



**2009 AmeriCorps*Formula
APPLICATION INSTRUCTIONS
for
AmeriCorps*State, Professional Corps,
Education Awards Programs and
Planning Grants**

Concept Paper Deadline: January 14, 2009

Full Application Deadline: March 4, 2009

*West Virginia Commission for National and Community Service
710 Central Ave. Charleston, WV 25302
1800 WVHELPS*

Expiration Date: 8/31/2009

FULL TEXT OF ANNOUNCEMENT

This *Notice of Federal Funding Opportunity (Notice)* should be read together with the AmeriCorps regulations 45 CFR Sections 2520 – 2550, which can be found here:

http://www.americorps.gov/for_organizations/manage/index.asp

and application instructions for

the program to which you are applying which can be found here:

http://www.americorps.gov/for_organizations/funding/nofa.asp.

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AmeriCorps ★ Formula 2009-2010 Application

APPLICATION INFORMATION AT A GLANCE

I. Background

The West Virginia Commission for National and Community Service

Established in 1994, the West Virginia Commission for National and Community Service (the Commission) challenges West Virginians to strengthen their communities through service and volunteerism. Part of the Governor's Office, the Commission is charged with advising the Governor of strategies for using service to address critical community needs. Each year, the Commission makes grants to organizations and agencies so that they can engage AmeriCorps members to "get things done." These AmeriCorps members, most of them recruited from West Virginia communities, tackle critical needs in the areas of education, the environment, public safety, and other human needs. They achieve measurable benefits such as raising students' test scores, building community parks, weatherizing low-income housing, and helping people move from welfare to work. Along the way, the AmeriCorps members gain skills and earn an education award they can use to pay for college, graduate school, or vocational school, or to repay a student loan.

The purpose of these guidelines is to describe the process you should use to apply for AmeriCorps formula funds for the 2009-10 program year.

The Corporation for National and Community Service

The Corporation for National and Community Service (the Corporation) is a federal agency that makes congressionally appropriated funds available to states for AmeriCorps programs. The West Virginia Commission for National and Community Service, in partnership with the Corporation, helps assure that the government contributes to and supports the volunteer and service efforts of individuals, organizations, and communities. Specifically, our mission is to support people and organizations in using citizen service as a strategy to meet critical national and community needs, to foster an ethic of civic responsibility, and to strengthen the ties that bind us together as a state and as a nation.

We believe that service has a positive impact on those who serve. It builds civic responsibility and enables participants to practice responsible citizenship. It helps youth make the transition into adulthood. It enables seniors to leave a legacy. Through service, members of a community see themselves as problem-solvers, not problems; become leaders, not just followers; and become citizens, not spectators, in their communities. Further, through service individuals develop additional skills and gain valuable experience that will serve them well in the future.

The AmeriCorps Network

AmeriCorps is a national service network that provides full- and less than full-time opportunities for participants, called members, to serve their communities and build the capacity of nonprofit

organizations to meet local environmental, educational, public safety, homeland security, or other human needs. In addition, the Corporation has developed five strategic initiatives: mobilizing more volunteers, ensuring a brighter future for all America's youth, engaging students in communities, harnessing Baby Boomers' experience, and helping communities recover from and prepare for disasters. For more information on these initiatives, see the [AmeriCorps*Formula 2009 Notice of Funding Opportunity](#) or visit the Corporation's website www.cns.gov. Within these issue areas, programs may submit proposals that address specific problems of local communities. Local needs drive AmeriCorps.

The AmeriCorps national service network includes AmeriCorps*State and National programs, Indian Tribe and U.S. Territories programs, Education Award Program, AmeriCorps*VISTA, and AmeriCorps*NCCC. Through service with local organizations and agencies, in communities large and small throughout America, AmeriCorps members serve their Nation.

In the short time since AmeriCorps' inception, its members have achieved impressive results. This year, 75,000 AmeriCorps members will serve communities throughout the country.

What is AmeriCorps?

- National service initiative intended to involve more citizens in community service
- Created by the National and Community Service Trust Act of 1993
- Domestic version of the Peace Corps
- Locally driven, community based program designed to address unmet needs
- A Corps driven model where eligible participants over the age of 17 perform direct service and capacity building activities to address an unmet need
- Strengthening the capacity of nonprofit organizations, including community organizations (secular and faith-based), to assist individuals, families, and communities in need
- Increasing the amount of volunteering and civic engagement in America by using Corporation resources to recruit, support, and manage volunteers.

