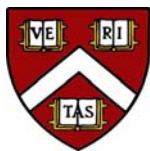


President's Public Service Fund

2008—2009



General Guidelines

History

The President's Public Service Fund was created in 1985 to support a broad range of undergraduate public service activities designed to benefit individuals or groups in the larger community beyond the campus.

Organizations may receive one grant per fiscal year.

Two types of support are available, Operating Grants and Project Grants. Organizations may only apply to PPSF once per fiscal year (July 1 – June 30). If an organization receives an Operating Grant, it may not apply for a Project Grant for the same fiscal year, and vice versa.

Application Dates

Project Grants

Applications Available..... At all times
Decisions Announced..... Within two weeks of submission
Funds Available for Distribution..... Reimbursement of out-of-pocket expenses upon submission of receipts, after project is completed

Operating Grants

Applications Available..... February 6, 2008
Applications Due..... April 16, 2008
Decisions Announced..... May 2008
Funds Available for Distribution..... July 2, 2008 for summer progs.
..... Sept 2008 for term-time progs.

President's Public Service Fund

2008—2009 General Guidelines (continued)

Eligibility for Support

- Organizations must be officially recognized by the Dean's Office of Student Activities.
- Programs and projects must benefit individuals in the larger community outside campus.
- An organization must submit a final report for the previous year's PPSF grant, if one was received, in order to apply for a new grant.
- Programs and projects must be designed so students and community members may participate regardless of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, veteran status, or disability.
- Programs and projects must:
 - not duplicate existing undergraduate programs or projects
 - provide a structured opportunity for undergraduate participation
 - show evidence of community support and plans for community feedback
 - include adequate preparation, training, supervision and follow-up
 - show evidence of efforts to contain expenses and obtain in-kind contributions

Operating Grant Committee

The members of the 2007-2008 President's Public Service Fund Committee were:

- Benedict Gross, Dean of Harvard College, Committee Chair
- Anya Bernstein, Chair of the FAS Standing Committee on Public Service
- Mary Ann Jarvis, Associate Director of Community Relations, Office of Community Affairs
- Stephen Rosen, Professor of Government, Olin Institute Director, Winthrop House Master
- Non-voting Members: Gene Corbin, Executive Director, Phillips Brooks House Association
Amanda Sonis Glynn, Director, Harvard Public Service Network

Information

For more information about the President's Public Service Fund, contact:

Zandra Kambysellis, Department Administrator, Phillips Brooks House
Third Floor, Phillips Brooks House
Phone: (617) 496-4171; Fax: (617) 496-8110
E-mail: kambysel@fas.harvard.edu
Website: www.fas.harvard.edu/~pbh

President's Public Service Fund

2008—2009 General Guidelines (continued)

Operating Grants

Operating Grants support the operating budgets of undergraduate public service organizations. These grants correspond to the fiscal year: July 1, 2008 through June 30, 2009. The PPSF Committee awards these grants and decides the amount of each in May 2008.

ORGANIZATIONAL PROFILE

Name of organization: _____

Is your group a PBHA or PSN public service group? _____

Summary of organization's mission and program: _____

Where are your program sites? _____

Brief description of population(s) served (ages, needs, neighborhood characteristics, etc.): _____

Amount you are requesting from PPSF: _____

Amount/Year of last PPSF grant received: _____

I certify that this application is from a registered undergraduate campus-wide organization.

Name of Student Contact Person: _____

Signature of Student Contact Person: _____

Date: _____

President's Public Service Fund

2008—2009 General Guidelines (continued)

NARRATIVE SECTION

Please limit your responses to five double-spaced pages. Please answer the questions in the order given below.

Description

Please write a brief description of your program, including the essentials of the program, e.g., where your site is; how many community members participate; how many days a week you operate, etc.

Program

Describe what your program does and the outcomes you expect from your activities. Your description should link your activities with your desired outcomes. For example, if one of your objectives is to help children develop a better attitude toward school work, what activities do you do to promote this outcome?

Training and Quality Assurance

Please describe the training leaders and volunteers of your program receive. Have your volunteers attended the Public Service Academy this past year? How are volunteers trained to be leaders/directors in future semesters? Do you know who your Faculty Advisors are? Do you get guidance from them?

Measuring Your Impact

Please describe the way that you currently do, or plan to, evaluate your program's impact on the community, on the clients, and on the volunteers. As much as possible, please link this discussion to the outcomes you discussed in the Program Section. Do you conduct pre- and post-tests? Do you talk to community members or community organizations? Do you meet with parents, teachers, and community leaders? Do you carry out satisfaction surveys of clients and/or volunteers?

Challenges and Opportunities

This is your opportunity to make the case for the amount of money you are requesting from the PPSF. What fiscal controls does your organization have in place to maintain an accurate account of its funds? What challenges will you face in the coming year? What opportunities do you see that you would like to take advantage of?

President's Public Service Fund 2008—2009 General Grant Guidelines (cont'd)

Checklist

Attach the following materials to your completed PPSF application:

1. A print-out of your group's completed Common Grant Application
(Download at: <https://admin-apps.fas.harvard.edu/cga/login.jsp>)
2. Organizational Profile page (the front page of this application)
3. Narrative Section (up to five double-spaced pages)
4. If your group received a PPSF grant for this current year (2007-2008), you
MUST submit a final report with this new application (see below).

Guidelines for Final Reports

(Note: Only those groups who received a PPSF operating grant for this year [2007-2008] must submit a final report.)

Reports are due no later than 12noon on Wednesday, April 16, 2008, and may be submitted with your new application request for funding. Groups re-applying for funds that have not submitted a final report will NOT be eligible for consideration for funding.

Final reports do not need to be lengthy (2-4 pages, plus separate financial information).

We would like to see:

- an overview of your program's activities this year
- a discussion of particular successes or challenges
- For PSN Groups: income and expenses from: 7/1/07 – 3/31/08
- For PBHA Groups: income and expenses from: 2/1/07 – 1/31/08
- For PSN Groups ONLY: projected June 30, 2008 result (surplus or deficit)

**PROPOSALS MUST BE RECEIVED BY:
12 NOON ON WEDNESDAY, APRIL 16, 2008.**

*Please submit proposals to Zandra Kambysellis, on the 3rd Floor of Phillips
Brooks House.*

Note: This application is also available online at:

www.fas.harvard.edu/~pbh