



REQUEST FOR PROPOSALS

**2008-2009
GRANT APPLICATION
West Virginia Commission for National and Community Service
Future Leaders of Watershed Service-Learning Project**

Proposals Due: Wednesday November 5, 2008, 5pm EST at our address:

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



Corporation for
**NATIONAL &
COMMUNITY
SERVICE** ★★ ★

Funding for WVCNCS Service-Learning Project is provided by a Learn and Serve America: Community-Based Grant from the Corporation for National and Community Service.

NOTE: Publication of this announcement does not obligate the WV Commission for National and Community Service to award any specific number of grants or to obligate the entire amount of funds available, or any part thereof, for grants under the Project FLOW grant program.

The West Virginia Commission for National and Community Service strengthens communities through service and volunteerism. The Governor appoints the Commission to administer the AmeriCorps program, serve as a clearinghouse for volunteers, provide assistance to nonprofits and develop leaders in West Virginia communities. The Commission identifies and mobilizes resources, promotes an ethic of service, and empowers communities to solve problems and improve the quality of life.

Section 1: Funding Opportunity Description

The West Virginia Commission for National and Community Service, a state agency, is seeking proposals for Project FLOW -- Future Leaders of Watersheds -- a community-based Learn & Serve America grant. This is the third funding year of a grant received by Commission in August of 2006.

The goal of Project FLOW is to develop a generation of West Virginians who understand the nature and ecology of watersheds; who understand the consequences of their actions for the health of their watersheds in which they live; and who feel a personal responsibility to do their part in keeping their watershed healthy.

This community-based grant has an additional goal to strengthen service-learning in K-12 schools in West Virginia. To reach that goal, grantees are required to establish some K-12 relationship. That does not necessarily require a formal partnership with a school or school board, and might be fulfilled by the active involvement of a local teacher.

Funding is available for community-based non-profit organizations interested in developing service-learning activities around watershed health. Projects must bring together adult community members with youth, ages 5-17, to work on community-identified water-related issues, using service-learning as a strategy to develop knowledge and skills related to the local watershed.

Approximately \$115,000 is available for the 8 months of funding January 1, 2009 to July 31, 2009. Local groups that involve at least 20 youth volunteers serving 30 hours or more are eligible for a grant of \$15,000; regional or statewide groups that involve 50 or more youth serving 30 hours or more may apply for up to \$35,000 in grant funds.

Grant requirements

- Youth led service-learning activities focused on watershed health
- Youth participants, ages 5-17 inclusive, each serving at least 30 hours
- Collaboration between youth-serving, watershed and or community organizations
- K-12 school connection (*this could range from an involvement of a teacher to a formal partnership with a local school*)
- Local match of 30% is required for first time grantees. Current grantees must match 40% of total project budget.
- Grantees will participate in and promote FLOW Day of Service on Earth Day April 22, 2009

Grant Proposal Priorities

Special priority will be given to service-learning projects addressing:

- Watershed health
 - streams that are impaired,
 - streams that have not had assessments conducted, or
 - streams that have data missing from existing assessments that are needed for evaluation of water health and potential threats.
- Youth, at risk
 - for academic failure,
 - for risky behaviors, or
 - located in rural area.
- Intergenerational service that engages the baby boom generation.

Section II: Award Information:

Grants are made contingent upon availability of federal funds. Two types of grants may be awarded:

- Local community grantees may receive up to \$15,000 in grant support and must each engage at least 20 youth in service for 30 service-learning hours or more.
- Statewide, regional or multi-site applicants that would each engage at least 50 youth participants in 30 service-learning hours or more may be approved for a limited number of grants up to \$35,000.

Grantees are required to **match federal funds**. Federal funds may be no more than 70% of the total project budget. For re-competing grantees federal funds may be no more than 60% of the total project budget

Grant proposals are due Wednesday, November 5, 2008.

Grant awards will be announced December 2009.

The grant period will begin January 1, 2009 and end July 31, 2009. Grant funds must be obligated and expended during that period. Draws of funds may be made monthly, based on cash needs of the grantee.

Section III: Eligibility Information

Proposals may be submitted by nonprofit organizations that have experience working with school age youth in West Virginia. Each project must bring together three elements: youth, watershed, and a tie to a K-12 school.