II. Who Is Eligible to Apply?

- Eligible applicants include nonprofit organizations in compliance with IRS Section 501(c)(3) regulations (including religious organizations); schools; institutions of higher education; state agencies; subdivisions of the state including cities, counties, and municipalities; or a partnership or collaboration of any of the above entities. **Applicants must be able to support a minimum of 10 full-time MSY (member service year) or their equivalent. Members may serve in Full-time (1700 hours), Half-time (900 hours), Reduced Half-time (675), Quarter-time (450) and Minimum-time (300) positions.**

III. AmeriCorps Issue Areas:

The Corporation for National and Community Service and the West Virginia Commission for National and Community Service fund programs addressing one or more of the national issue areas. Children and youth continue to be a priority that cuts across programs and activities.

AmeriCorps Programs provide a variety of specific and identifiable services that address community needs. In the past performing direct service activities such as tutoring children, building houses, or delivering meals to home bound seniors has been the primary focus of AmeriCorps members service. However, AmeriCorps is now increasing its emphasis on capacity building activities such as volunteer recruitment and management which also play an important role in addressing community needs and insuring the sustainability of activities that AmeriCorps supports.

Direct service and capacity building activities are both integral strategies for effective national service programs. The following are the current issue areas that the Corporation and the Commission are interested in addressing in communities:

- Environment
- Education
- Public safety
- Homeland security
- Other human needs

IV. Program Requirements:

- AmeriCorps programs run no fewer than nine and no longer than 12 months
- Year-round programs may elect a program start date in **August, September, or October** only.
- Legal applicants should designate a full-time AmeriCorps Program Director to manage the Program, or explain how the program will be successfully managed without such a full-time person. Education Award Programs and Planning grant recipients are exempt from this rule. These types of programs are not expected to have full-time program directors.
- Legal applicant must designate a qualified person to be responsible for all fiscal reporting.
- Web-based reporting is required. Organizations must have an internet connection.

V. Concept Paper and Application Requirements:

- These application instructions and guidelines should be used to apply for AmeriCorps*Formula grants for the 2009-2010 program year, which includes AmeriCorps*State, Professional Corps, Education Awards Programs and Planning grants.
- **A Concept Paper must be completed in hard copy form** and must be **received** by the West Virginia Commission for National and Community Service **no later than 5:00 pm EST January 14, 2009**. One original and three copies of the concept paper must be provided to the Commission. Hard copy concept papers submitted by mail **must be received by 5:00 p.m. on January 14, 2009**, not postmarked by that date. **Faxes or emails will not be accepted.** The Commission's street address is 710 Central Ave., Charleston, WV 25302. The phone number is 1-800-WV-HELPS.
- Concept papers must be typed and double spaced on 8 1/2" x 11" paper one-sided and stapled in the upper left-hand corner. Use Times New Roman 12-point font with one inch margins and be sure to add page numbers on the narrative pages.
- Applicants who submit a concept paper will have an opportunity to submit a full application in eGrants after receiving feedback on their concept papers. Full applications must be entered in eGrants by 5:00 pm on March 4, 2009. The eGrants system will not permit formatting so prepare your concept paper in Word without formatting so that you can easily transfer the information to eGrants for your application.
- Funding for 2009-2010 AmeriCorps national service grants is subject to approval by the Commission and the Corporation for National and Community Service, and Congressional appropriation.

VI. Technical Assistance

- Technical assistance meetings are scheduled for:
 - September 4, 2008 at 9:00 am in Charleston
 - September 18, 2008 at 10:00 am in Princeton
 - September 30, 2008 at 9:00 am in Parkersburg
 - October 1, 2008 at 9:00 am in Romney
 - October 6, 2008 at 10:00 am in Wheeling

Contact Gina Namay at gnamay@mail.state.wv.us or 1-800-WV-HELPS to pre-register.

- A conference call for technical assistance on concept papers is scheduled for:
 - December 17, 2008 at 10:00 am

- A series of conference calls for technical assistance on the full applications is scheduled for:
 - February 3, 2009 at 10:00 am
 - February 10, 2009 at 10:00 am
 - February 17, 2009 at 10:00 am
 - February 24, 2009 at 10:00 am

Contact Lewis Honaker at lhonaker@mail.state.wv.us or 1-800-WV-HELPS for the conference call information.

