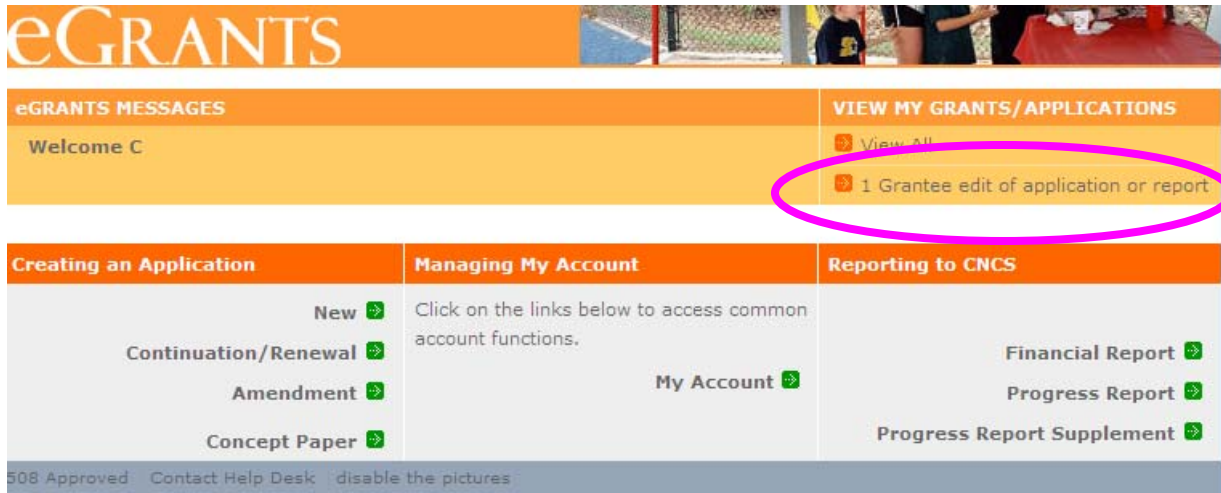


Learn and Serve America Performance Measure Guide

- 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.**

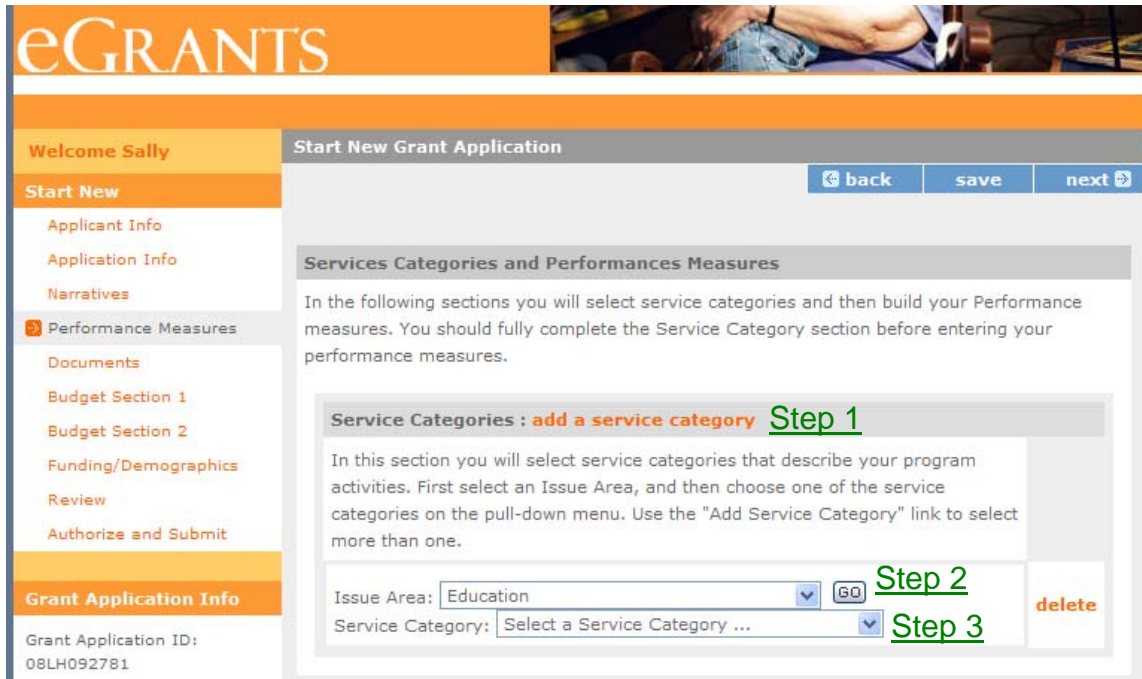


- 2) Select the “Performance Measures” section from the Main Menu on the left side of the screen.



