

**2008 Learn and Serve America  
College Student Social Media Initiative  
Higher Education Grant Application Instructions**

**Competition Overview**

As described in the Notice of Funding Availability (Notice), the Corporation for National and Community Service (the Corporation) announces the availability of approximately \$2.3 million of grant funding to support the facilitation of better engagement of college students in service through social media.

One time awards of approximately \$100,000 to \$750,000 will be made to an estimated twelve eligible applicants for a project period of up to three years. While all applicants can build in funds for subgrants as part of their program model, the Corporation expects to fund at least one partnership dedicated primarily to disbursing small subgrants (under \$10,000) to seed student-driven projects. This awardee must promote, review, and award subgrants using social media. Under this model, it is expected that the grantee will allocate at least 80% of funding for subgrants.

The purpose of this competition is to facilitate better engagement of college students in service through the use of social media. Some examples of social media include: social networking (i.e., Facebook, MySpace, Ning, or integrating social networking capacity into existing sites), wikis, podcasts, blogs, RSS feeds, mashups, social bookmarking, widgets, etc. Successful applicants must demonstrate how their program can use these tools to engage increased numbers of college students, especially in partnership with other nonprofit or for-profit entities.

Eligible applicants include higher education partnerships, defined as one or more public or private nonprofit organizations, or public agencies, including States, and one or more institutions of higher education. Examples of such partnerships include: a national service-focused organization and college campuses where it has affiliated chapters; a national non-profit partnering with a Business School to run a national subgranting competition; a regional group of student non-profit organizations working with an institution of higher learning which would serve as a legal applicant. Applicants should have demonstrable experience in planning and implementing significant service, volunteering or technology programs

To meet the purpose of this grant, activities must use social media to mobilize and engage students locally, regionally, or nationally in high quality service and should achieve at least one of the following:

- Improve communication among students, student organizations, community partners, and non-profits/institutions of higher education involved in creating social change
- Develop innovative and effective methods of providing service to or serving with community partners
- Increase institutional support for student-driven service

Grantees' success will be measured by the way in which they:

- Develop and test innovative ideas
- Develop effective marketing and communication strategies to mobilize student volunteers
- Develop means of connecting more students to service

In addition to the quality of their proposed project plan and activities, grant applicants will be assessed on how well they:

- Use or adapt social media in an innovative way to drive student service

- Actively involve students in the grant planning process
- Include student leadership during the grant implementation
- Incorporate pre-existing technology and expertise on issue areas (e.g., education, public safety, environment, and other human needs)
- Promote Learn and Serve/CNCS through co-branding strategies

## Getting Started

Before you begin developing your application, please review the following documents:

✓ **Notice of Funding Availability (Notice)**

Guidance on specific Learn and Serve America grant competitions, including funding availability, how to apply, deadlines for applying, and selection criteria.

✓ **Application Instructions (below)**

Application questions and instructions on how to complete the Standard Form 424 application for federal assistance for Learn and Serve America.

✓ **Budget Instructions (below)**

Program-specific instructions for Learn and Serve America Higher Education grants.

This Learn and Serve America application guidance contains the information needed to complete a high-quality application. You must follow the guidance and address the items specific to this competition.

The above documents are available electronically at:

[http://www.learnandserve.gov/for\\_organizations/funding/index.asp](http://www.learnandserve.gov/for_organizations/funding/index.asp)

### Applicants are required to:

- ❑ Submit applications by the posted deadline.
- ❑ Adhere to the character limits listed in the narrative sections below.<sup>1</sup>
- ❑ If requested, make available financial statements, audits, and recent evaluations of your program available during the application review process. Do not submit any other supplementary materials such as annual reports, videos, brochures, letters of support, or any supplementary material not requested in the application.

## Submission Procedures Date and Time

If you have questions about Learn and Serve America application procedures, please contact Kirsten Breckinridge 202-606-7510 or [Isahighered@cns.gov](mailto:Isahighered@cns.gov)

### Applying Online using the eGrants System

The Corporation requires that applicants make every effort to submit their applications electronically using eGrants, the Corporation's integrated, secure, web-based system for grants application and management. Go to <http://www.learnandserve.gov/egrants/> and create an eGrants account (if you do not already have one) to begin the process of submitting your application online. Instructions on how to create an account are available at this website.