VII. Review and Selection Criteria:

Concept Paper Criteria:

Concept papers will be reviewed on the same criteria as the full application; however, concept papers will not be scored. Feedback on the concept papers will be provided to applicants in order to produce stronger full applications.

Full Application Criteria:

Program Design 50%

Rational and Approach (10%)

Member Outputs and Outcomes (20%)

Community Outputs and Outcomes (20%)

Organization Capacity 25%

Cost Effectiveness and Budget/Budget Narrative Adequacy 25%

Cost Effectiveness (15%)

Budget Adequacy (10%)

VIII. Submission Requirements:

Concept Paper Submission:

Mail or Deliver 1 original and 3 copies of the concept paper to the following address by January 14, 2009.

Joyce Brown or Lewis Honaker

WV Commission for National and Community Service

710 Central Ave., Charleston, WV 25302

Application Submission:

Submit full application in eGrants by March 4, 2009.

**LATE APPLICATIONS WILL NOT BE ACCEPTED –
Delivery Deadline for Concept Papers is 5:00 pm on January
14, 2009. Applications submitted by email or fax will not be
accepted.**



**AmeriCorps ★ Formula
Formula Application
2009-2010**

APPLICATION INSTRUCTIONS

for

AMERICORPS*FORMULA PROGRAMS

including

AMERICORPS*STATE,

PROFESSIONAL CORPS,

EDUCATION AWARDS PROGRAMS,

and

PLANNING GRANTS

COMPLIANCE REQUIREMENTS FOR NEW AMERICORPS FORMULA APPLICATIONS

The following application instructions detail the submission requirements for new AmeriCorps Formula applications including AmeriCorps*State, Professional Corps, Education Awards Programs, and Planning grants. Use these instructions to prepare your concept paper and full application. You are required to submit your concept paper in hard copy form to the Commission office. **The application is due January 14, 2009 @ 5:00 pm.** Do not submit any other supplementary materials such as annual reports, videos, brochures or any supplementary material not requested in the application. Organize your application in the sequence outlined in the instructions.

The Commission will not review any submission that does not comply with all of the above requirements except under extenuating circumstances with prior written approval.

General Submission Information. Your application consists of the following components. Please make sure to address each one using this checklist

- ✓ **SF424 Facesheet**
- ✓ **Survey on Ensuring Equal Opportunity for Applicants**
- ✓ **Authorization, Assurances, and Certifications**
- ✓ **Narrative**
- ✓ **Service Categories**
- ✓ **Performance Measurements**
- ✓ **Budget Narrative**
- ✓ **SF424 Budget**
- ✓ **Documents**

Please note, grant applications submitted after October 1, 2003, must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number is known as the universal identifier and helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number will not replace the EIN. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or online at <http://www.dnb.com>. It may take up to 30 days to receive a DUNS number after applying. **You will need this number in order to put your application into the eGrants system. Please ensure that your organization has a DUNS number by March 4, 2009, the last date that applications may be entered into eGrants.**

CONCEPT PAPER & APPLICATION COMPONENTS

The following are components found in the Hard Copy Forms for Application must be included in both the concept paper (due 01/14/2009) and the full application (due 03/04/2009).

This is a summary of information that you will need to successfully complete the application documents. Some documents have more specific instructions which are located with the document in the Hard Copy Forms for Application.

I. SF424 Facesheet (Appendix A)

Using instructions on **page 4** of the Hard Copy Forms for Application. Complete the **Facesheet on page 7**.

II. Program Location and Focus (Appendix B)

Use form on **page 8** of the Hard Copy Forms for Application.

III. Issue Areas and Service Categories (Appendix C)

Please fill out the service categories form on **page 9** of the Hard Copy Forms for Application. There is no direct correlation between the service categories and your performance measures. Therefore, please check as many service categories as apply to your program activities.

IV. Performance Measurement Worksheet (Appendix D)

Please fill out the performance measurement worksheet on page 11 of the Hard Copy Forms for Application. Also see the Performance Measurement Toolkit on the Corporation's website: www.americorps.org.

We will review and consider your performance measures using the Program Design section of the selection criteria. Your performance measures should be clearly linked to the program narrative and focus on the areas in which you expect to make the greatest impact. At a minimum, we expect applications to include an output performance measure, an intermediate-outcome measure, and an end-outcome measure.

