



2024 Volunteer West Virginia September 11th Day of Service and Remembrance Grant Request for Proposals

Volunteer West Virginia announces a funding opportunity through the federal AmeriCorps Agency for eligible applicants - which include local governments, community organizations, and national service programs. Potential applicants will apply to receive funding of up to \$15,000 to host a large service project that takes place on, or is celebrated on, September 11, 2024. Each project will be responsible for recruiting and managing 50+ volunteers.

Volunteer West Virginia will prioritize applications that will meet an important immediate community need, or address a systemic issue, and those applications that will engage underserved communities including, but not limited to, rural communities, BIPOC communities, LGBTQIA communities, persons with disabilities, and veterans and military families.

Who We Are:

Volunteer West Virginia, the State's Commission for National and Community Service, challenges West Virginians to strengthen their communities through service and volunteerism. The Commission administers West Virginia's AmeriCorps service programs in cooperation with local and state grantees. We also administer additional programming to help meet the state's volunteer and community service needs.

Federal Agency Name: Corporation for National and Community Service
Assistance Listing Number: 94.012

Disclosure: Publication of this Notice of Funding Opportunity (Notice) does not obligate Volunteer West Virginia to award any specific number of grants or to commit any particular amount of funding. The actual level, timing, and process of grant funding will be subject to the availability of annual appropriations.

Important Dates

- **Application link opens December 5, 2023**
- **Training and Technical Assistance Webinar Tuesday, January 9, 2024, at 1:00 pm**
To register for the webinar, click the link below (if you cannot attend, please register and you will be provided a recording):
<https://us02web.zoom.us/meeting/register/tZMrfuyrrz4qGdyBpxsHQZZb9fX3lg89NHvJ>
- **Letters of Intent due by January 25, 2024, electronically via this link:**
<https://forms.gle/E8VuKX2kFFFrhHDLA>
- **Eligible organizations will be invited to submit full applications electronically by February 29, 2024**
- Successful applicants will be notified by March 15, 2024.

Questions

Questions regarding this funding opportunity should be emailed to vwvgrants@wv.gov.

PROGRAM DESCRIPTION

Purpose of Days of Service Grants

September 11th Day of Service and Remembrance Grants will be awarded to West Virginia organizations proposing to engage a significant number of volunteers in a large service project(s) that happens on, or is celebrated on, September 11th, 2024.

Funding Priorities

Volunteer West Virginia seeks to prioritize the investment of Days of Service resources in the development of projects that support Volunteer West Virginia's goal of creating a statewide National Day of Service that recognizes September 11. Volunteer West Virginia will prioritize applications that will meet an important immediate community need, or help address a systemic issue, and those applications that will engage underserved communities including, but not limited to, rural communities, BIPOC communities, LGBTQIA communities, persons with disabilities, and veterans and military families.

ELIGIBILITY INFORMATION

Eligible Applicants

The following non-federal entities (all of which are defined in 2 CFR 200.1) are eligible to apply:

- Tribes
- Institutions of higher education
- Local governments
- Nonprofit organizations
- States

Entities must have a valid Unique Entity Identifier to receive an award. See Application Content section for additional information.

SAMPLE PROJECT

Volunteer West Virginia encourages development of innovative projects that serve a community need that applicants identify. The following are some ideas of projects that we have supported in the past, but this is not a complete list of possible projects:

- Townwide cleanup day
- Building and maintenance of a community garden
- Construction of low-income housing
- Cemetery clean-up day(s)
- Art installation with contracted local artist and volunteer involvement
- Building of new hiking or walking trails
- Packing backpacks to provide food and supplies to children in rural communities

LETTER OF INTENT CONTENT

Letter of Intent content

Use this Notice to help you develop your Letter of Intent. Information cannot be saved in the letter of intent link. A short phrase, or 1-2 sentences, is sufficient for each question.

Organization Information

Organization Legal Name

List organization's legal name.

Organization Official Address

List organization's official address.

Organization Contact Person

List contact person for this application.

Organization Contact Person Email

List contact person’s email.

Organization Contact Person Phone Number

List contact person’s phone number.

EIN Number

To receive federal grant funds from Volunteer West Virginia, organizations must have an Employer Identification Number (EIN), also referred to as a Tax Identification Number (TIN).

UEI Number

If you have a federal UEI number to receive federal grant funds, please enter it here. If you do not have one yet, put “in progress”. You will need a valid UEI at time of application submission to be considered for funding.

Mission

List organization’s mission.

Project Title

Provide a proposed title for the project.

Volunteer Engagement

Briefly describe how Days of Service funds would be used to engage at least 50 volunteers in a large service project(s) that happens on, or is celebrated on, September 11th, 2024.

Staffing

Describe the staff who would be involved in supporting this project.

Underserved Community

Will your project engage underserved communities including, but not limited to, rural communities, BIPOC communities, LGBTQIA communities, persons with disabilities, and Veterans and military families? Please specify the community to be engaged in this project.

UEI Registration

Certify that you understand that you must have an active SAM registration by February 29, 2024, in order to receive funding through the Day of Service grant.

