



## 2010-2011 AmeriCorps Funding Application

**Funding Purpose:** The purpose of these grants is to establish and support AmeriCorps programs in local communities. AmeriCorps members perform services that address needs across the areas of human needs, public safety, education, the environment, and homeland security.

**Type of Award (s):** Awards are generally granted for three-year projects. Applicants are required to submit an application for each year of continued funding. Programs are funded to begin operations August 2010, September 2010 or January 2011.

**Project Amount(s):** Award amounts are based upon a cost per full-time AmeriCorps member service year or MSY. The approved MSY is \$14,000. Grant funds are awarded on a cost reimbursement basis. **Volunteer Florida will not fund AmeriCorps applications requesting less than 5 MSY (equivalent to 5 Full-time AmeriCorps Members).**

**Match Requirements:** Applicants must meet an overall increasing match requirement according to the following table:

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

**Eligible Applicants:** Local non-profits, faith and community-based organizations, government and educational institutions.

**Proposal Submission:** Deadline for submission via the federal eGrants system is **December 10, 2009 at 5:00 p.m. Eastern Standard Time.** Applicants selected for funding may be asked to interview with Volunteer Florida staff in Tallahassee prior to funding approval.

**The following hard copy documents must be received by Volunteer Florida on or before December 10, 2009 at 5:00 p.m. Eastern Standard Time:**

- ❖ Most recent Agency or Program Evaluation or Annual Report
- ❖ The most recent Audit Report including the Management Letter and the Schedule of Findings and Questioned Costs

**Hard Copy Documents should be mailed to:**

**Volunteer Florida  
Attn: Amieko Watson  
401 South Monroe Street  
Tallahassee, Florida 32301**

**Do not submit any other supplementary materials such as videos, brochures, letters of support, or any other item not requested in these application instructions. Volunteer Florida will not review or return them.**

## **OVERVIEW OF AMERICORPS**

AmeriCorps is a national service program that provides opportunities for citizens to serve their country and community in local communities. Each year participants of AmeriCorps, called Members, join a local program and provide specific, intensive community services such as: tutoring students who need extra help, teaching community residents about issues directly affecting them, and other services that strengthen communities. The grant award spans a period of three years but is renewable annually subject to performance reviews, availability of federal funds and progress toward sustainability.

AmeriCorps is a program funded by the U. S. Congress under the Catalog of Federal Domestic Assistance number 94.006. The national public/private partnership supporting AmeriCorps is the Corporation for National and Community Service (CNCS). CNCS receives AmeriCorps program funding from Congress and awards funding to state commissions, such as Volunteer Florida, to grant and oversee AmeriCorps programs in their state. For more information about starting up an AmeriCorps program, CNCS, and/or national AmeriCorps programs, visit [www.americorps.org](http://www.americorps.org) or [www.cns.gov](http://www.cns.gov).

## **VOLUNTEER FLORIDA**

Volunteer Florida, The Governor's Commission on Volunteerism and Community Service, was established in 1994 by the Florida Legislature to administer grants under the National and Community Service Trust Act of 1993. The Commission grants funds to Florida AmeriCorps and National Service programs through a competitive grant process; encourages volunteerism for everyone from youths to seniors and people with disabilities; promotes volunteerism in emergency management and preparedness; and helps to strengthen and expand Volunteer Centers in Florida.

## **AMERICORPS PROGRAM FOCUS AREAS**

AmeriCorps Programs are funded across five different *focus* areas: **human needs, public safety, environment, education, and homeland security.**

**Educational** programs - Members may provide both in-school and after-school tutoring (individual or small group) in reading, math, or FCAT preparation in low performing schools;

**Health and Human Needs** - Members may provide outreach and preventive health services through community clinics;

**Environmental Programs** - Members may eliminate environmental risks, especially those that affect at-risk children and youth;

**Public Safety programs** - Members may enhance community policing by working with local law enforcement to develop specific crime prevention strategies; and

**Homeland Security programs** - Members may serve in partnership with local agencies such as the American Red Cross to coordinate disaster preparedness efforts in high-risk communities.

### **AMERICORPS PROGRAM PRIORITY AREAS**

The Corporation for National and Community Service has identified several priority areas for funding listed as follows:

#### **Education**

Unmet educational needs within communities especially those that help children and youth achieve success in school and prevent them from dropping out before high school graduation.

#### **Healthy Futures**

Unmet health needs within communities including access to health care, disease prevention and health promotion initiatives, and health literacy.

#### **Clean Energy/Environment**

Unmet energy-efficiency and environmental needs within communities.

#### **Veterans**

Unmet needs of veterans, members of the Armed Forces who are on active duty, and family members of deployed military personnel and engaged veterans in service.

#### **Opportunity**

Unmet needs relating to economic opportunity for economically disadvantaged individuals within communities including financial literacy, housing assistance, job training, and nutritional assistance.

#### **Encore Programs**

Encore service programs means a program, carried out by an eligible entity, that involves a significant number of participants age 55 or older in the program and that takes advantage of the skills and experience that such participants offer in the design and implementation of the program.

Applicants submitting proposals that address these priority areas will be awarded additional points in the scoring criteria.

### **TYPES OF AMERICORPS PROGRAM**

There are four types of AmeriCorps programs offered through this funding opportunity: **operational, educational award only, Professional Corps, or Fixed Priced Grants**. The two program types can be distinguished by the specific benefits offered through each program:

## **Operational**

An operational AmeriCorps program provides funding to pay AmeriCorps Members' benefits. Full-time AmeriCorps Members in operational programs receive a modest living allowance and healthcare coverage. Additionally, they may also be eligible for childcare during their service. In exchange for their year of service, Members receive an educational award to pay for college or repay student loans at approved institutions.

