



CLUSA 2021 Public Service Internship Grant Application

CLUSA is proud to announce that we are accepting applications for the 2021 Public Service Internship Grants now. For detailed information, please read our Request for Proposal (RFP) guidelines below carefully.

**RFP Q&A sessions will be provided on March 6th, 13th at 11am Pacific Time which can walk you through the application procedure and answer any questions you may have. Please use the Zoom meeting link below to join the session(s):*

Join Zoom Meeting

<https://zoom.us/j/92192055606?pwd=cDNMQ2ZFbmR0Z3UvdytKMG9PcytCdz09>

Meeting ID: 921 9205 5606 Passcode: 674402

**Any inquiries, please contact Qing Bai, Director of Education at qbai@clusa.org*

2021 Request for Proposal (RFP)

Civic Leadership USA (CLUSA) Public Service Internship Grant Program Guidelines

Mission:

To serve as a catalyst in training and developing leaders in all areas of civic engagement.

Grant Objectives:

- (1) To build strong relationship between government and Asian Pacific Islander American community

- (2) To train, empower and connect Asian Pacific Islander American students in civic engagement
- (3) To develop Asian Pacific Islander American civic leaders and build network and pipeline of Asian Pacific Islander Americans in government offices

Scope of the Grant:

- (1) Public Service Internship grant: ranges from \$2,000 to \$10,000 with 1 to 1 matching requirement
- (2) Return grantees with regional/national scope & successful track records: \$10,000 to \$50,000 with 1 to 1 matching requirement

Proposal Deadline & Review Process:

- (1) Proposal deadline: proposal needs to be submitted online by 5pm Pacific Time, April 30th, 2021
- (2) Proposal review process: proposals will be reviewed by CLUSA staff and Peer Review Committee to recommend for funding
- (3) CLUSA board will review and approve/reject with awards announced on June 1st, 2021

**Late or incomplete proposal without all required documents including committed matching documentation will not be reviewed.*

Eligibility & Format of Application:

- (1) Grant applicant needs to be a 501C (3) nonprofit organization or has a 501C (3) nonprofit organization as your fiscal agent
- (2) Grant applicant needs to register your organization on our website and create an account using the link [CLUSA Grant Application](#), returning applicants please update your organization's information if there is any change
- (3) Log in our online application page to fill out the 2021 Public Service Internship grant application form with all required information

Review Criteria:

- (1) Program goals align with our grant goals
- (2) Measurable benchmarks and clear deliverables
- (3) Two or more Program leaders with related background, experience and passion in young API Civic Leaders development
- (4) 5 or more students participate the program
- (5) Well planned student training, monitoring, mentoring in public service internship and civic engagement
- (6) Solid internship placements in elected offices/ government agencies or government related projects with brief job description
- (7) Clear budget planning with 50% matching ability
- (8) Capacity and impact building through graduation ceremony, alumni program, other civic engagement projects etc.

Monitoring Plan:

- 1) Phone/Zoom conferences with CLUSA staff before and during application
- 2) Interim report: one debriefing Zoom meeting and emails with CLUSA staff during the program implementation
- 3) Final narrative and financial reports using CLUSA's templates submitted with required support documents (due in 30 days after the program and no later than January 31st, 2022)