



VGF Volunteer Center Funding Request for Applications (RFA)

Total Amount of Funding Available for Subgrants: \$175,000

Grants Available from \$5,000-\$30,000

Deadline for Application: January 16, 2018

Grants Awarded: March 1, 2018

Grant Period: April 1, 2018 – March 31, 2019

Match Required: 20% of the federal award (in kind or cash)

CFDA No.: 94.021

Summary Volunteer Generation Fund (VGF) grant funds support development and strengthening of the volunteer infrastructure in West Virginia through Volunteer Centers. All organizations funded under this RFA will be expected to support functions of a Volunteer Center external to their own organization: a) connect people with opportunities to volunteer and serve, b) increase capacity for organizations to engage volunteers in meaningful service, c) promote volunteering and d) develop internally and/or support partners in developing local programming/projects designed to utilize volunteerism as a solution to community problems.

Link to Application Materials: www.volunteerwv.gov

About CNCS VGF

The mission of CNCS is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

VGF grants will be used to develop and/or support community-based entities to recruit, manage, and support volunteers. CNCS seeks to fund effective approaches that expand volunteering, strengthen the capacity of volunteer connector organizations to recruit and retain skill-based volunteers, and develop strategies to use volunteers effectively to solve problems. Specifically, the VGF grants will support efforts that expand the capacity of volunteer connector organizations to recruit, manage, support and retain individuals to serve in high quality volunteer assignments.

Applicants that receive funding under this Notice may directly carry out the activities supported under the award, or may carry out the activities by making subgrants to community-based entities, supporting volunteer generation at these entities.).

About Volunteer West Virginia

Established in 1994 by Executive Order of Governor Gaston Caperton, Volunteer West Virginia achieved legislative status in 1995. Our bipartisan nature was confirmed and strengthened through the support of Governor Cecil Underwood's administration beginning in 1997. Our 25 Commissioners, appointed by the Governor, meet quarterly around the state. Volunteer West Virginia, the state's Commission for National and Community Service challenges West Virginians to strengthen their communities through service and volunteerism. We identify and mobilize resources, promote an ethic of service, and empower communities to solve problems and improve the quality of life for individuals and

families.

Eligibility

The following entities are encouraged to apply: non-profit organizations, local governments, community and faith-based organizations. Applicants must agree to operate as a volunteer center, and be able to receive federal funds. Applicants must have or develop a system for matching volunteers to organizations.

Renewal

Eligible for renewal for 3 years with increasing match for continuing applicants. Match requirements increase with each year and are as follows:

- 20% in the first year
- 30% in the second year
- 40% in the third year
- 50% in the fourth year and any later year in which a recipient receives a VGF grant.

Purpose of Subgrants

Volunteer West Virginia is granting funding of up to \$30,000 to local nonprofits or cities for expanding, developing, and strengthening volunteer infrastructure which will increase the ability of local organizations to successfully recruit, mobilize and retain volunteers.

TECHNICAL ASSISTANCE:

Volunteer West Virginia will host a VGF grant overview and technical assistance calls listed below. During the call, we will review the Request for Applications. Q&A will be made available on our website, www.volunteerwv.org.

Questions may be submitted by email to Lisa.A.Tignor@wv.gov. Responses to questions will be posted on the website and reviewed during the following technical assistance call. To ensure a response, please submit questions before January 10, 2018 at 5 p.m. – Questions submitted after this time are not guaranteed to be answered.