If your organization is determined to be eligible through the letter of intent process, you will be invited to submit a full application following the instructions below.

APPLICATION (This part to be completed only if you are invited to apply)

Application Content

Use this Notice to help you develop your application.

The following items will be required if you are invited to submit a full application:

- Application in Word doc or PDF
- Project Timeline

- Budget worksheet (this will be provided if selected to submit a full application)
- Registration with the System for Award Management (SAM) <https://www.sam.gov/SAM/>

SAM Registration

Days of Service funding is federal funding. If an applicant organization is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See the SAM Quick Guide for Grantees at: https://sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf.

SAM registration must be renewed annually. Volunteer West Virginia requires that applicants have submitted their request for SAM registration and have a valid UEI Number at the time of Application submission. The UEI Number is generated as part of the SAM registration process. **Applicants must use their SAM-registered legal name and address on all grant applications to Volunteer West Virginia.**

Volunteer West Virginia will not make awards to entities that do not have a valid UEI number. If an applicant has not fully complied with these requirements by the time Volunteer West Virginia is ready to make a federal award, Volunteer West Virginia may determine that the applicant is not qualified to receive an award. ***Volunteer West Virginia recommends beginning the SAM registration process at least three weeks prior to the application deadline.***

Application Criteria

Criteria

Each applicant must describe a project that will engage a significant number of volunteers in a large service project that happens on, or is celebrated on, September 11th, 2024. Application must be submitted as a Word Doc or PDF. A template will be provided at time of application.

Project Design

Need (300 words max)

Briefly describe the community need that your service project will address. If your project will support an underserved community, briefly describe how this project will support or engage that community.

Service Day Project (750 words max)

Describe the proposed Days of Service project(s) that will happen on or be celebrated on September 11th, 2024. Volunteer West Virginia encourages one-day and on-going volunteer projects that cover the grant period with this funding. How will this project(s) address a community need? How many volunteers will be engaged in this project(s)? How will volunteers be used to meet the project goals?

Project Schedule

Complete the simple schedule for the activities planned for the grant period. What do you plan to do and when? A sentence or two is all that's required to easily show reviewers what activities you will complete and when. A template will be provided at time of application.

Recruitment (300 words max)

How and where will you recruit volunteers for this project? How many volunteers do you plan to recruit? Will your volunteers come from an underserved community?

Organizational Capability (500 words max)

Does your organization have the experience, staffing, and management structure that will facilitate implementation of the proposed Days of Service project? Please note that Volunteer West Virginia cannot reimburse staff time on this grant. If you will be partnering with other organizations to accomplish this project, list your partners.

Budget Adequacy

This is based on your budget worksheet. No narrative is required for the budget section. No match funding is required for this grant. Volunteer West Virginia encourages applicants to consider all potential costs to host a day of service besides staff time including, but not limited to, supplies, space rentals, volunteer t-shirts, software to support volunteer sign up, to recruit volunteers, outside contractors such as city police or local artists for the day of service, staff travel for event planning and partnership development, etc. A template will be provided at time of application. Applicant budgets will be evaluated on the following criteria:

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award. It seems likely that the budget will cover the needs of the project.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget does not include staff time.

REVIEW

Review and Selection Process

Volunteer West Virginia will engage external and staff reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection processes are intended to produce a diversified set of high-quality projects that represent the priorities described in this Notice.

The stages of the review and selection process follow:

Initial Application Compliance and Eligibility Review

Volunteer West Virginia will conduct an initial eligibility review to determine if an application meets the eligibility requirements published in this Notice and may advance to the next stage of the review process.

An application is compliant if the applicant:

- is an eligible organization
- has a valid UEI number and current SAM registration at time of application
- submitted a complete application
- submitted an application by the submission deadline
- has proposed a project that is compliant with the Notice of Funding Opportunity

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be ineligible will not receive an award.

Review

External Reviewers and Volunteer West Virginia staff will review and assess applications using the application criteria above. Volunteer West Virginia will recruit and select reviewers with demonstrated relevant expertise. All external reviewers will be screened for conflicts of interest.

Applicant Clarification

Volunteer West Virginia may ask an applicant for clarifying information. Volunteer West Virginia staff will use this information to make funding recommendations. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration.

Volunteer West Virginia reserves the right to adjust or make changes to the review process, if unforeseen challenges or urgent circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications.

Transparency in Grantmaking

Volunteer West Virginia is committed to transparency in grantmaking. Submitted program narratives for successful applications will be available upon request.

Grant Requirements

Recipients of Days of Service funding are required to complete training and reporting as detailed below.

Training and Advertising

Recipients are required to attend an individual virtual consultation at the start of the project with Volunteer West Virginia staff. All recipients will attend a final meeting with Volunteer West Virginia and other grant recipients to share successes and challenges of the project. Recipients will advertise their service day event on the Volunteer West Virginia website.

Reporting

Recipients are required to submit:

- timely requests for reimbursement of expenses
- A final report that includes a summary of the project and a picture at the end of the project period, and documentation of the number of volunteers who participated in the project.