



## CALL TO SERVE GRANT PROGRAM | APPLICATION

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### BACKGROUND

The Partnership for Public Service – a nonprofit, nonpartisan organization – works to revitalize our federal government by inspiring a new generation to serve and by transforming the way government works. The Partnership’s *Call to Serve* initiative is designed to educate a new generation about the importance of a strong civil service, help re-establish links between federal agencies and campuses and provide students with information about federal employment. The *Call to Serve* network currently consists of more than 620 schools and 75 federal agencies.

In 2007, the Partnership awarded grants to assist campuses in building effective campaigns to promote federal service and spur further innovation at five *Call to Serve* member universities. Examples of the work of grant schools include hosting federal employment events, conducting on-going outreach to agencies and identifying new ways to inform students about federal service.

In January 2009, the Partnership will announce a new cohort of five grant schools. Grant funds may be used for resource materials, supplies, equipment, staffing support or professional development necessary to expand a university’s existing efforts to promote federal service.

### BENEFITS OF RECEIVING A GRANT

Among the many benefits of grant school status are:

- A monetary award of \$3,000 for the first year of the grant;
- An option to renew the grant with an award of \$2,000 for the second year;
- A complimentary on-site training and consultation session (valued at \$4,500);
- A kickoff training session in Washington, D.C., with other grant schools (travel and accommodations provided by the Partnership);
- Access to the *Annenberg Speakers Bureau*;
- Networking opportunities with other universities;
- Connections to federal agencies;
- A leadership role in the *Call to Serve* network;
- Opportunities to present at regional trainings, conferences and Webinars; and
- Partnership staff support and resources.

### EXPECTATIONS OF GRANT SCHOOLS

- Development of a plan to increase campus-wide awareness of federal job and internship opportunities;
- Implementation of innovative public service initiatives to educate students and develop long-term, sustainable campus efforts;
- Identification of two points of contact to attend the grant schools kickoff meeting in February 2009 and maintain communication with the Partnership for the duration of the grant;

- Weekly contributions to *Partnership Connect*, the main *Call to Serve* networking tool;
- Participation in monthly conference calls;
- Share findings with other *Call to Serve* universities through articles, conferences, online networking and *Call to Serve* Webinars;
- Utilization of metrics to measure the success of the campaign;
- Submission of a formal evaluation report assessing activities and accomplishments; and
- Mentorship of future grant schools.

#### DURATION

Grants will fund activities beginning in January 2009 through the 2009-2010 academic year. Grants can be renewed for an additional twelve months for the 2010-2011 academic year.

#### ELIGIBILITY

Grants will be awarded exclusively to colleges and universities in the *Call to Serve* network.

#### SELECTION CRITERIA

The Partnership for Public Service will use the following criteria to select the 2009 grant schools:

- Evidence of university leadership commitment to the endeavor;
- Evidence of broad engagement of the campus community;
- Clear assignment of responsibility for this undertaking;
- Existing base of activities and efforts already in place to enhance and expand;
- A plan for measuring the results and impact of the project; and
- A plan for sustaining the effort beyond the grant period.

#### APPLICATION DEADLINE AND NOTIFICATION

Applications must be received by **November 21, 2008**. Applicants will be notified of their award status no later than **December 19, 2008**.

#### APPLICATION INSTRUCTIONS

To be considered, you must complete each portion of the application listed below:

1. **Part I:** University and Contact Information
2. **Part II:** Campus Self-Assessment and Short Response Prompts

Mail the original and **three complete copies** of your application to:

Partnership for Public Service  
Attn: Jennifer Carignan  
1100 New York Avenue NW  
Suite 1090 East  
Washington, DC 20005

Applications must be postmarked by **November 21, 2008**.



## PARTNERSHIP FOR PUBLIC SERVICE

### CALL TO SERVE GRANT PROGRAM | APPLICATION: PART I

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#### UNIVERSITY INFORMATION

Name of School \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

#### UNIVERSITY PRESIDENT

Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

#### GRANT COORDINATORS

Your university's grant coordinators will be responsible for maintaining contact with the Partnership for Public Service throughout the duration of the grant. To launch your university's federal service campaign, the Partnership will host a kickoff meeting in Washington, D.C. on February 9-10, 2009. Your university's grant coordinators will be required to attend. **If they are unable to attend this session, your university will not be considered for a grant.** Please provide the contact information for both grant coordinators below.