The Commission requires that AmeriCorps programs have at least one performance measure in each of the three categories – Needs and Service Activities, Member Development, and Strengthening Communities. The Needs and Service Activities performance measure should be an aligned performance measure; meaning that it will include one output, one intermediate outcome and one end outcome related to your primary service activity. Typically the Strengthening Communities performance measure reflects a goal related to managing and recruiting volunteers. If volunteer recruitment and management cannot be part of your program, please explain this in your narrative. The Member Development performance measure should reflect your goal for AmeriCorps members becoming community leaders.

Complete a Performance Measurement Worksheet for each of your performance measures following the instructions in Appendix E page 11. Performance measures will differ based upon the longevity of the AmeriCorps program, the nature of the program, and the performance indicators you use. You may submit other measures beyond those required. We will consider any additional performance measures you submit and will negotiate them along with the required measures.

V. Authorization, Assurances, and Certifications (Appendix E)

Read the authorization, assurances, and certifications carefully in Appendix E. Complete the Assurances and Certifications form on page 14 of the Hard Copy Forms for Application.

VI. Budget Narrative Worksheet (Appendix F)

Complete the budget narrative first on **page 21** of the Hard Copy Forms for Application, and then transfer the totals to the budget form. You should organize the budget narrative in the same order as the Budget Form and clearly identify requested Corporation Share and Grantee Share. Include a detailed description for each item, and assume that nothing is self-explanatory.

The **Source of Funds** section of the Budget Narrative should indicate how much cash or in-kind specific partnering organizations are going to provide. The total for each section should be the same as the grantee share of that section in the Budget Narrative. Describe the source of the match and what it will be used for.

Professional Corps Applicants – Please note that federal funds may not be used to provide AmeriCorps members with living allowances. AmeriCorps funds may only be used for administrative or program support costs. See page 18 (Section VI of the Proposal Narrative Instructions) for more information regarding living allowance restrictions.

Planning Grant Applicants – Please note that the budget narrative and budget form should indicate the expenses for the planning process, not the proposed program. Therefore, planning grants should not have any expenses for Section II (Member Support Costs).

Education Award Program Applicants – Please note that federal funds may not be used to provide AmeriCorps members with living allowances. EAP funds may only be used for administrative or program support costs. See page 18 (Section VI of the Proposal Narrative Instructions) for more information regarding living allowance restrictions.

VII. Budget Form (Appendix G)

Complete the budget form on **page 25** of the Hard Copy Forms for Application. The budget should be sufficient to perform the tasks described in the proposal narrative. Do not include unexplained amounts for miscellaneous or contingency costs or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar.

Budget Categories are:

Section I: Program Operating Costs

- A. Personnel
- B. Personnel Fringe Benefits
- C. Travel
 - 1. Staff
 - 2. Members
- D. Equipment
- E. Supplies
- F. Contractual and Consultant Services
- G. Training
 - 1. Staff
 - 2. Member
- H. Evaluation
- I. Other Operating Costs

Section II. Member Costs

- Living Allowance
- Member Support Costs

Section III. Administrative/Indirect Costs

Section I Program Operation Cost:

The following letters (A,E,G,I) correlate to the budget form.

A. Personnel: Program being considered for funding should designate a full-time AmeriCorps Program Director (100% of time) to manage the AmeriCorps grant. This is not necessary, expected, or recommended for Planning Grants and Education Award Programs.

E. Supplies: Member Service Gear should be included.

G.1 Staff Training – Please include funds for Commission Sponsored Trainings/events. Please allocate no more than **\$500** to support disaster preparedness training and the deployment of the disaster response team.

I. Other Operation Cost: Please include funds for Travel to Corporation Sponsored meetings.

Section II Member Costs:

A. Living Allowance

- The **minimum** fiscal year 2009 living allowance for a **full-time** member is **\$11,400**. The **maximum** living allowance that may be paid with all sources of funds is **\$22,800** for **full-time members**.
- Half-time member's living allowance is **\$0-\$12,070**.
- Reduced Half-Time member's living allowance is **\$0-\$9,050**.

B. & C. FICA, Worker's Compensation, Unemployment and Other Member Support Costs:

You must allocate dollars to cover worker's compensation and FICA. This is required by West Virginia law. AmeriCorps members are not eligible to receive unemployment.