It is anticipated that proposals will be received from

- youth serving organizations,
- watershed or environmental organizations with youth involvement, and

- community groups that involve youth volunteers and seek to educate young people about watershed issues.

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or religion.

Section IV: Application and Submission Information

To obtain additional application packages go to www.volunterwv.org Project FLOW page or contact:

Sherry Swint
West Virginia Commission for National and Community Service
710 Central Ave
Charleston, WV 25302
304-558-0111
sswint@mail.state.wv.us

Format Requirements

Proposal narrative must be no longer than ten single-sided, double-spaced, typed pages on 8 ½ by 11 sized paper. The Cover Page, Budget Summary, Budget Narrative, and Appendix are not included in this page limit. Appendix should include only letters from collaborating organizations detailing involvement in project to provide evidence that there is youth, watershed /environmental involvement, and or K-12 connection.

Please send an original and four copies of your proposal, paper-clipped not bound. Each copy should be complete and include:

- Cover page
- Project Narrative (see narrative guidelines)
 - Watershed Service-learning Project Description
 - Participants and Collaborations
 - Civic Engagement and Community Support of Service-learning
- Organization Capacity
- Performance Measures
- Timeline
- Budget Summary page (with signature of authorized fiscal representative)
- Budget Narrative page
- Appendix (signed letters of commitment)

Faxes will not be accepted.

Send original and four copies to

Sherry Swint, Project Flow Coordinator
West Virginia Commission for National and Community Service
710 Central Ave

Proposals must arrive by Wednesday November 5, 2008 by 5pm EST.

Proposal Guidelines

Proposals should address each of the areas described below. In order to facilitate the review process, please adhere to the format provided. *Proposals will be evaluated based on a 100 point scale indicated in this guideline.*

Project Description Total (40 Points)

Watershed Service-Learning Need and Project Description (20 points)

- Need: What is the current need that the proposed service-learning project/program will address? Describe how the community-identified watershed was determined.
- Service Activities/Objectives: Describe the service-learning activities and how the activities address identified need(s), who will be involved, what will be accomplished. Describe any lasting impact the project will have on the community.
- Learning Objectives: Describe students' learning objectives, how the learning objectives relate to the proposed service, and how the learning objectives are linked to academic learning.
- Reflection: Explain how the planned reflection will provoke participant thought and focus on learning.
- Recognition and Celebration: Describe your recognition and celebration plan. How will the planned activities recognize youth and adult participants and other community partners and bring notice by the community to this project?

Participants and Collaborations (10 points)

- Youth and Adult Recruitment and Involvement: Describe how your organization or partner organization has experience working with youth. How will you recruit your required number of youth and engage them in completing 30 hours or more of service-learning? How will baby boom aged adults be recruited and involved in this project. Describe the roles adults and youth will have.
- Development of Collaborations: Describe collaborative partners and how they will contribute to the project. What is your goal for the K-12 relationship? How will it support the project?

Youth Civic Engagement and Community Strengthening (10 points)

- How will youth involved develop leadership and civic engagement? How will this be measured?
- How will the community be strengthened through this project? What expectations do you have for increased community development and potential community or community partner's support of service-learning?
- Grantees are to highlight their service-learning programs during the FLOW Day of Service which is to be held April 22, 2009. How will you incorporate the FLOW Service Day event into the project?

Organizational Capacity Total (10 points)

- Provide a brief overview of your organization and how its mission and goals align and support Project FLOW’s purpose and goals.
- Describe the organization's ability to provide sound programmatic and fiscal oversight, and its success in tracking and evaluating projects especially federally funded projects.
- List qualifications and roles of key staff and/or volunteers.

Performance Measures

Total (15 points)

The West Virginia Commission for National and Community Service has desired outcomes for Project FLOW. Each proposed project must align with the Project FLOW outcomes listed below.

Project FLOW Outcomes
<p>Clean Water</p> <ul style="list-style-type: none"> • Youth know where their water comes from and know the impact they have on streams. • Youth understand watershed ecology, and human impact on ecology, and will develop a sense of place in watershed.
<p>Participant Development</p> <ul style="list-style-type: none"> • Youth participation leads to civic engagement • Youth will have increased skills for civic engagement
<p>Strengthening Communities</p> <ul style="list-style-type: none"> • Strong partnerships between youth-serving organizations and watershed organizations have been created during the grant and continue after the grant period. • Watershed organizations increase capacity to develop partnerships with youth and adults. • Organizations report increased youth voice through youth membership on boards, committees, or advisory groups and/or other meaningful involvement in planning and implementation of programs that improve watershed health.

