

2024 PIT-UN Multi-institution or Regional Career Fair RFP

Revised 1/26/2024

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Overview

Career Fairs connect students with workforce opportunities in their communities by providing students with direct interaction with businesses, non-profits, and/or the government sector to understand opportunities that align with their interests, including but not limited to public interest technology.

Purpose

The Public Interest Technology University Network (PIT-UN) is seeking proposals from its member institutions' Student Success Office or Career Service staff for career fair(s) to connect students with employers and community partners who are designing, developing, and/or deploying technology that serves the public interest – a growing and diverse field known as [public interest technology](#) (PIT). This RFP is intended to cultivate real-life work opportunities outside of the classroom for aspiring technologists interested in PIT and offer employers the chance to experience the value of having PIT-trained technologists on their teams, thereby strengthening both supply and demand for the emerging PIT workforce.

A successful PIT Career Fair will be a collaboration between a member institution's Student Success or Career Services Office PIT-UN Designees or PIT-UN Network Challenge Grant Principal Investigators, and regional employers and/or employer organizations to ensure that the event facilitates opportunities related not just to technology but explicitly to public interest technology. Paid employment opportunities may emerge from a PIT-UN-funded career fair, and attendees should not expect to secure job interviews or hiring processes onsite as an immediate outcome. Examples of successful past PIT Career Fairs [can be found here](#).

In previously funded PIT Career Fairs, institutions found a significant challenge in soliciting employers to commit to attending their event. Because PIT is a relatively new field in academia and industry, career pathways and job opportunities are not nearly as well-established as the technical fields that contribute to PIT, such as software engineering, cybersecurity, advanced manufacturing, or data science. Fortunately, PIT-UN member institutions have faculty who can define and translate PIT for prospective employers. Successful proposals should reference how career services utilize their institutional PIT experts to inform the design of their career fair and employer outreach strategy. To access PIT faculty at your institution, find and contact your institution's PIT-UN Designee(s) or Grantee(s) through our [member directory](#). If you have trouble finding a point of contact at your institution, please contact PIT-UN's Senior Manager for Grants and Challenges, Brenda Mora Perea, at perea@newamerica.org.

PIT-UN, funded through New Venture Fund, anticipates making multiple awards due to this Request for Proposal. Eligible institutions may submit applications for up to two (2) distinct projects. The grant aims to empower PIT-UN member institutions' Career Services staff to become critical players in growing and diversifying the PIT pipeline.

For institutions that have been funded for a previous PIT Career Fair, proposed budgets must include in-kind funding of at least 50% of the grant funding request.

Issuance of this RFP in no way constitutes a commitment by PIT-UN to make grant awards. Applications will be evaluated after the due date, and PIT-UN reserves the right to issue partial awards as determined to be in the Network's best interest.

Core Elements and Outcomes:

Core Element 1: Career Pipelines

The proposed Career Fair articulates a strategy for strengthening the PIT pipeline by making clear connections between PIT-related coursework, research centers or programs at your institution, and the needs of regional employers. Career pipelines offer a clear sequence of education coursework and/or training credentials aligned with employer-validated work readiness standards and competencies, and integrate academic and occupational skills training. The proposed Career Fair should:

- **Address critical needs in the regional community and/or economy for PIT-trained technologists**
- Offer opportunities for students to apply PIT skills and knowledge to technology challenges and engage in cutting-edge research to solve the challenges facing our nation.
- Prioritize support for disadvantaged students, students with disabilities, and individuals such as: BIPOC, Black, LatinX, Indigenous, and people of color; low-income students; students seeking work in rural communities and/or communities with unemployed and underemployed workers;
- Offer sessions where students can view presentations from employers and sponsors and hear leaders from attending organizations answer questions as part of roundtable-style discussions.
- Demonstrate the value of career opportunities facilitated by the Career Fair as students go on to seek a well-paying career in PIT.
- Be regional in scope, or multi-institutional, producing lasting benefits for students and employers.

Core Element 2: Strategic Alignment with the Workforce System and Other Stakeholders

Successful applicants will demonstrate that they have performed outreach to and gathered information on efforts to align technology with the public interest, including entities that can provide data on the characteristics and skills needed by businesses, nonprofits, and government agencies in the region.