An agency that applies for an operational program must provide a cash and in-kind match to support its Members. A certification of at least 60-days operating capital is required, since funding is based on cost reimbursement. The award is a three-year grant that requires continuing applications for years two and three.

## **Education Award Only**

An Education Award Only (EAP) program provides Members with an education award (scholarship) once they have fulfilled their commitment to the program. Unlike the AmeriCorps operational program, no funding is provided for AmeriCorps Members' living allowances or healthcare. Most AmeriCorps Education Award Only programs are existing volunteer programs that recruit work-study students, retired seniors, or volunteers who would not rely on a living allowance or healthcare to make a commitment to the program.

## **Fixed-Amount Grant Pilot for 2010**

The Serve America Act authorizes awarding fixed-amount grants in 2010. In 2010, these fixed-amount grants are available for programs that enroll **full-time members only**. If you are applying for less than full-time Members, you are not eligible for a fixed amount grant. Fixed-amount grants allow programs to apply for a fixed dollar amount per member. The fixed amount awarded per member is significantly less than the cost of running an AmeriCorps program and the applicant must raise the additional revenue necessary to operate the program.

An AmeriCorps program that receives a fixed-amount grant is like any other AmeriCorps program except that, unlike the more typical cost-reimbursement grant, the fixed amount grant does not require:

- > Compliance with Office of Management Budget Cost Principles.
- > Detailed, line-item budgets.
- > The Corporation for National and Community Service Financial Reporting.
- > Match or documentation of match.

Approved applicants must agree to participate in evaluations the Corporation conducts to measure success of this pilot. The maximum costs per Member Service Year (MSY) for the full-time fixed-amount pilot are currently being determined and will be released later this fall (one MSY is the equivalent of a full-time term of service). The amount per full-time member requested will be a competitive factor in the selection process. Priority will be given in the selection process to organizations that have demonstrated capacity to track and report on performance measures.

Priority may also be given to those organizations that adopt specific national performance measures or are aligned with national service priority areas.

### **Professional Corps**

These grants are awarded to organizations that propose to operate a Professional Corps program. The Professional Corps program model places AmeriCorps members as teachers, health care providers, police officers, engineers, or other professionals in communities where there are an inadequate number of such professionals. Applicants can apply for up to \$2,500 per MSY. Applicants are eligible to apply for funding for a portion of program costs, and use their own or other resources to pay the members' living allowance and additional member costs.

Applicants may also apply for up to \$50,000 to support start-up costs for a new Professional Corps program that operates in more than one state.

### **TYPES OF AMERICORPS MEMBER POSITIONS**

One of the major decisions to make before submitting an application for AmeriCorps funding is determining how many and what type of AmeriCorps Members for which to apply.

AmeriCorps Members can serve in different capacities depending on the program design, such as: (1) full-time Members serve 1700 hours over a nine to twelve month period; (2) half-time Members serve 900 hours; (3) quarter-time Members serve 450 hours, and minimum-time Members serve 300 hours. See the AmeriCorps Member Benefits Chart on the following page for more information on Member benefits.

### **AMERICORPS MEMBER BENEFITS**

AmeriCorps Members are eligible to receive certain benefits while serving and after successful completion of their year of service commitment. Full-time AmeriCorps Members are eligible to receive a living allowance or stipend, healthcare, and if eligible, childcare while serving. Less than full-time Members (half-time, quarter-time, and minimum-time) are eligible to receive a living allowance or stipend while serving. All AmeriCorps Members receive an educational award (scholarship) once they successfully complete their year of service.

See the AmeriCorps Member Benefits Chart on the following page.

To determine the appropriate number of AmeriCorps Members to request, consider the amount of time that each Member will serve, the task or service the lead organization will need Members to provide, and (for operational programs) how much match funding the Lead Agency (organization that will serve as fiscal agent) can provide.

### AmeriCorps Member Benefits Chart

Service Term	Minimum # of Hours over a year	MSY	Minimum Living Allowance	Maximum Total Living Allowance	Educational Award
Full-time	1700	1.000	\$11,800	\$23,600	\$5,350
One-year Half-time	900	0.500	\$6,247	\$12,500	\$2,675
Two-year Half-time	900	0.250	\$6,247	\$12,500	\$2,675
Reduced Half-time	675	0.381	\$4,685	\$9,370	\$2,038
Quarter-time	450	0.265	\$3,123	\$6,250	\$1,415
Minimum-time	300	0.212	\$2,082	\$4,160	\$1,132

\*There is no requirement to pay a living allowance for less than full-time members. However, it is recommended that a living allowance be provided to support members and increase the likelihood that members will successfully complete the program.

### **AMERICORPS MEMBERS**

Since AmeriCorps first began in 1994, over 500,000 citizens have served their country through AmeriCorps. Florida averages between 500-800 Members each year. Being a Member in AmeriCorps is for everyone!

To become an AmeriCorps Member, a person must:

- Be a U.S. Citizen, U. S. National or a permanent legal resident
- Be at least 17 years of age
- Have a High School Diploma or GED
- Pass a background check (required if serving with vulnerable populations)
- Commit to at least a one year term of service in a local program.

Because of the educational award benefit, AmeriCorps attracts college students and college-bound high school students. Additionally, Florida has many retired seniors and persons with disabilities serving in its AmeriCorps programs, making them some of the strongest programs in the country.

### **Health Care Benefits for AmeriCorps Members**

All full-time AmeriCorps Members are eligible to receive health care benefits while they are serving. The benefits are for full-time AmeriCorps Members **only and do not extend to family members**. A lead organization can provide this benefit through their health care provider. There are also national companies that serve as cost effective providers of health care for AmeriCorps Members. The Corporation for National and Community Service and Volunteer Florida do not endorse any particular health care provider but can provide a listing of national companies that other AmeriCorps programs have purchased AmeriCorps health care benefits.