Using the table format below, identify how your organization will be able to meet at least one outcome from Clean Water, Participant Development, and Strengthening Communities through the proposed activities and outputs.

Proposed Activities	Intended Outputs (# streams, # youth)	Intended Outcomes (Selected FLOW outcomes)

In addition to developing a table of outcomes, please answer the following:

- What measurable impact will occur in the watershed because of this project?
- How will you evaluate the project to know if it was successful?
- And how will you communicate your success and to whom?

Budget and Cost Effectiveness

Total (35 points)

Please submit the enclosed budget summary and budget narrative forms and provide a detailed description of all expenses and in-kind or cash match.

Be sure to describe:

- Any calculations used in the Cost Basis column.
- Connections between proposed expenditures and service-learning program details (e.g., number of youth, types of activities, salaries etc.) in the Connections column. Nothing is self-explanatory.

Grantees may use up to \$1,000 of grant funds to pay for travel expenses such as mileage and food or lodging that is not provided during the two grantee trainings.

Grant fund expenditures *may not* include: Funding for indirect costs, capital projects, equipment over \$5,000, or other purchases deemed not allowable under Code of Federal Regulations 225 or 230.

Submission Date

The 4 copies plus the original must be received by **Wednesday November 5, 2008 by 5 pm EST** at

West Virginia Commission for National and Community Service
710 Central Avenue
Charleston, WV 25302
ATTN: Sherry Swint

Section V: Application Review Information

Criteria for Review

Each submission will be reviewed based on the criteria outlined in the **proposal narrative guidelines** and on how applicant adheres to the proposal directions.

Review and Selection Process

A committee of peer reviewers will review, score, and rank all proposals based on the criteria of the grant. A staff review will be performed to determine the validity of the budget, organizational capacity, and proposed project. Recommended grants will be reviewed and approved for funding by members on the board of Commissioners.

Section VI: Award Administration Information

Award Notices

Applicants will be notified as to the outcome of their proposal by January 1, 2009.

Upon receiving notice of grant award, the potential grantee is required to

- complete and submit financial assessment,

- provide an IRS determination letters,
- send a copy of current liability insurance.

The Commission staff will review submitted information for completeness prior to sending the cooperative agreement. The cooperative agreement must be signed and returned to the Commission prior to any expenses being incurred.

Grantee Requirements

- Compliance with Grant Provisions
 - The Commission shares with grantees a high degree of financial accountability because grant funds are taxpayer dollars. The Commission expects that all agencies involved take very seriously their responsibility as stewards of public monies, and the Commission will monitor grantees for compliance.
 - Learn & Serve grants are federal funds. Grantees are bound by federal and state regulations, including
 - Applicable Code of Federal Regulations
 - Uniform Administrative Requirements: 2 CFR, Part 215 (A-110)
 - Cost Principles:
 - 2 CFR, Part 220 (A-21) Colleges and Universities
 - 2 CFR, Part 225 (A-87) State and Local Governments
 - 2 CFR, Part 230 (A-122) Non-Profit Organizations
 - Audits: (A-133) States, Local Governments and Non-Profits

All OMB circulars are available at http://www.whitehouse.gov/omb/grants/grants_circulars.html

- Learn and Serve Special Grant Provision for nonprofits

Learn and Serve Grant provisions for nonprofits can be accessed using the Internet at http://www.learnandserve.org/for_organizations/manage/index.asp

Training Requirements

- A mandatory training will be held in January 2009 for the grantee's project director. Up to two additional members are invited to participate. The training will assist grantees to develop plans that will make their grants successful. Training topics include grant compliance, service-learning, watershed curriculum models, and engaging youth.
- Additional in-service training will be provided to assist with the success of grants. This training will be based on the needs of grantees. Trainings will consist of the initial Grantee Institute, and the WVCNCS Faces of Leadership Conference in July 2009 in Charleston, WV
- Youth who successfully participate in 30 or more hours of service will be invited to attend a free summer watershed leadership camp.