For purposes of this RFP proposal, a “community” or “region” is a city, county, or other political subdivision of a state, or a group of post-secondary institutions of a state or adjacent states.

- Applicants should leverage existing resources to ensure that the project complements and does not duplicate existing regional programs and should strategically leverage support to ensure participant success in the classroom and the workplace.
- The proposal should address three types of key stakeholders in their region: (a) post-secondary institutions, (b) the public workforce system, and (c) businesses, non-profits, and community or civic organizations.

Applicants are strongly encouraged to collaborate with regional initiatives and entities that align with the proposed project. Applicants are also encouraged to include deep and sustained partnerships with organizations whose mission is to contribute to a growing body of research and best practices in public interest technology.

Eligibility

Grantees must be affiliated with a PIT-UN member institution’s Student Success or Career Services Office and must be the primary recipient of grant funds.

2023 Regional or Multi-Institution Career Fair grantees who have submitted the narrative and financial reconciliation reports are eligible to submit a proposal for a new round of funding.

2023 Regional or Multi-Institution Career Fair grantees who have not submitted the final reports (narrative and financial reconciliation reports) are not eligible to submit a proposal in this round of grant funding.

Single Institution Applicants (Regional Consortium)

Eligible single institutions of higher education that identify and engage partners outside of the institution and within a defined region that will contribute to the project. The scope of proposals should reflect the individual institution’s ability to implement this project and include appropriate and necessary infrastructure and equipment costs for a successful regional PIT career fair. PIT-UN encourages single institution applicants to focus their proposed project on one specific project strategy that can be fully implemented within the grant period, with a scope that appropriately reflects the size of the requested funding amount, as opposed to implementing a series of complex strategies that may be challenging to complete within the grant period.

Consortium Applicants (Multi-Institution Consortium)

Eligible consortium applicants consist of two or more eligible higher education institutions. PIT-UN encourages consortium applicants to consider infrastructure and equipment costs that will enable them to deliver the proposed multi-institution career fair-career exploration program successfully. PIT-UN consortium applicants should focus their proposed project on a specific strategy that benefits all institutional members, that can be fully implemented within the grant period, and that appropriately reflects the size of the requested funding amount.

Funding

In-kind Contributions

Institutions who have received PIT grant funding for a past Career Fair must include in-kind funding in their proposal as evidence of a PIT-UN member's commitment to institutionalize PIT at their university or college.

Allowable Uses

Indirect costs of 20% are an allowable expense under this grant.

Supplantation of funds

No institution receiving an award under this RFP may supplant other funds with these funds that assist with similar services. Grantees must use funds complementary to other available resources that supplement, expand, and create new opportunities, rather than supplant funds for existing activities.

Funding provided under this RFP can be used for support services to address students' needs to participate in and complete programs.

Awards

New America's PIT-UN, funded through New Venture Fund, anticipates making multiple awards due to this Request for Proposal. Eligible institutions may submit applications for up to two (2) distinct projects.

The range of awards is up to \$20,000. The number and size of awards will depend on the proposals received and available funds. Issuance of this RFP in no way constitutes a commitment by PIT-UN to make grant awards. Applications will be evaluated after the due date, and PIT-UN reserves the right to issue partial awards as determined to be in the Network's best interest.

Timelines

- February 15, 2024, 12:01 am EST– RFP submission window opens.
- February 23, 2024 – [Open Office Hours](#) from 12:00 - 12:50 pm EST each Friday **to answer your RFP questions** will be held weekly until the grant RFP close date on March 29, 2024
- February 26, 2024, 5:00 pm EST – deadline to submit written questions about the RFP to info@pitcases.org
- February 29, 2024, 5:00 pm EST – RFP questions & answers posted to the [RFP page on PITcases.org](#)
- Mar 29, 2024, 5:00 pm EST – The RFP submission window closes, and all RFP responses are due. No late submissions will be accepted.
- Week of April 22, 2024 – Winners Notified
- May 1, 2024 – Grant term starts.
- April 30, 2025, at 5:00 pm EST – Grant term ends
- June 16, 2025 – Final Reports due

This RFP may be updated without notice at any time to promote successful outcomes and ensure program compliance.