D. Health Care –Programs must offer health care insurance to full-time AmeriCorps members. **(Education Awards Programs are not required to provide health care insurance to members.)**

Section III Administrative/Indirect Costs:

Grantees are allowed a **maximum of 5%** of the total of Sections I and II of the Corporation column. Grantees are also allowed to claim administrative expenses as match. The maximum administrative expense allowed on the match side is 10% of the total budget.

Grantees are only allowed to expend the Administrative/Indirect Costs budgeted in relation to the expenditures incurred for Sections I and II. (Example: Grantees expending \$95,000 of program costs would be allowed to draw up to \$5,000 in administrative costs if budgeted).

A. Program evaluation is an allowable cost in this section.

B. Source/Amount Contribution Chart:

Please complete chart identifying the amount of grantee share match and the source at the end of each budget section. This chart is located on the last page of the budget narrative.

The following sections (Sections VIII through XI) provide supporting materials for applicants to use in the completion of a successful AmeriCorps program. Please refer to these documents; however, you are not required to submit them with the concept paper.

VIII. Survey on Ensuring Equal Opportunity for Applicants (Appendix H)

Complete the survey on page 27 of the Hard Copy Forms for Application. The Corporation and other Federal agencies are collaborating with the White House Office of Faith-Based and Community Initiatives (FBCI) to conduct a survey of organizations that have received Federal funding. The purpose of this voluntary information collection is to compile statistics on the types of organizations that apply to the Corporation for funds, such as number of employees, budget size, and self-identification as a faith-based/religious organization or a non-religious community-based organization.

This form is for applicants that are private nonprofit organizations (not including private universities). All information from the attached survey will be confidential and the responses will be aggregated in-house for a summary report. Information provided on your form will not be released and will not be considered in any way in making future funding decisions.

IX. Beale Codes and County Level Economic Data (Appendix I)

Complete the checklist as indicated on **page 29** of the Hard Copy Forms for Application.

X. Sustainability Plan (Appendix J)

Complete the form provided on **page 31** of the Hard Copy Forms for Application.

XI. Logic Model (Appendix K)

To develop your performance measures, complete the form as indicated on **page 32** of the Hard Copy Forms for Application.

PROPOSAL NARRATIVE

Provide a well-designed program plan with a clear and compelling justification for awarding the requested funds. The selection criteria and their percentage weights are cited below. **It is advisable that you create your concept paper in Microsoft Word, so that it can be transferred to an eGrants application later.** Please understand that eGrants has character limits and will stop you from entering more in each section. **The page limits below are guides.** You can adapt your application accordingly. However, you must enter an answer in each section (use “N/A” if necessary.)

Planning Grant Applicants – Please note that the proposal narrative should be written as if you were applying for an AmeriCorps program. Describe the community’s need, your plan for AmeriCorps involvement, etc. just like any other applicant would. However, you should also interlace your narrative with the ways in which a planning grant would better prepare your organization for such a program.

Sections of the Proposal Narrative

The Narrative includes:

- A. Executive Summary (1 page)
- B. Summary of Accomplishments and Outcomes, if applicable (2 pages)
- C. Program Design (50%)
 1. Rationales and Approach (10%)
 2. Member Outputs and Outcomes (20%)
 3. Community Outputs and Outcomes (20%)
- D. Organizational Capacity (25%)
- E. Cost Effectiveness and Budget Adequacy (25%)

(The maximum length for Program Design, Organizational Capacity, and Budget/Cost Effectiveness is 15 pages.)

I. Executive Summary

Provide a concise overview of your proposed program that summarizes the need, planned activities to address the need, anticipated outcomes, and how you will measure these outcomes. The maximum length for the Executive Summary is one page.

II. Summary of Accomplishments and Outcomes

Complete this section if your organization: (1) currently receives AmeriCorps program funds or (2) has received Corporation program funds of any type within the last three years. If you receive or have received Corporation program funds and you omit this section, we will not review your application.

Provide a clear description of the accomplishments and outcomes you achieved in relation to your AmeriCorps objectives during the past three-year project period.

Include a list of the other type(s) of Corporation program funds your organization received during the past three years. The maximum length for the Summary of Accomplishments and Outcomes is two pages.

