

Learn and Serve America – Progress Report Instructions

Please use the Progress Report to provide clear, concise information on your organizational progress as a direct grantee of Learn and Serve America.

How will the Corporation for National and Community Service use this Progress Report?

Your Program Officer will use the information you provide in this report to monitor your progress, and to respond to requests from Congress and other stakeholders. Some information provided in your Grantee Progress Report may be used by the Corporation’s Office of Public Affairs to promote service. Program staff use the information you provide to identify trends and issues that may lead to changes in policies and procedures, allocation of training and technical assistance, or opportunities for peer learning.

Progress Reports are due 30 (thirty) days after the end of the reporting period.

Demographics

Nothing is required on this tab. Please disregard.

Performance Measures

For each performance measure, please complete the narrative in the field marked **“Progress this reporting period.”**

Then provide the **“Actual # or % to date”** for each performance measure target. Because the targets for performance measures are 3-year cumulative targets, this is the only field in this report that will reflect the entire grant period to date.

Narratives

For each Progress Report narrative, you need only report on activities planned and/or implemented during the reporting period indicated. It is not necessary to repeat information shared in previous reports, except where changes or updates are appropriate.

Monitoring Activities

Describe monitoring activities carried out during this reporting period. How do you monitor your program’s activities for both quality and compliance, including subgrantee monitoring, if applicable? Please be sure to send your program officer a copy of your most current monitoring protocol via email.

Challenges

Summarize the primary challenges faced by your organization and your subgrantees during this reporting period. Please note how you are working to address those challenges or if you are requesting assistance from your program officer.

Also include any changes in the scope and/or staffing of your program.

Training/Technical Assistance (T/TA)

Describe T/TA activities you conducted during this reporting period and include the results of those activities in terms of attendance or distribution and learning outcomes. What evidence do you have of the training’s effectiveness?

Partnership/Collaboration Development

Describe the progress made in your partnerships with other CNCS programs (AmeriCorps, AmeriCorps VISTA, NCCC, Senior Corps), K-12 and higher education groups, non-profit organizations and others. Summarize the type and quality of subgrantee collaboration with partners at the local level.

Sustainability

Describe efforts to ensure the sustainability and institutionalization of your programs and your assessment of how successful those efforts have been. For example, has organizational or jurisdictional leadership prioritized service-learning? Have you articulated the case for service-learning by educating others about its positive results? What connections have you made to support service-learning? What have you done to promote your program and highlight its affiliation with Learn and Serve America? This includes use of the Learn and Serve America logo as required by grant provisions and regular submission of grantee and subgrantee produced materials, including evaluation materials, to the National Service-Learning Clearinghouse.

Evaluation Activities

Describe program evaluations you are conducting or have completed for your program. You may also highlight promising evaluation efforts being undertaken by your subgrantees to demonstrate the impacts of service-learning activities on the participants and/or the community.

Project Stories/Successes

Describe significant events or projects that demonstrate the accomplishments of your program. Describe any outstanding service-learning activities implemented during the reporting period. (Note: CNCS staff may forward this to national decisionmakers upon request.) Stories should be from grantees or subgrantees, whoever is doing the activities. Include electronic links to any press your program has received (e.g., if your program has been highlighted in newspapers, online or on television).

Subgranting Plan

Please share the progress on your subgranting plan, if applicable. How have subgrant activities differed from the plan described in your application? How effective is your subgranting plan? What evidence of its effectiveness or ineffectiveness exists?

CNCS and Learn and Serve America Initiatives

Please share information related to MLK, Jr., Day and 9/11 Day of Service and Remembrance plans and activities as appropriate. Describe any Learn and Serve America supported activities completed in collaboration with other CNCS funded programs (AmeriCorps, Senior Corps).