APPLICATION DEADLINES AND TIMELINE

November 17, 2018	Application posted online
November 29, 2018 at 11 a.m.	Technical Assistance Call
December 12, 2018 at 11 a.m.	Technical Assistance Call
January 5, 2018 at 11 a.m.	Technical Assistance Call
January 12, 2018 at 11 a.m.	Technical Assistance Call
January 16, 2018	Applications due
March 1, 2018	Grants awarded
April 1, 2018	Grant period begins

HOW TO APPLY

Proposals and associated attachments must be submitted via Survey Monkey (<https://www.surveymonkey.com/r/VGFSub>) by 5:00 PM EST on January 16, 2018. All proposals that do

not meet the established deadlines or application requirements will not be considered

VOLUNTEER GENERATION FUND GRANT REQUIREMENTS

Subgrant recipients will:

- Be identified as a local volunteer center on our website.
- Collaborate with Volunteer West Virginia on at least two of the following service events: the Martin Luther King Jr. Day of Service, Global Youth Service Day and the Governor's Day to Serve campaign.
- Participate as active thought partners in focus groups and discussions to develop the new Rural Volunteer Management Training Program. (2 meetings per year)
- Identify at least 5 local leaders to become Rural Volunteer Management Instructors in the first two years.
- Attend kickoff and training events to network with partners in the field.
- Report twice per year on progress including Output and Outcome measures of their grant application, strengths and challenges, and best practices identified through their work.
- Recruit at least 500 new volunteers who serve at least one hour, are not duplicated, and who are placed in high quality volunteer assignments with local organizations.
- take an organizational assessment at the start of the project period and the end of the project period.

Branding

All VGF grantees selected for new funding are expected to use the term "Volunteer Center" in the title of the program/project. It is expected that this name will be used in promotional materials, communication, public meetings, press releases and other settings to advance the awareness of a network of Volunteer Centers that provide consistent, quality services.

Grantees are expected to include the VGF logo and the Volunteer West Virginia logo on all public materials related to this project.

APPLICATION INSTRUCTIONS:

Applicants should address the items listed below in the relevant application sections as described. In writing the program narrative, please refer to the specifics detailed throughout this RFA.

All organizations funded under this RFA will be expected to support two or more functions of a Volunteer Center: a) connect people with opportunities to volunteer and serve (*required*), b) increase capacity for organizations to engage volunteers in meaningful service (*required*), c) promote volunteering via traditional and/or new media (*optional*) and d) develop internally and/or support partners in developing local programming/projects designed to utilize volunteerism as a solution to community problems (*optional*).

Applicant Information

Complete and update the cover sheet and general information fields

General Information:

Applicant: _____

Certifying Official: _____ Title: _____

Contact Person: _____ Title: _____

Applicant Address: _____

City, State, Zip: _____

Contact Telephone Number: _____

Contact E-Mail Address: _____

DUNS#: _____ FEIN#: _____

- This organization is a: (check one)
- Non profit
 - Local government
 - Faith-based /Community Organization

VGF Application Narrative

- a. Organizational History: Provide a brief history of your work as an organization, including the year the organization was established. In addition, describe how the volunteer center program connects to the organizational mission and advances the goals of the agency. What expertise does your organization have with volunteerism and service and/or community development? Describe relevant experience with volunteer program development, volunteer management best practices, training, and capacity building.
- b. Partnerships: Describe what organizations you already work with and how. How could these partnerships be leveraged to increase volunteers and develop high quality volunteer opportunities?
- c. Staff Responsibilities: Identify the key program and fiscal positions/staff responsible for your proposed program, and the percent of time dedicated to the program. Explain relevant experience that staff has for administering a grant and program like VGF.
- d. Management and Monitoring: Describe your capacity to manage a federal grant and to provide on- site monitoring of financial and other necessary systems. Provide examples of other grants received, including amount and duration. What infrastructure has your organization developed to ensure effective project oversight? Describe past experience in collecting and reporting performance measure data.
- e. Project Description
 - 1. Describe the impact of a volunteer center operating in your community.