## **RESPONSIBILITY OF THE LEAD AGENCY**

AmeriCorps programs should be viewed as an investment in the community and the grant funding is intended to serve as “seed money” for building the community’s capacity to use volunteers in addressing community problems. Agencies can utilize AmeriCorps Members to provide much needed services that otherwise would be unmet due to the lack of necessary human resources. AmeriCorps programs are changing lives by increasing the number of citizens who have an opportunity to further their education and instilling in them the desire to give back to their community for a lifetime.

A lead agency operating an AmeriCorps program is responsible for the following:

- Recruit, select, enroll, place, train and manage AmeriCorps members.
- Develop partnerships with local disability organizations and provide reasonable accommodations for any Member with a disability.
- Report to Volunteer Florida on program progress and fiscal progress.
- Identify and hire staff to manage the program. At least a half-time coordinator/manager is required for any size program; however, if the program has 10 or more AmeriCorps Members, a full-time coordinator/manager is required.
- Meet match requirements and be able to operate the program on a cost reimbursement basis (having 60 days worth of operating funds/capital available).
- Demonstrate broad community participation in planning to conduct and sustain service(s) when AmeriCorps funding ends.
- Integrate Member living allowances and FICA taxes into agency payroll system.
- Provide workmen’s compensation and liability insurance for Members.
- Participate in the Program Director Orientation and quarterly AmeriCorps Program Management Trainings, conference calls, or other Volunteer Florida training activities.
- Participate in statewide Member events and/or trainings.
- Provide documentation of how the organization conducts ongoing internal assessment and improvement of its systems, structure, staffing and other capacities to insure it remains sound and well managed.
- When reasonable, facilitate AmeriCorps Members assisting in disaster preparedness and response services.
- Participate in national and state evaluation efforts.
- Applicants selected for funding may be asked to interview with Volunteer Florida staff prior to funding approval.

## **SUSTAINABILITY AND CAPACITY BUILDING**

Sustainability refers to a community continuing to meet identified needs beyond AmeriCorps funding with significantly reduced or no federal funding. Capacity building is the process by which a program or organization enhances its mission, strategy, skills, systems, infrastructure, and human and financial resources, thus helping the community gain greater sustainability.

Sustainability is viewed along a continuum as communities incrementally reduce the percentage of AmeriCorps funding received while they simultaneously build their capacity and increase the diversity and amount of other resources identified to sustain services. All applicants will be required to develop a sustainability plan that demonstrates how their community intends to build and improve its capacity to meet identified needs and at the same time reduce the federal share for costs of services. By establishing a Sustainability Plan before a grant is awarded, communities increase their potential to continue to meet identified needs. Planning for sustainability should include active participation of community partners/stakeholders. Applicants are required to describe the extent of community input in the identification of needs, program planning, and capacity building that will lead to sustainability.

### **COMPONENTS OF AN AMERICORPS PROGRAM**

An AmeriCorps program consists of three major components.

- 1 Needs and service activities
- 2 Community strengthening
- 3 Member development

**Needs and Service Activities** is the major service that Members will provide. There are two types of needs and service activities 1) direct service and 2) capacity building.

1. Direct Service – Direct services specifically address an identified need. For example,
  - Educational programs where Members may provide both in-school and after-school tutoring (individual or small group) in reading, math, or FCAT preparation in low performing schools;
  - Health and Human Needs programs where Members may provide outreach and preventive health services through community clinics;
  - Environmental Programs where Members may eliminate environmental risks, especially those that affect at-risk children and youth;
  - Public Safety programs where Members may enhance community policing by working with local law enforcement to develop specific crime prevention strategies; and
  - Homeland Security programs where Members may serve in partnership with local agencies like the American Red Cross to coordinate disaster preparedness efforts in high-risk communities.
2. Capacity Building - Indirect Service activities that support an agency to serve more people, provide better services, or sustain existing services. Capacity building can include volunteer recruitment and management, or outreach activities that increase awareness and/or create partnerships in communities.

**Community Strengthening** component includes volunteer recruitment and management, partnership development, outreach and awareness, and other sustainability efforts.

**Member Development** is the foundation of any AmeriCorps program. About 90% of the grant awarded will go toward supporting the Members. It is important for each AmeriCorps program to (1) train AmeriCorps Members for their year of service and (2) assist them in preparing for their life after AmeriCorps service.

Training AmeriCorps Members for service includes:

- Providing Members with an orientation to the program, including information on the lead agency, overview of AmeriCorps and National Service, Member expectations and service commitment;
- Providing Members initial training to prepare them for service to their community;
- Ensuring that Members are competent and have the necessary knowledge and skills to perform the specific service activities of the program;
- All Members are required to be trained in CPR/First Aid, Diversity Appreciation (can include Conflict Resolution), Disability Awareness & Sensitivity, Citizenship, and Disaster Preparedness. Members must complete introductory Disaster Training plus another training of their choice (ex: Shelter Operations, Volunteer Reception Center Training).

Training AmeriCorps Member for life after AmeriCorps service includes:

- Civic engagement activities that promote a lifelong ethic of service and volunteerism;
- Leadership Development;
- Goal Setting and Accomplishments; and
- Resume Writing and Career Exploration.

## **REVIEW PROCESS AND SELECTION CRITERIA**

Once the full proposal is submitted, it will be reviewed and scored by staff and community reviewers. Reviewer scores and comments are presented to the Grants Committee of the Volunteer Florida Commission. The Grants Committee makes the final funding decisions.

Proposals selected by the Grants Committee will be forwarded to the Corporation for National and Community Service for final funding approval. Programs may start August 2010; September 2010; or January 2011 and operate for twelve months.

