

VGF TA Call 1/5/18 @ 11AM

Attendees:

Lisa Tignor, Volunteer WV staff
Carrie Strunk
Callie Sams
Dewey Houck
Mandy Weirich
Kathryn Johnson
Kerri Burnhouse
Joanna Kuhn
Kathrn A. Kandas, MBA
Keri Cooper
Jim Spencer
David Hite

Lisa Tignor moderated call, Krista Bradshaw took notes. Lisa provided an overview and purpose of the VGF Grant, highlighting specific goals of the grant. Technical Assistance conference call questions and answers, as well as those conducted via e-mail, will be posted on www.volunteerwv.org website under the Grants Tab in the FAQ link under the VGF section. The call was opened for questions:

Q1: How often would staff be required to attend trainings?

A1: 2, They would be required to attend 1 training specific to your area (1 day), and 1 Train the Trainer training.

Q2: Can these grant funds be used to purchase computers/supplies?

A2: Please see full list of allowed expenses in the VGF instructions on pages 6-7. VGF grant funds will be used to develop and/or support community -based entities to recruit, manage, and support volunteers.

Q3: Do we understand correctly, that there are two opportunities associated with this grant? We can develop training or become a volunteer center?

A3: No, if funded, the organization would develop a volunteer center and work collaboratively with Volunteer West Virginia to develop training.

Q4: Q2 on the December 12th TA call, lists several tools to assist in creating the required online presence for the volunteer center. Are these tools the applicant would have to purchase? Are there fees associated with their use?

A4: There could possibly be a fee involved depending on the service selected, that is up to your organization to plan and include in the grant budget, if you choose to work with a vendor to create an online volunteer matching system for your area. That cost can be added to the grant budget application.

Q5: On page 1 of the RFA it states that all volunteer centers are expected to support opportunities external to the organization. What does that mean?

A5: The Volunteer Center will keep a list of volunteer opportunities with all organizations in their area, not just their own organization's opportunities. You will maintain a method of matching volunteers to those opportunities.

Q6: If chosen as a grantee, would our organization be able to sub grant the funds we receive?

A6: No. But you may work with partners and contract with vendors for services.

Q7: Where can I find the VGF Application on-line?

A7: The application is accessed via a survey monkey link. It is located on our website at www.volunteerwv.org under Grants Tab. Scroll down to "VGF Volunteer Center Funding." You can then download a PDF of the application. However, all applications must be submitted online via the survey monkey link.

Q8: Would our organization's application be disqualified if we submitted an application with a more realistic goal of 200 new volunteers versus the 500 volunteer goal mentioned in the application?

A8: No. Please submit with a goal that is realistic and will have a significant impact on volunteerism in your area, regardless of whether or not it reaches the 500 target.

Q9: Is the budget worksheet provided in the application a general example, or should our budget match this as closely as possible.

A9: That budget worksheet is a general example, you should budget for what your organization needs.

Q10: What expenses can be used as match? What can be used as 20% grantee match versus 10% Indirect match?

A10: The total match submitted on the application needs to be 20% of the federal request. The match can be cash or in-kind match. Any allowable grant expense can be budgeted as either federal or grantee (match) share.

Q11: Are transcripts available for the previous TA calls?

A11: They are located on our website at www.volunteerwv.org under Grants Tab. Scroll down to “VGF Volunteer Center Funding.” You can then click on PDF’s of the previous calls.

Q12: Are there existing Volunteer Centers in West Virginia that the applicants could look at for examples?

A12: Yes, one modern and relevant example is the WVU Center for Service & Learning. WVCSL is operating a Volunteer Center for WVU Students. They match students with opportunities to serve on campus and at locations in the community. More information is available at <https://service.wvu.edu/>. Their online matching service (iServe) is a product of the vendor, Galaxy Digital. Galaxy Digital is a platform also used by a few United Way agencies throughout the state.

Q13: Do you anticipate that funding will be available for these centers after 3 years?

A13: No. The matching expectations increase from year to year because we hope your center will become self-sufficient during that time. Each organization that receives funding should work on a plan for sustaining the center after the three-year grant. These plans may be requested as part of grant reporting.

Q14: While applying for the grant on-line, can you partially fill it out and save it then go back to it later?

A14: It will only save a completed page. The application is divided into 5 pages. We recommend that you write your answers in WORD or some other format and then cut and paste into the text box. Also, you must be working from the same computer for it to remember you, because it is based on your IP address.

Q15: How many applications is Volunteer West Virginia planning to fund out of the \$175,000?

A15: 5-10, depending on the amount and quality of requests

Q16: Can you please provide an example for the answer to Question E4 in the application? “What type of volunteer positions meet the need in E2”?

A16: For example, if the challenge you chose in E2 is “mountainous terrain is a challenge to commuting volunteers, a possible volunteer position to address that might be more online rural volunteer positions that don’t require on-site volunteering, or providing reimbursement of travel costs for the volunteer, etc.

****** Questions that were emailed pre- and post- call. ******

Q17: What is the match on personnel? The example budget does not seem to reflect an 80/20 split. Does the match have to be item by item, as indicated in the budget worksheet? Or is the match applied to the overall request? For example, how can in-kind labor be applied as part of the match?

A17: The match should equal 20% of the federal request overall. For instance, to use personnel as match, estimate the amount of hours your personnel will spend on the grant, multiply by the hourly rate, and insert that total into grantee share in the salary section of the budget. You would then ask personnel to keep time and effort documents and submit both time and effort and total time worked along with payroll ledger for reimbursement. This would be considered cash match.

Inkind labor can be applied to the grant as well. For instance, if one of your personnel for the grant was donating her time to operate the volunteer center to your organization, that would be an inkind donation of labor. You would need to document time and effort and have the donor sign an inkind form indicating the value of the labor donated.

Q18: If a part-time new Volunteer Center Coordinator is hired, can a laptop for that position and the newly created Volunteer Center be included in the budget?

A18: Yes, under supplies.

Q19: If the grantee organization provides office space, internet, phone, etc, for new Volunteer Center, may these be included in the 20% match?

A19: Yes.

Next Technical Assistance Call will be on January 12, 2018 at 11 a.m.

Dial In – 1-866-453-5550

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