2. Identify the need for additional volunteer management resources in the community. The challenges may include any of the following or you may determine your own.
 - Zero volunteer centers
 - Training often does not translate into actionable steps
 - Lack of clear volunteer roles
 - Poor economy
 - Mountainous terrain is a challenge to commuting volunteers.
 - Lack of reliable internet and mobile phone coverage compounds problems.
 - The small permanent population is experiencing ongoing population loss. Young people leaving the state before or after college to find employment and opportunity elsewhere.
 - The average age of a volunteer is 50.
 - Higher percentage of working age people receiving Social Security Disability Insurance (SSDI) benefits
 - Just 54.1% of residents were considered part of the labor force in 2011, limited income means limited resources to devote to volunteering.
3. Describe your approach to addressing the need identified above in e2 and implement creative solutions to match volunteers with organizations in need. Additional points will be awarded for localities who develop *new and unique* solutions to locally defined challenges, for localities who utilize technology to overcome barriers for volunteers, and who specifically integrate community volunteers into flood recovery and future disaster planning efforts.
4. What types of volunteer positions best address the need established in e2?
5. Articulate a strategy and implementation plan for external messaging about volunteer opportunities. (Social Media, billboards, radio, etc.)
6. Set at least three short or long term goals for the volunteer center.
7. A description of the volunteer climate and existing infrastructure, including strengths and weaknesses.
8. A description of the top priorities for supporting organizations in developing high quality opportunities for volunteers.

f. Performance Measures

During the period, the grantee must implement three or more capacity building services as a result of the subgrant of funds. Services must include a new service or expansion of service. Grant funds cannot be used to cover existing activities. Practices may include any of the following: (Select 3 or more)

1. development of a written volunteer generation/recruitment plan
2. formal partnerships for volunteer recruitment
3. establishment of a volunteer unit within the program or organization
4. creation of volunteer manual/training/curriculum
5. regular supervision and communication with volunteers
6. liability coverage or insurance protection for volunteers
7. screening and matching volunteers to jobs
8. regular collection of information on volunteer involvement
9. written policies and job descriptions for volunteer involvement
10. recognition activities, such as award ceremonies

11. annual measurement of volunteer impact, training and professional development for volunteers
12. training for paid staff in working with volunteers.

Budget

Before You Begin: Your proposed budget should be sufficient to allow you to perform the tasks described in your program narrative and provide a full explanation of costs including their purpose, justification, and the basis of your calculation.

As you prepare your budget:

- All the amounts you request must be for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation, identifying the number of persons involved with an event, the cost per person or unit, and/or the annual salary cost.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).
- Allowable requests for Federal (CNCS) funds are between \$5,000 and \$30,000.
- Document match at 20% of federal funds requested. Match can be cash or in-kind.

Use the Budget Worksheet as a guide as you prepare your budget.

SECTION I

A. Personnel Expenses – Include the portion of principal staff time attributed directly to the operation of the project. List each staff position and a brief statement of responsibilities for each in the 'Position/Title' field. For each position, also include the annual salary, and the percentage of staff time that will apply to the grant.

B. Personnel Fringe Benefits – Include costs of benefit(s) for each project staff. You can identify and calculate each benefit or show cost as a percentage of all salaries. If a fringe benefit amount is over 30%, please list covered items separately.

C. Project Staff Travel - Describe the purposes for which staff will travel. Costs allowable are transportation, lodging, subsistence, and other related expenses for local and outside the project area travel. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. The standard mileage reimbursement should not exceed the federal mileage rate unless a result of the applicant's policy and justified in the budget narrative.

D. Supplies – Include the funds for the purchase of consumable supplies and materials that does not fit the definition above. You must individually list any single item costing \$1,000 (one thousand) or more.

E. Contractual and Consultant Services - You may include costs for consultants related to the project's operations. Consultants used for evaluation should be included in **F. Training & Evaluation** below. Where applicable, indicate the daily rate for consultants.

F. Training & Evaluation – You may include the costs associated with training of staff working directly on the project, especially training that specifically enhances staff project implementation and professional skills. Where applicable, indicate the daily rate for consultants. Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Section A. Personnel. This **does not** include the daily/weekly gathering of data to assess progress toward project objectives, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

G. Other – These costs may include office space rental, utilities, and telephone and Internet expenses that are specifically used for participants, directly involve project staff, and are not part of the organization’s indirect cost/admin cost. In addition, these costs may include criminal history checks of staff. If costs are shared with other projects or activities, you must prorate the costs equitably. List each item and provide a justification in the budget.

