The Future PIT Workforce

2025-2026 PIT Career Fair Request for Proposals

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, creating a robust public interest technology field driving economic advancement for all. 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. This RFP intends to cultivate real-life work opportunities outside 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 supply and demand for the emerging PIT workforce.

Award Information

In 2025, we anticipate making multiple awards to support multiple institutions. However, only one application per PIT institution will be awarded for a PIT Career Fair. The range of awards is up to $20,000. However, the number and size of awards will depend on the proposals received and available funds.

The issuance of this RFP does not constitute a commitment by PIT-UN to award grants. 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. This RFP may be updated without notice to promote successful outcomes and ensure program compliance.

Purpose

In 2025, the Public Interest Technology University Network (PIT-UN) is seeking proposals that focus on specific areas that cultivate students as the future of the PIT workforce. PIT-UN Career Fairs should highlight a career-relevant technology curriculum designed to illuminate **PIT competencies**.

We expect proposals that catalyze on:

- **Regions** that welcome bold, imaginative ideas to foster the most pressing challenges in workforce development.
- **Careers** with hands-on, high-impact work driven by innovation and entrepreneurship in public interest technology.
- **Communities** where students learn and work alongside creative, ambitious, and passionate thinkers in establishing the public interest in technology.

Project Themes

- Regional workforce development collaboration to identify PIT job roles and sector-driven PIT skills while assisting employers in advancing skills-based approaches to hiring and advancement.
- Identify and address critical needs in the regional community and/or economy for PIT-trained technologists.

- Increase career opportunities at local and regional governmental agencies and nonprofit organizations that highlight the connection between sector-driven skills, PIT competencies, and real-world applications of the PIT frame.
- Career opportunities that accelerate policy projects with state and local governmental partnerships for research or briefs that advance PIT in data science, artificial intelligence (AI), quantum computing, or other key fields.
- Employer collaboration to expand efforts to increase access to career pathways through internships and apprenticeship programs.
- Incorporate a regional scope or multi-institutional, producing lasting benefits for students and employers.

Types of Projects:

- Facilitate career prep wrap-around services
- Facilitate events that offer sessions where students engage with employers and hear from industry leaders on topics related to emerging technology and future tech careers.
- Create cross-sector partnerships that provide students with real-world exposure to the practice of public interest technology, providing exposure to creative, ambitious, passionate employers in government, industry, and the nonprofit space, including areas of social impact, civic leadership, the arts, culture, and education.
- Collaborate with employer partnerships to develop education-to-employment pathways and build flexible systems that integrate work and learning based on skills-based talent practices.
- Engage regionally to develop career pathway projects for public interest technology certifications, noncredit professional development opportunities, and degree completion projects for all levels of students.
- Research new models of career training, placement, or financial support to develop the public interest technology workforce.

Core Elements

Element 1: Career Pipelines: Proposed Career Fair projects articulate 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.

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.

Element 3: Regional and Multi-institutional Initiatives: Applicants should develop a proposal that connects with regional initiatives and entities that align with the proposed career fair. The proposal should address four types of key stakeholders in their region: (a) other PIT member institutions, (b)post-secondary institutions, (c) the public workforce system, and (d) businesses, non-profits, and community or civic organizations.

Challenges of Previous Career Fairs

In previously funded PIT Career Fairs, institutions found a significant challenge in soliciting employers to commit to attending their event. Fortunately, PIT-UN member institutions have faculty who can define and translate PIT for prospective employers. Successful proposals should reference how student and 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

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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 bperea@pit-un.org.

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. Eligible institutions may submit applications for one (1) distinct project. ***Institutions that have held two PIT-UN-funded career fairs are not eligible to respond to this RFP or any future career fair grant awards.***

2024-2025 PIT-UN Career Fair grantees who have not obtained 2 years of PIT-UN Career Fair grant funding and have submitted the narrative and financial reconciliation reports are eligible to submit a proposal for a new round of funding.

Funding and Allowable Uses

In-kind Contributions

Institutions that have received PIT grant funding for a past Career Fair must include 50% in-kind funding in their proposal as evidence of a PIT-UN institution's commitment to institutionalize PIT at their university or college. New Career Fair proposals are encouraged to secure in-kind funding in their proposal as evidence of the institution'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.