III. Program Design

If you are unable to include any element listed in the 2009 AmeriCorps Application Instructions or the Notice of Funding Opportunity as part of your program, either because of your program

model, or for any other reason, please include an explanation in your application. We will consider your explanation during the grant application review process.

The following sections include elements that will contribute to your successful response to the criteria as articulated in the AmeriCorps regulations. Although they are closely based on the criteria articulated in the AmeriCorps regulations, they are not to be confused with the criteria themselves. The criteria can be found in AmeriCorps regulations, 45 C.F.R. §§ 2522.420 – 2522.448, along with additional information about what reviewers will assess within each category. We strongly suggest that you review the regulations as well as the Notice of Federal Funding Opportunity and these instructions before preparing your narrative.

A. Rationales and Approach

1) Compelling Community Need:

- Describe a compelling community need that you will address within the target community.
- Include a description of how you identified the need and where it is documented.
- If your program will operate at **multiple sites**, demonstrate a compelling need in each community you propose to serve.

2) Description of Activities and Member Roles:

- Provide a detailed description of the activities you propose to address the need.
- Describe members' roles in these activities and how they relate to addressing the need.
- Explain your program structure including where members will serve (for example, at the applicant organization or at local service sites).
- Explain how the types of member slots you are requesting (for example, full-time, half-time, quarter-time, etc.) align with the program design and activities.
- Describe how you will ensure member compliance with rules on prohibited service activities, including how members will be informed of prohibited activities and monitored for compliance by program staff. See 45 C.F.R. § 2520.65 for a list of prohibited service activities.

3) Measurable Outputs and Outcomes:

- Describe the measurable outputs and outcomes you expect to achieve as a result of your activities.
- Performance Measures: you will develop your measurable outputs and outcomes in more detail, including how they will be measured, your targets for each year, and the data you will gather. (Appendix D of the Hard Copy Forms for Application.)

4) Plan for Self-Assessment and Improvement:

- Describe your plans for tracking and evaluating progress toward meeting and achieving your performance measures.
- Provide plans for continuous program improvement, such as how you will identify strengths and weaknesses, resolve problems, and gather feedback from and provide feedback to members, service sites, and partners.

5) Community Involvement:

- Describe how you involved the target community (or target communities) in identifying the needs and the planning process. Be specific in explaining which

community partners and stakeholders were involved, what roles they played, and what their responsibilities were.

- Explain how you will continue to engage your community partners and stakeholders throughout the three-year program. Be specific in describing their roles and responsibilities.
- 6) **Relationship to other National and Community Service Programs:**
- Describe the extent to which your program builds on (without duplicating), or reflects collaboration with, other national and community service programs supported by the Corporation.
- 7) **Potential for Replication:**
- Describe the extent to which your program is designed to be replicated.
 - Discuss any plans or strategies for replication.

B. Member Outputs and Outcomes

1) Member Recruitment and Recognition:

- Describe in detail your plans for recruiting members for your program.
- Describe the criteria you will use to select your members, including specific qualifications, characteristics, or backgrounds.
- Describe how you will actively seek a corps that is diverse and that includes members from the communities to be served.
- Explain how you will reward members for their service and how you will demonstrate members' satisfaction with their service.
- Describe your plan for providing incentives to members such as opportunities for skill-building and professional development, educational opportunity or benefit, promoting esprit de corps, and recognizing members' achievements.
- Discuss how you will retain members in your program and promote their successful completion of a full term of service.
- **Tutoring programs only:** Describe how your strategy for recruiting and selecting members complies with AmeriCorps requirements for member tutoring qualifications. See 45 C.F.R. §§2522.900-2522.930.

2) Member Development, Training and Supervision:

- Describe in detail your plans for orienting members to AmeriCorps, the community, their placement site, and to the service they will perform.
- Describe in detail how you will adequately train members to perform all the activities they will engage in and, as necessary, provide them with ongoing training throughout their terms.
- Provide a general timeline for training and identify the training curricula and materials you will use.
- Describe a member supervision plan that ensures members will receive adequate support and guidance throughout their terms.
- **Tutoring programs only:** Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training. See 45 C.F.R. §§ 2522.940 – 2522.950.

3) Ethic of Service and Civic Responsibility:

- Demonstrate how you will incorporate training and service-learning activities that include structured opportunities for participants to reflect on and learn from their service in order to promote a lifelong ethic of service and civic responsibility.