In evaluating applications for funding, reviewers will assess the program design, organizational capability, and the program's cost-effectiveness and budget adequacy. The weights assigned to each category are listed below. Reviewers will measure your application narrative against these criteria, and weigh them accordingly. Please see the AmeriCorps Regulations, 45 CFR §§ 2522.400-2522.448 for additional detail regarding these criteria and what reviewers will assess in each category.

In evaluating applications for funding, reviewers will assess program design, organizational capability, and cost-effectiveness and budget adequacy. Please see the AmeriCorps regulations, 45 CFR §§ 2522.420–2522.448, for additional detail regarding these criteria and what reviewers will assess in each category.

**Basic Selection Criteria: Categories, Sub-Categories, and Respective**

Category	Percentage	Sub-Categories
Part A: Program Design	50%	Rationale and Approach (10%)
		Member Outputs and Outcomes (20%)
		Community Outputs and Outcomes (20%)
Part B: Organizational Capability	25%	No sub-categories
Part B: Cost-Effectiveness and Budget Adequacy	25%	Cost-Effectiveness (15%)
		Budget Adequacy (10%)

**Weights**

Section 2522.450 of the AmeriCorps regulations addresses types of programs or program models that may receive special consideration in the selection process. Section 2522.455 addresses how you can find out about additional priorities governing the selection process. Section 2522.470 addresses other factors or information the Corporation may consider in making final decisions.

The AmeriCorps Regulations can be found at [http://www.americorps.gov/for\\_organizations/manage/index.asp](http://www.americorps.gov/for_organizations/manage/index.asp)



## AmeriCorps Grant Request For Proposal (RFP) Timeline

RFP posted on <a href="http://www.volunteerflorida.org">www.volunteerflorida.org</a> RFP Technical Assistance Calls	<b>September 11, 2009</b> <b>October 1, 2009 10:00 am</b> <b>and 4:00 pm EST</b>
Frequently Asked Questions (FAQ's) posted on <a href="http://www.volunteerflorida.org">www.volunteerflorida.org</a> RFP Due via eGrants Federal Grants System	<b>October 5, 2009</b>  <b>December 10, 2009 5:00</b> <b>p.m. eastern</b>
Written Feedback out to grantees selected for funding	<b>January 8, 2010</b>
Applications submitted to The Corporation for National and Community Service (CNCS) for approval Anticipated Approval Date from CNCS	<b>January 22, 2010</b>  <b>April 2010</b>
Final Funding Decision Letters Go out	<b>April 2010</b>

### **Volunteer Florida Technical Assistance and Conference Calls**

Volunteer Florida staff will host technical assistance conference calls to provide training on high quality program design and provide applicants an opportunity to ask questions and receive general feedback from Volunteer Florida staff. Participation in these calls is strongly encouraged. Each call will provide the same training information.

Technical Assistance Conference Calls are scheduled for October 1, 2009 at 10:00 am and 4:00 pm EST. To register for a call, please email [anitra@volunteerflorida.org](mailto:anitra@volunteerflorida.org). You will be provided a call-in number and password once you register.

For general questions about AmeriCorps or questions regarding information being requested in the program narrative, performance measures, or evaluation, please email Amieko Watson at [amieko@volunteerflorida.org](mailto:amieko@volunteerflorida.org). For questions regarding budget, please email Kelly Gallavan at [kellygallavan@volunteerflorida.org](mailto:kellygallavan@volunteerflorida.org).



## AmeriCorps\*State 2010-2011 Program Proposal Instructions

**This packet includes proposal instructions for the following:**

**New Programs** – Has no previous AmeriCorps funding or has not had AmeriCorps funding for the past 5 years. New applicants must use the instructions for New or ReCompeting programs.

**ReCompeting Programs** – Current AmeriCorps grantee completing a third year of funding and applying for another three-year cycle of funding. ReCompeting applicants must use the instructions for New or ReCompeting Programs.

**Continuing Programs** – Current AmeriCorps grantees completing the first or second year of a three year grant funding cycle. Continuing applicants must use the instructions for continuing programs.

Your proposal for funding must be submitted via the federal eGrants system. We **strongly** recommend you write your entire proposal in a **Microsoft Word document first**, then copy and paste the document in eGrants by the deadline. The deadline for this funding competition is **December 10, 2009 at 5 p.m. EST.**

Please note that eGrants has character limitations. In eGrants, you will enter text for Section A. Rationale and Approach, B. Member Outputs and Outcomes, C. Community Outputs and Outcomes, D. Organizational Capacity, E. Cost Effectiveness and Budget Adequacy, and F. Evaluation Plan. **You may not exceed 71,000 characters in these six sections combined. The character count includes spaces and punctuation.**



## **Writing The Application for Continuing Programs**

(The following instructions are for current grantees operating in their first or second year within a three year grant cycle only). Proposals must be submitted in eGrants [www.nationalservice.org/egrants](http://www.nationalservice.org/egrants) no later than **December 10, 2009 at 5:00 p.m. Eastern Standard Time.**

### **What to Include in Your Continuation Request:**

- Updated SF424 Face sheet
- Narrative
- Performance Measurements (Performance Measures section)
- Budget

### **SF424 Facesheet (Applicant and Application Section)**

Update the Applicant Information and Application Information sections in eGrants if necessary.

### **Narrative (Narratives Section)**

Your original application will appear in the narrative sections. Please delete text that does not respond to the prompts below.

### **In the Rationale and Approach Section:**

- Describe any changes you are proposing to your program in the Rationale and Approach section.
- Describe the status of your program in meeting its needs and service performance measures for the current program year.
- If you are requesting an increase in AmeriCorps Members, please include a justification for the increase, your program's history of recruiting and retaining AmeriCorps members, and how your organization will secure the additional match for the increased member allocation.