Timeline

Dates subject to change
- May 19, 2025, 12:01 am EST– RFP submission window opens.
- May 29 – **Open Office Hours** from 12:00 - 12:50 pm EST each Thursday **to answer your RFP questions** will be held weekly until the grant RFP close date on July 1, 2025
- June 5, 5:00 pm EST – deadline to submit written questions about the RFP to info@pitcases.org
- June 9, 5:00 pm EST – RFP questions & answers posted to the Career and Student Services Basecamp
- June 23, 5:00 pm EST – The RFP submission window closes, and all RFP responses are due. No late submissions will be accepted.

- Week of July 7 – Winners Notified
- August 4–Grant Agreement Redlines due to NVF
- September 2 – Grant term starts.
- December 30 -- Mid-grant Reports due
- April 30, 2026, at 5:00 pm EST – Grant term ends
- June 15, Final Reports due

Distribution of Funds and Reporting Requirements

Grant funds must be spent within 12 months of receipt. Unspent funds will be required to be returned. Due to the extended grant period, no-cost extensions are not granted.

Grant recipients will be required to submit mid-grant snapshot survey and a final report describing their project, including budget reconciliations. Recipients will work with PIT-UN and the New Venture Fund throughout the award period to evaluate their projects and present their work.

PIT-UN is a project of the New Venture Fund (NVF), a 501(c)(3) public charity that supports innovative and effective public interest projects.

Key Processes

Submitting Questions about the Request for Proposals
Any questions regarding this RFP must be submitted by e-mail to info@pitcases.org by June 5, 2025, at 11:59 p.m. EST. Submitted Questions must include the subject line: "Career Fair RFP Questions." PIT-UN assumes no liability for assuring accurate/complete/on-time e-mail transmission and receipt.

Submitting your proposal application
Applications due: Applications must be received by 5 p.m. EDT June 23, 2025. Applications received after the deadline will be ineligible for award consideration.

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.*

Selection Procedure
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 submittal of supplemental documents, staff will notify all submitters of the proposal status.

Evaluation Criteria

The table below shows 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
Partnerships The project has meaningful and equitable partnerships with one or more of the following entities: ● Other PIT-UN member institutions. ● Other educational institutions in their proposals, 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 those that are not part of the PIT-UN University Network, affinity groups, or organizations that focus on ethnic studies, disabilities studies, history, humanities, social sciences, and other non-tech disciplines. ● 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 STEM fields. ● Affinity groups or organizations that support academic leadership among communities of color or that are part of the disadvantaged/underrepresented communities. Meaningful and equitable partnerships should include: ● Memorandum(s) of understanding (MOUs), memorandum(s) of agreement (MOAs) for internships, apprenticeships, fellowships, clinics, labs, and practicum/practica. ● Articulation agreements.	**20**

● Documentation of community listening sessions, focus groups, and training sessions. ● Letters of support detailing the support the partner will contribute to the project **Description of the partnership** is clear as to why the involvement of partner(s) is essential to the project and how the partnership will operate, including division of work, role of the principal investigator s) and allocation of funds.	
Project Plan, Outcomes, and Deliverables ***Proposals for new projects***: Describe the plan to hold a full-service PIT Career Fair event, including the overall design of the activity and, if applicable, the curriculum or program outline that includes the following: • Describe a detailed service model (i.e., onsite only, hybrid, virtual. • Technical capabilities (i.e., virtual booth, video options, chat features, one-on-one interviews, webinars) • Employer recruitment strategies with details such as PIT pitch deck, incentives to register, and 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. ***Proposals for previously funded projects***: Describe the plan to expand and scale a previously held full-service PIT Career Fair event based off the learnings you gained from your previously funded PIT-UN Career Fair. The plan should include. • How funds will be used to expand, scale, and institutionalize funding for future PIT Career Fairs in respect to engaging additional PIT employers, students, and the business community. • 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 answer how to further develop the PIT pipeline at your institution.	**15**