4) Member Enrollment and Retention:

- **Current grantees only**, AmeriCorps will review your enrollment and retention rates (in percentages) on an annual basis.
- Provide an explanation if your enrollment and retention rates are low and describe your plans for improving these rates. Enrollment rates should be 100% and retention should be no less than 90%.

5) Measurable Outputs and Outcomes: Current grantees only,

- Describe your success in meeting performance measures for AmeriCorps members, if you have them, including any applicable AmeriCorps national performance measures articulated in the NOFO, and including outputs and outcomes.

C. Community Outputs and Outcomes

1) Community Impact:

- Describe the extent to which your proposed program design will target, compelling community needs, or

Current grantees only, discuss the extent to which your program:

- Has met community-based performance measures, including any applicable national performance measures, and outputs and outcomes in previous grants cycles (including progress to date in the current grant cycle and, if applicable, previous awards), and
- Is continually expanding and increasing its reach and impact in the community.

2) Sustainability:

- Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support.
- For example, you might describe how your community relationships will lead to community investment in the program's continued operation, how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is complete.

3) Volunteer Recruitment and Support:

- Describe how your program will use volunteers to expand the reach of the program in the community.
- Include in this description a discussion of how you will recruit, support, and recognize volunteers.
- Identify how many volunteers you expect to recruit and the number of hours of service they will provide, in total and on average. Also discuss if your volunteers will be episodic (committing to one-time or occasional events) or ongoing (committing to a regular, ongoing role in the program). If selected for funding, you will be expected to report on your actual volunteer recruitment levels.
- Describe the role that members will play in your volunteer recruitment and support efforts.

- **If you are requesting a waiver of the requirement to recruit or support volunteers** (see 45 C.F.R. § 2520.35), state your request in the Executive Summary and explain the basis for your request in the fields provided in eGrants. If you are submitting a paper application, explain the basis for your waiver request in the program narrative.
- Your state commission must approve your request for a waiver of the volunteer requirement before it is forwarded to the Corporation.

4) **Capacity Building:**

- Describe how your program will enhance the capacity of your organization, service sites, and, as applicable, other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations.
- Explain members' roles in your capacity-building activities.

IV. **Organizational Capacity**

A. **Sound Organizational Structure**

1) **Ability to Provide Sound Programmatic and Fiscal Oversight:**

- Provide a brief history of your organization and the year your organization was established.
- Describe your organization's experience in the proposed areas of activity and your experience operating and overseeing a program comparable to the one proposed. Include specific examples of your prior accomplishments and outcomes.
- Describe your capacity to manage a federal grant and to provide on site monitoring of the financial and other systems required to administer an AmeriCorps grant.
- Explain how receiving an AmeriCorps grant will add value to any existing service activities you perform in these areas.
- **If you are proposing a multi-site program or statewide initiative model:**
 - Explain how you are able to support and oversee service sites.
 - Describe your process for selecting service sites and ensuring they have adequate programmatic and financial capabilities. Include information about how your site selection process incorporates the criteria required by AmeriCorps Regulations. See 45 C.F.R. § 2522.475.
 - Describe your current or previous programmatic and funding relationships with the sites.
 - Describe your plans for monitoring sites' compliance with fiscal and programmatic requirements.
 - Discuss how you will develop connections among the sites through common program elements or activities to ensure that your overall mission and vision for the AmeriCorps program is maintained at each site.

2) **Board of Directors, Administrators, and Staff:**

- Describe your organization's management and staff structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program.
- Identify the key program and fiscal positions responsible for your proposed program. Describe the background and experience of key staff members, or your plans to recruit, select, train, and support additional staff if necessary.

3) Plan for Self-Assessment or Improvement:

- Describe how your organization undertakes ongoing assessment and improvement of its systems, structure, staffing, and other capacities to ensure that it remains sound and well managed.

4) Plan for Effective Technical Assistance:

- Demonstrate your ability to provide or secure any needed financial and programmatic technical assistance for your program, and if applicable, your service sites.
- Describe plans for providing financial and programmatic orientation, training and technical assistance to your program and service sites.
- Explain how you will identify and respond to your programs' and, if applicable, your service sites' ongoing training and technical assistance needs.

B. Sound Record of Accomplishment as an Organization

1) Volunteer Generation and Support:

- Describe how your organization recruits and supports a diverse group of volunteers to increase your own organizational capacity (as distinguished from how you use volunteers to expand the reach of the program in the community).

