Community-Campus Partnerships for Health

The Health Disparities Service-Learning Collaborative

An Initiative of Community-Campus Partnerships for Health Funded by the Learn and Serve America Program of the Corporation for National and Community Service

YEAR 1 PROGRESS REPORT & YEAR 2 PROPOSAL
Questions & Answers

Note: The deadline for the report & proposal is January 31, 2008.

PROGRESS REPORT

Q: If our answers are similar in a couple of questions, how should we note this in the progress report?

A: You may repeat your answers or simply refer to the response you provided in another section (e.g., "Please see our response to question A on page X.")

Q: What's the difference between the questions under "Program Alignment With and Advancement of the HDSLC Mission and Goals" and those under "Progress Toward Program Goals and Objectives."

A: These questions are intended to distinguish between the goals of the overall national program and the goals of your local program. The questions under "Program Alignment With and Advancement of the HDSLC Mission and Goals" ask how your program is meeting the overall mission and goals of the HDSLC. The questions under "Progress Toward Program Goals and Objectives" ask how your local program is meeting the specific goals and objectives articulated in your original application. If your goals and objectives have changed from what you initially proposed, this should be clearly noted in this section.

Q: We're still in the planning stages of the HDSLC grant so don't yet have tangible outcomes to report. How do we respond to questions around participant benefit and evaluation in the progress report?

A: These evaluative questions are meant to assess impact broadly, including process and intermediate outcomes. For example, if your methods and strategies for tracking progress are still under development; write about what you've accomplished to date. If you haven't yet engaged students in service-learning, for example, you presumably have engaged faculty, students and community members in planning, curriculum development, service-learning training, etc. and can report on the impact of these processes, such as strengthened community-university relationships, greater understanding of service-learning and health disparities, etc.

YEAR 2 PROPOSAL

Please refer to the original RFP for detailed instructions on completing the proposal.

Q: Do we need to provide match for the extra $5000 we request in grant funding?

A: Yes - all grant funding needs to be matched 200%, using cash or in-kind resources. These can include unreimbursed indirect services such as volunteer time (find pay conversion rates at http://www.independentsector.org/programs/research/volunteer_time.html) and salary and benefits for any uncompensated time that community partners, faculty and others devote to the project. Please note that if you choose to use these in-kind resources as match, record keeping of hours through a timecard or other mechanism is required. Please refer to page 6 in the original RFP for more information on the match requirement.

Q: Our travel budget may be over $5000, as we'd like to include two students at next year's grantee meeting. Can we still use the primary grant funds to cover additional travel expenses?

A: Yes – the $23,000 base grant amount *may* include travel expenses. The $5,000 supplement *must only* be used to support travel to the grantee meeting. Please note that we are currently considering whether to hold the 2008 grantee meeting in connection with APHA or at another time. For the purposes of calculating costs, please adhere to the information about the meeting as described in the instructions (i.e., that it will be held at APHA).

Q: What is the format for the CCPH site visits?

A: Grantee site visits will take place during year 2 (March 1, 2008 - February 29, 2009). These will involve both evaluation and technical assistance components. It is evaluative in that we'd like to see your program in "action" and talk to participants (e.g., faculty, students, community members) about their experiences and outcomes. Visiting CCPH staff and consultants will also be available to provide on-site technical assistance and address challenges and concerns you identify prior to our visit. Please let us know in your year 2 proposal if you have date preferences and/or particularly events you'd like us to attend (e.g., service-learning symposium, student capstone presentations), along with potential consultation topics.