2024 Tech for Change Hackathon RFP

Overview

Award Information

Total funding is $100,000.

Estimated Number of Awards
In 2025 we anticipate supporting multiple institutions, but only one application per PIT institution will be awarded a grant to host Tech for Change Hackathons. For the third year of the Tech for Change Hackathon, we anticipate supporting 3-5 Tech for Change Hackathons from across PIT-UN. We will be selecting and supporting PIT-UN member institutions that have experience in hosting hackathons or co-hosting a hackathon but have not hosted or co-hosted a Tech for Change Hackathon.

Purpose

In 2025, the PIT-UN Tech for Change Hackathon focuses on two specific areas:
- Engaging community members (via judges, mentors, sponsors, and workshop speakers).
- Exposing students to a public interest technology focus for tech and non-tech disciplines.

What Makes the Tech for Change Hackathon Different?
PIT-UN Tech for Change Hackathons are focused on creating solutions to solve *community* needs. In line with the ethos of public interest technology, our hackathons focus on ensuring that technological advancements serve/enhance the interests of all. As technologists and practitioners in the field, we have a collective responsibility to use our skill sets and resources to build for those most directly affected by the systems and technologies, which are often developed without community input. We can best accomplish this by listening to and prioritizing the lived experiences of community members and ideating toward sustainable solutions.

Our hackathons are civic-focused, community-driven, and deployed by students to address local injustices. Tracks, or issue area prompts, and challenges are equity and values-centered while encouraging relationship building between students and the community. These types of hackathons encourage resource sharing and interdisciplinary thinking, regardless of technical background. A variety of student skill sets are needed, from project management and design to research and humanities insight to proper analysis of social issues.

Responsible innovation drives the outcomes and products developed within the Tech for Change Hackathon themes and tracks. Themes, though optional, can add additional interest to the organization of your hackathon. Event themes can be focused on a particular impact area (i.e., hacking for climate justice) or an entertaining reference (see Columbia University's "Hack to the Future"). Boston University's 2024 Tech for Change Civic Hackathon themed the event around the elements: fire, water, earth, air. Each element corresponded to a particular track.

Tracks allow participants to align their projects to address a particular need or focus. When tracks are shared ahead of time, participants have an opportunity to research the needs of a community and ideate a solution. BU used the Earth nation track to pose questions and prompt their hackers. There are countless PIT impact areas that need solutions. For example, participants can hack for health care, elections, racial and gender bias, education, or climate justice, just for starters. Consider what issues are important to you, your audience, and your campus's unique strengths.

Elements for Tech for Change Hackathons

Work toward equity cannot happen in a vacuum. As such, Tech for Change Hackathons should be intentional about forming and maintaining engaging partnerships with members of your community. When you are hosting a Tech for Change Hackathon, we encourage you to be mindful of equity and inclusion at every step along the process. Make it a priority to assemble a diverse and interdisciplinary team to create this event and reflect the varied experiences of your attendees. There is much to be learned from centering the lived experiences of individuals on the front lines of tackling inequalities.

Winning proposals must include a plan for participation of students from across technical and nontechnical disciplines. The better a hackathon team is organized, the better the outcome of the hackathon. Elements of a well-designed Tech for Change Hackathon include partnerships and community engagements, social justice theme(s) and tracks, mentors and judges, and inclusive communication and marketing.

PIT-UN seeks Tech for Change Hackathons that clearly define topical and relevant public interest technology focuses such as:
- Health care
- Elections
- Bias (racial or gender)
- Education
- Alternative models for internet access

Additionally, PIT-UN Tech for Change Hackathons should include potential judging categories such as:
- Sustainability: Teams develop a hack that provides an innovative and practical technical solution that is sustainable over a period of time, either financially or environmentally.
- Accessibility: Teams develop a hack that promotes accessibility and inclusion.
- Data: Teams produce subject-specific data visuals with the larger hack or use data in a unique and innovative way.
- App or Portal Hack: Teams build a decentralized application or portal as open source and share it with the world.
- AI Hack: Teams use or improve AI responsibly and creatively to solve for community needs and all teams need to be very upfront in what was created versus public tools you utilized in the final project.

Winning proposals for a PIT-UN Tech for Change Hackathon will be supplied with a sponsorship packet that includes Tech for Change logos and graphics to be included in communications and promotional marketing materials.

Eligibility

Eligibility is limited to PIT-UN member institutions that have not previously hosted or co-hosted a PIT-UN Tech for Change Hackathon.

Projects that are a partnership between two or more universities should submit a single application from the lead institution. Projects should explain the nature of the partnership, including the division of labor and funds in the proposal.

Please follow your institutions process for submitting responses to RFPs. Typically, each PIT-UN member has identified one point of contact for submitting all grant applications for their

institutions and should be accessing the online grant platform. If you do not know who your PIT-UN member Network Challenge point of contact is, get in touch with your institution's PIT-UN designee.

Funding and Allowable Uses

PIT-UN is inviting proposals for grants up to $25,000 for total costs (indirect costs are capped at 20%). *Proposals for funding must include all revenue and expenses associated with an institution hosting a hackathon.*

Timeline

Dates subject to change*
- July 22, 2024: Public announcement of the Hackathon RFP
- July 22 RFP opens for applications
- August 9: Live Zoom sessions; open office hours to answer RFP questions start weekly on Fridays, noon–1 p.m. EDT
- August 30: Applications due in Submittable by 5 p.m. EDT; **no late submissions will be accepted**
- September: New Venture Fund notifies grant recipients of their upcoming award
- October 1: Grant term starts
- October 31, 2025: Grant period ends
- December 15: Final reports due

changes to the timeline can be found on the pitcases.org 2025 Tech for Change Hackathon RFP page

Distribution of Funds and Reporting Requirements

Grant funds must be spent within the grant term. Unspent funds will be required to be returned. Due to the short grant period, no-cost extensions are not granted.

Grant recipients will be required to submit midterm update and final reports describing their hackathon, including budget reconciliations. Recipients will work with New America and the New Venture Fund throughout the award period to evaluate their projects and present their work.

Key Processes

A. Submitting your application
   a. Completely answer the questions in the RFP.
   b. Applications due: **Applications must be received by 5 p.m. EDT August 30, 2024**. *Applications received after the deadline will be ineligible for award consideration*.
   c. Submission instructions: Applications are to be submitted at https://pitcases.submittable.com/submit by the submission deadline.
Note: The grant management system, Submittable, will allow only one application to be completed at a time. Please have all the application answers and the necessary documents in hand before starting an application.
B. Selection procedure
   a. A qualified evaluation team will evaluate proposals.
   b. Applicants may be contacted in writing to answer questions or provide clarification to the evaluation team. Upon completion of the evaluation process and submittal of supplemental documents, staff will notify all submitters of the proposal status.

c. All applicants will be notified of the status of their proposal.

Evaluation Criteria

The table below displays the criteria PIT-UN uses when evaluating proposals. This rubric has two parts:
- The left column has the criteria the proposal reviewers will assess. A winning proposal will demonstrate that your project matches or exceeds all criteria.
- The right column has the total number of points (or eligibility status) a proposal can be awarded based on how completely it meets each criterion. PIT-UN will consider proposals with the most possible points.

