

Module 4

Required Performance Measures

Learn and Serve Grant Application Requirements

All Learn and Serve America applications must include three complete performance measures aligned with the program design and intended outcomes: *Needs and Service Activities*, *Participant Development* and *Strengthening Communities*. A complete performance measure includes at least one output, one intermediate outcome, and one end outcome.

Learn and Serve America is requiring all applicants to select one of the following three performance measures for Participant Development:

1. **Increased Civic Engagement**
2. **Increased Academic Engagement**
3. **Reduction of Risky Behaviors**

Successful applicants will need to ensure that the service-learning activities participants will be engaged in are developed and implemented in such a way as to impact the Participant Development performance measure that is selected in this section. Project STAR is currently developing survey instruments that all programs will be able to use to report on the required measures. These surveys will be made available to programs in the spring of 2006 and should be reviewed by successful applicants as they begin planning their service-learning activities.

Worksheets for Required Performance Measures

For the *Participant Development Category*, the outputs and intermediate outcomes have been selected for you. After selecting the Participant Development Area (i.e., civic engagement, academic engagement, or risky behavior), take the output and intermediate outcome provided in the example performance measures on the following pages to fill in verbatim in eGrants. The only items you will need to describe are the target numbers or percentages for your particular program.

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.

Needs and Service Activities: Example

Note: Every applicant is required to submit at least one Needs and Service Activity performance measure that reflects the primary activities/needs that the applicant or the applicant's subgrantees are proposing to address.

Needs and Service Activities PERFORMANCE MEASURE WORKSHEET

Needs Statement and 3 Year Action Plan	
Describe the need or issue that this measure will address:	Emergency preparedness for ESL senior citizens.
Indicate what activities will be conducted to address this need:	High School students will be trained 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 your anticipated result through the end of year 3:	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 800 ESL seniors.
Measure Results	
OUTPUT	
Population Measured	Senior Citizens
Indicator	Beneficiaries
Target # or %	Year 1: __ 300 __ Year 2: __ 600 __ Year 3: __ 1000 __ (enter your cumulative total into eGrants)
Data/ Instrument	Activity log
STATEMENT	As recorded on an activity log, 1,000 seniors will benefit from emergency preparedness services.
INTERMEDIATE OUTCOME	
Population Measured	Senior Citizens
Indicator	Materials Created
Target # or %	Year 1: __ 250 __ Year 2: __ 500 __ Year 3: __ 800 __ (enter your cumulative total into eGrants)
Data/ Instrument	Activity Log
STATEMENT	As recorded on activity logs, students will assist 800 seniors in the preparation of emergency response plans.
END OUTCOME	
Population Measured	Senior Citizens
Indicator	Successful emergency preparedness
Target # or %	Year 1: __ 200 __ Year 2: __ 425 __ Year 3: __ 700 __ (enter your cumulative total into eGrants)
Data/ Instrument	N/A
STATEMENT	700 ESL senior citizens receiving assistance with emergency plans are safe following a natural disaster.

Participant Development: Civic Engagement

Note: If you select Civic Engagement as your participant development measure, use this information verbatim in eGrants. The only items you will need to fill in are the *actual* target numbers or percentages for your program.

Civic Engagement PERFORMANCE MEASURE WORKSHEET

Needs Statement and 3 Year Action Plan	
Describe the need or issue that this measure will address:	Increased Civic Engagement
Indicate what activities will be conducted to address this need:	Participants engage in high quality service-learning activities that include preparation for service, reflection, and clear ties to academic curricula.
Describe your anticipated result through the end of year 3 (i.e., intermediate outcomes):	K-12 students will show increased civic skills as a result of participation in service-learning activities
Measure Results	
OUTPUT	
Population Measured	K-12 Students
Indicator	Participants
Target # or %	Year 1: <u> 300 </u> Year 2: <u> 600 </u> Year 3: <u> 900 </u> (enter your cumulative total into eGrants)
Data/ Instrument	Activity log
STATEMENT	By the end of year three, 900 K-12 students will participate in service-learning projects.
INTERMEDIATE OUTCOME	
Population Measured	K-12 Students
Indicator	Increased civic skills
Target # or %	Year 1: <u> 60% </u> Year 2: <u> 75% </u> Year 3: <u> 90% </u> (enter your cumulative total into eGrants)
Data/ Instrument	Survey
STATEMENT	By the end of year three, 90% of the K-12 students that participate in service-learning projects will increase their civic skills for civic engagement (as measured by a survey).
END OUTCOME	
Population Measured	K-12 Students
Indicator	Lifelong active, competent, responsible, and engaged citizens
Target # or %	Year 1: _____ Year 2: _____ Year 3: <u> 75% </u> (enter your cumulative total into eGrants)
Data/ Instrument	N/A
STATEMENT	Long after the service-learning project is complete, participants will be active, competent, responsible, and engaged citizens.

Participant Development: Academic Engagement

Note: If you select Academic Engagement as your participant development measure, use this information verbatim in eGrants. The only items you will need to fill in are the *actual* target numbers or percentages for your program.