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<sup>1</sup> The character count includes all letters, punctuation, and spaces in a document. One double-spaced, 12-point font page equals approximately 2,000 characters.

The Corporation strongly encourages you to create an eGrants account and begin completing your application at least three weeks prior to the final submission deadline. This will allow you time to address technical issues prior to the deadline.

### **Submission Deadline**

**The deadline for *eGrants* application submissions is 5:00 p.m. Eastern Time on May 7, 2008.**

If you are unable to submit your application using eGrants, you may submit a paper application along with a diskette or CD Rom with an exact duplicate of your application to the Corporation for National and Community Service, Learn and Serve America, 1201 New York Avenue, NW, Washington, DC 20525 within two business days (May 9, 2008) of the published deadline by 5:00 p.m. Eastern Time. Applicants should use an overnight mailing service to ensure applications arrive on time. Applicants should not send proposals via the United States Postal Service due to security screening-related delays.

### **Eligibility Information**

#### **Eligible Applicants**

Grant applicants must be a higher education partnership<sup>2</sup>, defined as: one or more public or private nonprofit organizations, or public agencies, including States, and one or more institutions of higher education.

#### **Match Requirements**

Grantees must contribute at least 50 percent of the total cost of the proposed program. The total cost of a program is Grantee share + Corporation share.

The grantee's share of the program cost can be in cash or in-kind, which may include facilities, equipment, or services. The grantee's share may come from private, state, or non-Corporation federal sources. In the case of federal sources, the funds of another agency may be used as match only if the other agency permits such use.

#### **Multiple Submissions**

Each Legal Applicant can submit only one application for this grant competition.

### **Contents of the Grant Application**

For the purposes of this grant competition, we have condensed the Learn and Serve America Higher Education Application Instructions (OMB Control #: 3045-0046). All the guidance necessary to complete an application is included within the Notice of Funding Available (Notice) and this attachment. Both documents are available at [www.learnandserve.gov](http://www.learnandserve.gov).

Your completed application consists of the following sections. Please make sure to complete each one.

- I. Standard Form 424 Facesheet
- II. Applicant Info

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<sup>2</sup> 42 USC 12561

- III. Application Info
- IV. Narrative
- V. Performance Measures
- VI. Documents
- VII. Budget
- VIII. Funding/Demographics
- IX. Review and Submit
- X. Survey on Ensuring Equal Opportunity for Applicants (*Optional*)

### **I. Standard Form 424 Facesheet**

The Standard Form-424 facesheet is required for applications submitted for federal assistance. The SF-424 contents are duplicated in eGrants, although the format is different. (See Appendix A.)

Note: When completing the application in eGrants, a number of the below boxes will already be completed through the process of setting up an account for the applicant organization and individual program contact.

### **II. Applicant Info**

After you create your eGrants account, begin by selecting “New” from your Home Page. Select “Learn and Serve America” as the *Program Area* and click “Go.” You will then be asked to *select a NOFA*. Choose: *Learn and Serve America Higher Education Student Tech FY 2008*.

Once you create an application, you will be allowed to edit as needed until you are ready to submit. When you want to return to a previously started application, it will now appear under *View My Grants/Applications* in the status *For Grantee Edit or Action*. Clicking on this option will allow you to re-enter your application. Do not use the *New* button again.

Please note that the *Authorized Representative* name is blank. You cannot select a name for this field. Instead, the Authorized Representative will need to have his/her own eGrants account to click on the Assurances and Certifications at the end of the application. (Appendix B)

Under *Project Information* select, “enter new” and choose a title for your project. You can enter another address for the project, which may or not be the same as that of the Legal Applicant.

To select an individual as the *Project Director*, choose a name from the pull-down menu or add a new contact.

### **III. Application Info**

*Areas affected by the project*: List only the largest political or municipal entities affected (e.g., counties and cities).

Enter the dates for the *proposed project start and end* dates. Your project period is up to three years and may begin no earlier than September 30, 2008.

*Intergovernmental Review of Federal Programs*: This program is NOT subject to Executive Order 12372.