Key Processes

A. Submitting Questions about the Request for Applications

1. **Any questions regarding this RFP must be submitted by e-mail to info@pitcases.org by February 27, 2024**, at 11:59 p.m. EST. Submitted Questions must include the subject line: "RFP Career Fair-Exploration Questions". PIT-UN assumes no liability for assuring accurate/complete/on-time e-mail transmission and receipt.

B. Submitting your application

1. **Applications Due:** Applications must be received by **March 29, 2024**, 5:00 pm EST. *Applications received after the 11:59 p.m. deadline will be ineligible for award consideration.*
2. **Submission Instructions:** Applications are to be submitted through the PIT-UN portal <https://pitcases.submittable.com/submit>

C. Selection Procedure

1. **A qualified evaluation team will evaluate proposals.** Applicants may be contacted in writing to answer questions or provide clarification to the evaluation team. Upon completion of the evaluation process and submission of supplemental documents, staff will notify all submitters of the proposal status.

D. Questions and Evaluation Criteria

- The following is a summary of the information/details of your RFP response and the scoring of the RFP responses.

Questions for New Career Fair RFP Proposals	Questions for Previously Funded PIT Career Fair RFP Proposals	Evaluation Criteria	Possible Points
Statement of Capability		Statement of Capability (300-word limit)	15 points
<p>What are the qualifications, credentials, certifications, and experience of your program and any staff providing the proposed service?</p> <ul style="list-style-type: none"> Please list the staff POCs for the event (Career Services lead, the institutional Communication Lead, the grant manager, and any other staff/faculty that will be involved in the planning of the event) 	<p>Will the same staff from the previous PIT Career Fair execute this new opportunity? If not, why not? What are the qualifications, credentials, certifications, and experience of your program and any staff providing the proposed service?</p> <ul style="list-style-type: none"> Please list the staff POCs for the event (Career Services lead, the institutional Communication Lead, the grant manager, and any other staff/faculty that will be involved in the planning of the event) 	<p>Demonstrated ability to administer and manage a grant-funded program.</p> <p>Description of the history and experience of the applicant, the organizational structure, internal fiscal controls, and internal program evaluation and monitoring system to hold an event that will be attended by students, employers and organizations interested in Public Interest Technology.</p>	
Detailed Event Plan to Host a Regional or Multi-Institution Career Fair		Detailed Event Plan to Host a Regional or Multi-Institution Career Fair (1000-word limit)	30 points
<p>Describe the plan to hold a full-service PIT Career Fair-Exploration event, including the overall design of the activity and, if applicable, the curriculum or program outline that includes the following:</p> <ul style="list-style-type: none"> Describe a detailed service model (i.e., onsite only, hybrid, virtual). Technical capabilities (i.e., virtual booth, video options, chat features, one-on-one 	<p>Describe the plan to expand and scale a previously held full-service PIT Career Fair-Exploration event based off the learnings you gained from your previously funded PIT-UN Career Fair. The plan should include.</p> <ul style="list-style-type: none"> How funds will be used to expand, scale, and institutionalize funding for future PIT Career Fairs in respect to engaging 	<p>Description of the PIT Career Fair Plan, funding streams, and strategies to engage PIT employers, students, and the business community.</p>	