### **In the Member Outputs and Outcomes Section:**

- Describe any changes you are proposing to your program in the Member Outputs and Outcomes Section.
- Enrollment – If you enrolled less than 100% of slots received during your last full year of program operations, provide an explanation and describe your plan for improvement in the member outputs and outcomes field.
- Retention – If your program retention rate from the previous program year was less than 90%, provide an explanation and describe your plan for improvement in the member outputs and outcomes field.
- Describe any efforts made to recruit and retain members with disabilities.

**In the Community Outputs and Outcomes Section:**

- Describe any changes you are proposing to your program in the Community Outputs and Outcomes Section.
- Describe the status of your program in meeting its volunteer recruitment performance measure.
- Describe progress made toward sustainability.
- Describe efforts taken to develop and implement your program's Disability Community Development Disability Plan
- Volunteer Florida requires participation of all AmeriCorps programs in the Florida Statewide Evaluation to be conducted by Florida State University, beginning in January 2009. This requirement applies to ALL programs, regardless of funding level. Briefly describe plans to participate in the statewide evaluation, including provision of three community partners to participate.
- Volunteer Florida requires all grants to conduct at least an annual Satisfaction Survey of community stakeholders. Please describe how you will include this required survey and subsequent use of survey results into your plans for self-assessment and/or program improvement.

**Performance Measures (Performance Measures Section)**

- Your performance measures are copied from your previous year's application into your continuation request. If you need to revise your performance measures, please do so by clicking on the view/edit button. You may also add a new performance measure(s), if applicable.

**Budget**

- Your budget from the previous years' application will be copied into your continuation request so you can make the necessary adjustments.

**SUBMITTING YOUR PROPOSAL ON THE EGRANTS SYSTEM – CONTINUING APPLICANTS**

- To create your continuation requests in eGrants, Click *Continuation* on your Grants Homepage. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. Make sure you select the correct one. The system will copy your most recent awarded application.
- Edit your continuation application (including the budget) as directed in the continuation request instructions. When you have completed your edits, click on the SUBMIT button.
- If you experience problems with eGrants, please contact the eGrants Help Desk at (888) 677-7849 or (202) 606-7506 or email at [egrantshelp@cns.gov](mailto:egrantshelp@cns.gov).

- Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments. Your budget adjustments should be made to reflect the new match requirements in the chart below:

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

- eGrants will also have a record of your required match level and will not approve your budget if you have not submitted the correct match level.
- Once you have completed your edits, click the **SUBMIT** button.
- If you have questions about the content of your continuation request, please contact your program consultant (850) 921-5172. If you experience problems using eGrants, contact the eGrants Help Desk at (888) 677.7849 or (202) 606.7506, or email at [egrantshelp@cns.gov](mailto:egrantshelp@cns.gov).

## Writing the Application for New or Re-competing Programs

The narrative in your application for funding must meet two key requirements: (1) the narrative must be written, addressing the components of an AmeriCorps program, in the order listed below and (2) the narrative must be written to adhere to the character limitations listed in the chart. The application narrative sections should be written in order of the instructions.

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your program description to fit each strategic initiative, special consideration, and priority articulated in the regulations or the *Notice*.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
- **Avoid circular reasoning.** The problem you are addressing should not be described as the lack of the program you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met.
- **Don't make assumptions.** Even if you have received funding from the Corporation in the past, do not assume your reviewers know anything about you, your program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

The selection criteria from the AmeriCorps regulations are included in the ruled boxes below in this font. Reviewers will assess your application against the selection criteria. The bullets that follow the criteria are recommendations on how to best respond to the criteria. To best respond to the criteria, we suggest that you address each bullet if it pertains to your application.

## A. Rationale and Approach

### Criteria

#### § 2522. 425 What does the Corporation consider in assessing Program Design? (50%)

In determining the quality of your proposal's program design, the Corporation considers your rationale and approach for the proposed program, member outputs and outcomes, and community outputs and outcomes.

(a) *Rationale and approach (10%)*. In evaluating your rationale and approach, the Corporation considers the following criteria:

(1) Whether your proposal describes and adequately documents a compelling need within the target community, including a description of how you identified the need;

(2) Whether your proposal includes well-designed activities that address the compelling need, with ambitious performance measures, and a plan or system for continuous program self-assessment and improvement;

(3) Whether your proposal describes well-defined roles for participants that are aligned with the identified needs and that lead to measurable outputs and outcomes; and

(4) The extent to which your proposed program or project:

(i) Effectively involves the target community in planning and implementation;

(ii) Builds on (without duplicating), or reflects collaboration with, other national and community service programs supported by the Corporation; and

(iii) is designed to be replicated.

#### **Addressing the Criteria: Compelling Community Need:**

- Describe the community need that you will address within the target community.
- Why did you select this need as your focus?
- How did you identify the need?
- Provide documentation of the need.
- **If your program will operate at multiple sites**, demonstrate a need in each community you propose to serve.

#### **Description of Activities and Member Roles:**

- Describe the activities you propose to address the need.
- Describe current efforts of your organization and planned partners to address the need.
- What will be the member's roles in these activities, and how do the member roles relate to addressing the need as distinct from staff or volunteer roles? Discuss your program structure including number of members, where members will serve (for example, at the applicant organization or at local service sites). How do the types of member slots you are requesting (for example, full-time, half-time, quarter-time, etc.) align with the program design and activities? See Budget Instructions for a chart that lists slot types, minimum hours served, and minimum and maximum living allowance.
- How will you ensure that your program does not violate non-duplication, non-displacement, and non-supplementation requirements? See 45 CFR § 2540.100 for information on these requirements.

- How will your plan for member development, training, and supervision contribute to achieving your desired outcomes?
- How will you ensure that members comply with rules on prohibited service activities? See 45 CFR § 2520.45, 45 CFR § 2520.65 and the AmeriCorps grant provisions for a list of prohibited service activities.
- How will receiving an AmeriCorps grant add value to your existing service activities?