Application Evaluation Rubric *Application must meet all RFP stated requirements for completion.*	**Evaluation Points 100 points possible**
Qualifications and Organizational Capacity The proposal clearly articulates that the hackathon team and institution have deep knowledge of the field of public interest technology and social/civil justice relevant for the proposed Tech for Change Hackathon. The proposal provides evidence of previous experience holding a hackathon and articulates that the institution has the capacity and resources to support a Tech for Change Hackathon.	Up to 20 points

Hackathon Plan, Objectives, Outcomes, and Deliverables (1,000-word limit)
 	
Proposed Tech for Change Hackathon plan includes details of a well-planned event with clearly defined topical and relevant public interest technology focuses such as:
● Health care
● Elections
● Bias (racial or gender)
● Education
● Starlight models for internet access
and proposed social justice track(s).
 	
Details of the plan should include:
● Event Plan
  ○ Defined Tech for Change theme tracks
    ■ how is public interest technology evidenced in the in the theme(s)?
  ○ Well-designed pre-event plan and how will PIT theme be operationalized
    ■ Process and timeline to achieve a successful hackathon with student engagement
  ○ Proposed date or month of the event, length of hackathon
  ○ Proposed event agenda
  ○ Rough draft of project evaluations/criteria for winning project teams
  ○ Award tiers should be detailed
  ○ Types of participant skill-building workshops
● Logistics and Operational plans
  ○ Location (on/off campus)
  ○ Dedicated personnel engaged in the organization and production of the hackathon
	Up to 25 points

○ Defined mentor and judge roles, including capacity to engage donors in mentoring roles ○ Providing opportunities to host space for donors to engage participants in conversations regarding internships - Student Engagement Plan ○ Identities of who will activate the students ○ Student organizers leadership development ○ Student outreach - Engagement and Outreach Partnership and Community ○ Community and Industry Outreach for judges and mentors ○ Defining mentoring and judge roles, including capacity to engage donors in mentoring roles ○ Detailing opportunities to host space for donors to engage participants in the conversations regarding interships - Evaluation of Event ○ Post-event evaluation plan with measurable indicators of success suggestions for improvement are clearly detailed in the plan. - Fundraising ○ Sponsorship opportunities	
Partnerships and Community Engagement *In a partnership, there is a **formal relationship defined by different partnership arrangements (MOU, MOA, Letters of Commitment)** where there is a co-mingling of resources. Individuals retain their authority, and a separate structure is developed to oversee or manage the engagement. A collaborator has an informal relationship with an agreed-upon way to make decisions yet operates independently. Collaborators retain their autonomy and have complete control over the individual resources they bring to the table.* The description of partnerships and community engagement should include how the partnerships have been meaningfully and equitably developed so that project judges, mentors, and speakers are recruited from a variety of community organizations, nonprofits, government, and industry. Details of the partnership and community engagement are clear as to why the involvement of partner(s) and community is essential to the project and how the hackathon team will coordinate with external partners and the community, including on logistics/operations, division of work, role of principal investigators, and allocation of funds. Meaningful and equitable partnerships should include letters of support, articulation agreements, community engagement on development of the Tech for Change Challenges, and training sessions for organizers and participants. Types of meaningful and equitable partnerships include following entities: - Other PIT-UN member institutions. - Other educational institutions including those that are not part of the PIT-UN University Network, in particular Minority-Serving Institutions, and two-year community colleges. - Other educational institutions, including affinity groups, or organizations that focus on non-tech disciplines such as ethnic studies, disabilities studies, history, humanities, and social sciences. - Organizations that identify as part of disadvantaged/underrepresented communities. - Organizations including those that are nonprofits, private industry, government agencies, affinity groups, or organizations that focus on tech and non-tech disciplines (accrediting agencies, industry representatives, regulators, legislative bodies). - Community organizations that have a specific focus on workforce development or creating career pathways for populations currently underrepresented in public service or the science, technology, engineering, or math fields. - Affinity groups or organizations that support academic leadership among communities of color or that are part of the disadvantaged/underrepresented communities.	Up to 15 points

Impact The proposal clearly articulates the social benefit and rationale for hosting a Tech for Change Hackathon and how the event will create meaningful educational offerings or strengthen the career placement pipeline for public interest technology students. The impact statement should address the assumptions the project is making about its work, its prioritized activities, actions to activate multiple student disciplines, ability to draw in a cross section of students and faculty members, and its intended impact over time.	Up to 20 points
Justice, Equity, Diversity, and Inclusion The proposal clearly articulates that the team understands that people of color, women, and people with disabilities have historically experienced impediments to full participation and access to technology as identified by gaps in the public interest technology workforce pipeline. The articulated barriers and gaps that have historically existed (racial, ethnic, linguistic, socioeconomic) are clearly addressed in the design and reach of the hackathon (i.e., student participants, judges, mentors) as well as the staffing of the proposed hackathon team. The hackathon team demonstrates the ability to serve ethnically, racially, socioeconomically diverse, and underrepresented populations, perhaps supported by an actionable plan informed by best practices to use this funding to engage and serve these populations.	Up to 10 points
Budget and Institutional Support Budgets should be inclusive of an indirect rate, set at 20% of total direct costs. The proposal has demonstrated buy-in from the applicant's university to help the planning and execution of the hackathon. For example, the host university should ensure additional funding and provide support from university leaders; enable collaboration between departments, faculty, or other university groups; develop partnerships with industry employers to solicit judges and mentors for the hackathon; and encourage community involvement in the event. The project team has secured funding commitments from its university (or universities if part of a collaboration) and other partners. Such commitments may be in the form of cash contributions (either the value of the effort that university-paid personnel are expending on the project or money from a university gift, endowment, or other unrestricted fund) or in-kind support (real property, equipment, supplies and other expendable property, or goods and services) to host the hackathon on-site using institutional facilities and provides release time or other means for the hackathon team to provide thought leadership and hosting of the event.	Up to 10 points

Technical Standards for Assets

New America's PIT-UN program is an investment in the next generation of public interest technology workforce. To ensure that the investment of these funds has as broad an impact as possible and to encourage innovation in the development of new PIT materials, as a condition of the receipt of this grant, the grantee will be required to license to PIT-UN all work (except for computer software source code, discussed below) created with the support of the grant under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with the grant funds and modifications made to preexisting, grantee-owned content using grant funds. The use of the CC BY license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the grantee. Notice of the license shall be affixed to the work. (For general information on CC BY, visit http://creativecommons.org/licenses/by/4.0. Instructions for marking your work with CC BY can be found at https://chooser-beta.creativecommons.org)

Only work that is developed by the grantee with the grant funds is required to be licensed under the CC BY license. Preexisting copyrighted materials licensed to or purchased by the grantee from third parties, including modifications of such materials, remain subject to the intellectual property rights the grantee receives under the terms of the license or purchase. In addition, works created by the grantee without grant funds do not fall under the CC BY license requirement.

Grantee resources will be expected to upload the work to a PIT-UN online library for members funded by the PIT-UN program. Resources will continue to be available through PIT-UN for its members. If applicable, the following needs to be on all products developed in whole or in part with grant funds: "This product was funded by a grant awarded by New America's PIT-UN, funded through NVF."

Compliance with the Americans with Disabilities Act

All organizations and facilities must comply with the 1990 Americans with Disabilities Act. Under Title III of the ADA, all privately operated public accommodations, commercial facilities, and private entities offering examinations or training must make their goods and services accessible to people with disabilities.

