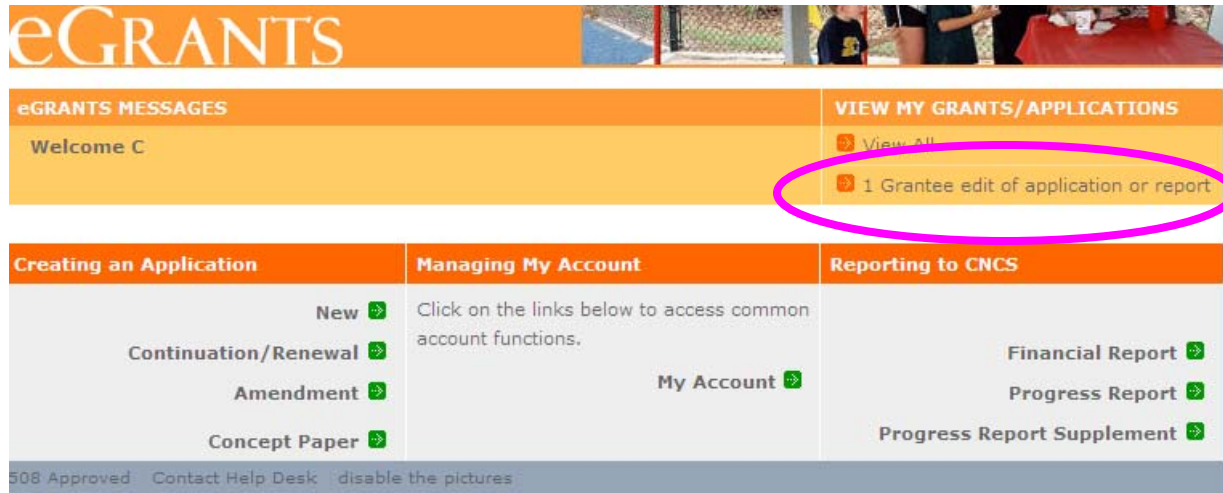


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- 1) Log into eGrants and open your application. Remember, if you have already started and saved an application, you can find it under the View My Grants/Applications section of your Home page by clicking on “*Grantee Edit of Application or Report*” heading. **Do not click New again.**



- 2) Select the “Performance Measures” section from the Main Menu on the left side of the screen.



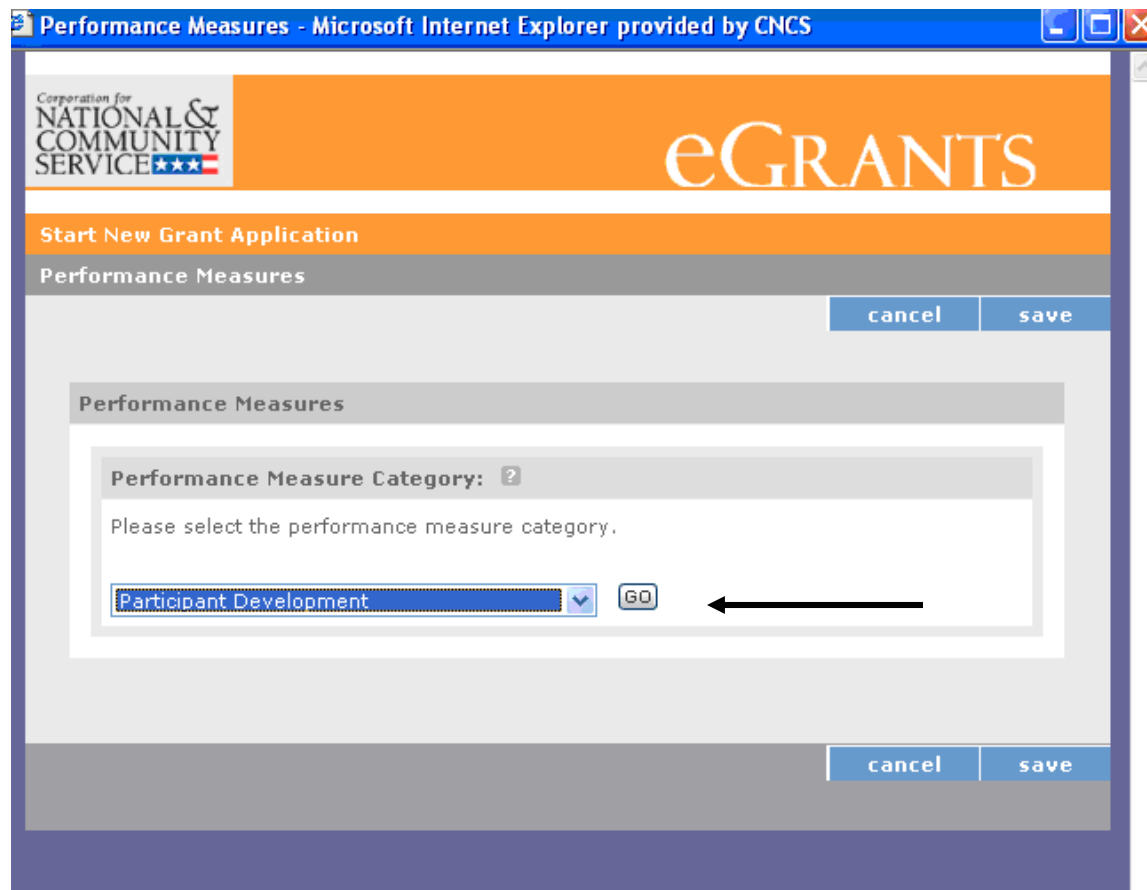
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3) **Step 1:** Click on “add a service category” to begin creating your measure. Once you do this, a drop-down box (shown below) will appear. **Step 2:** Choose an issue area that seems appropriate (e.g. education). **Step 3:** Once you have selected an issue area, a second drop-down box will appear with different service categories. Please select the service category that seems appropriate.