**Tutoring programs only:**

- If your program will operate at multiple school sites, identify the schools that you intend to serve. Include a description of compelling needs at each school you propose to serve, including summary of each school's performance data. Serving low performing schools is a state funding priority. If you are proposing to serve high performing schools, include a justification for service. High performing schools are defined as those receiving a grade of "A" from the Florida Department of Education or 80 percent or more of third grade students in the school scoring a "3" or above on the FCAT in reading.
- Describe target students to be served and how they will be identified. Identify grade levels to be served. For reading tutoring programs, serving students in grades K-3 is a state funding priority. If you are proposing to serve other grades, include a justification for service.

**Measurable Outputs and Outcomes:**

- Describe at least one aligned measurable output and intermediate outcome you expect to achieve as a result of your activities. Also, describe the long-term impact you expect to achieve.
- What systems will you use to track outputs and intermediate outcomes?
- **Note:** You will develop more detailed performance measures in eGrants, including outputs and intermediate outcomes, how they will be measured, your targets for each year, and the data you will gather, during the post-review clarification period.

**Tutoring programs only:**

- Identify the specific assessment instruments that will be used to measure educational outcomes.
- Describe how the proposed assessment instruments are valid measures of the proposed outcomes.

**Plan for Self-Assessment and Improvement:**

What are your plans for continuous program improvement? How will you identify strengths and weaknesses, resolve problems, and gather feedback from and provide feedback to members, service sites, and partners?

**Community Involvement:**

- Describe how you involved the target community (or target communities) in identifying the needs and activities. Which community partners and stakeholders were involved? What roles did they play, and what were their responsibilities in the planning process?
- Explain how you will continue to engage your community partners and stakeholders throughout the three-year program period. What will be their ongoing roles and responsibilities?

**Relationship to other National and Community Service Programs:**

- How will your program build on (without duplicating), or reflect collaboration with, other national and community service programs supported by the Corporation and the State Commissions in the states where you plan to operate? Include in your response if you receive funding from other Corporation sources, and which funding source supports you (AmeriCorps, Learn and Serve America, Senior Corps, or VISTA). You can find a listing of Corporation-supported programs by state here: [http://www.americorps.org/about/role\\_impact/state\\_profiles.asp](http://www.americorps.org/about/role_impact/state_profiles.asp). The National Community Service Act prohibits duplication and displacement in SEC. 177. [42 U.S.C. 12637].
- **For Multi-state applicants: Describe the manner and extent to which you consulted with the State Commission in the states in which you plan to operate.**

**Potential for Replication:**

- To what extent is your AmeriCorps program designed to be replicated by your organization or other organizations? What are your plans or strategies for replication?

## **B. Member Outputs and Outcomes Criteria**

(b) *Member outputs and outcomes (20%)*. In evaluating how your proposal addresses member outputs and outcomes, the Corporation considers the extent to which your proposal or program:

(1) Includes effective and feasible plans for, or evidence of, recruiting, managing, and rewarding diverse members, including those from the target community, and demonstrating member satisfaction;

(2) If you are a current grantee, has succeeded in meeting reasonable member enrollment and retention targets in prior grant periods, as determined by the Corporation;

(3) Includes effective and feasible plans for, or evidence of, developing, training, and supervising members;

(4) Demonstrates well-designed training or service activities that promote and sustain post-service, an ethic of service and civic responsibility, including structured opportunities for members to reflect on and learn from their service; and

(5) If you are a current grantee, has met well-defined, performance measures regarding AmeriCorps members, including any applicable national performance measures, and including outputs and outcomes.

### **Addressing the Criteria: Member Recruitment and Support:**

- Describe your plans for recruiting members for your program. What criteria will you use to select your members, including specific qualifications, characteristics, or backgrounds? What are your plans to ensure that your corps is diverse and includes members from the communities to be served?
- Describe how you will conduct outreach to the disability community to recruit and retain members with disabilities.
- What member support will you offer to ensure that your members complete their term of service? How will you assess member satisfaction?
- **Current Grantees Only: Enrollment**  
If you enrolled less than 100% of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement.
- **Current Grantees Only: Retention**  
If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement. While we recognize retention rates may vary among equally effective programs depending on the program model, we expect grantees to pursue the highest retention rate possible.

**Tutoring programs only:**

- Describe how your strategy for recruiting and selecting members complies with AmeriCorps requirements for member tutoring qualifications. Members who tutor must have a high school diploma, and successfully complete high-quality, research-based pre- and in-service training for tutors. This requirement does not apply to a member enrolled in an elementary school or secondary school who is providing tutoring through a structured, school-managed cross-grade tutoring program. Tutoring programs must offer a curriculum that is high quality, research-based, and consistent with the State academic content standards required by section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311) and the instructional program of the local educational agency.

**Member Development, Training and Supervision:**

- Describe in detail your plan for orienting members to AmeriCorps, the community, their placement site, and to the service they will perform.
- How do you plan to train members to perform all the activities they will engage in and, as necessary, provide them with ongoing training throughout their terms? What is the timeline for this training? Identify the training curricula and materials you will use.
- Describe in detail your plan for supervising members, and how it ensures that members will receive adequate support and guidance throughout their terms.

**Tutoring programs only:**

- Describe the tutoring methods that will be used, including the identification of specific tutoring curricula that will be used. Describe how the methods and curricula/programs are scientifically based, consistent with and complementary to the regular school program.
- Describe the tutor/student ratio in terms of number of students to be served by each member. For reading tutoring programs, one-to-one tutoring is a priority. If you are proposing to have Members tutor students in small groups, provide a justification.
- Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training that is high quality and research based, consistent with the instructional program of the local agency and with state academic content standards, includes appropriate member supervision by individuals with expertise in tutoring, and provides specialized pre-service and in-service training consistent with the activities the member will perform.
- **Ethic of Service and Civic Responsibility:**  
Demonstrate how you will provide structured opportunities for participants to reflect on and learn from their service in order to promote a lifelong ethic of service and civic responsibility.