RFP Questions

General Information

Asterisk (*) denotes required field(s)
Project Naming Convention

- Primary Institution*
- Tech for Change Hackathon Title,* a unique identifier for this submission and project.
  - The unique identifier in this step will follow the application form submission through project reporting if accepted. You MUST start your proposal with the recognized three- to five-letter institution abbreviation code associated with your institution (view the codes in the adjacent chart).
- **We need all submissions to follow the same naming convention**: Member institution code (see the adjacent chart) **HYPHEN**, 2025 PITUN Tech for Change, Theme of the hackathon

Code	Institution	Code	Institution
ASU	Arizona State University	NORU	Northeastern University
BOSU	Boston University	OCOE	Olin College of Engineering
BROU	Brown University	PRGS	Pardee RAND Graduate School
CALP	Cal Poly State University	PSU	Penn State University
CMU	Carnegie Mellon University	PEPU	Pepperdine University
CWRU	Case Western Reserve University	PVAMU	Prairie View A & M University
CEPI	CEPI FGV Direito-Sao Paulo	PRIU	Princeton University
CUNY	City University of New York	RIT	Rochester Institute of Technology
CSUO	Cleveland State University	SJSU	San José State University
COLU	Columbia University	STANU	Stanford University
CORU	Cornell University	STC	Stillman College
DUKU	Duke University	TEMU	Temple University
FIU	Florida International University	OSU	The Ohio State University
FORU	Fordham University	UTA	The University of Texas at Austin
GWU	George Washington University	UOS	The University of the South
GEOU	Georgetown University	UAZ	University of Arizona
GIT	Georgia Institute of Technology (Georgia Tech)	UCB	University of California Berkeley
GSU	Georgia State University	UCSC	University of California Santa Cruz
HAMC	Hamilton College	UCHI	University of Chicago
HARU	Harvard University	UEDIN	University of Edinburgh
HOWU	Howard University	UIC	University of Illinois at Chicago
ITT	Illinois Institute of Technology	UMA	University of Massachusetts at Amherst
INDU	Indiana University	UMIC	University of Michigan
JMU	James Madison University	UNCW	University of North Carolina Wilmington
LANC	Lane College	UPEN	University of Pennsylvania
LOC	LeMoyne-Owen College	URIJ	University of Rijeka
MIT	Massachusetts Institute of Technology	UVA	University of Virginia
MMC	Meharry Medical College	UWAS	University of Washington
MDC	Miami Dade College	VTEC	Virginia Tech
MUST	Missouri University of Science & Technology	WVU	West Virginia University
NAZC	Nazareth College	WMAR	William & Mary
NYU	New York University	WPI	Worcester Polytechnic Institute

Examples of Submission/Project Names
- *UPEN-2025 PITUN Tech for Change Data Anomalies in Justice*
- *MUST-2025 PITUN Tech for Change Exploration of AI Data Hackathon*
- *ASU-2025 PITUN Tech for Change Environmental Justice Hackathon*
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The Tech for Change Hackathon application for a*:
- Single Institution Hackathon with Tech for Change tracks
- Single Institution new Tech for Change Hackathon
- Multi-Institution or Regional Hackathon with Tech for Change tracks
- Multi-Institution or Regional new Tech for Change Hackathon

Please list the institutions or regions the Tech for Change Hackathon will engage participants (100 word limit)*

Institutional Grant Administration Contacts*

Asterisk (*) denotes required field(s)

Primary Hackathon Lead point of contact's first and last name

Primary Hackathon Lead point of contact's title

Primary Hackathon Lead point of contact's email address

Primary Hackathon Lead point of contact's phone number

Identify the student club(s) that will be co-hosting/co-sponsoring the Tech for Change Hackathon?

Institution's Grants Office or Sponsored Research Office point of contact's first and last name

Institution's Grants Office or Sponsored Research Office point of contact's title

Institution's Grants Office or Sponsored Research Office point of contact's email address

Institution's Grants Office or Sponsored Research Office point of contact's phone number

Institutions Grant Officer or Manager Point of Contact's first and last name

Institutions Grant Officer or Manager Point of Contact's title

Institutions Grant Officer or Manager Point of Contact's email address

Institutions Grant Officer or Manager Point of Contact's phone number

Institutional Signatory's first and last name

Institutional Signatory's title

Institutional Signatory's email address

Institutional Signatory's phone number

Project Start Date

Will this grant be used to support work that includes interacting or communicating with minors (defined as individuals under age 18)? See the 2022 NVF Minor Safeguarding FAQs and Resources - Grantees

If you select "Yes," you are required to submit the NVF Child Safeguarding Policy Information Sheet form.

Will any part of this grant funding be used to conduct lobbying as defined by federal tax law?

Qualifications and Capacity*

Please provide an answer for the following questions (300-word limit):

Describe what experience or prior work among project team members demonstrates on producing the ability to produce a hackathon and the necessary deep knowledge of the field of public interest technology or other fields relevant for your proposed project? Why are you and your institution well positioned to undertake this project?

Tech for Change Hackthon Questions*

Asterisk (*) denotes required field(s)

Selection of Tech for Change Primary Hackathon Focus/theme (**select one**)*
- Healthcare
- Elections
- Bias (racial or gender)
- Education
- Alternative methods for internet access

Identification of other Special Interest Areas and Issues*

Select **no more than four issue areas** that most closely match the Tracks area of the proposal you are submitting seeks to address.

Access, Digital Divide, & Digital Literacy	Justice-Gender & Technology
Algorithms	Justice-Racial
Apprenticeships	Machine Learning
Artificial Intelligence	Media & Journalism
Clinics, Labs, & Institutes	Movement & Organizing
Collectives & Communities of Practice	Network Building
Crisis & Disaster Response	Open Data & Transparency
Cybersecurity	Open Source & Creative Commons
Data & Algorithms	Policy-internet freedom, net neutrality, & more
Data Analytics	Policy-PIT Partnerships (local, regional & state government)
Data Science	Public-Healt
Democracy & Voting	Public-Innovation
Design (accessible, inclusive, participatory)	Public-Science
Digital Privacy & Security	Public-Service
Diversity, Equity & Inclusion	Quantum
Education Innovation	Technology-Activist
Environment, Climate, & Sustainability	Technology-Civic
Ethics	Technology-Cooperatives
Experiential Learning	Technology-Government
Fellowships	Technology-Health
Human Rights	Technology-Non Profit
ICT4D Information & Communications Tech fc	Technology-Political
Internships	Technology-Public
Justice-Climate	Workforce-PIT
Justice-Environment	Other_____

Hackathon Plan, Objectives, Outcomes, Deliverables*

- **Elevator Pitch (25-word limit)**: Describe the 2025 Tech for Change Hackathon in one sentence.
- **Proposal Summary** (250 word limit) Describe your idea for a Tech for Change Hackathon
- **Tech for Change Hackathon Plan (750-word limit)**: Describe your proposed Tech for Change Hackathon Theme and Tracks. Please make sure you are including:
  - Event Details
    - Defined Tech for Change theme tracks
      - what is the PIT frame in the theme?
    - Well-designed pre-event plan and how will PIT theme be operationalized
      - Process and timeline to achieve a successful hackathon with student engagement
    - Proposed date or month of the event, length of hackathon
    - Proposed event agenda
    - Rough draft of project evaluations/criteria for winning project teams
    - Award tiers should be detailed
    - Types of participant skill-building workshops
  - Logistics and Operational plans
    - Location (on/off campus)
    - Dedicated personnel engaged in the organization and production of the hackathon
    - Providing opportunities to host space for donors to engage participants in conversations regarding internships (mini-career fair activities)
  - Student Engagement Plan
    - Identities of who will activate the students
    - Student outreach for event attendance
  - Engagement and Outreach Partnership and Community
    - Defining mentoring and judging roles, including the capacity to engage donors in mentoring roles
    - Community and Industry Outreach for judges and mentors
  - Fundraising

- Sponsorship opportunities
- **Evaluation plan (200-word limit)**: Describe the project's measurable outcomes, indicators of success, sustainability evaluation, and any anticipated open educational resources.

