

LASSIE Frequently Asked Questions

Questions about Subgrants

1. My organization/institution serves as a pass-through, only providing subgrants to other institutions. Do I have to fill out a survey?

If you get Learn and Serve America (LSA) funds directly from the Corporation for National and Community Service (CNCS) and only provide subgrants and technical support to other institutions and organizations, you do not have to fill out the survey. You will, however, be required to check the accuracy of the current information and provide the names and contact information for all of your new subgrants, and to monitor their progress in completing program reports. You will be able to do all of this through the “Enter Sub Grant Information” and “Manage Active Sub Grants” pages of the website.

If you did not receive your grant funds directly from CNCS and answered that you do not directly run any service-learning programs, you will only be asked to complete a limited set of questions about your organization, funding and technical assistance.

2. How will LASSIE know who my subgrantees are?

You will be required to submit the contact information for your subgrants through the “Enter Sub Grant Information” page of the LASSIE website. When you click on the “Add a sub grant” button on that page, you will be asked to enter the organization’s (i.e. subgrantee’s) name, the grant amount, location/address, and name, address and email of the primary contact.

3. How will my subgrantees know about LASSIE?

When the system is ready to open for reporting, LASSIE will take the contact information that grantees entered through the “Enter Sub Grant Information” page and will automatically generate an email to those subgrantees. The email will contain a password and username that will allow subgrantees to access the LASSIE site.

4. If you make additional subgrants during the year, you should add them to the LASSIE system through the “Enter Sub Grant Information” page of the website. Once you have added a subgrant LASSIE will automatically generate and send an email with the subgrantee’s username and password.

5. How will I know if my subgrantees have completed their surveys?

Anyone who is making subgrants will be able to monitor all of their subgrantees’ progress in completing their surveys, and will be able to also view their survey responses through the “Manage Active Sub Grants” page of the website. For each of your subgrantees, that page will show if they have logged onto the system and the current status of their survey. If any of your subgrantees have also made subgrants to other organizations, you’ll also be able to see the status of the “sub- sub-grantee” surveys. The “Manage Active Sub Grants” page also has helpful tools that let you easily send and email reminders to some or all of your subgrantees and to view subgrantees profile information and surveys directly.

6. I give mini grants to teachers in lots of schools. Do I list each teacher as a subgrantee?

Mini-grants to individuals are not considered subgrants. Subgrants are made to organizations. If you make mini grants to individuals, you will need to be responsible for collecting information from individual faculty/staff who received the mini-grants. There are Participant Tracking Forms in the “Online Help” section which you can use to help gather information about specific

service-learning activities and programs.

7. We use the LSA money to make subgrants *and* we run some service-learning programs ourselves. Do we fill out the survey section of the LASSIE website?

Yes, in the Update Your Grant Profile page on the site, you will be asked to make sure all your contact information is correct. There will be some other questions you must answer. One asks you to identify your institution's type. Another asks if you **run** LSA funded service-learning activities. And another asks if you **provide subgrants** to other organizations. If you are just making the subgrants and not running programs, you will not be required to fill out the survey. If you are operating your own service-learning projects, then you will be required to answer all of the survey questions.