

# SENIOR CORPS

## Entering Your Work Plans into eGrants

This document will walk you through the steps to create work plans in eGrants. You can use the document as a template to develop your work plans outside of eGrants. Enter text in the yellow highlighted fields, then copy-and-paste the information into the on-line application. Keep in mind that eGrants will not accept bullets or other formatting.

This document includes:

1. Performance measurement work plan format (pages 1-4)
2. Impact work plan format (pages 5-6)
3. Non-impact work plan format (page 7)



For more information on Corporation requirements, how to develop performance measurement results, definitions and examples of terms used in this document (e.g. *output, outcome, indicator, target,*), and other resources, see the *Senior Corps Performance Measurement Toolkit* available online at The Resource Center ([www.nationalserviceresources.org](http://www.nationalserviceresources.org)) or call Project STAR at 800-548-3656.

**Project STAR**

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**Senior Corps Work Plans (eGrants format)**

**PERFORMANCE MEASURES WORK PLAN**

*The shaded boxes indicate the areas that will need to be completed in eGrants.*

**Part 1: Description of Work plan and Statement of Need**

Please select an Issue Area & a Service Category

Issue Area: Select an Issue Area... ▼

*(NOTE: In eGrants, **Issue Area** will be a drop down menu; select one of these areas. The Issue Area you select will determine the Service Category options in the next step.)*

Service Category: Select a Service Category... ▼

*(NOTE: In eGrants, **Service Category** will be a drop down menu; select one of these categories. The Service Category you select will determine the contents of the Output indicator drop-down menu at a later step.)*

Enter Total # of Volunteer Stations where volunteers will serve:	
Enter Total # of Volunteers for this work plan:	
Enter Total # of people to be served:	

*(NOTE: For Foster Grandparent projects, “Total # of people served” is the estimated number of children/youth volunteers will serve; for Senior Companion projects, type in the estimated number of clients volunteers will serve; for RSVP, if possible, estimate the number of people volunteers will serve.)*

**Community Need**

*(NOTE: Keep this to one or two paragraphs.)*

**Part 2: Action Plan**

**Service Activities**

*(NOTE: Keep this to one or two paragraphs.)*

**Anticipated Input**

*(NOTE: Keep this to one paragraph or a list of inputs.)*

PERFORMANCE MEASURES WORK PLAN (continued)

Anticipated Accomplishments/Outputs:

Please check if Performance Measure

(NOTE: When you check the “performance measure” box, the enhancements will appear, as they do here: indicator, target, how measured, and a description of data collection box.)

Description of Anticipated Accomplishments/Outputs

[Yellow text box for description of anticipated accomplishments/outputs]

(NOTE: Keep your output statements brief—one or two sentences.)

Planned Period of Accomplishment:

[Yellow text box for planned period of accomplishment]

(NOTE: For the planned period of accomplishment, put the month and year you anticipate the completion of this result.)

Indicator

Select ... [dropdown arrow]

(NOTE: In eGrants, the output **Indicator** is a drop down menu with options including “other.” If the options provided do not include the indicator you are measuring, select “other” and describe the indicator in the text box. Also, be aware that the options may include outcomes as well as outputs. Outputs are counts of things or services provided, or the number of people served; be sure to select an output indicator here.)

If other, please describe (Max 250 characters)

[Yellow text box for describing other indicators]

Target # (number) or % (percent)

[Yellow target box] [Yellow dropdown arrow]

(NOTE: In eGrants, you will need to write a number in the **Target** box— and indicate whether it is a whole number or percent—for example, of how many things or services will be created or provided. Output targets are usually a number (#) rather than a percent.)

How Measured: Method by which accomplishment of target will be determined.

Select a How Measured ... [dropdown arrow]

(NOTE: In eGrants, **How Measured** is a drop down menu with method options.)

Description of data collection process or measurement process (Max 250 characters)

[Yellow text box for description of data collection process]

(NOTE: In the above text box, identify your instrument by name, who will administer it and how often.)

PERFORMANCE MEASURES WORK PLAN (continued)

Anticipated Intermediate Impact/Outcome:

Please check if Performance Measure

(NOTE: When you check the “performance measure” box, the enhancements will appear, as they do here: indicator, target, how measured, and a description of data collection box.)

Description of Anticipated Intermediate Impact/Outcome

[Yellow text box for description of anticipated intermediate impact/outcome]

(NOTE: In addition to your **Intermediate Outcome** statement, label and write in the **Target** statement in this text box.<sup>1</sup> Keep your intermediate outcome statements brief—one or two sentences.)

Planned Period of Accomplishment:

[Yellow text box for planned period of accomplishment]

(NOTE: For the planned period of accomplishment, put the month and year you anticipate the completion of this result.)

Indicator (Max 250 characters)

[Yellow text box for indicator]

(NOTE: For outcomes, there is no drop down menu for the **Indicator**; write out the Indicator in the text box.)

Target # (number) or % (percent)

[Yellow text box for target] # [Yellow text box for number] or % [Yellow text box for percent] [Dropdown arrow]

(NOTE: In eGrants, you will need to write a number in the **Target** box— and indicate whether it is a whole number or percent—for example, of how many people will reach this outcome.)

How Measured: Method by which accomplishment of target will be determined.

Select a How Measured ... [Dropdown arrow]

(NOTE: In eGrants, **How Measured** is a drop down menu with method options.)

Description of data collection process or measurement process (Max 250 characters)

[Yellow text box for description of data collection process]

(NOTE: In the above text box, identify your instrument by name, who will administer it and how often.)