PIT Catalyst Impact The proposal clearly articulates the rationale for the project. That is, the proposal explains how the project will create meaningful educational offerings or strengthen the career placement pipeline for the field of public interest technology. It will be helpful to list the assumptions the project is making about its work, its prioritized activities, and its intended impact over time.	**15**
PIT Workforce Community Impact The proposal clearly articulates that the project team understands historically people of color, women, and people with disabilities have 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, and socioeconomic) are clearly addressed in the design and reach of the project (i.e., students served) as well as the expertise of the project team. The project 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.	**20**
Qualifications and Capacity The proposal clearly articulates that the project team and institution have deep knowledge of the field of public interest technology and other fields relevant for the project. The proposal also articulates that the institution has the capacity and resources to support the project. Proposals for previously funded projects: Will the same staff from the previous PIT Career Fair execute this new opportunity? If not, why not? What are your program's qualifications, credentials, certifications, and experience, and any staff providing the proposed service?	**15**
Budget and Institutional Support The project has demonstrated buy-in from the applicant's university to help sustain the project's impact. For example, the host university can contribute funds, provide support from university leaders, or enable collaboration among departments, faculty, or other university groups. ***Bonus points*** will be awarded if the project team secures funding commitments from external partners (or nonprimary universities if part of a collaboration). 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).	**15**

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 comprises 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 http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.)

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 law, 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.

Due Diligence Documents

PIT-UN Network Members who received PIT-UN grant funding in 2024 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:
- list of main staff for the project
- completed W-9 IRS Form AND the NVF Electronic Funds Transfer form if your proposal is selected.
- If your institution did not receive PIT-UN grant funding in 2024 you will need to upload:
- list of main staff for the project
- list of the Board of Directors/Trustees
- the institution's 990
- audited financials, or letter of determination
- completed W-9 Form or W-8BEN-E
- 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 form and the NVF Electronic Funds Transfer [EFT] or the International Wire form.

FAQ & Questions

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. A PIT Career must have its distinctive messaging and recruitment separate from 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 network or consortium. Remember, in the future, we anticipate there will be other national and regional funding opportunities for the PIT workforce initiative, and it is vital that you know, and your employers know who are operating in the PIT space.

Question: Should 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 network or consortium. Remember, in the future, we anticipate there will be other national and regional funding opportunities for the PIT workforce initiative, and it is vital that you know, and your employers know who is operating in the PIT space.

Question: Can we hold a virtual career fair?

Answer: Onsite career fairs are more straightforward 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. However, if a networking event is a prelude to a PIT Career fair some funding can be used to sponsor a PIT-specific networking event.

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

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

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.

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 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 booth space, Breakfast and Lunch for all employers, and special luncheons for other sponsors.

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

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

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 attend.
- Paper, banners, and social media ads
- Breakfast and Lunch for all employers
- Marquee Sponsor special luncheon

RFP Questions

General Information

Asterisk (*) denotes required field(s)

- ○ Primary Institution that will be fiscally responsible for the grant*
- ○ Select the type of PIT Career Fair you will be hosting?
    - ■ Single institution hosting a regional PIT Career Fair
    - ■ Multi-institution with multiple partners hosting one or more PIT Career Fairs
        - ● Please list the institutions or partners you will engage to produce the PIT Career Fair (250-word limit)

Institutional Contacts*
- ● Name of the primary point of contact (POC) for the PIT Career Fair.
- ● POC's title and department (140-character limit)
- ● POC's email address
- ● POC's phone number
- ● 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 (140-character limit)
- ● Institution's Grants Office or Sponsored Research Office point of contact's email
- ● Grants or Contract Manager point of contact's first and last name
- ● Grants or Contract Manager point of contact's title (140-character limit)
- ● Grants or Contract Manager point of contact email
- ● Institutional Signatory's first and last name for this grant project
- ● Institutional Signatory's title (140-character limit)
- ● Institutional Signatory's email address for this specific grant project
- ● Institutional Signatory's phone number for this specific grant project

Project Questions*

Asterisk (*) denotes required field(s)

- ○ Is your institution a 2023 or 2024 grantee? Has your institution submitted all complete grant final reports to New Venture Fund?

All 2023 Network Challenge Grants must be closed with the final reports (narrative and budget reconciliation) received prior to the RFP closing date of 11:59 p.m. EDT June 23, 2025, to be eligible for consideration.
All 2024-2025 PIT-UN Career Fairs Grants must be closed with the final reports (narrative and budget reconciliation) received prior to the RFP closing date of 11:59 p.m. EDT June 23, 2025, to be eligible for consideration.