<p>interviews, webinars)</p> <ul style="list-style-type: none"> • Employer recruitment strategies with details such as: PIT pitch deck, incentives to register, incentives to host onsite interviews. • Describe the method of employer attendance. • Student recruitment strategies specific to PIT, and to students from minority, marginalized, and/or disabled populations. 	<p>additional PIT employers, students, and the business community.</p> <ul style="list-style-type: none"> • Describe the method of increasing attendance of students from minority, marginalized, and/or disabled populations. • Describe the method of increasing PIT employer attendance. • Provide a detailed and feasible funding strategy for scalability and sustainability after grant funds have been exhausted and answers the question of how to further develop the PIT pipeline at your institution. 		
<p>Please estimate number of hours you believe it will require to produce the career fair including the hours of all career fair activities.</p>	<p>Reflecting on your previous career fair, estimate number of hours it will require to produce the career fair including expanding the outreach to employers for career fair activities.</p>		5 points
<p>Anticipated Outcomes and Benchmarks of Success</p>		<p>Anticipated Outcomes and Benchmarks of Success (750-word limit) Description of anticipated outcomes and benchmarks</p>	25 points
<p>Describe how you will collect the data on the recruitment and attendance at PIT Career Fair activities.</p> <ul style="list-style-type: none"> • Describe the methods of data collection for the number of attendees (student and employers) including the number of: <ul style="list-style-type: none"> ○ invitations, RSVPs, attendance and no-shows ○ current PIT Internships, Apprenticeships, and Fellowships that your campus currently offers vs new opportunities gained from the event. • Description of how you will measure the effectiveness of the PIT career fair for 	<p>Describe how you will collect the data on the recruitment and attendance at PIT Career Fair activities.</p> <ul style="list-style-type: none"> • Describe the methods of data collection for the number of attendees (student and employers) including the number of: <ul style="list-style-type: none"> ○ invitations, RSVPs, attendance, and no-shows ○ current PIT Internships, Apprenticeships, and Fellowships that your campus currently offers vs new opportunities gained from the event. • Description of how you will measure the effectiveness of this PIT career fair's 		

students and for employers.	impact for students and employers over a previously funded PIT career fair.		
Reasonableness of Cost			
<p>Describe the following both in the online application and documented in the <u>NVF Budget template</u>:</p> <ul style="list-style-type: none"> ● Revenue <ul style="list-style-type: none"> ○ Total grant funding requested. ○ Other Funds and Contributions ● Expenses <ul style="list-style-type: none"> ○ Personnel ○ Event specific <ul style="list-style-type: none"> ■ booth, equipment, paid media campaigns ■ Software, video production, print and digital materials. ○ Travel, stipends, parking reimbursements, meals ● 	<p>Describe the following both in the online application and documented in the <u>NVF Budget template</u>:</p> <ul style="list-style-type: none"> ● Revenue <ul style="list-style-type: none"> ○ Total grant funding requested. ○ Total in-kind institutional funding <i>(We require that at least half of the requested funding be matched with in-kind institutional funding.</i> This is a requirement of all expansion and scaling PIT-UN grant funding requests) ● Expenses <ul style="list-style-type: none"> ○ Personnel ○ Event specific <ul style="list-style-type: none"> ■ booth, equipment, paid media campaigns ■ Software, video production, print and digital materials. ○ Travel, stipends, parking reimbursements, meals 	<p>Reasonableness of Cost (200-word limit) Description of the proposed cost to the historical cost of previously funded PIT-UN career fairs with similar activities.</p>	20 points
Grant Administration Documents (see section I of the RFP for more details)	Grant Administration Documents (see section I of the RFP for more details)	Grant Administration Documents	5 points

E. TECHNICAL STANDARDS FOR ASSETS

1. New America's PIT-UN program is an investment in the next generation of PIT 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 pre-existing, grantee-owned content using grant funds. The use of the Creative Commons Attribution 4.0 (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, please visit <http://creativecommons.org/licenses/by/4.0>. Instructions for marking your work with CC BY can be found at http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.)
2. Only work that is developed by the grantee with the grant funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to, or purchased by the grantee from third parties, including modifications of such materials, remains 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.
3. Grantee resources will be expected to upload 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 New Venture Fund."

F. COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

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

G. NONDISCRIMINATION REQUIREMENTS

1. Successful applicants must not deny any individual an opportunity to participate in services based on grounds of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any financially assisted program or activity. Furthermore, successful applicants will ensure that all qualified applicants receive consideration for

employment and that employees are treated during employment without regard to their race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any financially assisted program or activity.

H. SUBCONTRACTING

1. Subcontracting for specialized, technical portions of services, may be permitted upon approval of the evaluation team. In such instances, applicants must clearly delineate in the proposal any plans to subcontract, identify the nature and scope of any planned subcontracting activity, and identify and verify the capability of the proposed subcontractor(s). PIT-UN reserves the right to approve the form and content of all subcontracts.