**Delinquent on any federal debt:** Check the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans, and taxes. If *yes*, type your explanation in the text box provided.

**State Application Identifier:** Enter N/A.

**Note:** Falsification or concealment of a material fact or submission of false, fictitious or fraudulent statements or representations to any department or agency of the United States Government may result in a fine or imprisonment for not more than five (5) years, or both. (18 U.S. Code Section 1001)

**IV. Narrative Sections**

In evaluating your application for funding, reviewers will assess your program design, organizational capacity, and budget/cost effectiveness. The weights assigned to each category and its corresponding narrative sections are listed in the chart below.

Category	Percentage	Narrative Sections
Project Plan	60%	Three Year Plan, Needs and Activities, Strengthening Communities, Developing Participants
Organizational Capacity	25%	Organizational Capacity
Budget/Cost Effectiveness	15%	Budget/Cost Effectiveness

Sections 1-8 are text boxes in eGrants. Click on the heading of each one to enter text, or cut and paste your text into the box.

**1. Executive Summary**—2,000 characters (approximately one double-spaced page, 12-point font)

Briefly summarize your proposed program. If you propose to promote, review, and select subgrants using social media This summary should describe your proposed model for using social media. It should also include program goals, the projected number of participants, a description of partnerships or subgrantees and their roles (if applicable). Describe the strengths or expertise in student service and social media on which this proposal is based. Think of this summary as a “2 minute pitch” in which you briefly summarize the key aspects of your proposed program.

**Note:** As mentioned in the Notice, at least one partnership will be funded to disburse small subgrants (under \$10,000 each) to seed student-driven projects. Partnerships for this award must use social media tools to promote, review, and award subgrants and at least 80% of funding must be distributed to subgrantees. If you choose to propose this model, please indicate so in your executive summary. Alternatively, if you wish to use a different model or structure for implementing your program, make sure it is clearly described in your executive summary.

**2. Summary of Accomplishments**—2,000 characters

Briefly summarize the accomplishments from prior Learn and Serve America and/or other Corporation program funds you have received. If you have not received a previous grant from the Corporation, please type N/A in this space.

**3. Three Year Plan** – 14,000 characters limit (approximately 7 double-spaced pages, 12-point font)

All applicants must submit a program plan that outlines major goals, key tasks, and corresponding dates for the development and management of your proposed program. While the eGrants section is titled “Three-Year Plan,” the timeframe for the program is left to the discretion of the applicant, but may not exceed three years. Grant awards will be made in full at the beginning of the grant period.

Please refer to the grant purpose and selection criteria listed in the Notice when completing your project plan. In your proposal, you should demonstrate how you will achieve the following:

- Use or adapt social media in an innovative way to drive student service
- Actively involve students in the grant planning process
- Include student leadership during the grant implementation
- Incorporate pre-existing technology and expertise on issue areas (e.g., education, public safety, environment, and other human needs)
- Promote Learn and Serve/CNCS through co-branding strategies

In your program plan, please indicate how the partnership leader’s activities will contribute to successful program activities at the subgrantee/partner level. Address the following items using the headings provided:

*Program goals* – list the specific goals you hope to achieve through your program.

*Start-up Activities* – list and briefly describe the different activities you will undertake as you begin your program. Please list approximate dates by which each activity will be accomplished. These activities may include: engaging students in project planning, developing a marketing plan, recruitment of partners or subgrantees, needs assessments, hiring and training of staff, development and testing of social media initiative, procurement of community partner memoranda of understanding, etc.

*Implementation Activities* – list and briefly describe the activities you will implement once planning and preparation are complete. Please list approximate dates by which each activity will be accomplished or indicate if activities will be ongoing. These may include the service projects, use of social media, coordination of on-going partnership or subgrantee projects, fiscal oversight and monitoring of the grant, etc.

*Program Culmination and Sustainability Activities* – list and briefly describe the final program activities. Because we hope programs will continue operating after the grant lifecycle, proposals should indicate clear plans for sustainability and institutionalization after Learn and Serve America funding has been expended. Please list approximate dates by which each activity will be accomplished. Culmination activities may include project model and/or content dissemination and replication activities, evaluation activities, etc.