- **Elevator Pitch (25-word limit)**: Describe your PIT-Career Fair in one sentence of 25 words or less.
- **Proposal Summary (250 word limit):**
- **Project Start Date:**
- **Project End Date:**
- Please review the [2022 NVF Minor Safeguarding FAQs and Resources Grantees document](#).
- Will this grant be used to support work that includes interacting or communicating with minors (defined as individuals under age 18)? *If you select "Yes," you are required to complete and submit the **[NVF Child Safeguarding Policy Information Sheet.](#)***
- Will any part of this grant funding be used to conduct lobbying as defined by federal tax law? *(See Appendix Exhibit C to determine if the activities fall under lobbying.)*

Partners and Collaborators Information

Asterisk (*) denotes required field(s)

Defining Partners and Collaborators

In this section, you must list project partners that you have formally engaged or plan to formally engage to undertake this project. In a partnership, there is a **formal relationship defined by different partnership arrangements (MOUs, MOAs, letters of commitment)** where there is more of a comingling 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.)***
A collaborator has an informal relationship with a PIT-UN member in 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**.**

Partnerships*

See "Evaluation Criteria" for guidance on meaningful and equitable partnerships.

For each of the following partner types: PIT-UN member institutions, other educational institutions, other organizations, you will have one field to answer the questions for each specific type of partner.

Questions for each type of partner (total word count limit: 300, split into 200-word and 100-word answers)
- Select the type of partner*
  - List the partners you have formally engaged with for this project.
  - Is the member an MSI (Minority Serving Institution) or an HBCU (Historically Black Colleges and Universities)?
  - Describe how you have cultivated a meaningful and equitable relationship with the PIT-UN member. Include details for the questions below **(200-word limit to answer all the questions for an identified partner)**:

- ■ Brief description of the partner institution's mission and work
    - ■ Description of 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)
  - ○ Describe why the partner's involvement is essential to the project and how the partnership will operate, including division of work, role of principal investigator(s), and allocation of funds. **(100-word limit)**

*Letters of Partnership Support**

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

Collaborators

List your collaborators: PIT-UN member institutions, other institutional departments, other educational institutions, nonprofit, private, or governmental organizations. (There is only one field to list collaborators, so please combine the information on all collaborators)

Questions to answer for each collaborator*
- • Does this proposal have any collaborators? *
- • List the Collaborator(s)*
- • Describe why the collaborator(s) involvement will enhance the project **(100-word limit)**

PIT Career Fair Plan, Measurable Outcomes, & Deliverables*

Asterisk (*) denotes required field(s)
Did your institution receive PIT-UN funding for hosting a career fair from Fall 2023 to Spring of 2025?*

*New Career Fair Project Questions**
- ● **Project Plan (500-word limit)**: Describe your PIT Career Fair Plan including, objectives, employer and student recruitment strategy and timeline
- ● **Measurable Outcomes (200-word limit)**: Describe the project's measurable outcomes, indicators of success, and any anticipated open educational resources.

Previously Funded Career Fair Projects Specific Questions:*

Asterisk (*) denotes required field(s)

- Will the staff of the 2025-2026 PIT Career Fair be the same as the previous event?

Project Plan (750-word limit): Summarize the previous outcomes of the project you are seeking to expand or scale (no more than seven sentences describing the previous project outcomes. The seven sentences are included in the total word count of limit of 750 words).
- **Describe how the expansion or scale** of the project differs from your initial project. Include details of how you will expand, and scale based on your project plan including:
    - How do you intend to build on your accomplishments to date and learn from missed opportunities?
    - How will you overcome the challenges you encountered during the previous project?
    - How will you design the project for community involvement, feedback, and shared ownership?
    - Describe new objectives, method(s), and process to meet those objectives, and timeline.
- **Measurable Outcomes & Indicators of Success (200-word limit)**: Describe how the second iteration of a PIT Career Fair will have increased measurable outcomes, indicators of success, and any anticipated open educational resources.

PIT Catalyst Impact*

Please provide an answer for all questions.*
- Describe the rationale for the PIT Career Fair. That is, explain how the career fair appears likely to meaningfully advance the field of public interest technology and further the goals stated in this RFP. It will be helpful to list the assumptions the project is making about its work, its prioritized activities, and its intended impact over time. **(250-word limit)**
- Describe how, the PIT Career Fair will complement your institution's plan(s) to advance the field of public interest technology. How does the PIT Career Fair enhance the institution's ability to institutionalize funding for future PIT Career Fairs? **(200-word limit)**

PIT Workforce Community Impact*

Please fully answer the following question*
- Describe how the target community is benefiting from the PIT Career Fair compared with the larger population in that (often geographic region) area. **(300-word limit)**
    - What are the major challenges related to public interest technology that your institution and project team will undertake in completing the project?
    - In what ways will your project's objectives and method address those challenges?
    - How will the project conduct recruitment, engagement, and retention activities of historically excluded communities?
    - What sources of bias are this project subject to? What mitigation strategies will be employed to combat bias and generate more equitable outcomes?
    - What record does the project team demonstrate in its 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?

