizations for targeted programming, inclusion of service-learning in school improvement plans, mentoring programs for faculty new to service-learning.

3. Steps to Complete the Performance Measure Section in eGrants

Step 1 - Selecting an Issue Area and Service Category

In eGrants you will select one or more Issue Areas and Service Categories that best describe the activities that will be conducted by program participants. While some grantees will subgrant to a variety of projects, please select the primary areas of focus for your overall program.

Issue Areas and Service Categories are common across all Corporation programs and consistent with our guiding legislation and strategic initiatives.

Services Categories and Performances Measures

In the following sections, you will select Service Categories and then build your performance measures. You should fully complete the Service Category section before entering your performance measures.

Service Categories : [add a service category](#)

In this section, you will select service categories that describe your program activities. First, select an Issue Area, and then choose one of the Service Categories on the pull-down menu. Use the "Add Service Category" link to select more than one.

Issue Area:

Service Category:

Performance Measures: [add a performance measure](#)

Performance Measure

In this section, you will enter your performance measures.

1. **Needs and Service Activities**
Emergency preparedness for ESL senior citizens

You may choose more than one Service Category, either within the same Issue Area, or in an additional Issue Area.

Click link to add a performance measure.

Step 2 – Adding Performance Measures

Once you have selected your Issue Area and Service Categories, you will use the “[add a performance measure](#)” feature (pictured above) to add at least three full performance measures. Clicking on this feature will create a pop-up box (pictured below) where you will select one of the three Performance Measure Categories (see module 3).

Performance Measure Category: ?

Please select the performance measure category.

After selecting the Performance Measure Category, click 'GO' to develop your measure (see next page).

Step 3 - Developing the Performance Measure

Performance Measures

Performance Measure Category: ?

Measure Category: Needs and Service Activities

The first 3 boxes pertain to the measure as a whole. Samples of what should go in these boxes are included for your reference.

Needs Statement and 3 Year Action Plan ?

1. Describe the need or issue that this measure will address:

Emergency preparedness for ESL senior citizens.

Briefly describe the identified community need that this performance measure will address.

2. Indicate what activities will be conducted to address this need:

College students will train/coordinate High School students in community mapping; students will research what is needed for an emergency kit, materials will be developed in English and Spanish; students will assemble and distribute kits to seniors and show them how they are used. Students will work with seniors to ensure that each senior has an emergency plan and understands what to do in an emergency.

Describe how you will achieve the desired result; who does what, when, and how. (May include planning, training, service-learning, and dissemination activities.)

3. Describe your anticipated result through the end of year three:

Emergency preparedness information will be prepared in both English and Spanish. 1,000 safety kits will be assembled and distributed; safety plans will be jointly created with 1,000 ESL seniors.

Identify the actual level or degree of success, as measured by your instrument, which you expect to achieve during the three-year funding cycle. Your targets indicate how many or how much change will result (as compared to baseline data).

Measure Results ?

Output:

Population Measured
Senior Citizens

If other, please describe

Indicator
Beneficiaries

If other, please describe

Target #(number) or %(percent)
1000 #

Data/Instrument Used to Measure Progress
Activity log

If other, please describe

Performance Measure Statement
As recorded on an activity log, 1000 Seniors will benefit from emergency preparedness servi

OUTPUTS: Refers to the amount of service that participants or beneficiaries have completed or the amount of services beneficiaries have received as a result of your program. Answers the question, "How much?"

POPULATION MEASURED: Either the participants in or the beneficiaries of the service activity

INDICATOR: A specific, measurable item of information that details progress towards achieving a result.

TARGET: The level of success a program expects to attain for efforts made during the three-year funding cycle (use numbers only).

Intermediate Outcome:

Population Measured
Senior Citizens

If other, please describe

Indicator
Materials Created

If other, please describe

Target #(number) or %(percent)
800 #

Data/Instrument Used to Measure Progress
Activity Log


If other, please describe

Performance Measure Statement
As recorded on activity logs, students will assist 800 seniors in the preparation of emergency response plans.

INTERMEDIATE OUTCOME: Specifies the changes that have occurred in the lives of participants and/or beneficiaries, but does not represent the final result you hope to achieve for your participants or beneficiaries.

DATA/INSTRUMENT: The method by which the information will be collected.

PERFORMANCE MEASURE STATEMENT: Combines the purpose, activities, and desired result into one general statement.

End Outcome: 


Population Measured
Senior Citizens

If other, please describe

Indicator
successful emergency preparedness

Target #(number) or %(percent)
700 #

Data/Instrument Used to Measure Progress
Other

If other, please describe N/A 

Performance Measure Statement
700 ESL senior citizens receiving assistance with emergency plans are safe following a natural disaster.

END OUTCOME: Demonstrates the significant positive changes that your program ultimately hopes to achieve for participants or beneficiaries. Answers the question, "So what?"

Please Note***

*****A Note about End Outcomes**

The end outcomes are the positive changes that your project ultimately hopes to achieve for participants and beneficiaries. Please note: because these changes may take place after the three-year timeframe of your program, you may not be expected to measure end outcomes. Appropriate end outcomes will be decided upon in consultation with your program officer after applications have been accepted.