The screenshot shows the eGRANTS web application interface. At the top, there is a header with the eGRANTS logo and a navigation bar. Below the header, there is a sidebar on the left with a list of menu items: Welcome Sally, Start New, Applicant Info, Application Info, Narratives, Performance Measures (highlighted with a red icon), Documents, Budget Section 1, Budget Section 2, Budget Section 3, Funding/Demographics, Review, and Authorize and Submit. The main content area is titled 'Start New Grant Application' and contains a 'Services Categories and Performances Measures' section. This section includes a heading 'add a service category' and a 'Step 1' annotation. Below the heading, there is a text box explaining the process: '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.' Below the text box, there is a form with two dropdown menus: 'Issue Area' (set to 'Health/Nutrition') and 'Service Category' (set to 'Select a Service Category ...'). There is a 'GO' button next to the 'Issue Area' dropdown and a 'delete' button next to the 'Service Category' dropdown. A 'Step 2' annotation is placed over the 'GO' button, and a 'Step 3' annotation is placed over the 'Service Category' dropdown. At the bottom left of the page, there is a 'Grant Application Info' section with the text 'Grant Application ID: 06KC092811'.

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4) Enter the requested information for a complete performance measure (since a Participant Development measure is required, this example outlines the steps for creating a Participant Development measure).



The screenshot shows a web browser window titled "Performance Measures - Microsoft Internet Explorer provided by CNCS". The page header includes the logo for the Corporation for National & Community Service and the text "eGRANTS". Below the header, there is a navigation bar with "Start New Grant Application" and "Performance Measures". The main content area is titled "Performance Measures" and contains a form with a "cancel" and "save" button. The form has a sub-section titled "Performance Measures" with a "Performance Measure Category: ?" label. Below this label is a text box with the instruction "Please select the performance measure category." and a dropdown menu currently showing "Participant Development". To the right of the dropdown is a "GO" button, with a black arrow pointing to it. At the bottom of the form, there are "cancel" and "save" buttons.

Helpful Hints:

Please align your performance measures with the narrative descriptions you provided, explaining how your program will increase participants' civic or academic engagement. We **strongly** recommend that you use a logic model to develop your performance measures.

(For more detailed information about logic models, see the W.K. Kellogg Foundation Logic Model Development Guide:

<http://www.wkkf.org/Pubs/Tools/Evaluation/Pub3669.pdf>.)

In general, an output is a quantifiable result of the grant activities you are proposing to implement (i.e. the anticipated number of youth who will participate).

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An intermediate outcome is measurable change that results from the outputs you report (i.e. the percentage of your service-learning participants you expect to show an improvement in civic or academic engagement). If selected as a grantee, you will be asked to report on these numbers at the end of each year to demonstrate your progress.

An end outcome is typically the hypothetical or aspirational result that will occur down the road as a result of your outputs and intermediary outcomes (i.e. service-learning participants will sustain an increased level of civic participation throughout their lifetime). While eGrants will ask you for a target number and the instrument you will use to measure your end outcome, please note that Learn and Serve America does **not** expect you to be able to measure your end outcome.

Here is an example from a previous grantee:

Evaluations will use pre and post-test surveys that measure civic engagement

Participant Development:

- Output: Over three years, 1,500 youth will take part in high-quality service-learning projects.
- Intermediate Outcome: 75% of service-learners will show an increase in civic engagement.
- End Outcome: Youth will develop the habits of active, informed civic involvement.

The screenshot shows the 'eGrANTS' application interface. At the top left is the logo for the Corporation for National & Community Service. The main header is orange with 'eGrANTS' in white. Below the header is a grey bar with 'Start New Grant Application' and 'Performance Measures'. A blue bar contains 'cancel', 'save', and 'save & close' buttons. The main content area is titled 'Performance Measures' and contains three sections:

- Performance Measure Category:** A dropdown menu showing 'Participant Development'.
- Needs Statement and 3 Year Action Plan:** A section with three numbered prompts:
 1. Describe the need or issue that this measure will address.:
Youth will develop increased civic engagement.
 2. Indicate what activities will be conducted to address this need.:
Youth will engage in health-related service-learning activities
 3. Describe your anticipated result through the end of year three.:
By the end of year 3, 1,500 youth will take part in high-quality service-learning projects. Of those youth, 75% will show an increase in civic engagement.

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Measure Results ?

Output:

Population Measured
K-12 Students

If other, please describe

Indicator
Select...

If other, please describe
participate in health-related service-learning activities

Target #(number) or %(percent)
1500 #

Data/Instrument Used to Measure Progress
Volunteer Record/Log

If other, please describe

Performance Measure Statement
By the end of year 3, 1,500 youth will participate in health-related service-learning activities.

Intermediate Outcome:

Population Measured
K-12 Students

If other, please describe

Indicator
Other...

If other, please describe
increased civic engagement

Target #(number) or %(percent)
75 %

Data/Instrument Used to Measure Progress
Pre/Post test

If other, please describe

Performance Measure Statement
By the end of year 3, 75% of youth will demonstrate increased civic engagement as measured by pre- and post-tests.

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End Outcome:

Population Measured
K-12 Students

If other, please describe

Indicator
Youth will develop the habits of active, informed civic involvement

Target #(number) or %(percent)
100 %

Data/Instrument Used to Measure Progress
Focus groups

If other, please describe

Performance Measure Statement
Youth participants will develop the habits of active, informed civic involvement

cancel save save & close

5) Save & Close – your measure is complete.