Qualifications and Capacity*

Please provide an answer for the following questions **(300-word limit)**:
- What experience or prior work among project team members demonstrates deep knowledge of the field of public interest technology and/or other fields relevant for your project? What makes you and your institution well positioned to undertake this project?

PIT Career Fair Funding *

Asterisk (*) denotes required field(s)

Institutional Support and Budget Identification*

Active PIT Network members can submit the following: Proposals for a new project, or an expansion/scale project for up to $20,000. Institutions may only receive funding for one project per institution.

Any PIT-UN-funded project can only receive PIT-UN funding for a maximum of two years. Institutions may only receive funding for one PIT Career Fair per institution per grant cycle.

Budgets should include an indirect rate, no higher than 20% of total direct costs.

There are two sections to answer in the PIT Career Fair Funding and Budget section. In the first section, you will 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 **New Venture Fund budget template. In the second section, Budget Narrative**, answer by summarizing the planned revenue and expenditures of the PIT Career Fair.

Requirement for In-kind Funds: Institutions that have been funded for a previous PIT Career Fair must include In-Kind funding of at least 50% of the grant funding request.

I am submitting a proposal for a PIT Career Fair for:
- New Submission Funding Tranche (up to $20,000)
- Year 2 Expansion & Scale Existing Project Tranche (up to $20,000)

Budget Numbers
- Total Amount Requested
- Total Amount of In-Kind Funds

Requirement for In-kind Funds: Institutions that have been funded for a previous PIT Career Fair, budges must include In-Kind funding of at least 50% of the grant funding request.

Budget Narrative
1. Summarize the major revenue and expense categories (300-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. Describe how your institution demonstrated buy-in for your project that will help sustain the project's impact?

In the final section of the Institutional Support and Budget Summary, upload your project's budget using the **New Venture Fund budget template** i**nclude any funds that are contributed from your institution or other sources.**

Due Diligence Document Uploads*

If your institution was awarded grant funding in a 2024 Thematic Request for Proposals, you do **not** have to upload an IRS Form 990, audited financials, letter of determination, or a list of board of directors/trustees but you will have to upload the specific documents below.

Our institution was awarded grant funding in the 2024.
☐ Yes, then the following documents will be required to be uploaded:
    ● List of the primary staff for the project*
    ● IRS Form W-9 or W-*BEN
    ● NVF EFT form or NVF International Wire Form

☐ No, then the following documents will be required to be uploaded:*
    ● List of primary staff for the project*
    ● Proof of legal status/IRS Letter of Determination*
    ● Most recent audited financials* Upload audited financials for 2023 through 2024. 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 or board of trustees*
    ● IRS Form W-9* or W-8BEN*
    ● NVF EFT form* or NVF International Wire Form*

Appendix

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, 2025 – January 30, 2026, 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 January 1, 2026 (the "Effective Date"), and shall continue through completion, no later than April 30, 2027 (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.

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

B. The funds from this Grant are not traceable monies as defined in Ariz. Rev. Stat. § 16-971(18). Grantee will not directly or indirectly use or transfer any funds from this Grant for campaign media spending, as defined in Ariz. Rev. Stat. § 16-971(2), nor will Grantee use any funds from this Grant to pay for in-kind contributions to a third person to enable campaign media spending. This agreement does not affect Grantee's obligation to provide notice to New Venture Fund pursuant to Ariz. Rev. Stat. § 16-972.

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 an interim report at the midpoint of the grant term and final report that is due to NVF on or before May 31, 2027.

