



**2008 AmeriCorps State
APPLICATION GUIDELINES
for
WV State Formula Programs
v. 9.10.07**

Deadline: March 10, 2008 State Formula

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

**OMB Control #: 3045-0047
Expiration Date: 6/30/2008**

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.

AMERICORPS 2008 - 2009
APPLICATION INFORMATION AT A GLANCE



AmeriCorps ★ State
Formula Application
2008-2009

The West Virginia Commission for National and Community Service

Established in 1994, the West Virginia Commission for National and Community Service 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, housing, and family services. 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 2008-09 program year.

The Corporation for National and Community Service

The Corporation for National and Community Service 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, for the 2008-2009 program year the Corporation has added four additional focus areas: building the supply line for America's armies of compassion – the goal is to have over 75 million Americans performing volunteer service by 2010; ensuring a brighter future for all America's youth; engaging students in their communities; and harnessing experience to meet 21st Century challenges-engaging Baby Boomers in solving critical social issues. West Virginia has also established priorities in the areas of building learning communities, economic development, and disaster preparedness and response. 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 Awards 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, 70,000 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.

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 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.**

Issue Areas and National and State Priorities:

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 – or addressing state priorities in the areas of building learning communities, economic development, or disaster preparedness and response. 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

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
- Legal applicant must designate a qualified person to be responsible for all fiscal reporting.
- Web-Based Reporting Requirements (Members, Programmatic, and Financial)

Application Requirements:

- These application instructions and guidelines should be used to apply for AmeriCorps Formula grants for the 2008-2009 program year.
- **The application must be completed online using egrants at www.cns.gov** and must be received by the West Virginia Commission for National and Community Service **no later than 5:00 pm EST March 10, 2008**. If your organization is unable to complete the application online you may request in writing to submit a hard copy of the application. You will need to receive written permission from the WVCNCS for a hard copy submission. Additionally, if your application is selected for funding you will need to enter the application into egrants prior to final submission to the Corporation for National and Community Service. Hard Copy applications submitted by mail **must be received on**

March 10, 2008 by 5:00 p.m., 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.

▪Hard copy applications must be typed and double spaced on 8 1/2" x 11" paper one-sided, each copy 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 the narrative pages. Egrants will not permit formatting so prepare your responses in Word without formatting and copy and paste into egrants. The egrants website has a PowerPoint presentation about the site if you need assistance. An egrant demonstration will be offered at the technical assistance session.

▪ Funding for 2008-2009 AmeriCorps national service grants is subject to approval by the Commission and the Corporation for National and Community Service, and Congressional appropriation.

▪A technical assistance meeting regarding concept papers is scheduled for:

▪ **Tuesday, November 27, 2007 at 1:00 pm at the Ramada Inn, South Charleston, and**

▪ **Thursday, November 29, 2007 at 1:00 pm at the Bridgeport Conference Center, Bridgeport, WV.** For more information contact the West Virginia Commission at 304-558-0111 or 1800 WV HELPS

▪ **Concept papers are due on January 18, 2008**

▪A technical assistance meeting regarding full applications is scheduled for:

▪ **Friday, February 1, 2008 @ 1:00 pm Meeting in Charleston, WV and a Conference call on Monday, February 4, 2008 @ 10 am**

▪ **Full applications are due on March 10, 2008**

Review and Selection 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%)

Mail or Deliver hard copy applications to:

Joyce Brown or Lewis Honaker

WV Commission for National and Community Service

710 Central Ave., Charleston, WV 25302

1-800-WV HELPS

**LATE APPLICATIONS WILL NOT BE ACCEPTED –
Egrant or Delivery Deadline is 5:00 pm on March 10, 2008**