<sup>1</sup> Example of intermediate outcome and target statement:  
Intermediate Outcome: Homebound seniors will report that they feel safer and more secure due to the telephone reassurance calls.  
Target Statement: 75% of the homebound seniors will “strongly agree” or “agree” that they feel safer and more secure due to telephone reassurance.

PERFORMANCE MEASURES WORK PLAN (continued)

Anticipated End Impact/Outcome:

Please check if Performance Measure

(NOTE: When you check the “performance measure” box, the enhancements will appear, as they do here: indicator, target, how measured, and a description of data collection box.)

Description of Anticipated End Impact/Outcome

[Redacted text box]

(NOTE: In addition to your **End Outcome** statement, label and write in the **Target** statement in this text box<sup>2</sup>. Keep your end outcome statements brief—one or two sentences.)

Planned Period of Accomplishment:

[Redacted text box]

(NOTE: For the planned period of accomplishment, put the month and year you anticipate the completion of this result.)

Indicator (Max 250 characters)

[Redacted text box]

(NOTE: For outcomes, there is no drop down menu for the **Indicator**; write out the Indicator in the text box.)

Target # (number) or % (percent)

(NOTE: In eGrants, you will need to write a number in the **Target** box— and indicate whether it is a whole number or percent—for example, of how many people will reach this outcome.)

How Measured: Method by which accomplishment of target will be determined.

Select a How Measured...

(NOTE: In eGrants, **How Measured** is a drop down menu with method options.)

Description of data collection process or measurement process (Max 250 characters)

[Redacted text box]

(NOTE: In the above text box, identify your instrument by name, who will administer it and how often.)

<sup>2</sup>Example of end outcome and target statement:

End Outcome: Homebound seniors will express greater confidence in their ability to continue living in their own homes due to telephone reassurance calls.

Target statement: 60% of homebound seniors will “strongly agree” or “agree” that they can continue to live at home due, in part, to telephone reassurance.

**IMPACT WORK PLAN**

*The shaded boxes indicate the areas that will need to be completed in eGrants.*

**Part 1: Description of Work plan and Statement of Need**

Please select an Issue Area & a Service Category

Issue Area: Select an Issue Area... ▼

*(NOTE: In eGrants, **Issue Area** will be a drop down menu; select one of these areas. The Issue Area you select will determine the Service Category options in the next step.)*

Service Category: Select a Service Category... ▼

*(NOTE: In eGrants, **Service Category** will be a drop down menu; select one of these categories.)*

Enter Total # of Volunteer Stations where volunteers will serve:	
Enter Total # of Volunteers for this work plan:	
Enter Total # of people to be served:	

**Community Need**

*(NOTE: Keep this to one or two paragraphs.)*

**Part 2: Action Plan**

**Service Activities**

*(NOTE: Keep this to one or two paragraphs.)*

**Anticipated Input**

*(NOTE: Keep this to one paragraph or list of inputs.)*

IMPACT WORK PLAN (continued)

**Anticipated Accomplishments/Outputs:**

Description of Anticipated Accomplishments/Outputs

[Redacted text box]

*(NOTE: In addition to your **Output** statement, you should also **label and write in your Indicator, Target, and How Measured statements in this text box.** Keep the Output statement to one or two sentences.)*

Planned Period of Accomplishment:

[Redacted text box]

*(NOTE: For the planned period of accomplishment, put the month and year you anticipate the completion of this result.)*

**Anticipated Intermediate Impact/Outcome:**

Description of Anticipated Intermediate Impact/Outcome

[Redacted text box]

*(NOTE: In addition to your **Intermediate Outcome** statement, you should also **label and write in your Indicator, Target, and How Measured statements in this text box.** Keep the Intermediate Outcome statement to one or two sentences.)*

Planned Period of Accomplishment:

[Redacted text box]

*(NOTE: For the planned period of accomplishment, put the month and year you anticipate the completion of this result.)*

**Anticipated End Impact/Outcome:**

Description of Anticipated End Impact/Outcome

[Redacted text box]

*(NOTE: In addition to your **End Outcome** statement, you should also **label and write in your Indicator, Target, and How Measured statements in this text box.** Keep the End Outcome statement to one or two sentences.)*

Planned Period of Accomplishment:

[Redacted text box]

*(NOTE: For the planned period of accomplishment, put the month and year you anticipate the completion of this result.)*

**NON-IMPACT WORK PLAN**

*The shaded boxes indicate the areas that will need to be completed in eGrants.*

**Part 1: Description of Work plan and Statement of Need**

Please select an Issue Area & a Service Category

Issue Area: Select an Issue Area... ▼

*(NOTE: In eGrants, **Issue Area** will be a drop down menu; select one of these areas. The Issue Area you select will determine the Service Category options in the next step.)*

Service Category: Select a Service Category... ▼

*(NOTE: In eGrants, **Service Category** will be a drop down menu; select one Service Category. Non-impact activities that fall under this Service Category may be combined into one non-impact work plan. Non-impact activities that do not fall under the same Issue Area and Service Category must go into separate non-impact work plans.)*

Enter Total # of Volunteer Stations where volunteers will serve:	
Enter Total # of Volunteers for this work plan:	
Enter Total # of People to be Served	

*(NOTE: Leave "Total # of People to be Served" blank.)*

Community Need:

*(NOTE: Leave "Community Need" blank.)*

**Part 2: Action Plan**

Service Activities

*(NOTE: Type in descriptions of the volunteer activities that are included in this work plan, under this service category. Descriptions can be short, bulleted sentences for each activity.)*

*(NOTE: Leave blank all other sections in this work plan.)*