Impact*

Please provide the following information:

Describe what is the rationale for the hosting the hackathon. **(500-word limit)** Explain how the Tech for Change Hackathon is likely to meaningfully advance the field of public interest technology and further the goals stated in this RFP. The Tech for Change hackathon event will create meaningful interest in Public Interest Technology or strengthen the career placement pipeline for public interest technology students. It will be helpful to list the assumptions the project is making about the participants, prioritized activities, and intended impact over time.

Justice, Equity, Diversity, Inclusion*

Please provide the following information:
- Define or describe the target community of your hackathon project. **(250-word maximum)**
- Describe how the traditional barriers to access your target community are benefiting from the hackathon project compared to the demographics of the larger population in that (often geographic region) area. **(500-word maximum)**
  - What are the major barriers to equity and access related to social justice in relation to the Tech for Change Hackathon as your institution and project team undertake the proposed project?
  - In what ways will your Tech for Change Hackathon's objectives and method address those barriers?
  - How will the proposed hackathon conduct recruitment, engagement, and retention activities of historically excluded communities?
  - What sources of bias is the Tech for Change subject to? What mitigation strategies will be employed to combat bias and generate more equitable outcomes?
  - What record does the project team have that demonstrates the ability to serve ethnically, racially, socioeconomically diverse, and underrepresented populations, perhaps supported by an actionable plan informed by best practices to use this funding to engage and serve these populations?

Demographic Information
Providing demographic information is designed to help PIT-UN measure our intended audiences and our commitment to eliminating discrimination and promoting justice, equity, diversity, and inclusion in all its practices. PIT-UN invites applicants to voluntarily disclose certain characteristics about themselves and their project team so the organization can measure its progress and strengthen its impacts on historically underserved and underrepresented and marginalized groups. We value transparency and will use this information only internally to understand future funding opportunities for underrepresented communities. PIT-UN uses demographic information to better understand the communities its grant awards serve. If you are interested in a conversation or further discussion, feel free to contact us.

Please share the following information about your project's intended project participants:

- Estimated percentage of non-majority project participants

- Estimated number of project participants who identify as:
  - American Indian or Alaskan Native
  - Asian
  - Black or African American

- o Hispanic or Latino
- o Native Hawaiian or Other Pacific Islander
- o White
- o Two or more races
- o Different race
- o Information not available

- Estimated number of project participants who identify as:
  - o Male
  - o Female
  - o Nonbinary or third gender
  - o Transgender
  - o Genderqueer
  - o Prefer to self-describe
  - o Prefer not to answer or information not available

Please share the following information about your project team members:

- Estimated percentage of non-majority project team members

- Number of Tech for Change Organizers or team members who identify as:
  - o American Indian or Alaskan Native
  - o Asian
  - o Black or African American
  - o Hispanic or Latino
  - o Native Hawaiian or Other Pacific Islander
  - o White
  - o Two or more races
  - o Different race
  - o Information not available

- Number of Tech for Change Organizers or team members who identify as:
  - o Male
  - o Female
  - o Nonbinary or third gender
  - o Transgender
  - o Genderqueer
  - o Prefer to self-describe
  - o Prefer not to answer or information not available

Partnerships and Collaborators*(up to 6 fields are available to answer this question)

In this section, you are asked to list partners and collaborators, if any, that you have formally engaged or plan to formally engage to undertake a Tech for Change Hackathon. See "Evaluation Criteria" for guidance on meaningful and equitable partnerships versus collaborators classifying the identifying information.

In a partnership, there is a **formal relationship defined by different partnership arrangements (MOU, MOA, Letters of Commitment)** where there is more of a co-mingling of resources. Individuals retain their authority, and a separate structure is developed to oversee or manage the engagement. ***Note that you should upload letters of commitment from all named partners with this application. (There are six fields to list partners.)***

What is the difference between a partner and a collaborator? In a partnership, **there is a formal**

relationship where there is more of a co-mingling of resources defined by different partnership arrangements (MOU, MOA, Letters of Commitment). Principal investigators retain their authority and maintain a separate structure to oversee or manage the engagement with specific or identified contributions.

A collaborator has an **informal relationship** with an agreed-upon way to make decisions yet operates independently. Collaborators retain their autonomy and have complete control over the individual resources they bring to the table.

Does your proposal have or will have partners or collaborators for the Tech for Change Hackathon?

- Yes, we have formally engaged one or more PIT-UN institution(s) as partners for this project. (Formal partners require letters of support)
- Yes, we have formally engaged non-PIT-UN education institution(s) as partners for this project. (Formal partners require letters of support)
- Yes, we have formally engaged non-profit, private or governmental partners for this project. (Formal partners require letters of support)
- No, we have not formally engaged any partners for the Tech for Change Hackathon.
- Yes, we have formally engaged one or more PIT-UN institution(s) as collaborators for this project.
- Yes, we have formally engaged non-PIT-UN education institution(s) as collaborator
- Yes, we have formally engaged non-profit, private or governmental collaborator for this project.
- No, we have not formally engage any collaborators for the Tech for Change Hackathon

Questions to answer for each group of partners/collaboratosr*
- **Identify the Tech for Change Partners and/or Collaborators**
  - Will your project include partnerships with one or more **PIT-UN member institutions**?*
    - Select the institution(s)*
      - Is this a partnership or a collaborator?*
      - Is the member a Minority-Serving Institution (MSI) or historically Black colleges and universities (HBCU)?
    - Brief description of: **(250-word limit)**
      - Why the partner's involvement is essential to the project.
        - how the partnership will operate, including division of work, role of principal investigators, and allocation of funds
        - the role the partner will play on the project and how the partnership would enhance or expand the impact of the project.
        - A list of deliverables that the partner institution will be responsible for (if applicable).
        - the amount of monetary support the partner will provide (if applicable).
        - the type and value of any in-kind support the partner institution will provide (staff time, facility space, supplies, equipment).
      -
  - Will your project include partnerships or collaboration with one or more **educational institutions that are not PIT-UN members**?*
    - List the non-PIT educational institution(s).*
      - Is this a partnership or a collaborator?*
      - Is the member a Minority-Serving Institution (MSI) or historically

Black colleges and universities (HBCU)?
- ■ Brief description of: **(250-word limit)**
  - ● Why the partner's involvement is essential to the project
    - ○ the partner institution's mission and work
    - ○ how the partnership will operate, including division of work, role of principal investigators, and allocation of funds
    - ○ the role the partner will play on the project and how the partnership would enhance or expand the impact of the project.
    - ○ A list of deliverables that the partner institution will be responsible for (if applicable).
    - ○ the amount of monetary support the partner will provide (if applicable).
    - ○ the type and value of any in-kind support the partner institution will provide (staff time, facility space, supplies, equipment).
    - ○
- ○ Will your project include partnerships with nonprofit, private, or governmental organizations?*
  - ■ Partner's organization:*
    - ● Is this a partnership or a collaboration?*
    - ● Does the partner organization identify as part of the disadvantaged/underrepresented communities?*
  - ■ Brief description of: **(250-word limit)**
    - ● Why the partner's involvement is essential to the project.
      - ○ the partner institution's mission and work
      - ○ how the partnership will operate, including division of work, role of principal investigators, and allocation of funds
      - ○ the role the partner will play on the project and how the partnership would enhance or expand the impact of the project.
      - ○ A list of deliverables that the partner institution will be responsible for (if applicable).
      - ○ the amount of monetary support the partner will provide (if applicable).
      - ○ the type and value of any in-kind support the partner institution will provide (staff time, facility space, supplies, equipment).
      - ○

*Letters of Partnership or Community Support**

- ● Upload MOAs, MOUs, and letters of support from the partners.

