2023 West Virginia Volunteer Program Planning Grants
Request for Proposals
Volunteer West Virginia announces a funding opportunity through the Volunteer Generation Fund for eligible applicants. Potential applicants will apply to receive funding of up to $10,000 to plan or strengthen their volunteer programs. Funds will be awarded on a cost reimbursement basis. Successful applicant organizations will complete their grant activities from March – August 2023.

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: 94.021

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
  ● **Training and Technical Assistance Webinar Thursday, October 20, 2022, at 11:00 am**
    To register for the webinar, click the link below:
    https://us02web.zoom.us/meeting/register/tZEkcO6rqDovGd3pk-n5SMU_pq5XmqUzdAsT
  ● **Letters of Intent due by November 17, 2022 electronically via this link:**
    https://docs.google.com/forms/d/e/1FAIpQLSdVy7mq-QYgEX26TryxxvsBck7itrLZtPKkIkprxJ157XieXg/viewform?usp=sf_link
  ● **Eligible organizations will be invited to submit full applications electronically by January 12, 2023**
  ● Successful applicants will be notified by February 13, 2023.

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

PROGRAM DESCRIPTION
Purpose of Volunteer Generation Fund
Volunteer Generation Fund (VGF) grants will be awarded to West Virginia organizations proposing to strengthen their organization's capacity to administer a volunteer program.

Funding Priorities
Volunteer West Virginia seeks invest Volunteer Generation Fund resources in the development of strong volunteer programs in West Virginia. Organizations interested in applying must propose a project that will create or strengthen a volunteer program in West Virginia.

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 (UEI) to receive an award. See Application Content section for additional information.

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.

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).

Mission
List organization's mission.

Funding Priority
Briefly describe how Volunteer Program Planning Funds would be used to create a new or strengthen an existing volunteer program**.**

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

Unique Entity Identifier and System of Award Management Registration
Certify that you understand that you must have an active System of Award Management (SAM) registration by January 12, 2022, in order to receive funding through Volunteer Generation Fund. When you register with SAM a UEI will be created for you.

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
- 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
VGF funding is federal funding. If an applicant 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 VGF 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 create or strengthen a volunteer program in West Virginia. Application must be submitted as a Word Doc or PDF.

Program Design
Need (500 words max)
Describe the need you plan to address with funding from the Volunteer Generation Fund. How will this funding be used create a new volunteer program or strengthen an existing volunteer program?

Intervention (750 words max)
Describe the proposed intervention(s) to be used to address the identified need.

The intervention should describe the specific activities you will engage in during the grant period. Examples of activities can include, but are not limited to:
- Hire a consultant to develop a strategic plan for using volunteers to support your mission
- Develop program supports such as volunteer position descriptions, volunteer handbooks, volunteer training, volunteer reflection process
- Purchase software to support your volunteer program
- Send staff to training to increase their ability oversee a strong volunteer program
- Purchase memberships with volunteerism organizations to support staff and volunteers
- Work with an outside evaluator to evaluate the success of your volunteer program and recommend improvements

Please note that Volunteer West Virginia cannot reimburse for staff time with Volunteer Generation Fund grants. Consultants and contract work however are allowable.

Project Schedule
Complete the simple schedule for the intervention 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.

Organizational Capability (500 words max)
Describe your organization's experience, staffing, and management structure to implement the proposed intervention(s).

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. 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.
- 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 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 an 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
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 grant-making. Submitted program narratives for successful applications will be available upon request.

Grant Requirements
Recipients of VGF funding are required to complete training and reporting as detailed below.

Training
Recipients are required to attend an individual virtual consultation at the start of the project with relevant organization and Volunteer West Virginia staff. All recipients will attend a one-hour virtual mid-way meeting and a final meeting with Volunteer West Virginia and other Volunteer Program Planning Grant recipients to share successes and challenges of the project.

Reporting
Recipients are required to submit:
- a pre- and post- test of their organizational capacity
- timely requests for reimbursement of expenses
- a final report that includes a brief summary of the project and a picture due 30 days after the end of the project period