SECTION II

1. Definitions

Indirect costs are an allowable budget item in CNCS grants. IAW 2 CFR §200.414 Indirect (F&A) costs, grantees have the option of using an indirect cost rate which has been negotiated with, and approved by, their cognizant federal agency; or a non-federal entity, except those receiving more than \$35 million in direct federal funding, which has never received a federally negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Grantees may also charge certain administrative costs directly as outlined in 2 CFR §200.413 Direct costs.

2. Calculating Administrative/Indirect Costs

CNCS allows applicants to include administrative (indirect) costs in budgets. Based on qualifying factors, applicants have the option of using a federal or state approved indirect cost rate, a 10% de minimus rate of modified total direct costs, or may claim certain administrative costs directly as outlined in 2 CFR 200.413.

3. Federally Approved Indirect Cost Rate Method

If you have a federally approved indirect cost rate, this method must be used and the rate will constitute documentation of your administrative costs. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). CNCS does not restrict the overall indirect cost rate claimed; it is at your discretion whether or not to use your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate under the Rate Claimed field.

4. De Minimis Rate of 10% of Modified Total Direct Costs

Organizations who have never, at any point in time, held a federally negotiated indirect cost rate and who receive less than \$35 million in direct federal funding, may indefinitely use a de minimis rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in the MTDC and use of this option can be found at 2 CFR 200.414 (f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

5. Source of Funds. Describe the grantee match contributions by clearly indicating the source(s), the type of contribution (cash/in-kind), the amount (or estimate), and if the match is proposed or secured for your entire match. Identify each match source separately. Define all acronyms the first time they are used. The total amount of Source of Funds should equal the Grantee Share amount.

Budget Example:

Section I.

A. Personnel Expenses:

Title Description	Qty	Annual Salary	%of time	Total Amount	CNCS share	Grantee Share
Program Coordinator	1	\$30,000	50%	\$15,000	\$5,000	\$10,000

B. Personnel Fringe Benefits

Purpose/Descriptions	Calculation	Total Amount	CNCS share	Grantee Share
Taxes & Benefits 27.65% Of salaries. FICA @7.65% Retirement @11% Health Ins. @avg. 9%		\$4,147.50	\$1,410.15	\$2,737.35

C. Travel

Purpose	Calculation	Total Amount	CNCS share	Grantee Share
Hotel	\$200	\$200	\$100	\$100
Mileage	\$ 35	\$35	\$5	\$30

D. Supplies

Purpose	Calculation	Total Amount	CNCS share	Grantee Share
Paper	\$50	\$50	\$50	\$0

E. Contractual & Consultant Services

Purpose	Calculation	Daily Rate	Total Amount	CNCS share	Grantee Share
Writer for volunteer generation plan	2x	\$500	\$1,000	\$500	\$500

G. Evaluation

Purpose	Calculation	Daily Rate	Total Amount	CNCS share	Grantee Share

H. Other Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS share	Grantee Share

Section II.

I. Administrative Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS share	Grantee Share

Budget Total: Validate this budget

Total Amount CNCS share Grantee Share

Required Match Percentages

Source of Match

Match Description	Amount	Cash or In-Kind	Sources Federal, State, Local, Private, etc.
A (named) local non-profit will provide professional services to write volunteer generation plan.	\$500.00	In-Kind	Local
A (named) local non-profit will provide \$12,737.35 in-kind funding for personnel expenses & fringe benefits for Program Coordinator.	\$12,737.35	Cash	Local
Local Community Partnership Organizations will provide cash match of \$130.00	\$130.00	Cash	Local

Required Documents -submit with grant application

A. Documentation of Current Non-Profit Status (only applicable to non-profit applicants): Non-profit applicants **must** submit a copy of their current West Virginia Secretary of State registration as a non-profit corporation. In addition, they must also submit proof of their registration with the West Virginia Secretary of State as a charitable organization (if applicable), a copy of their latest IRS Form 990, and a copy of their 501c3 IRS determination letter or tax exemption certificate.