Budget and Institutional Support*

In this first section, you will be required to input the total budgeted amount (revenue) and the total expenses for the major categories (e.g., salaries, travel, community support) in the proposed budget from the line items in the **NVF Budget Template**.

In the second section, answer the questions below.

1. **Summarize (200-word limit)**
   a. The major revenue categories: (e.g., PIT-UN Challenge grant funding, in-kind donations, or support) and how those donations in the budget are accounted for in the Revenue section of the spreadsheet.

b. Major expense categories (e.g., salaries, travel, community support) in the proposed budget.
c. How the project budget supports the expenses, staff, and thought leadership needed to host the Tech for Change Hackathon.

2. What specific commitments do you have from your university or institution to support The Tech for Change Hackathon and sustain its impact? **(200-word limit)**

I**n the final section** of the Institutional Support and Budget Summary, upload your project's budget using the N**e**w Venture Fund budget template found on [PITcases.org within the Network Challenge RFP Forms section](). **Include any funds that are contributed from your institution or other sources.**

Due Diligence Document Uploads*

Please upload the following due diligence documents.

Institutional Documentation

If your institution was awarded grant funding in the Year 5 (2023) Network Challenge, you do not have to upload an IRS Form 990, audited financials, letter of determination, or list of board of directors or board of trustees.

Question: Our institution was awarded grant funding in the 2023 Network Challenge.

☐ If Yes, the following documents will be required to be uploaded
  ● List of main staff for the project*
  ● W-9*
  ● NVF Electronic Fund Transfer form*
☐ If No, the following documents will be required to be uploaded*
  ● Proof of legal status/IRS letter of determination*
  ● Most recent audited financials* *Upload audited financials for 2021 or 2022. If no audited financials are available for those years, you will need to provide an explanation for the missing documents.*
  ● IRS Form 990*
  ● List of board of directors/trustees*
  ● List of main staff for the project*
  ● W-9*
  ● NVF Electronic Fund Transfer form*

OPTIONAL: Supplemental Documentation
No more than 5 files can be uploaded

● Please upload a CV of Hackathon Organizer and any previous relevant work, such as publications. (maximum 2 files)
● Please include a link or upload the CV of the Hackathon Organizer and any previous relevant work, such as publications.
● Optional Additional Documentation (maximum 3 files)
● Describe in one-sentence description of what is included in the files upload or the links (25 works maximum)

Appendix

Background

Tech for Change

Starting in 2023, Tech for Change became a national network of student clubs founded on the belief that technology can be used as a catalyst to foster a better and more equal society. Alongside the Public Interest Technology University Network (PIT-UN), Tech for Change seeks to provide opportunities for students to collaborate and broaden their knowledge of public interest across disciplines and academic institutions. One way to accomplish this effort is through hackathons.

The first of what is now an annual Tech for Change Hackathon took place in 2023 on the campus of Boston University. The event brought together students, professors, and professionals who are passionate about creating change and interested in the intersections of computer programming and government and public policy. Student teams used technology to solve pertinent issues in society around themes of education, election turnout, and social welfare policy. Final products ranged from the gamification of financial literacy to solutions for food insecurity.

Since the initial event, the Tech for Change Hackathon has broadened its scope to include hacks for all community needs, not limited to government and public policy solutions. Like the mission of public interest technology, hackathons can — and should — also incorporate people who may not identify as technologists but are at the forefront of equalizing access to technology and promoting inclusive tech policy. This includes those working in the ecosystems of access, open source and creative commons, digital literacy, inclusive design, movement and activist tech, community tech, and digital privacy and security. By offering a systematic way of studying technology as a tool for addressing social problems in the world — among them unforeseen and adverse consequences of technology (in particular with respect to historically underserved and underrepresented and marginalized groups) and ways to harmonize technology and society — educational institutions can train a new generation of graduates who have both technological literacy and a rigorous foundation to navigate the societal, ethical, legal, policy, and equity implications of the new age.

Public Interest Technology University Network

In the 1960s and 1970s, landmark investments from the philanthropic community elevated the legal profession from a road to wealth and power to a transformational force in serving the public good. With the support of the Ford Foundation and other philanthropies, institutions of higher learning created paths that allowed the brightest minds of the era to find their footing in public service. That leadership allowed the discipline of public interest law to flourish not only as a prestigious area of study, but also as a formal field of practice.

Similarly, institutions of higher learning are now coming together to integrate the fields of technology, public policy, business, law, ethics, governance, and social justice into the field of public interest technology. Public interest technology refers to the study and application of technology expertise to advance the public interest in a way that generates public benefits and promotes the public good, particularly for those who are least well served historically and today because of existing systems and policies. Importantly, public interest technology includes individuals who approach these questions from a technological background, those with lived experience and expertise, and those coming from other disciplines (including law and social science and movement building) who seek to understand, use, and respond to the changes enabled by new technologies. The Public Interest Technology University Network (PIT-UN) is a partnership of colleges and universities committed to educating students who can better apply technical understanding and practice to questions of individual rights, justice, social welfare, and the public good. As it nurtures the pipeline of emerging technologists

prepared to approach these questions, PIT-UN envisions a future where technology policy actively challenges structural inequalities in power, resources, and access by centering the needs of people and communities, particularly for those who have been historically marginalized. In practice, this means that the traditional gatekeepers of technological advancement and public policy interrogate how they can better identify and work with communities in the development of public interest technology as ecosystems and elevate these communities as co-creators and leaders.

The broad goals of PIT-UN are to:

- Connect accredited nonprofit institutions of higher education in the U.S. that seek to take the lead in establishing and defining the field of public interest technology within academia.
- Spur the development of a strong pipeline of students seeking to pursue careers in public interest technology, broadly defined; taking active measures to ensure that this pipeline is diverse in terms of race, ethnicity, ability, gender, and socioeconomic status and that it is characterized by a sense of inclusion and belonging for students and practitioners.
- Foster collaborations and connections across the network and to practitioners in the wider ecosystem.

The Tech for Change Hackathon is a project of the New Venture Fund (NVF), a 501(c)(3) public charity that supports innovative and effective public interest projects.

EXHIBIT A: NEW VENTURE FUND SUBGRANT AGREEMENT

newventurefund

DATE

[SIGNATORY CONTACT]
[GRANTEE]
ADDRESS

RE: Grant No: [PROJ ABBREV. – SUBGRANTEE NAME – FUND ABBREV. – REF NO. – EFF. DATE]

Dear SIGNATORY:

The New Venture Fund is pleased to inform you that it has approved a grant to your organization in the amount of $AWARD AMOUNT through our Public Interest Technology Universities Network Fund project. This grant is for the Grant Period October 1, 2024 — October 31, 2025 and is subject to the terms and conditions contained in the enclosed Grant Agreement.

On behalf of the New Venture Fund, I would like to congratulate your organization on its valuable work and wish you great success in this endeavor.

<div align="center">Sincerely,</div>

Lee Bodner
President

Enclosure

INSTRUCTIONS:
1. Please review and sign this form.
2. Return electronically to pitunchallenge@newventurefund.com.