2) Organizational and Community Leadership:

- Provide examples of how you have demonstrated leadership as an organization and in the community you serve.
- For example, describe awards received by the organization or individuals within the organization, public positions of leadership such as staff serving on other community boards, or participation in community events, task forces, and other community activities.

3) Success in Securing Match Resources:

- **Current grantees only:** describe your successes and challenges in securing match resources for prior grant awards, including the current grant cycle and, if applicable, previous awards.

C. Success in Securing Community Support that Recurs, Expands in Scope, Increases in Amount, and is More Diverse

1) Collaboration:

- Describe any collaboration you have developed that increased the quality and reach of services you provide.
- Discuss the roles that community organizations, including faith-based organizations, play in these collaborations.

2) Local Financial and In-kind Contributions:

- Discuss examples of how such contributions have continued over time, expanded in scope, increased in amount, or become more diverse.

3) Wide Range of Community Stakeholders:

- Describe the various types of community stakeholders in your organization.
- Discuss examples of how non-financial support from your community stakeholders has continued over time, expanded in scope, increased in amount, or become more diverse.

4) **Special Circumstances:**

- In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations:
- The age of your organization and its rate of growth; and
- Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.
- If you feel that any of these circumstances have an impact on your organizational capability that has not already been discussed, please describe it.

V. Program Performance Measurements:

We will review and consider your performance measures using the **Program Design** section of the selection criteria. You must create an output performance measurement for each outcome (intermediate, end). You should reference Appendix K of the Application Hardcopy Forms for a tool to assist you in developing performance measures.

VI. Budget & Budget Narrative (See pages 9-12)

Budget Form /Cost Effectiveness Guidance

a) Corporation Cost per Member Service Year (MSY):

- Your Corporation cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of member service years you are requesting in your grant.
- One MSY is equivalent to 1700 service hours. It does not include child care or the cost of the education award a member may earn through serving with your program. *These costs should not be included in your budget.*

b) Diverse Non-Federal Support:

- Demonstrate how your program has or will obtain diverse non-federal resources for program implementation and sustainability.
- Include a discussion of the non-Corporation resource commitments (in-kind and cash) that you have obtained, the additional commitments you plan to secure, and how you will secure them. In the budget, you must list the sources of your match funds.

c) Decreased reliance on federal support: Current grantees only, describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in federal costs.

2. Budget Adequacy

- a) Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and is linked to your desired outputs and outcomes.
- b) In applying the cost effectiveness criteria to each proposal, reviewers may take into account the following circumstances of individual programs:
 - Program age, or the extent to which your program brings on new sites;
 - Whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources;
 - Whether your program or project is located in a high-cost, or economically distressed community, measured by applying appropriate federal and state data; and

- Whether reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

Match Requirements § 2521.60

To what extent must the legal applicant’s share of program cost increase over time?

Except as described in the alternative match requirements, if a legal applicant continues to receive funding after an initial three-year grant period, you must continue to meet the minimum requirements. In addition, your required share of program costs, including member support and operating costs, will incrementally increase to a 50 percent overall share by the 10th year and thereafter that you receive a grant, without the break in funding of five years or more. A 50 percent overall match means that you will be required to match \$1 for every \$1 you receive from the Corporation. See the table below.

	<i>1st thru 3rd Years Funding</i>	<i>4th Year Funding</i>	<i>5th Year Funding</i>	<i>6th Year Funding</i>	<i>7th Year Funding</i>	<i>8th Year Funding</i>	<i>9th Year Funding</i>	<i>10th Year Funding</i>
<i>Overall Match Required</i>	24%	26%	30%	34%	38%	42%	46%	50%

Alternative Match Requirements

If your program is unable to meet the match requirements as required, above and is located in a rural or a severely economically distressed community, you may apply to the Corporation for a waiver that would require you to increase the overall amount of your share of program costs beginning in the seventh consecutive year that you receive a grant.

The Commission may request additional documents from AmeerCorps New, Re-compete, and Continuation applicants. These include:

- Fiscal Audit Information: Applicants must provide their most recent A-133 Audit, your organization’s financial audit or other financial statements, if you have not had a formal audit.
- Logic Models
- Program Evaluation (if applicable)
- Federally Approved Indirect Cost Rate Method, if applicable
- Sustainability Worksheet