**4. Needs and Service Activities** – 4,000 characters

Summarize the specific community needs or problems your program will address, how they were identified, and how your activities will meet them. These needs can be on an organizational, community, national, or field-wide level. Part of your response must indicate how your programs will meet these needs in an innovative way.

**5. Strengthening Communities** – 2,000 characters

Summarize the specific ways your program will strengthen partnerships in the communities in which you and your partners/subgrantees operate. Explain how community input will be incorporated into program planning.

**6. Developing Participants** – 2,000 characters

Note: Higher Education Participants are defined as students, faculty, staff and community volunteers<sup>3</sup>.

List the specific ways in which you will help the Corporation meet its strategic goal of increasing civic engagement by encouraging college students to participate in service. Specifically, how will your program mobilize and engage students locally, regionally, or nationally in high quality service?

**7. Organizational Capacity**— 12,000 characters (approximately 6 double-spaced pages, 12-point font)

This section refers to the capacity of the applicant to plan and implement significant service projects, manage a federal grant, create and maintain effective partnerships, harness the innovations and leadership students can provide, and successfully implement innovative and potentially field-changing social media strategies.

Applicants should include the following subheadings in this section of their applications: a) Program/Fiscal Oversight, b) Federal Grant Experience/Track Record, c) Staff Roles and Experience, d) Available Resources and Capabilities, e) Evaluation Plan, and f) Training and Technical Assistance (T/TA).

- a. **Program/Fiscal Oversight.** Applicants should have demonstrable experience in planning and implementing significant service and technology programs. Applicants must also be capable of providing sound fiscal management and oversight.
- b. **Federal Grant Experience/Track Record.** Applicants must provide evidence that they have the experience and/or the capacity to manage federal grants. Applicants should also be capable of assessing the capacity of partners/subgrantees. Please identify which office and/or staff members will be responsible for the grant's fiscal management and reporting.
- c. **Staff Roles and Experience.** Applicants should list the key personnel, including students, who will oversee and implement programs and describe their relevant experience. Applicants must demonstrate that qualified personnel have appropriate experience. List relevant accolades received or significant accomplishments the organization has achieved.
- d. **Available Resources and Capabilities.** Describe the applicant's commitment to service. List the support applicants will receive from their own organization or from their partners/subgrantees. This might include equipment, partnerships, or other resources that will

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<sup>3</sup> 42 U.S.C. 12561

assist in completing the project plan successfully. Because social media is an essential component of the grant, applicants should demonstrate strong existing capabilities in using and/or adapting social media.

- e. **Evaluation Plan.** The evaluation plan should contain the strategies you will use to track progress toward meeting your program’s goals. Applicants are strongly encouraged to allocate sufficient resources for program evaluation. Grantees and partners/subgrantees may consider arranging an independent evaluation or seeking support from higher education or other experts to help design data collection and evaluation systems.
- f. **Training and Technical Assistance.** It is the grantee’s responsibility to ensure that partners/subgrantees have the training and support they need to successfully coordinate programs and manage their portion of federal grant funds (e.g. appropriate documentation, reporting, and accounting). Please describe how you will provide necessary training and technical assistance.

**8. Budget/Cost Effectiveness – 4,000 characters**

Describe your plans to develop a cost-effective program including how you will develop diverse non-federal resources. How will you leverage funding to support your program implementation and sustainability?

Please note: grant applications will be evaluated to ensure that proposed budgets are clearly aligned with the activities outlined in the project plan. If there are elements of your budget that do not readily connect with your projects, please justify their inclusion in this space.

**V. Performance Measures**

Please enter N/A in all fields. If your application is selected for funding, you will work with Learn and Serve America to identify measurements by which you will gauge the success of your programs. All grantees will be asked to report on the number of students who participate in volunteering or service-learning and the total number of volunteer hours contributed.

**VI. Documents**

The default setting in eGrants is “Not Sent.” If you do not change this status, eGrants will not verify your application for submission.