## **C. Community Outputs and Outcomes Criteria**

(c) *Community outputs and outcomes (20%)*. In evaluating whether your proposal adequately addresses community outputs and outcomes, the Corporation considers the extent to which your proposal or program:

(1) Is successful in meeting targeted, compelling community needs, or if you are a current grantee, the extent to which your program has met its well-defined, community-based performance measures, including any applicable national performance measures, and including outputs and outcomes, in previous grant cycles, and is continually expanding and increasing its reach and impact in the community;

(2) Has an impact in the community that is sustainable beyond the presence of Federal support (For example, if one of your projects is to revitalize a local park, you would meet this criterion by showing that after you have completed your revitalization project, the community will continue its upkeep on its own);

(3) Generates and supports volunteers to expand the reach of your program in the community; and

(4) Enhances capacity-building of other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations.

### **Addressing the Criteria: Sustainability:**

Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support. For example, you might describe how your community relationships will lead to community investment in the program's continued operation; how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is completed.

### **Volunteer Recruitment and Support:**

- Describe how your program will use volunteers to expand the reach of the program in the community. How will you recruit, support, and recognize volunteers? Identify how many volunteers you expect to recruit and the number of hours of service they will provide, in total and on average. Will these volunteers be episodic (committing to one-time or occasional events) or ongoing (committing to a regular, ongoing role in the program)? If selected for funding, you will be expected to report on your actual volunteer recruitment levels.
- Describe the role that members will play in your volunteer recruitment and support efforts.

- **If you are requesting a waiver of the requirement to recruit or support volunteers (see 45 CFR § 2520.35), explain the basis for your request in the Waiver Request Justification field, which is in the Application Info Section in eGrants. If you are submitting a hard copy application, explain the basis for your waiver request in the program narrative.**

**Capacity Building:**

- Describe how your program will enhance the capacity of other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations. What roles will members play in your capacity-building activities?
- Describe existing or new partnerships with disability organizations and how you will collaborate with that organization to include members with disabilities.

**D. Organizational Capability  
Criteria**

**§ 2522.430 How does the Corporation assess my organizational capability? (25%)**

(a) In evaluating your organizational capability, the Corporation considers the following:

- (1) The extent to which your organization has a sound structure including:
  - (i) The ability to provide sound programmatic and fiscal oversight;
  - (ii) Well-defined roles for your board of directors, administrators, and staff;
  - (iii) A well-designed plan or systems for organizational (as opposed to program) self-assessment and continuous improvement; and
  - (iv) The ability to provide or secure effective technical assistance.
- (2) Whether your organization has a sound record of accomplishment as an organization, including the extent to which you:
  - (i) Generate and support diverse volunteers who increase your organization’s capacity;
  - (ii) Demonstrate leadership within the organization and the community served; and
  - (iii) If you are an existing grantee, you have secured the matching resources as reflected in your prior grant awards;
- (3) The extent to which you are securing community support that recurs, expands in scope, or increases in amount, and is more diverse, as evidenced by—
  - (i) Collaborations that increase the quality and reach of service and include well-defined roles for faith-based and other community organizations;
  - (ii) Local financial and in-kind contributions; and
  - (iii) Supporters who represent a wide range of community stakeholders.

(b) In applying the criteria in paragraph (a) of this section to each proposal, the Corporation may take into account the following circumstances of individual organizations:

- (1) The age of your organization and its rate of growth; and

(2) Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

**Addressing the Criteria: Sound Organizational Structure**

**Ability to Provide Sound Programmatic and Fiscal Oversight:**

- Provide a brief history of your organization. What year was your organization established? Describe your organization's experience in the proposed areas of activity and your experience operating and overseeing a program comparable to the one proposed. Include specific examples of your prior accomplishments and outcomes. Describe your capacity to manage a federal grant and to provide on site monitoring of the financial and other systems required to administer an AmeriCorps grant. **If you are proposing a multi-site program:**
  - Explain how you are able to support and oversee service sites.
  - Describe your process for selecting service sites and ensuring they have adequate programmatic and financial capabilities. How will your site selection process incorporate the criteria required by the AmeriCorps regulations 45 CFR § 2522.475 (quality, innovation, sustainability, quality of leadership, past performance, community involvement), and the special considerations found in 45 CFR § 2522.450 (program models, program activities, and programs supporting distressed communities)?
  - What are your current or previous programmatic and funding relationships with the sites?
  - Describe your plans for monitoring site compliance with fiscal and programmatic requirements.
  - How will you develop connections among the sites through common program elements or activities to ensure that your overall mission and vision for the AmeriCorps program is maintained at each site?

**Board of Directors, Administrators, and Staff:**

- Describe your organization's management and staff structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program.
- Identify the key program and fiscal positions responsible for your proposed program. Describe the relevant background and experience of all staff members working on the project and their respective roles, or your plans to recruit, select, train, and support additional staff, and their roles.

**Plan for Self-Assessment or Improvement:**

How does your organization conduct ongoing internal assessment and improvement of its overall—not program-specific—systems, structure, staffing, and other capacities to ensure that it remains sound and well managed?

**Plan for Effective Technical Assistance:**

- How do you plan to provide or secure any needed financial and programmatic technical assistance for your program, and if applicable, your service sites? What are your plans for providing financial and programmatic orientation, and training and technical assistance to your program and service sites?
- Explain how you will identify and respond to your programs' and, if applicable, your service sites' ongoing training and technical assistance needs.
- Describe how you will engage the disability community in providing technical assistance and feedback on your program, particularly if you have recruited members from the disability community.

