

# Volunteer Center Funding Request for Applications

## 1. Applicant Information

Applicant

This organization is a (check one)

- Non Profit
- Local Government
- Faith-based/Community Organization

Certifying Official Name

Certifying Official Title

Contact Person Name

Contact Person Title

Applicant Contact Information

Address

Address 2

City/Town

State/Province

ZIP/Postal Code

Email Address

Phone Number

DUNS#

FEIN#

2. 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 Volunteer Center Funds.

**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

E1. Describe the impact of a volunteer center operating in your community.

E2. 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.

E3. 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.

E4. What types of volunteer positions best address the need established in E2?

E5. Articulate a strategy and implementation plan for external messaging about volunteer opportunities. (Social Media, billboards, radio, etc.)

**\* 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)

- |   |   |
|---|---|
| <input type="checkbox"/> development of a written volunteer generation/recruitment plan       | <input type="checkbox"/> screening and matching volunteers to jobs  |
| <input type="checkbox"/> formal partnerships for volunteer recruitment                        | <input type="checkbox"/> regular collection of information on volunteer involvement                                   |
| <input type="checkbox"/> establishment of a volunteer unit within the program or organization | <input type="checkbox"/> written policies and job descriptions for volunteer involvement                              |
| <input type="checkbox"/> creation of volunteer manual/training/curriculum                     | <input type="checkbox"/> recognition activities, such as award ceremonies   |
| <input type="checkbox"/> regular supervision and communication with volunteers                | <input type="checkbox"/> annual measurement of volunteer impact, training and professional development for volunteers |
| <input type="checkbox"/> liability coverage or insurance protection for volunteers            | <input type="checkbox"/> training for paid staff in working with volunteers.  |

E6. Set at least three short or long term goals for the volunteer center.

E7. Describe the volunteer climate and existing infrastructure, including strengths and weaknesses.

E8. Describe the top priorities for supporting organizations in developing high quality opportunities for volunteers.

### 3. Budget

\* Download the budget form [here](#).

Please convert your excel spreadsheet to a pdf and attach here. Click OK then click NEXT.

Choose File

No file chosen

#### 4. Required Documents

**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.**

Attach PDF document here.

Choose File

No file chosen

5. Click on the submit button to complete your application.