Reporting Requirements

- Each grantee will be required to submit 1 progress report and once final report.
- Each grantee will be required to gather and submit evaluative information on LASSIE, an electronic survey instrument.
- Each grantee will be required to submit a financial report with each invoice and a final financial report.

Payment

Grantees have the options of receiving grant funds by either monthly reimbursement or advance. Grantee will provide a completed invoice and financial report by the 10th or 20th of each month. A check will be mailed within 10 days of our receipt of an original invoice.

Section VII: Technical Assistance and Resources

Technical Assistance

Individual technical assistance is not available during the grant application period. If you have questions about the grant, please attend one of the scheduled technical assistance meetings or phone conferences.

The scheduled **AmeriCorps, Citizen Corps and Project FLOW Technical Assistance Sessions** listed below are available at no cost to interested organizations. You are invited to attend any or all meetings to learn about three funding streams available from the Commission, Project FLOW will be discussed during the last two hours of the meetings. Please contact Gina Namey at gnamay@mail.state.wv.us or 1-800-WV-HELPS to register.

September 4, 2008, 9:00 AM to 1:00 PM
710 Central Avenue, Charleston (Commission Office) WV

September 18, 2008, 10:00 AM to 3:00 PM
Hampton Inn, Princeton, WV

September 30, 2008, 9:00 AM to 1:00 PM
First Lutheran Church - 1701 19th Street, Parkersburg, WV

October 1, 2008, 9:00 AM to 1:00 PM
South Branch Inn, Romney WV

October 6, 2008, 10:00 AM to 3:00 PM
Oglebay Park – Schrader Environmental Ed. Ctr., Wheeling, WV

Project FLOW technical assistance conference calls are scheduled to provide a forum to have questions answered. If there are no callers during the first 10 minutes of each scheduled conference call, the call will be ended. Individual technical assistance is not available during the grant application period.

Conference calls are schedule for

- Tuesday, September 16, 2008 at 11am
- Thursday, October 9, 2008 at 4pm
- Tuesday, October 28, 2008 at 11am

To call into the conference, dial 1-866-235-6550. After the welcoming message, dial the conference code WVFLOW followed by the pound (#). If the conference moderator, Sherry Swint, has not entered the call, you will be placed on hold. Once the moderator enters the call, all callers will be put in the conference. When the call is complete, please hang up. If you get disconnected, simply call back in to the conference. If you have difficulties, please call 304-293-5192 ext. 1 for help or call the Commission at 1-800-WVHELPS and ask to speak with Gina.

To learn more about Service-Learning check out

www.learnandserve.org
www.servicelearning.org
www.pointsoflight.org

Watershed and Science education information is available at

Earth Force www.earthforce.org
Project WET www.projectwet.org
GLOBE Program http://www.globe.gov/globe_flash.html
A Rivers Project Curriculum <http://www.siue.edu/OSME/river/>
Save our Streams www.wvdep.org
Additional resources at www.rivernetnetwork.org

Scientific Supplies and Equipment Resources

Tim Craddock of the WVDEP, WV Save Our Streams program would be delighted to help anyone with equipment questions. Please contact him at tcraddock@wvdep.org. He has a webpage recommending (not endorsing) various equipment. The web address is http://www.wvdep.org/Docs/12744_WV_SOS_EquipmentCost.pdf.

BUDGET SUMMARY FORM

 Legal Name of Organization

 Agency Director

 Program Coordinator (grant contact person)

 Address

 City/State

 Zip Code

 Phone (program coordinator)

 Fax (program coordinator)

 E-mail Address (program coordinator)

Budget Summary: (Directions: Please complete the attached budget narrative worksheet. Transfer totals to this chart.)

Cost Item	Project FLOW	Match	Total
Personnel Salaries			
Fringe Benefits			
Travel			
Supplies			
Contractual or Purchased Services			
Training and Technical Assistance			
Other			
Total			

 Signature of Authorized Representative

 Printed Name and Title

Budget Narrative

Organization Name:

Project Name:

Cost Item	Connection	Cost Basis	Grant	Your Match	Match Source	Total
Personnel						
Employee Benefits						
Travel						
Supplies						
Contractual or Purchased Services						
Training and Technical Assistance						
Other						
Total						