**1. A133 Audit Report or Financial Statement**

The Corporation may request applicants’ financial information after approval of a grant application and prior to award. Nonprofit organizations and US Tribes must be prepared to submit either the most recent A133 Audit report (for organizations who expend \$500,000 or more of federal funds annually), or your organization’s most recent financial statement upon request.

Applicants are NOT required to submit an A133 or other audit at the time of application and should select “Not Applicable” on the eGrants documents screen.

**2. Previous Evaluations of Program Activities**

If you have conducted a recent (within the past 2 years) evaluation of previous program activities, you may be asked to provide a copy of this evaluation during the grant application review process.

Applicants are NOT required to submit an evaluation at the time of application and should select “Not Applicable” on the eGrants documents screen.

### **3. No Additional Appendices**

We cannot accept any additional appendices with this application. Any additional documents you send will not be reviewed.

## **VII. Budget**

Please see Budget Instructions in Appendix C.

## **VIII. Funding/Demographics**

Please enter the approximate number of participants you expect to engage in community service and service-learning activities over the full project period

## **IX. Review, Authorize and Submit**

eGrants requires that you review and verify your entire application before submitting. Read the Authorization, Assurances, and Certifications carefully. Complete each section of the Assurances and Certifications by clicking on “I Agree.”

### **Certifications and Assurances (Appendix B)**

The Authorized Representative must carefully read the assurances and certifications. He/she must complete the form that certifies that your organization will comply with the required Federal assurances and certifications. In eGrants, the Authorized Representative must log on to the system using his/her own account and verify that he/she has read them.

## **X. Survey on Ensuring Equal Opportunity for Applicants (*Optional*)**

# APPENDIX A – FACESHEET (Form SF424)

## APPLICATION FOR FEDERAL ASSISTANCE

		<b>1. TYPE OF SUBMISSION:</b> Application <input checked="" type="checkbox"/> Non-Construction																																					
<b>2. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):</b>	<b>3. a. DATE RECEIVED BY STATE:</b>	<b>3.b. STATE APPLICATION IDENTIFIER:</b>																																					
	<b>4. a. DATE RECEIVED BY CNCS:</b>	<b>4.b. CNCS GRANT NUMBER:</b>																																					
<b>5. APPLICANT INFORMATION</b>																																							
<b>5a. LEGAL NAME:</b>  <b>5b. ORGANIZATIONAL UNIT:</b>  <b>5c. ADDRESS (give street address, city, county, state and zip code):</b>	<b>5d. NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):</b>  NAME: TELEPHONE NUMBER: (        )        - FAX NUMBER: (        )        - INTERNET E-MAIL ADDRESS: WEBSITE:																																						
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>																					<b>7.a. TYPE OF APPLICANT: (enter appropriate letter in box)</b> <input type="checkbox"/> <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">H. Independent School District</td> </tr> <tr> <td>B. County</td> <td>I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>C. Municipal</td> <td>J. Private University</td> </tr> <tr> <td>D. Township</td> <td>K. Indian Tribe</td> </tr> <tr> <td>E. Interstate</td> <td>L. Individual</td> </tr> <tr> <td>F. Intermunicipal</td> <td>M. Profit Organization</td> </tr> <tr> <td>G. Special District</td> <td>N. Private Non-Profit Organization</td> </tr> <tr> <td colspan="2">O. Other (specify) _____</td> </tr> </table>			A. State	H. Independent School District	B. County	I. State Controlled Institution of Higher Learning	C. Municipal	J. Private University	D. Township	K. Indian Tribe	E. Interstate	L. Individual	F. Intermunicipal	M. Profit Organization	G. Special District	N. Private Non-Profit Organization	O. Other (specify) _____	
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<b>8. TYPE OF APPLICATION (Check appropriate box):</b> <input type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT  If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/>  A. AUGMENTATION: <input type="checkbox"/> B. BUDGET REVISION: <input type="checkbox"/> C. NO COST EXTENSION: <input type="checkbox"/> to _____ (enter date) E. OTHER (specify below): <input type="checkbox"/>	<b>7.b. CNCS APPLICANT CHARACTERISTICS</b> Enter appropriate code in each blank: _____, _____, _____, _____, _____																																						
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<b>12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc.):</b>		<b>11.b. CNCS PROGRAM INITIATIVE (IF ANY):</b>																																					
<b>13. PROPOSED PROJECT:        START DATE:        END DATE:</b>																																							
<b>14. ESTIMATED FUNDING: Check applicable box: Yr 1: <input type="checkbox"/> Yr.2: <input type="checkbox"/> or Yr 3: <input type="checkbox"/></b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="width: 10%;">\$</td> <td style="width: 50%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>b. APPLICANT</td> <td>\$</td> <td></td> <td></td> </tr> <tr> <td>c. STATE</td> <td>\$</td> <td></td> <td></td> </tr> <tr> <td>d. LOCAL</td> <td>\$</td> <td>N/A</td> <td></td> </tr> <tr> <td>e. OTHER</td> <td>\$</td> <td>N/A</td> <td></td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td>\$</td> <td>N/A</td> <td></td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td></td> <td></td> </tr> </table>		a. FEDERAL	\$			b. APPLICANT	\$			c. STATE	\$			d. LOCAL	\$	N/A		e. OTHER	\$	N/A		f. PROGRAM INCOME	\$	N/A		g. TOTAL	\$			<b>15. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>  a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____  b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW									
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<b>16. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> YES    If "Yes," attach an explanation. <input type="checkbox"/> NO																																							
<b>17. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>																																							
<b>a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:</b>		<b>b. TITLE:</b>	<b>c. TELEPHONE NUMBER:</b>																																				
<b>d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:</b>		<b>e. DATE SIGNED:</b>																																					