NEW VENTURE FUND SUBGRANT AGREEMENT

GRANT NUMBER: *[PROJ ABBREV. – SUBGRANTEE NAME – FUND ABBREV. – REF NO. – AWARD DATE]*

DATED: DATE GENERATED

The New Venture Fund ("NVF") and GRANTEE (the "Organization") hereby agree as follows:

      I.   **Tax Status.** Organization represents that it is a tax-exempt organization described in Section 501(c)(3) of the Internal Revenue Code and that it is not a "private foundation" as defined in Code Section 509(a). Organization shall notify NVF immediately of any anticipated or actual changes in its tax-exempt status.

      II.   **Grant Term.** This Grant Agreement (the "Agreement") shall be effective as of October 1, 2024 (the "Effective Date"), and shall continue through completion, no later than October 31, 2025 (the "Grant Period").

      III.   **Payment Terms.** NVF grants the Organization $AWARD AMOUNT (the "Grant") to be paid in one lump sum within 30 days of execution of this Agreement. Grant funds must be fully expended during the Grant Period. All contracts and subgrants funded using Grant funds must be completed by the end of the Grant Period.

      IV.   **Grant Purpose.** The Grant may be used only for the following charitable, scientific, literary, religious or educational purposes: to fund the Organization's NAME OF PROJECT project (the "Project"), as described in the proposal that the Organization provided to NVF dated DATE SUBMITTED, and attached hereto as Exhibit A.

      V.   **Lobbying and Voter Registration.** So that NVF may comply with United States tax laws and maintain its status as a tax-exempt public charity under section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), it is understood that the Organization agrees to the following:

A. Not to use any funds from this Grant for lobbying activities, as described in Section 501(c)(3) of the Code.

B. Not to use any funds from this Grant to intervene in any election, to support or oppose any political party or candidate for public office.

C. To familiarize itself with the federal, state, local and foreign rules and regulations applicable to nonprofit organizations, including but not limited to, (1) lobbying rules under the Code and the Lobbying Disclosure Act ("LDA"), (2) Federal Election Commission ("FEC") rules, including those regarding "electioneering" communications, (3) rules governing political activities, (4) ethics rules applicable to interactions with Members of Congress and Executive Branch officials and entities like NVF that retain or employ lobbyists, and (5) any equivalent rules and regulations applicable to activities conducted in any state, local or foreign jurisdiction, and to obtain training as necessary. Basic lobbying compliance information is provided in Exhibit C. Organization will consult with legal counsel to determine how these rules and regulations apply and comply with all relevant restrictions and reporting

requirements.

    D. Not to use any funds to carry on, directly or indirectly, a voter registration drive.

   VI.   **Unspent Funds.** The Organization will return to NVF any portion of the Grant not expended or committed to be expended for the Project by the Grant Period end date. To request a no-cost extension of the grant term, the Organization must provide a written request, including reason and new requested end date, to NVF before the end date of the Grant Period. The Organization must receive an amendment to the Grant to expend funds beyond the Grant Period.

  VII.   **Reporting Requirements.**
    A. *The Organization shall provide NVF with a final report that is due to NVF on or before December 15, 2025.*

      The full report must include the following certification:

      All [ORGANIZATION] activities conducted with the Grant funds were and are consistent with charitable purposes as set forth in Section 501(c)(3) of the Internal Revenue Code, and [ORGANIZATION] complied with all provisions and restrictions contained in this Agreement, including, for example and without limitation, those provisions relating to lobbying and political activity.

    B. The Organization shall prepare the reports in accordance with the reporting guidelines attached hereto as Exhibit B.

 VIII.   **Interest.** The Organization is encouraged to use all interest earned on Grant funds to further the Project; however, a formal accounting of such income is not required.

    IX.   **Records.** Organization shall (i) maintain complete and accurate separate accounting for the Grant, detailing receipts and expenditures made under the Grant, and (ii) retain these records during the Grant Period and for at least four (4) years after receipt and acceptance of the final report. During this time, Organization shall make such records available to NVF (or its designated representatives) for inspection or audit at NVF's expense and on reasonable notice to Organization.

    X.   **Monitoring and Evaluation.** NVF may, at its expense and on reasonable notice to Organization, monitor and evaluate operations under this Grant. Such monitoring and evaluation may include on-site visits and/or discussions with Organization's personnel.

    XI.   **Publicity.** NVF shall include information regarding the Grant in its periodic public reports, and may include such information in press releases or other publicly available materials.

  XII.   **Additional Requirements.** Additionally, the Organization agrees:
    A. To comply with all applicable laws or regulations in any jurisdiction in which it conducts activities.
    B. If the Organization's project involves providing services to, interacting with, or communicating with minors, (a) to comply with all applicable laws regarding reporting of child abuse or neglect, (b) to implement child protection policies as required by law and industry best practices, and as outlined in its proposal and/or Exhibit A, and (c) to notify NVF

immediately in writing of any material changes to its child protection policies.

C. To cooperate with NVF in supplying any additional information or complying with any procedures that any governmental agency might require for NVF to establish that it has observed all requirements of the law with respect to this Grant.

D. To notify NVF immediately of any anticipated or actual changes in the president, executive director or other key personnel identified in the Grant proposal, award letter or this Grant Agreement, or of any anticipated or actual merger, consolidation, sale or transfer of all or substantially all of the Organization's assets. The Organization acknowledges that these changes may trigger NVF's review and reassessment of the Organization's ability to meet the purposes of the Grant. Such review may lead to additional grant provisions or other limitations for unexpended funds.

E. Not to use NVF's name in any report or other document prepared for distribution outside of the Organization, either in printed or electronic form, with the exception of listing NVF along with other donors in an annual report or Grant application.

F. Not to disclose the name of or any information concerning the funder of any NVF project without the explicit written consent of both the relevant funder and NVF.

G. To make any data, research, knowledge and other information developed with these Grant funds freely available to NVF. Organization hereby grants to NVF a perpetual, worldwide right and license to use, publish, distribute, reproduce, copy and modify any intellectual property developed with the Grant funds for non-commercial purposes. NVF shall have the right to grant to third parties sublicenses under the license granted herein. At NVF's request, the Organization agrees to execute all necessary or appropriate documents and take all other reasonable steps to document or formalize such rights in these materials.

H. To use any revenue realized by the Organization from sales or licenses of the intellectual property created or developed with the Grant funds exclusively for the Project or for educational and charitable purposes, and to ensure that such revenue does not inure to the personal benefit of individual(s) or noncharitable entities.

I. Not to engage in intentionally deceptive practices that spread misinformation;

J. Not to denigrate, discriminate against or encourage others to denigrate or discriminate against any person or group based on factors including, but not limited to, race, nationality, age, religion, mental or physical ability, gender, sex or sexual orientation.

K. Not to regrant any of the Grant funds without NVF's explicit prior approval.

XIII. **International Representations and Warranties.** The Organization hereby represents and warrants that Grant funds will be used in compliance with all applicable anti-terrorist financing and asset control laws, regulations, rules and executive orders, including, but not limited to, the USA Patriot Act of 2001, as amended. The Organization agrees that it is not, and does not employ or associate with, and is not owned, controlled by, or acting for or on behalf of, and that it will take all reasonable steps to ensure that no person or entity expected to receive funds in connection with this Grant is, (1) a "suspected terrorist" as defined in Executive Order 13224; (2) a person that is on the Specially Designated Nationals List maintained by the Treasury Department's Office of Foreign Assets Control; or (3) a person with whom NVF is prohibited from doing business with under any anti-terrorism laws of the United States. The Organization will use reasonable efforts to ensure that it does not support or promote in any way violence, terrorist activity or related training, or money laundering. The Organization represents that none of the activities financed by this Grant violate U.S. laws that prohibit corrupt payments to foreign officials for the purpose of obtaining or keeping business, and acknowledges that the NVF has not authorized any activity that would constitute such corrupt payments. The Organization will use reasonable efforts to ensure that Grant funds are not used to make corrupt payments to foreign officials for the purpose of obtaining or keeping business.

