VWV Formula Grant Process FAQs

1.) Where do I find the list of priority counties?
- You can find that on the Formula Notice of Funding pg. 4. This document that can be found on our webpage (volunteer.wv.gov) under the Grants section.

2.) According to the guidelines for implementation grants, the program must show that 5 or more AmeriCorps members will be used. Does it matter if the AmeriCorps members are full-time or part-time?
- The program must show that 5 AmeriCorps slots will be used but no specific slot type (full-time, part-time etc.) is required.

3.) Can you provide more information on funding for planning grants?
- Volunteer West Virginia will offer planning grants as funds are available.
- The purpose of a planning grant is to get a program ready for AmeriCorps grant funding by providing support for training staff, developing a theory of change or creating a recruitment strategy. Please keep in mind that receiving a planning grant does not guarantee an AmeriCorps program.
- You will need to submit a budget for a planning grant. Generally, the budget will include staff, travel or facility expenses.

4.) How many staff should be hired per AmeriCorps member?
- We recommend 1 full time staff person, dedicated to AmeriCorps programming, for every 10 AmeriCorps members.
- However, if you have 5 members that does not necessarily mean that 1 half-time person should be hired. It depends on the capability of the staff person and if you have different positions within the program. For instance, it can be helpful to have a staff person dedicated to member supervision and separate staff person that performs administrative duties.
- Additionally, the program support structure depends on the demographic of your members and their overall needs. A program with a majority of out of state members will need a significant focus on housing versus a program that uses in-state members.

5.) Are programs assigned AmeriCorps members or do we need to recruit?
- All programs must recruit their own members. Recruitment strategy vary depending on the location, community partnerships and whether it is a single site or intermediary program.

6.) How should I write my application narrative if significant expenses are not included in my budget?
- First you should save the original version of your application so that you can easily access it. If you need to make edits after submission you may need to review it.
- In your narrative develop a statement that explains how the costs of your program will be supported by an outside source. You can do this by giving general categories of the costs and naming the outside funding source(s).
- We advise that one staff member remain on the AmeriCorps budget. In most programs this will be the AmeriCorps Program Director.

7.) In my budget, if the fringe benefits are under 30%, do I have to list specific expenses?
- No, you do not have to list. You will need to state the percentage.

8.) The performance measures for the Education focus area have changed. Due to this, we are concerned meeting our target for the ED1A Output (number of individuals served) and ED5A (improved academic performance), ED6 (attendance) and ED7A (decreased disciplinary incidents) outcomes. Specifically, how do we know that each of the three outputs will be met? What is the consequence if we do not meet our goal?
- Consider creating a three-year average from previous data to support the chosen outcomes. Trends in your program data can also help inform performance measure decisions.
- You can also include a justification in your performance measure description that explains why the performance measure is reasonable based on an analysis of past performance measure data
- If you do not meet the target for an outcome it is noted on your Grantee Progress Report (GPR) and is reported as a measure of past performance.

9.) What is the amount for federal share versus grantee share?
- Each applicant is in a certain year of funding which increases to a maximum of 50% match in Year 10 of the program.
- This means that the grantee must match 50% of the program's cost or one dollar for every CNCS dollar.

10.) How do we choose what type of application to submit?
- On the bottom left hand side of the eGrants homepage, in the 'Create an Application Section', you will see a link that reads 'Start a New' or 'Start a Continuation/Renewal'. If you have never applied for a project you will need to select 'New'. If you are a returning applicate at any phase of your grant cycle you will need to select 'Continuation/Renewal'.
- Please reference 'Starting a New or Recompeting Application' document found on our website in the Grants section. https://volunteer.wv.gov/Grants/Pages/default.aspx

11.) I am transferring information from a competitive application to a formula application. In the process the following sections transferred: Applicant Information, Application Information, Executive Summary, Rationale and Approach/Program Design, Organizational Capability, Cost Effectiveness and Budget Adequacy, Evaluation Summary Plan. The Logic Model and Performance Measure sections do not have any information entered.

- You will need enter the missing information into those sections.
- To make sure that all information is entered before you submit, use the review tab and pull the application up as a PDF. This can also help you determine if you are under the page number maximum for your application.

12.) Can we request additional MSY at this stage in the grant process?

- Yes, you can request additional MSY in your application
- It is easier to request additional MSY in your application than to ask for additional MSY mid-year, even if you can support the additional costs without federal funds.

13.) We are interested in having a no-cost member slot included in our grantee share. Can we do this?

- Yes.