## APPENDIX B. Assurances and Certifications

### Instructions

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

**a) Inability to certify**

Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

**b) Erroneous certification or assurance**

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

**c) Notice of error in certification or assurance**

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

**d) Definitions**

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

**e) Certification requirement for subgrant agreements**

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

**f) Certification inclusion in subgrant agreements**

You agree by submitting this proposal that you will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions,” provided by us, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

**g) Certification of subgrant principals**

You may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the certification is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

**h) Non-certification in subgrant agreements**

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

**i) Prudent person standard**

Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

### ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

**OMB STANDARD ASSURANCES:**

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-1 et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

## CERTIFICATIONS

### Debarment, Suspension, and Other Responsibility Matters

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, *Participants' responsibilities*.

- A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:
- Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
  - Has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with, fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and
  - Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default;
- B. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

### Drug-Free Workplace

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Section 85.615 and 85.620).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug-free awareness program to inform employees about-

- the dangers of drug abuse in the workplace,
  - the grantee's policy of maintaining a drug-free workplace.
  - any available drug counseling, rehabilitation, and employee assistance programs, and
  - the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);
- D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
- abide by the terms of the statement, and
  - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- E. Notifying us within ten days after receiving notice under subparagraph (D) from an employee or otherwise receiving actual notice of such conviction;
- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D), with respect to any employee who is so convicted-
- Taking appropriate personnel action against such an employee, up to and including termination; or
  - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (F).

**Lobbying Activities**

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

## APPENDIX C – Budget Instructions

### Learn and Serve America Higher Education 2008 Budget Instructions

Your budget narrative must provide a full explanation of associated costs including their purpose, justification, and the basis of your calculations. Where possible, your calculations should be presented in an equation format, identifying the number of persons or items involved, the per person or unit cost, and/or the annual salary cost.

#### Summary of statutory budget requirements:

- ◆ You must match with cash or in-kind contributions at least 50% of the project's total costs (minimum of a dollar for dollar match). The source(s) may be federal (non Corporation), state, or local (public or private).
- ◆ Equipment costs must not exceed 10% of the total federal share.
- ◆ Administrative costs must not exceed 5% of the total Corporation funds requested.

**Consistency of treatment:** To be allowable under this award, costs must be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the applicant. Furthermore, the costs must be accorded consistent treatment in both federally financed and other activities as well as between activities supported by different sources of federal funds.

#### Section I. Program Operating Costs

**Source of Funds/Match.** Describe the major source(s) of match contributions for Section I by clearly indicating the source(s), the type of contribution (cash or in-kind), and the approximate amount (or estimate) of the match.

