

Dear Project Leader –

It's that time of year again: welcome to the 2020-2021 Public Affairs and Community Service Evaluation (PACE) process!

The PACE Submission Form

This year's PACE Submission Form is attached and is due back to us on Valentine's Day – 2/14/20. The form is straightforward and almost identical to last year's form. The financial section of the form is an attachment which will be sent to you at week's end: it will be customized to your specific project.

As you go to fill it in, please remember that ***less is more. We strongly request that you limit your submission to a maximum of 5-7 pages (without attachments) both for reader comprehension and ease of reference.*** Please note that if you submit a form that is longer than 7 pages it is subject to being condensed by us.

The PACE Process

We also want to remind you that we have made a major change in this year's process: project presentations will be made at the Orientation Meeting, (2/20/20), NOT at the Deliberation Meeting.

In addition, in order that committee members see consistent and succinct information on all of the projects, ***we are limiting project presentations to 5 slides each which we will develop and share with you for your input and approval.*** We believe this will help you be the star of your presentation, be able to focus on your passion for your project and the critical details that make it special rather than on the basic facts of the program.

Site Visits

As you know, a critical component of the PACE process is the site visit. ***If you do not have a site that a committee member can visit between 2/20/20 and 4/3/20, please let us know asap.***

We are excited to be leading this year's PACE Committee and confident that the changes we have made will make the process smoother and more successful for all involved. Please contact any of us if you have any questions or concerns.

Thank you!!!

Macki Ellenbogen, Co-chair

Ann Bogdanow, Co-chair

Melanie Wisniewski, Staff

¹ For the purposes of the PACE process, larger, more complex projects – such the West Dallas Initiative and FFF/Snap – can, if desired – submit individual components of their projects separately in order to stay within the length guideline. Contact Melanie Wisniewski before 1/20/20 if interested.

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