Academic Engagement PERFORMANCE MEASURE WORKSHEET

Needs Statement and 3 Year Action Plan	
Describe the need or issue that this measure will address:	Increased Academic Engagement
Indicate what activities will be conducted to address this need:	Participants engage in high quality service-learning activities that include preparation for service, reflection, and clear ties to academic curricula.
Describe your anticipated result through the end of year 3 (i.e. intermediate outcomes):	Improved attitudes towards learning for academic engagement
Measure Results	
OUTPUT	
Population Measured	K-12 Students
Indicator	participants
Target # or %	Year 1: <u> 300 </u> Year 2: <u> 600 </u> Year 3: <u> 900 </u> (enter your cumulative total into eGrants)
Data/ Instrument	Activity log
STATEMENT	By the end of year three, 900 K-12 students will participate in service-learning projects.
INTERMEDIATE OUTCOME	
Population Measured	K-12 Students
Indicator	Increased academic engagement
Target # or %	Year 1: <u> 60% </u> Year 2: <u> 75% </u> Year 3: <u> 90% </u> (enter your cumulative total into eGrants)
Data/ Instrument	Survey
STATEMENT	By the end of year three, 90% of the K-12 students that participate in service-learning projects will have improved attitudes towards learning for academic engagement (as measured by a survey).
END OUTCOME	
Population Measured	K-12 Students
Indicator	Retention and graduation from school/higher education.
Target # or %	Year 1: <u> </u> Year 2: <u> </u> Year 3: <u> 95% </u> (enter your cumulative total into eGrants)
Data/ Instrument	N/A
STATEMENT	Service-learning participants will stay in school and graduate.

Participant Development: Risky Behaviors

Note: If you select Risky Behaviors, as your participant development measure, use this information verbatim in eGrants. The only items you will need to fill in are the *actual* target numbers or percentages for your program.

Risky Behavior PERFORMANCE MEASURE WORKSHEET

Needs Statement and 3 Year Action Plan	
Describe the need or issue that this measure will address:	Decreased Risky Behaviors
Indicate what activities will be conducted to address this need:	Programs engage in service-learning activities that provide youth participants with protective factors (against risky behavior), increasing /enhancing internal resiliency assets.
Describe your anticipated result through the end of year 3 (i.e., intermediate outcomes):	Service-learning participants report increased problem solving skills that support them in reducing their risky behaviors
Measure Results	
OUTPUT	
Population Measured	K-12 Students
Indicator	Participants
Target # or %	Year 1: <u> 300 </u> Year 2: <u> 600 </u> Year 3: <u> 900 </u> (enter your cumulative total into eGrants)
Data/ Instrument	Activity log
STATEMENT	By the end of year three, 900 K-12 students will participate in service-learning projects.
INTERMEDIATE OUTCOME	
Population Measured	K-12 Students
Indicator	Improved problem solving skills
Target # or %	Year 1: <u> 50% </u> Year 2: <u> 60% </u> Year 3: <u> 70% </u> (enter your cumulative total into eGrants)
Data/ Instrument	Survey
STATEMENT	70% of K-12 students participating in service-learning activities will report increased problem solving, as measured by a survey
END OUTCOME	
Population Measured	K-12 Students
Indicator	Increased resiliency
Target # or %	Year 1: <u> </u> Year 2: <u> </u> Year 3: <u> 85% </u> (enter your cumulative total into eGrants)
Data/ Instrument	N/A
STATEMENT	Service-learning participants will increase their resiliency.

Strengthening Communities: Partnership Development Example

Note: Every applicant is required to submit a Strengthening Community performance measure. Applicants should develop a measure that best fits with their program design. The following is one example of a Community Strengthening performance measure.

Strengthening Communities PERFORMANCE MEASURE WORKSHEET

Needs Statement and 3 Year Action Plan	
Describe the need or issue that this measure will address:	School-community partnerships
Indicate what activities will be conducted to address this need:	Partnerships will be established with community organizations and local agencies. Community partners will be trained in service-learning, youth development and youth/adult partnerships. Students will conduct service activities aligned with learning objectives that benefit the constituents of partnering agencies
Describe your anticipated result through the end of year 3:	After 3 years, 70% of the 150 new community partners will report an increased capacity to provide services as a result of student involvement
Measure Results	
OUTPUT	
Population Measured	Community partners
Indicator	Partnerships created
Target # or %	Year 1: <u> 50 </u> Year 2: <u> 100 </u> Year 3: <u> 150 </u> (enter your cumulative total into eGrants)
Data/ Instrument	Activity Log
STATEMENT	By the end of year three, 150 new school-community partnerships will be created and documented on subgrantee activity logs
INTERMEDIATE OUTCOME	
Population Measured	Community partners
Indicator	Increased capacity
Target # or %	Year 1: <u> 50 </u> % Year 2: <u> 60 </u> % Year 3: <u> 70 </u> % (enter into eGrants)
Data/ Instrument	Community Partner Survey
STATEMENT	By the end of year three, 70% of community partners will report an increased capacity to provide services as a result of student involvement
END OUTCOME	
Population Measured	Community partners
Indicator	Community-school partnerships institutionalized
Target # or %	<u> </u> (enter into eGrants)
Data/ Instrument	n/a
STATEMENT	Community-school partnerships established supporting service-learning strategies beyond the Learn and Serve America grant