Please note: The grantee's share of match may come from private, state, local, or federal sources. In the case of federal sources, the funds of another agency may only be used as match if the other agency permits such use.

##### A. Personnel Expenses

Include the portion of staff time attributed directly to the operation of the Learn and Serve America project. List each staff position as a separate line item.

##### B. Personnel Fringe Benefits

Include costs of benefit(s) for your project staff. You can identify and calculate each benefit or show cost as a percentage of all salaries. Fringe benefit rates totaling greater than 30 percent of the relevant salary will require additional explanation/justification.

##### C. Monitoring and Other Travel

Describe the purposes for travel. Allowable costs include transportation, lodging, subsistence, and other related expenses for local and outside the project area travel. Please specify different types of travel expenses as separate line items (e.g., monitoring visits, conference attendance, etc.) and show detailed breakdown of all costs (e.g. 2 people x 3 days @ \$50 per day for lodging = \$300).

#### **D. Equipment**

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of \$5,000 (five thousand) or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in section E below. Purchase of equipment is limited to 10% of the total CNCS share. Show the unit cost and number of units you request.

#### **E. Supplies**

Include the purchase of consumable supplies and materials, including equipment that does not fit the equipment definition of D above. You must individually list any single item costing \$1,000 (one thousand) or more.

#### **F. Curriculum Development**

Include costs for consultants related to curriculum development (contracts/mini-grants/release time). Payments to individuals for services under this grant may not exceed \$540 per day (exclusive of any indirect expenses, travel, and supplies). Indicate daily rate for consultants where applicable.

#### **G. Training and Technical Assistance**

Include the costs associated with training and technical assistance of faculty and staff associated with the project, especially training that specifically enhances project implementation and professional skills, e.g., project or financial management, or faculty development. Indicate daily rates of consultants, where applicable.

#### **H. Evaluation**

Include costs for project evaluation activities, data collection against performance measures, including additional staff time or subcontracts you did not budget under Section IA. (Personnel Expenses). Include use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. Indicate daily rates of consultants, where applicable.

#### **I. Other Operating Costs**

Allowable costs in this category may include travel to CNCS-sponsored meetings and dissemination. In addition, these costs may include Internet expenses that are specifically used for Learn and Serve America and are not part of the organization's indirect cost/admin cost. If shared with other projects or activities, you must prorate the costs. List each item and provide a justification in the budget narrative.

Required expense:

Travel to CNCS-Sponsored Meetings – Include up to \$2,500 in this line item to cover the cost of CNCS-sponsored technical assistance meetings (travel, hotel, registration).

Optional expense:

Dissemination – Include costs to publish or disseminate training manuals, evaluation assessment tools, promising practice guides and other successful products of your program.

#### **J. Participant Stipends**

Because stipends cannot be given to participants who receive academic credit for their service as part of a course, the Corporation does not fund participant stipends. However, if you have

participants that receive stipends through Federal Work Study or other institutional funds that complement your service or service-learning program you may include this as part of your match.

### **K. Subgrants**

Include subgrants to other institutions here. Show the number of subgrants you plan to make and the average amount or range of those subgrants. Subgrant funds may cover only costs allowable under Corporation grant guidelines. Include any match that you will require of your subgrantees under the “Grantee Share” column in this category.

## **Section II. Administrative/Indirect Costs (choose either A or B)**

The CNCS/federal share of administrative costs is limited by statute to 5% of total federal funds actually expended under this grant. To calculate the federal maximum share of 5%, multiply the 5.26% (.0526) by the sum of the CNCS share subtotal for Sections I. This total is the maximum amount you may request from CNCS for this budget category.

Applicants can choose to use one of two methods to calculate administrative costs – a CNCS Fixed Percentage method (Option A) or a Federally Approved Indirect Cost Rate method (Option B). Select **only one** of these options.

### **A. CNCS Fixed Percentage Method—Option A**

If you choose Option A, you may charge, for administrative costs, a fixed 5% of the total of the federal funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures. These rates may be used without supporting documentation and are in lieu of a formally approved indirect cost rate.