XIV. **Right to Modify or Discontinue Funding.**

A. NVF reserves the right to discontinue funding of the Grant and terminate this Agreement

at any time if NVF determines, in its sole discretion, that: (i) it is not satisfied with the progress of the Grant or the content of any written report, (ii) Grant funds are not being used by Organization in an effective and efficient manner to further the Grant's purpose, (iii) there is any anticipated or actual changes in the president, executive director or other key personnel, (iv) Organization fails to follow industry best practices, including any applicable child protection policies, or (v) Organization has otherwise failed to comply with the terms of this Agreement.

B. In the event that NVF makes any such determination, NVF shall have the right to (i) discontinue any further payments to Organization and/or (ii) direct Organization to repay to NVF any Grant funds not used in accordance with this Agreement. NVF reserves the right to discontinue, modify, or withhold any payments due under this Grant, or to modify the terms of this Agreement, to comply with any law or regulation applicable to this Grant or to protect and maintain NVF's tax-exempt status under Section 501(c)(3) of the Code.

XV. **Budget Revisions.** Organization must submit a request for a revision to the Project budget under the following conditions:

A. For grants of less than three hundred thousand dollars ($300,000), Organization must seek prior written approval from NVF for (i) any Project budget revision that involves moving funds to a previously unfunded line item, or (ii) any Project budget revision that results in a variance of twenty-five percent (25%) or more of any line item.

B. For grants of three hundred thousand dollars ($300,000) or more, Organization must seek prior written approval from NVF for (i) any Project budget revision that involves moving funds to a previously unfunded line item, or (ii) any Project budget revision that results in a variance of ten percent (10%) or more of any line item.

C. Budget Revision requests should detail the original Project budget, requested new budget and variance with explanation.

XVI. **Release and Indemnity.** To the fullest extent permitted by law, Organization shall release, indemnify, defend and hold harmless NVF and its directors, officers, trustees, employees, representatives and agents from and against any and all claims, demands, suits, damages, liabilities, injuries (personal or bodily), property damage, causes of action, losses, judgments, costs, expenses and penalties, including, without limitation, court costs and attorney's fees, arising out of (directly or indirectly) or related in any way to the negligent or wrongful acts or omissions of Organization or any Organization director, officer, employee or agent in connection with this Grant or the Project, except to the extent resulting from the negligent or wrongful acts or omissions of NVF.

XVII. **Human Subject Research.** If the Grant is to be used in whole or in part for research involving human subjects, you hereby certify that you will conduct the research in compliance with the ethical standards and the criteria for approval and conduct of research set forth in United States Department of Health and Human Services policy for the protection of human research subjects (45 C.F.R. Part 46 and related guidance, as amended from time to time) and all other federal and state laws applicable to the research project. Such requirements may include, but are not limited to, obtaining and maintaining institutional review board (IRB) approval and obtaining informed consent of participating research subjects.

XVIII. **No Waiver.** Failure by either party to require the other party's performance under any provision of this Agreement shall in no way affect such party's right to require full performance under that or any other provision at any time thereafter. In addition, a party's waiver of a breach of any provision of this Agreement shall not constitute a waiver of any succeeding breach of the same or any other provision, or constitute a waiver of the provision itself.

XIX. **Entire Agreement.** This Agreement (a) constitutes the entire understanding of NVF and the Organization with respect to the subject matter herein, and supersedes all prior agreements and understandings, whether oral or written; (b) is made exclusively with the Organization and may not be transferred or assigned to any other organization or person without NVF's prior written approval; and (c) may be amended or modified only by a mutual written agreement between the parties.

XX. **Notices.** All notices and other communications under this Agreement shall be in writing, and shall be deemed duly given (a) on the date sent by e-mail if sent during normal business hours of the recipient during a business day, and on the next business day if sent after normal business hours of the recipient, (b) if sent via a nationally recognized overnight courier service (delivery receipt requested), with charges paid by the mailing party, on the later of (i) the first business day following the date of dispatch, or (ii) the scheduled date of delivery by such service, or (c) on the fifth business day following the date of mailing, if mailed by registered or certified mail, return receipt requested, postage prepaid to the party receiving the notice or communication.

All notices and other communications shall be sent to the following addresses, or such other addresses as the parties may designate from time to time by notice in accordance with this Section XX:

To New Venture Fund:
Ryan Dalton
Ryan.dalton@arabellaadvisors.com
1828 L Street, NW, Suite 300-A
Washington, DC 20036

To \<GRANTEE\>:
[PRIMARY CONTACT Name]
[PRIMARY CONTACT E-mail Address]
[GRANTEE Mailing Address]

XXI. **Governing Law.** This Agreement shall be deemed to be made under, and in all respects shall be interpreted under and governed by, the laws of the District of Columbia.

[Remainder of Page Intentionally Left Blank; Signature Page to Follow]

Agreed to and accepted on behalf of \<ORGANIZATION\>:

_____   _____
Signature   Date

Name: [SIGNATORY CONTACT]   Title: [TITLE]

Agreed to and accepted on behalf of the New Venture Fund:

_____   _____

Signature   Date

Name: Title:

EXHIBIT B: GRANT REPORTING

Final Report

In your narrative report, ***submitted through the grant management portal***, please address the following questions:

1) **Project Summary** (300-word maximum)**:** Please provide a clear and concise statement summarizing the Tech for Change Hackathon your institution(s) completed during the duration of the grant period.

2) **Objectives & Activities:** (250-word limit) Describe the specific objectives of the Tech for Change Hackathon supported by the grant funding. Summarize the activities you engaged in during the grant period to accomplish these objectives, and any progress towards the outcomes or impact that you were hoping to achieve.

3) **Key Drivers of Meeting the Project Objectives:** (250-word limit) Were you able to accomplish your objectives, please describe what you saw as the key drivers or enabling conditions of that success. If applicable, please share a specific instance or event that illustrates the impact of your project.

4) Expected Outcomes and Achieved Outcomes/Deliverables(700-word limit) As part of your grant application, you listed EXPECTED outcomes and deliverables. Please list the ORIGINAL outcomes and deliverables you listed on your grant application**.** Please list the ACHIEVED (FINAL) outcomes and deliverables here**.**

5) **Project Impact Statement:** (200-word limit) Provide a clear and concise impact statement regarding how the Tech for Change Hackathon advanced the both social justice and the field of public interest technology.

6) **Justice, Equity, Diversity, Inclusion and Number of Participants:** (500-word limit) Describe how your project meaningfully addressed the targeted community and the demographics of the Tech for Change Hackathon participants compared to the demographics of the larger population. If your project was not able to address said barriers as meaningfully as intended, please describe what challenges you experienced or lessons you learned. What sources of bias was the project subjected to and what mitigation strategies did you employ to generate more equitable outcomes to engage, serve, and collaborate with those populations in ways that are informed by best practices. Please estimate the demographic of the project participants

7) **Lessons Learned and Challenges** (500-word limit) In the final outcomes and deliverable you listed above, highlight any challenges, expected or otherwise, or lessons learned throughout the grant period. Describe any adjustments or changes you made to your activities to address challenges as they arose.