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:
Morgan Milazzo
Morgan.milazzo@arabellaadvisors.com
1828 L Street, NW, Suite 300-A
Washington, DC 20036

To <GRANTEE>:
[PRIMARY CONTACT Name]
[PRIMARY CONTACT Email 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 CHALLENGE GRANTEES

PIT-UN is interested in understanding how you used the Thematic Request for Proposals 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 a **Career Fair Snapshot Survey** within 20 days of your event and submit all final reports by June 15, 2027, which is 45 days after the close of the grant (April 30, 2027)

Snapshot Questions

In a quick survey, *submitted through the grant management portal*, please answer the following questions:
1) Career Fair Numbers
    a. Number of Students Invited, Number of Students Attended
    b. Number of Government Employers Invited, Number of Government Employers Attended
    c. Number of Non-Profit Employers Invited, Number of Non-Profit Employers Attended
    d. Number of Private Sector Employers Invited, Number of Private Sector Employers Attended
    e. If employers offered onsite or on-the-spot interviews, how many students were offered one-on-one time with an employer regarding career opportunities?
    f. If employers offered PAID Internship interviews, how many students were offered one-on-one time with an employer regarding Internships with their company?
    g. If employers offered Fellowship interviews, how many students were offered one-on-one time with an employer regarding Fellowships with their company?
    h. Do you know if there were any other external to the institution opportunities offered to the students such as site visits, externships, UNPAID Internships and other types of experiential learning opportunities? If so, can you briefly tell us about the opportunities? (200-word maximum)
2) Summary and Outcomes of the PIT Career Fair
    a. Write a quick 100-word summary (no more than a half page double spaced) of your career fair. Include: *highlights *learnings *new possibilities. (100-word limit)
    b. Did you have: Did you have: *An employer who was enthusiastic about the career fair? *Any employers who surprised you the most about their presence at the career fair? *And any exciting or interesting comment you overheard or received from a student? If so can you please tell us some of these details. (100-word limit)
3) Learnings
    a. What were your learnings from the career fair(s)? Do you have any ideas for how you can build on challenges and successes for future PIT Careers programming? (Please don't write more than 1 or 2 paragraphs) (200-word limit)
    b. If you could do one thing differently, what would that be? (100-word limit)
4) Little Details Matter
    a. Please give a quick summary of the types and number of outreach and promotional communication assets developed or used specifically for the PIT Career Fair. This information will assist us in better preparing others for their own PIT Career Fairs.   In your final narrative report we will ask you to either attach the files or the URLs in the final reports. (200-word limit)
    b. Please upload 3-5 photos or other pieces of media from your career fair(s)

    c. Please upload an example of communications you used to promote and educate students & employers about PIT (graphics, promotional emails, social media posts, etc)

Final Reports

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

1) **Project Summary (300-word limit)**: Provide a clear and concise statement summarizing the work your institution(s) completed during the duration of the grant period.
2) **Objectives & Activities (250-word limit)**: Describe the specific objectives of the project supported by the Challenge. 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)**: If you were able to accomplish your objectives, describe what you saw as the key drivers or enabling conditions of that success. If applicable, share a specific instance or event that illustrates the impact of your project.
4) **Expected Outcomes (200-word limit)**: As part of your grant application, you listed EXPECTED outcomes and deliverables. List the original outcomes and deliverables you listed on your grant application.
5) **Achieved Outcomes & Deliverables (500-word limit)**: List the ACHIEVED (FINAL) outcomes and deliverables here.
6) **PIT Catalyst Impact Statement (200-word limit)**: Provide a clear and concise impact statement regarding your work.
7) **PIT Workforce and Community Impact (500-word limit):** Summarize how your project positively affected the targeted community and participants, relative to the broader student population. If your project was not able to address the targeted community as meaningfully as intended, describe what challenges you experienced or lessons you learned. What sources of bias were 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?
   a) Report the event outcome numbers
      i) Student Numbers
         (1) Number of students invited to the career fair
         (2) Number of students attending the career fair
         (3) Percentage of students attending the career fair
         (4) Number of students who were offered internships, apprenticeships, and fellowships
      ii) Employer Numbers (NGOs, Government, Industry, Private)
         (1) Number of employers invited to the career fair
         (2) Number of employers attending the career fair
         (3) Percentage of employers attending the career fair
         (4) Number of employers who offered internships, apprenticeships, and fellowships
      iii) Number of new PIT jobs identified through the career fair activities
      iv) Please list any PIT jobs you identified through career fair activities
      v) Please list any PIT employers you identified through career fair activities
8) **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.
9) **Network Impact (300-word limit)**: Describe how your project created shared resources or otherwise strengthened the community of educational institutions committed to public interest technology.
10) **Institutionalization of Public Interest Technology (300-word limit)**: Describe how, if at all, your project 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 will become institutionalized in the short or long term, explain why.

11) **Attachments**: In addition to the report narrative, please submit the attachments below.

    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.