1. To calculate the maximum CNCS share for administrative/indirect costs under Option A, add the subtotals of the CNCS share in Section I and multiply by .0526. This is the maximum amount you can request as the CNCS share. Enter this amount as the CNCS share for Section IIA.
2. To calculate the maximum grantee share of administrative/indirect costs, add the subtotals for Section I and multiply this sum by 10 percent (.10). This is the maximum amount you can claim as grantee share of administrative/indirect costs. Enter this amount as the grantee share for Section II A.
3. Enter the sum of the CNCS and grantee shares under Total Amount in Section II A.

### **B. Federally Approved Indirect Cost Rate Method—Option B**

Applicants who choose to use their federally approved indirect cost (IDC) rate to calculate administrative costs should select Option B. Specify the Cost Type for which your organization has current documentation on file (i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate). Supply your approved IDC rate (percentage). Whether or not your entire IDC rate is used

to calculate administrative costs for this grant is at your discretion. Please show your calculations and indicate, if different than the approved IDC, the rate you have chosen to use.

1. Calculate the total allowable administrative costs for the project using the method prescribed by your organization (i.e., based on salaries and benefits, total direct costs, or other), and calculate all totals.
2. Multiply the sum of the CNCS share subtotals in Section I by .0526. This is the maximum amount you can request as CNCS share of administrative/indirect costs. Enter this amount as the CNCS share for Section II B.
3. Subtract the amount calculated in step 2 from the amount calculated in step 1. This is the maximum amount the applicant can claim as grantee share for administrative/indirect costs. Enter this amount as the grantee share for Section II B.

**Definitions.** Administrative costs means general or centralized expenses of overall administration of an organization that receives CNCS funds and does not include particular project costs. For organizations that have an established indirect cost rate for federal awards, administrative costs means those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget (OMB) Circulars A-21, A-87, and A-122. For organizations that do not have an established indirect cost rate for federal awards, administrative costs include:

1. costs for financial, accounting, auditing, contracting or general legal services, except in unusual cases where they are specifically approved in writing by CNCS as project costs;
2. costs for internal evaluation, including overall organizational management improvement costs (except for independent and internal evaluations of the project); and
3. costs for general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project.

Administrative costs may also include that portion of salaries and benefits of the project director and other administrative staff not attributable to the time spent in support of a specific project. The principles that pertain to the allocation and documentation of personnel costs are stated in the OMB circulars that are incorporated in CNCS regulations [45 CFR 2541.220(b)].

Administrative costs do not include the following allowable expenses directly related to a project (including their operations and objectives), such as:

1. costs for independent evaluations and any internal evaluations of the project;
2. costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support project activities; staff who coordinate and facilitate single or multi-site project

activities; and staff who review, disseminate and implement CNCS guidance and policies directly relating to a project;

3. space, facility and communications costs that primarily support project operations, excluding those costs that are already covered by an organization's indirect costs rate; and
4. other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by CNCS as directly attributable to a project.

**Indirect Cost Rates:**

1. If grantees have an approved indirect cost rate, such rate will constitute documentation of the grantee's administrative costs, including the 5% maximum payable by CNCS and the grantee match of administrative costs.
2. If a grantee wants to claim more than 10% match in administrative costs, it must have an approved indirect cost rate. Where appropriate, CNCS will establish an indirect cost rate that may be used for this and other federal awards.

## HIGHER EDUCATION BUDGET WORKSHEET

### Section I. Program Operating Costs

#### A. Personnel Expenses

Position/Title	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Totals						

#### B. Personnel Fringe Benefits

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

#### C. Monitoring and Other Travel

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

#### D. Equipment

Item/Purpose	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
Totals					

#### E. Supplies

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

#### F. Curriculum Development

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

#### G. Training and Technical Assistance

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**H. Evaluation**

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**I. Other Program Operating Costs**

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Travel to CNCS-Sponsored Meetings				
Dissemination				
Outreach				
Totals				

**J. Participant Stipends**

Item/Purpose	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
Totals					

**K. Subgrants**

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				
SECTION I SUBTOTALS				

**Section II. Administrative/Indirect Costs**

**A. Corporation Fixed Percentage Method**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Corporation Fixed Amount				
Totals				

**B. Federally Approved Indirect Cost Rate Method**

Cost Type	Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share
Totals							