8) **Network impact:** (300-word limit) Describe how your project created shared resources or otherwise strengthened the community of students interested in public interest technology and social justice and the institution's committed to Public Interest Technology.

9) **Institutionalization of Public Interest Technology:** (300-word limit) Describe how, if at all, holding a Tech for Change Hackathon will contribute to Public Interest Technology becoming institutionalized within your university (i.e., through committed university funds, support from leadership, or collaboration between departments, faculty, or other groups). If you do not anticipate Public Interest Technology and/or a Tech for Change Hackathon will become institutionalized in the short- or long-term, please explain why.

In your financial reconciliation report, ***submitted through the grant management portal***, please submit the following attachments:

a) **Financial report** detailing final accounting of budgeted vs. actual expenditures of all grant funding, including the entire project budget and all sources of revenue and expenditures (including grassroots and direct lobbying expenditures, if applicable), in addition to this Grant.

b) **Artifacts and Open Educational Resources (OER)**: and other artifacts developed with grant funds
   i) A list of all intellectual property and assets purchased or created with the Grant.
   ii) Any publications or media generated because of your project.

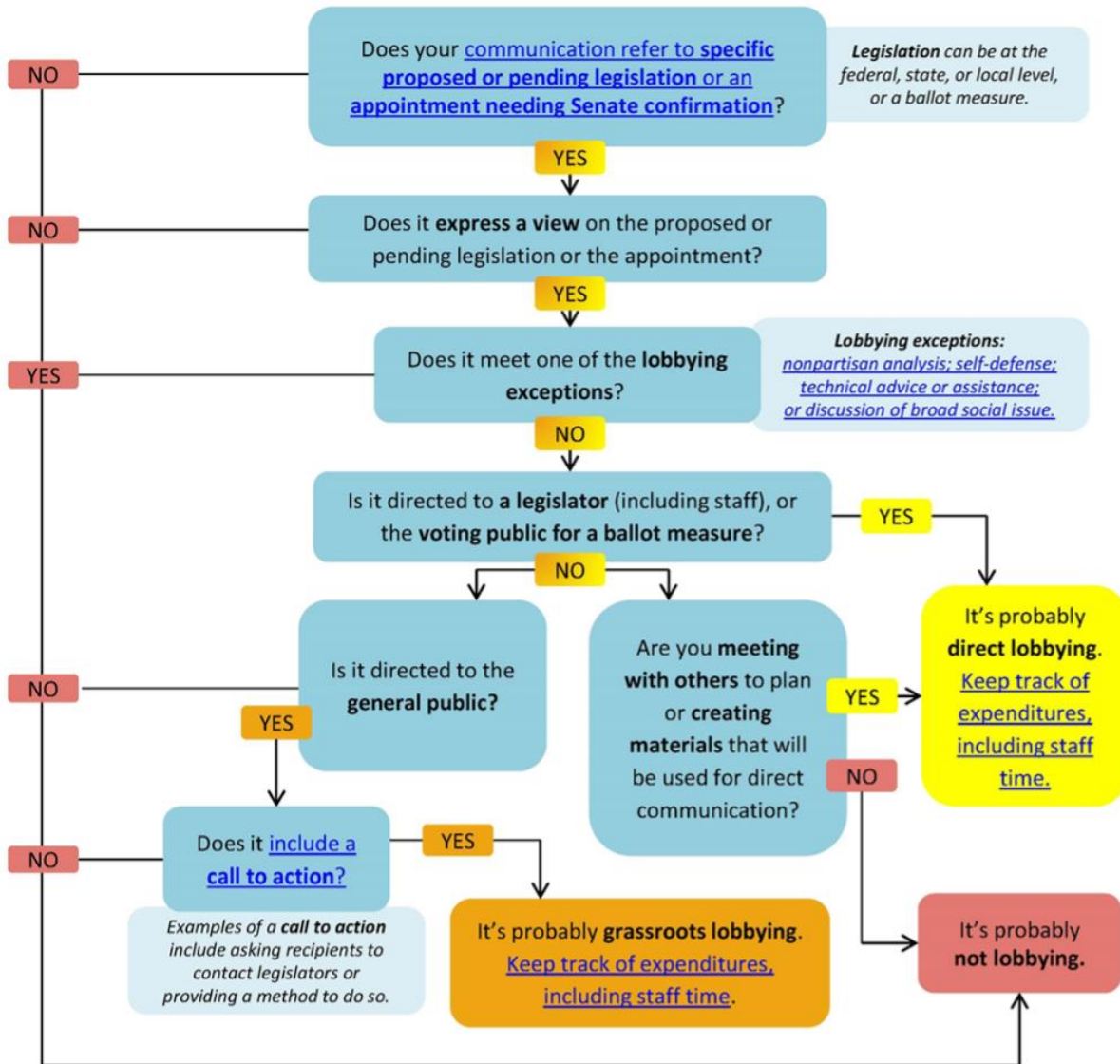**Acknowledge the Certification***: All [GRANTEE NAME] activities were and are consistent with charitable purposes under Sections 501(c)(3) and 509(a)(1), (2) or (3) of the Internal Revenue Code, and [GRANTEE NAME] complied with all provisions and restrictions contained in this Agreement, including, for example and without limitation, those provisions related to lobbying and political activity.*

EXHIBIT C: ADVOCACY DEFINITIONS

BOLDER ADVOCACY
An initiative of Alliance for Justice

IRS Lobbying Flowchart

This graphic can help you determine if your communication is considered lobbying under federal tax law rules for electing 501(c)(3) organizations. It does not cover situations or communications that take place in a candidate election context.

NO — Does your communication refer to **specific proposed or pending legislation** or an **appointment needing Senate confirmation**?

Legislation can be at the federal, state, or local level, or a ballot measure.

YES ↓

NO — Does it **express a view** on the proposed or pending legislation or the appointment?

YES ↓

YES — Does it meet one of the **lobbying exceptions**?

Lobbying exceptions: nonpartisan analysis; self-defense; technical advice or assistance; or discussion of broad social issue.

NO ↓

Is it directed to **a legislator** (including staff), or the **voting public for a ballot measure**? — **YES** → It's probably **direct lobbying**. Keep track of expenditures, including staff time.

NO ↓

NO — Is it directed to the **general public**?

YES ↓

NO — Does it **include a call to action**?

Examples of a call to action include asking recipients to contact legislators or providing a method to do so.

YES → It's probably **grassroots lobbying**. Keep track of expenditures, including staff time.

Are you **meeting with others** to plan or **creating materials** that will be used for direct communication? — **YES** → It's probably direct lobbying. — **NO** → It's probably **not lobbying**.

The information contained in this fact sheet and any attachments is being provided for informational purposes only and not as part of an attorney-client relationship. The information is not a substitute for expert legal, tax, or other professional advice tailored to your specific circumstances, and may not be relied upon for the purposes of avoiding any penalties that may be imposed under the Internal Revenue Code. Alliance for Justice publishes plain-language guides on nonprofit advocacy topics, offers educational workshops on the laws governing the advocacy of nonprofits, and provides technical assistance for nonprofits engaging in advocacy. For additional information, please feel free to contact Alliance for Justice at 866-NPLOBBY.

www.bolderadvocacy.org | www.allianceforjustice.org

ALLIANCE FOR JUSTICE

Source: Bolder Advocacy (www.bolder advocacy.org)