12) **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.

EXHIBIT C: ADVOCACY DEFINITIONS

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

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.
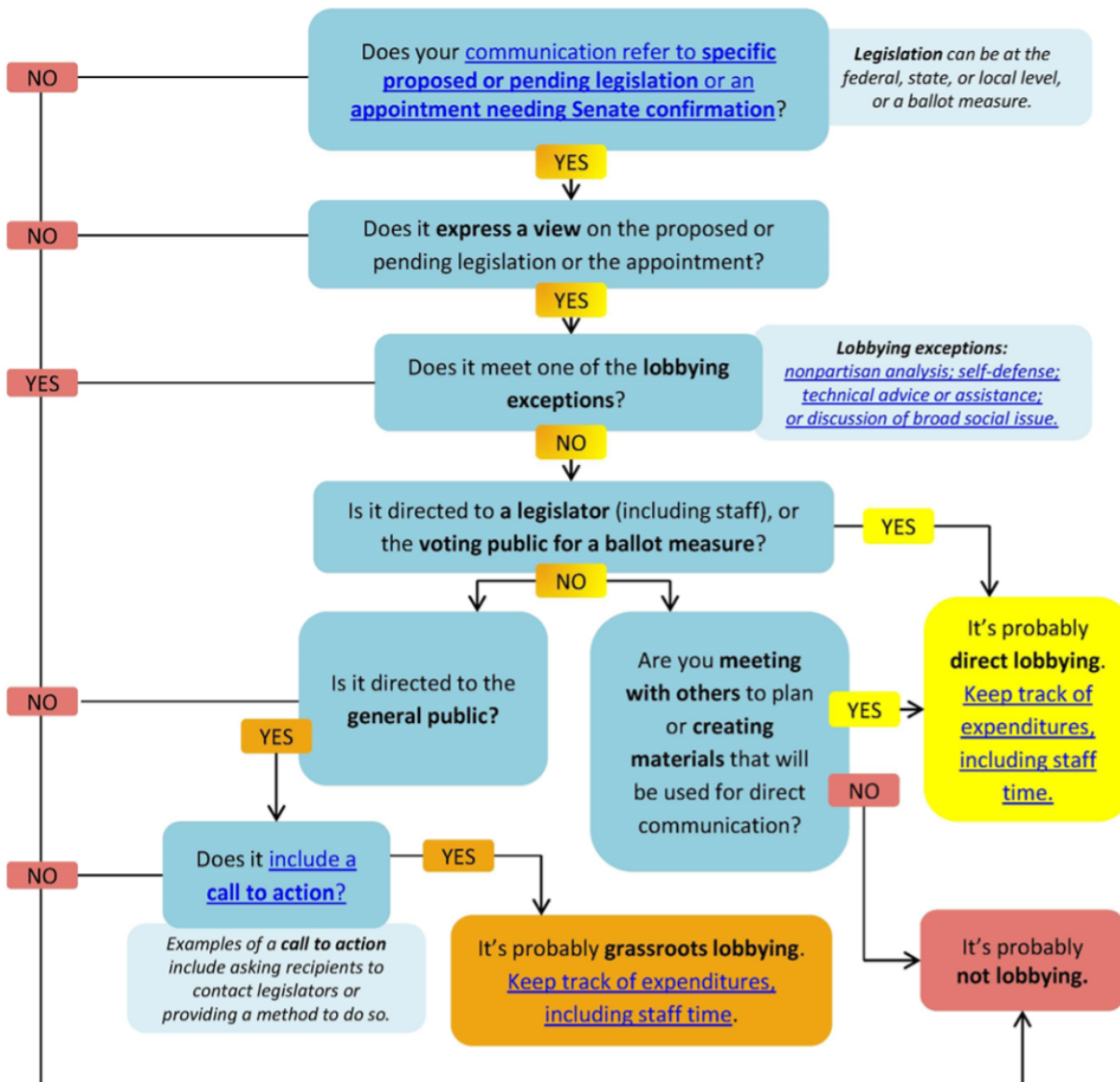
The information contained in this fact sheet and any attachments is being provided for informational purposes only and not as part of an attorney-client relationship. The information is not a substitute for expert legal, tax, or other professional advice tailored to your specific circumstances, and may 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.

www.bolderadvocacy.org | www.allianceforjustice.org

PIT-UN Origin Story

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, it 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.

It can — and should — also include 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

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.