Name \_\_\_\_\_

Department \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Yes! I can attend the February 9-10, 2009 training in Washington, D.C.

Name \_\_\_\_\_

Department \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

 Yes! I can attend the February 9-10, 2009 training in Washington, D.C.**UNIVERSITY PRESS CONTACT**

If selected for a grant, the Partnership for Public Service would like to work with your university's press contact to publicize your award and accomplishments. Please provide the following information to ensure that your university's achievements are recognized on your campus and beyond.

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**DISCLAIMER**

If we receive a Partnership grant, we understand that all funds will be made payable to the institution and are strictly for the use agreed upon with the Partnership for Public Service. We further understand that the Partnership retains the authority to award grants at its sole discretion. We are aware of the obligations of grantees as described in the application and are prepared to fulfill these requirements.

\_\_\_\_\_  
Signature of the President/Chancellor or Designee\_\_\_\_\_  
Date\_\_\_\_\_  
Title (if other than President/Chancellor)\_\_\_\_\_  
Email



CALL TO SERVE GRANT PROGRAM | APPLICATION: PART II

Use this campus self-assessment to rate your university’s level of engagement in federal advising, building agency relationships and campus sustainability. In addition to the questions listed in the tables below, three short response prompts will allow you to discuss in detail your current and future efforts to promote federal service, your relationships with federal agencies and the ways in which you would expand your university’s campaign with a grant from the Partnership.

**NOTE:** The following assessment tool will be used not only to gauge your university’s current efforts and goals but will play an important role in the development of a future plan of action if your school is selected for a Call to Serve grant. Although your university’s current efforts are part of the selection criteria, they are not the only factors in awarding a grant. Accordingly, please provide an honest evaluation of the state of your university’s efforts to promote public service so that the Partnership can acquire an appropriate analysis of your current efforts and goals to develop the most effective project plan possible.

STUDENT ADVISING

Table with 4 columns: To what extent, Low, Med., High. Rows include questions about Career Center personnel, federal job promotion, point person, faculty advisors, website links, event tracking, and summer job collection.

Short Response One

In one page or less, please discuss (1) the current state of your efforts to promote federal service to students and (2) the goals that you have to expand your campaign. In addition, what metrics will you utilize to gauge the success of your efforts?

BUILDING AGENCY RELATIONSHIPS

Table with 4 columns: To what extent, Low, Med., High. Rows include questions about federal agency relationships, contact information, and encouragement of federal representatives.

|  |  |  |  |
|--|--|--|--|
| departments when they are on campus?   |  |  |  |
| Does your university provide feedback to agencies about the success and effectiveness of their on-campus activities? |  |  |  |
| Do you strive to establish long-term, multi-faceted relationships with federal agencies?                             |  |  |  |

**Short Response Two**

In one page or less, please describe (1) the current state of your efforts to build agency relationships and (2) the goals that you have to improve your agency outreach. Do you currently have relationships with federal agencies? If so, how do you currently use agencies on campus? How do you plan to build relationships with federal agencies?

**CAMPUS SUSTAINABILITY**

| <b>To what extent:</b>  | <b>Low</b> | <b>Med.</b> | <b>High</b> |
|---|------------|-------------|-------------|
| Is support for the goals of your federal service campaign widespread across campus?   |            |             |             |
| Does the campaign have active champion(s) who support federal service with their statements, actions and needed resources?  |            |             |             |
| Are responsibilities for carrying out the campaign clearly spelled out? Are those responsible clear on its priority?  |            |             |             |
| Is there consensus around the goals of the campaign?  |            |             |             |
| Do you currently have specified measures to determine whether goals have been accomplished?   |            |             |             |
| Is the campaign required to report progress on its accomplishments and barriers to a senior champion and/or advisory committee?   |            |             |             |
| Does your campaign collaborate with other campus organizations and departments – such as the office of alumni affairs, the engineering school/department, and the school of public administration – to brand events and leverage resources and on campus activities by federal representatives? |            |             |             |
| Are financial and personnel resources made available to those responsible for carrying out the campaign?  |            |             |             |
| Do university leaders participate in and lend their presence to important events and activities to illustrate the importance of federal service?  |            |             |             |

**Short Response Three**

In one page or less, please identify potential cross-campus allies and resources that you can utilize in the future to expand and improve your public service campaign. Does university leadership support the campaign? How will you involve individuals, departments and offices on your campus to ensure that the campaign remains sustainable after the grant?