I. DUE DILIGENCE DOCUMENTS

1. PIT-UN Network Members who applied to the Year 5 Challenge or the 2023 PIT-UN Career Fair RFP do not need to resubmit their institution's: List of Board of Directors/Trustees, the institution's 990, audited financials, or letter of determination for the Career Fair application process, however, you will need to upload:
 2. list of main staff for the project
 3. completed W-9 IRS Form AND the NVF Electronic Funds Transfer form if your proposal is selected. Use these links to blank copies of a [W-9 IRS Form](#), or [W-8BEN-E form](#) and the NVF [Electronic Funds Transfer \[EFT\]](#) form.
2. If your institution did not apply to the PIT-UN Year 5 Network Challenge, you will need to upload:
 3. list of main staff for the project
 4. list of the Board of Directors/Trustees
 5. the institution's 990
 6. audited financials, or letter of determination
 7. completed W-9 Form or W-8BEN-E
 8. NVF Electronic Funds Transfer form if your proposal is selected. Use these links to blank copies of a [W-9 IRS Form](#), or [W-8BEN-E form](#) and the NVF [Electronic Funds Transfer \[EFT\]](#) form.

J. FAQ & Questions

Grant informational sessions will be held on Fridays using [Zoom](#), starting on February 17, 2024, from 12:00 pm (noon) EST through 12:50 pm EST until the grant RFP close date on March 29, 2024.

Questions about this RFP can be sent to info@pitcases.org

Question: Can we add a PIT career fair during one of our planned career fairs?

Answer: Yes. Previously funded PIT-UN Career Fairs have evidence that holding a PIT Career fair concurrently with an existing Career Fair encourages more employers to register AND attend a PIT Career Fair. It is important that the PIT Career has its own distinctive messaging and recruitment

separate than a general career fair. Please consider creating a dedicated PIT employer space, a PIT Hub or other ways to signify PIT employers for students and employers. PIT employers need to know who else is in the space and develop their own network or consortium. Remember, in the future, we anticipate there will be other national and regional funding opportunities for PIT workforce initiative, and it is vital that you know, and your employers know who are operating in the PIT space.

Question: Is it important that we seek out Public Interest Technology employers to attend?

Answer: Yes, Public Interest Technology is an emerging field. Your students and the regional and national employers need to understand the career paths that exist or are emerging in the space. Additionally, PIT employers need to know who else is in the space and develop their own network or consortium. Remember, in the future, we anticipate there will be other national and regional funding opportunities for PIT workforce initiative, and it is vital that you know, and your employers know who are operating in the PIT space.

Question: Can we hold a virtual career fair?

Answer: Onsite career fairs are easier to recruit employers to; virtual fairs generally draw half of registered students and employees. We discourage holding hybrid fairs, as there is a significant lack of student interest now that total online delivery has ended.

Question: Can I hold a networking event?

Answer: No, the funds must be used to meet the core elements of the RFP.

Question: Does the proposal for a career fair have to address both Core Elements

Answer: The proposal should address both the core elements of the RFP.

Question: Do we need to provide interview slots?

Answer: Interview slots are not required; however, we expect features that will make the -recruitment process easy for employers to speak to participants about available opportunities.

Question: Can funds be used to elevate corporate sponsors by increased social media, highlighting them with webinars or chats, or by publicizing marquee employers attending?

Answer: Allowable expenses are expenses directly related to produce the best experience for employers and for students attending the fair.

Question: Can funds be used to provide incentives for small and medium governmental agencies to attend?

Answer: Incentives such as travel and accommodations for small to medium companies to attend the fair are acceptable. Allowable incentives also apply to local and state governmental agencies. Incentives can also be used for table space for booths, Breakfast and Lunch for all employers and special luncheons for other sponsors.

Question: Do our employers need to provide onsite interviews?

Answer: Not necessarily, it is important to create an angle, so employers feel invested in the process and surface in the employer recruitment process they commit to on-campus interviews within 10 days of the career fair. This allows students to meet employers and then the employer is back on campus interviewing for internships and jobs.