Learn and Serve America Performance Measure Guide

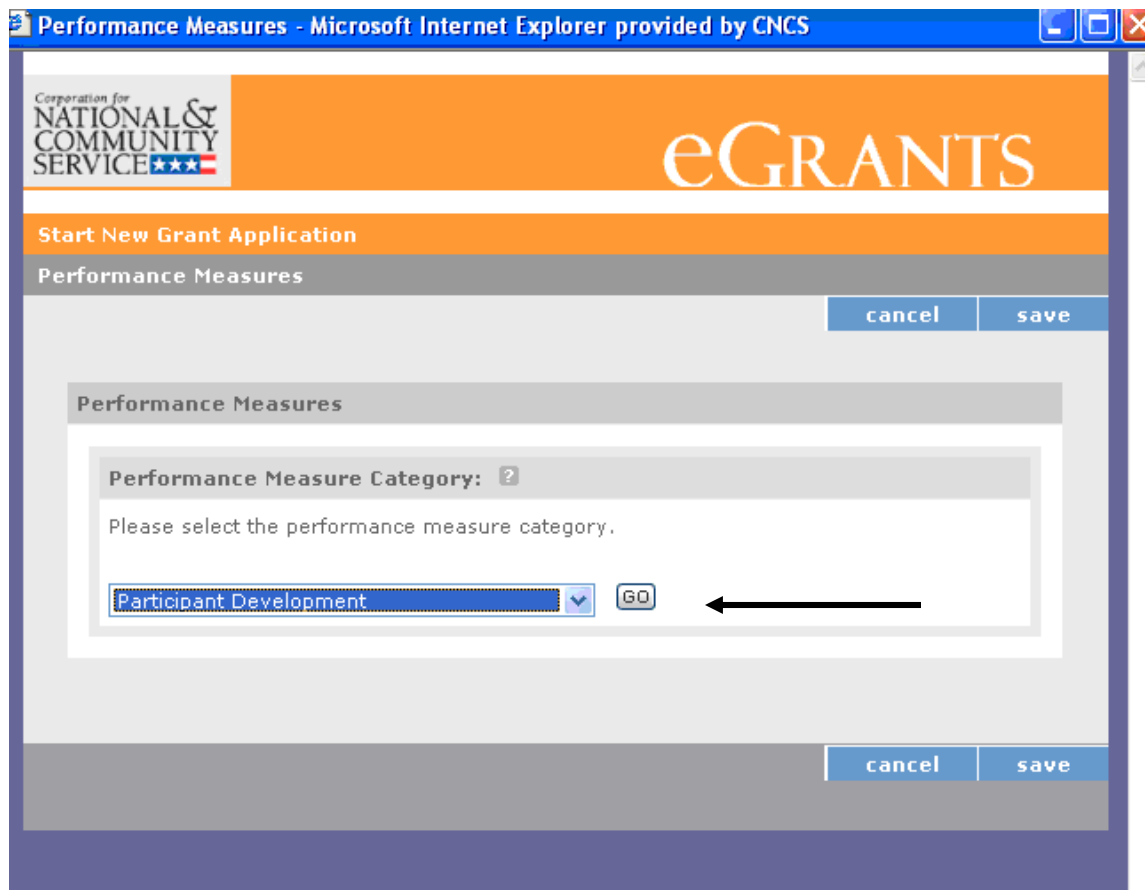
3) **Step 1:** Click on “add a service category” to begin creating your measure. Once you do this, a drop-down box (shown below) will appear. **Step 2:** Choose an issue area that seems appropriate (e.g. education). **Step 3:** Once you have selected an issue area, a second drop-down box will appear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



The screenshot shows the eGRANTS web application interface. At the top left is the eGRANTS logo. Below it is a navigation menu with sections: 'Welcome Sally', 'Start New' (containing links for Applicant Info, Application Info, Narratives, Performance Measures, Documents, Budget Section 1, Budget Section 2, Funding/Demographics, Review, and Authorize and Submit), and 'Grant Application Info' (containing Grant Application ID: 08LH092781). The main content area is titled 'Start New Grant Application' and includes 'back', 'save', and 'next' buttons. The primary section is 'Services Categories and Performances Measures', which contains instructions and a form. The form has a header 'Service Categories : add a service category Step 1'. Below this, there is a text box explaining the process. At the bottom of the form, there are two dropdown menus: 'Issue Area: Education' (with a 'GO' button and 'Step 2' label) and 'Service Category: Select a Service Category ...' (with a 'Step 3' label). A 'delete' button is also present.

Learn and Serve America Performance Measure Guide

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-header "Performance Measures" and a section titled "Performance Measure Category: ?". Below this, there is a text prompt: "Please select the performance measure category." A dropdown menu is open, showing "Participant Development" selected. 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.wkcf.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 students who will participate).

Learn and Serve America Performance Measure Guide

An intermediate outcome is measurable change that results from the outputs you report (i.e. the percentage of your service-learning students 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 students 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 high school students will take part in high-quality service-learning projects.
- Intermediate Outcome: 75% of service-learners will show an increase in civic engagement.
- End Outcome: Students will develop the habits of active, informed civic involvement.

The screenshot shows a web form titled "Performance Measures" with three buttons: "cancel", "save", and "save & close". The form contains the following sections:

- Performance Measure Category:** A dropdown menu with a question mark icon, currently displaying "Measure Category: Participant Development".
- Needs Statement and 3 Year Action Plan:** A section with three numbered prompts, each followed by a text input field with up and down arrow icons:
 1. Describe the need or issue that this measure will address.:
Students will develop increased civic engagement
 2. Indicate what activities will be conducted to address this need.:
Students will be engaged in STEM-related service-learning activities
 3. Describe your anticipated result through the end of year three.:
By the end of year 3, 1,500 high school students will take part in high-quality service-learning projects. Of those students, 75% will show an increase in civic engagement.

Learn and Serve America Performance Measure Guide

Measure Results ?

Output:

Population Measured
K-12 Students

If other, please describe

Indicator
Other...

If other, please describe
participate in STEM service-learning activities

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

Data/Instrument Used to Measure Progress
Teacher Observation Form and Log

If other, please describe

Performance Measure Statement
By the end of year 3, 1500 students will participate in STEM 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 student participates will demonstrate increase civic engagement as measured by pre- and post- tests.

Learn and Serve America Performance Measure Guide

End Outcome:

Population Measured
K-12 Students

If other, please describe

Indicator
Students 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
Student participants will develop the habits of active, informed civic involvement

cancel save save & close

5) Save & Close – your measure is complete.