Questions: Are costs associated with elevating sponsors allowable.

Answer: Expenses to consider producing the best experience for employers which is best for students attending post-secondary education include:

- Incentives such as travel and accommodations for small to medium companies. (This also applies to local and state governmental agencies.)
- Table space for booths
- Supplying electrical outlets for all booths
- Advertising
- increased social media and highlighting them with webinars or chats or by hyping which employers are attending.
- Paper, banners, and social media ads
- Breakfast and Lunch for all employers
- Marquee Sponsor special luncheon

Exhibit A: New Venture Fund Subgrant Agreement (Sample)

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 May 1, 2024 – April 30, 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.

Sincerely,

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 May 1, 2024 (the “Effective Date”), and shall continue through completion, no later than April 30, 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 May 31, 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:
PITUN Challenge pitunchallenge@newventurefund.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: Supplemental Reporting Guidance for Career Fair Challenge Grantees

PIT-UN is interested in understanding how you used the Challenge funds and the impact you were able to achieve during the grant period. The Network is equally interested in learning about your successes and challenges and would like to hear what you learned in the process. Please provide candid, reflective responses to the questions below. The information you share as part of your final report will help inform PIT-UN's future strategy and programs.

As part of the Grant Agreement, you are required to complete an after fair snapshot report within 20 days of your career fair and submit all final reports (narrative and financial reconciliation) by May 31, 2025.

In your narrative report, [submitted through the grant management portal](#), please address the following questions:

1. **Project summary** (250 word maximum): Provide a clear and concise statement summarizing the work your institution(s) completed during the duration of the grant period. Clearly indicate if your career fair was a Regional Consortium or a Multi-Institution Consortium in your summary.
2. **Progress towards outcomes and benchmark objectives** (500 word maximum): Describe how the career fair met the Core Elements and Outcomes specified in the RFP, 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. Elaborate on efforts to expand employer outreach and ways to institutionalize future PIT career fairs.
3. **Data Collection** specifically, describe the effectiveness of the career fair in terms of:
 - a. Students
 - i. Total invited to fair.
 - ii. Percent of invited who RSVP'd.
 - iii. Total attended fair
 - iv. Percent of invited students who attended.
 - b. Employers
 - i. Total number invited to fair, Number who attended fair and percentage of employers that participated.
 - ii. Percent of invited who RSVP'd, Employers who RSVP'd and percentage of the employers that RSVP'd that attend.
 - c. NGOs, Industry and Governmental agencies
 - i. Number of NGOs, industry, and government agencies that were invited and the percentage of NGOs, industry, and government agencies that participated.
 - d. Number and percentage of students who were offered internships, apprenticeships, and fellowships.
 - e. Number and percentage of employers who attended that offered internships, apprenticeships, and fellowships.
 - f. Number of new PIT jobs identified through the career fair activities.
4. **Lessons Learned and Challenges** (400 word maximum): If you were 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. Highlight

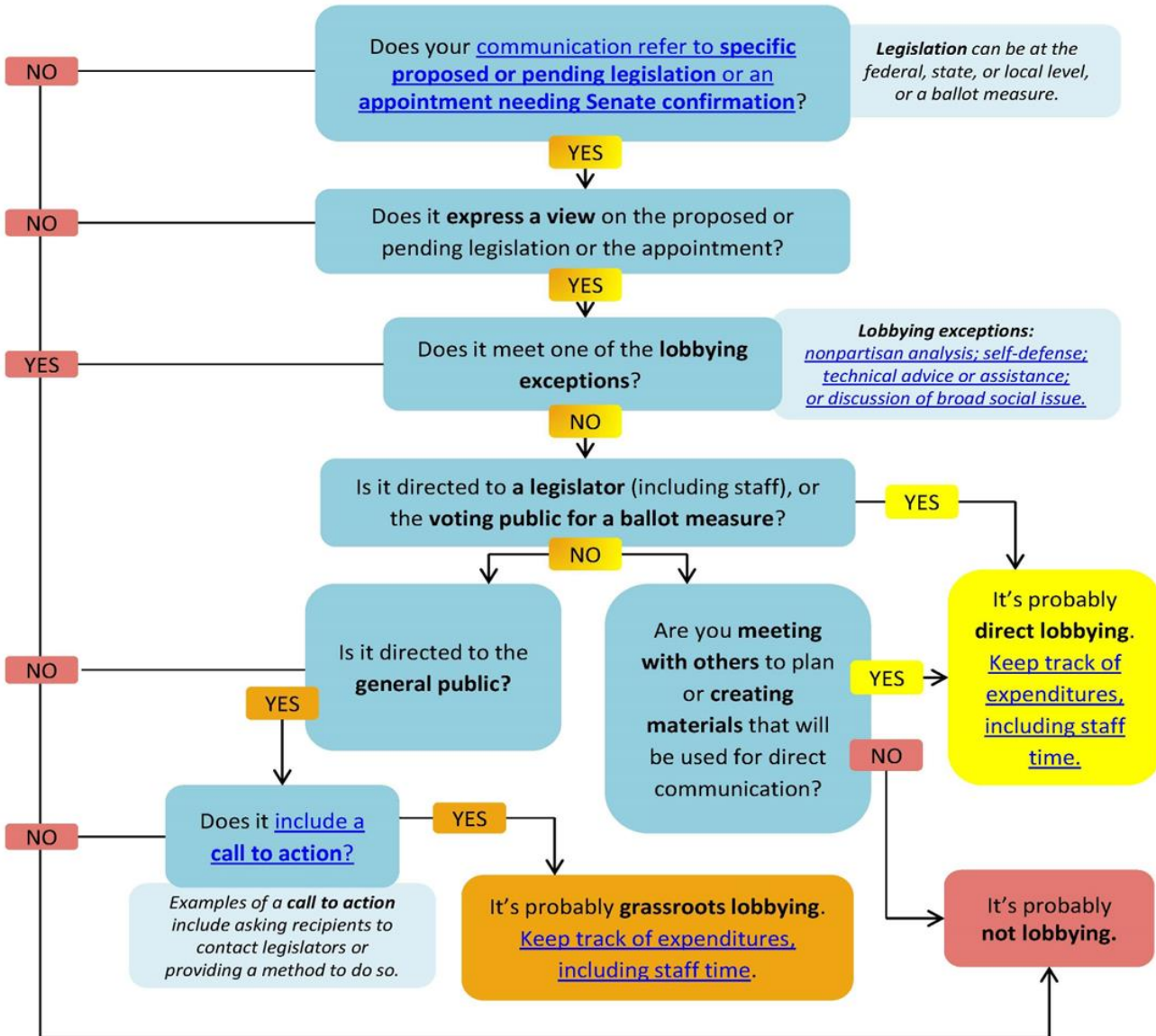
any challenges, expected or otherwise, or lessons learned throughout the grant period. Describe any adjustments or changes you made to your activities to address challenges as they arose.

5. **Equity, diversity, and inclusion:** (400 word maximum) Describe how your project meaningfully addressed the barriers to equity and access related to Public Interest Technology that you identified in your original grant proposal. If your project was not able to address said barriers as meaningfully as intended, please describe why and how you plan to overcome them in the future.
6. **Network impact of Career Fairs** (250 word maximum) Describe how your project created shared resources or otherwise strengthened the community of employers committed to Public Interest Technology.
 - a. Number of new employer partnerships developed as a result of the career fair.
7. **Institutionalization of Public Interest Technology** (250 word maximum) Describe how, if at all, your project will contribute to Public Interest Technology and PIT Career Fairs 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 will become institutionalized in the short- or long-term, please explain why.
8. **Attachments:** In addition to the report narrative, 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.
 - c. A list of all intellectual property and assets purchased or created with the Grant.
 - d. Any publications or media generated as a result of your project.
9. **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

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.



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.



Source: Bolder Advocacy (www.bolderadvocacy.org)

Please note that the information in this chart applies only to Organizations that have formally elected to measure their lobbying activities under Section 501(h) of the Internal Revenue Code. Please consult with counsel on any questions regarding whether an activity is lobbying, and for guidance on measuring lobbying activity if you are an organization.