**Sound Record of Accomplishment as an Organization****Volunteer Generation and Support:**

Describe how your organization recruits and supports a diverse group of volunteers to increase your own organizational capacity.

**Organizational and Community Leadership:**

Provide examples of how you have demonstrated leadership as an organization and in the community you serve. For example, describe awards received by the organization or individuals within the organization, public positions of leadership such as staff serving on other community boards, or participation in community events, task forces, and other community activities.

**Current Grantees Only: Success in Securing Match Resources**

Describe your successes and challenges in securing match resources during your current three-year grant cycle and, if applicable, during the period of previous awards.

**Success in Securing Community Support****Collaboration:**

Describe any collaboration you have developed that increase the quality and reach of services you provide. What roles have community organizations, including faith-based organizations, played in these collaborations?

**Local Financial and In-kind Contributions:**

Discuss examples of how local contributions have continued over time, expanded in scope, increased in amount, or become more diverse.

**Wide Range of Community Stakeholders:**

Describe community stakeholders in your organization. How has non-financial support from your community stakeholders continued over time, expanded in scope, increased in amount, or become more diverse?

**Special Circumstances:**

In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations:

- The age of your organization and its rate of growth.
- Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

**If you feel that any of the circumstances stated above have an impact on your organizational capability that has not already been discussed, please describe the circumstance and how it affects your organizational capacity.**

**For Professional Corps Applicants Requesting Start-up Funds:** Please include a description of the amount you are requesting for start-up, and how and when you intend to use the start-up funding. Please include a timeline that documents how long the start-up period will last, and when the first members are expected to enroll. Include the amount you are requesting for start-up in your application budget. Professional Corps applying for a fixed-amount grant are not eligible for start-up funds.

**E. Cost Effectiveness and Budget Adequacy Criteria****§ 2522.435 How does the Corporation evaluate the cost-effectiveness and budget adequacy of my program? (25%)**

(a) In evaluating the cost-effectiveness (15%) and budget adequacy (10%) of your proposed program, the Corporation considers the following:

(1) Whether your program is cost-effective based on:

- (i) Your program's proposed Corporation cost per MSY, as defined in §2522.485; and
- (ii) Other indicators of cost-effectiveness, such as:

(A) The extent to which your program demonstrates diverse non-Federal resources for program implementation and sustainability;

(B) If you are a current grantee, the extent to which you are increasing your share of costs to meet or exceed program goals; or

(C) If you are a current grantee, the extent to which you are proposing deeper impact or broader reach without a commensurate increase in Federal costs; and

(2) Whether your budget is adequate to support your program design.

(b) In applying the cost-effectiveness criteria in paragraph (a) of this section, the Corporation will take into account the following circumstances of individual programs:

(1) Program age, or the extent to which your program brings on new sites;

(2) Whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources;

(3) Whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and

(4) Whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

(c) The indicators in paragraphs (a)(1)(i) and (a)(1)(ii)(B) of this section do not apply to Education Award Program applicants.

### **Addressing the Criteria: Cost Effectiveness**

#### **Corporation Cost per Member Service Year (MSY):**

- The Corporation cost per MSY (\$14,000) is determined by dividing the Corporation's share of budgeted grant costs by the number of MSYs you are requesting in your grant. It does not include child care or the cost of the education award.
- Explain how your cost per MSY is cost-effective. In considering cost effectiveness, we will be looking at how the proposed program makes best use of financial resources to expand the reach of the program and maximize outcomes.
- One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position.
- The Corporation cost per MSY will be automatically calculated once you enter your budget in eGrants.
- The maximum cost per MSY allowable is published each year in the *Notice*.
- Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design. If you request above the maximum, please justify. This is rarely approved.

#### **Diverse Non-Federal Support:**

- Demonstrate how your program has or will obtain diverse non-federal resources for program implementation and sustainability.
- Include a discussion of the non-Corporation resource commitments (in-kind and cash) that you have obtained, the additional commitments you plan to secure, and how you will secure them. In the budget, you must list the sources of your match funds.
- If you are requesting the alternative match explain the basis of your request in the Waiver Request Justification field in the Application Info section of eGrants. If you are submitting a hard copy application, explain the basis of your request in a paragraph titled "Waiver Request Justification."
- **Current Grantees Only: Decreased Reliance on Federal Support.** Describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in federal costs.

#### **Budget Adequacy**

Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and is linked to your desired outputs and outcomes.

**For EAP and other Fixed-Amount Grants Only:** Fixed amount applicants must describe the costs that will not be covered by federal funding. These costs might include staff salaries and benefits, travel, evaluation, living allowances or salaries for AmeriCorps members, supplies, and equipment. Applicants must also describe how they expect to raise the resources necessary to operate a successful AmeriCorps program. You will not be required to track or report on your expenditures. However, you must demonstrate that you have planned for and can raise the additional resources you will need to manage and operate a successful AmeriCorps program. Reviewers will assess the adequacy of your plan to secure resources to support your program design.

The cost per MSY and the extent to which a current grantee is increasing its share of costs to meet or exceed programs goals will not be considered in assessing a fixed-amount grant applicant's cost effectiveness. However, all the other indicators described in this section will apply and the cost effectiveness/budget adequacy section still equals 25% of the selection criteria weight.

## **F. Evaluation Requirements for Florida AmeriCorps Programs**

Volunteer Florida requires participation of all AmeriCorps programs in the Florida Statewide Evaluation to be conducted by Florida State University, beginning in January 2009. This requirement applies to ALL programs, regardless of funding level. The Volunteer Florida Statewide Evaluation will satisfy the requirement for an Internal Evaluation that is required of all programs funded under \$500,000 annually. All new and re-competing programs funded under \$500,000 must indicate in their proposal and eGrants evaluation section that they plan to participate in this statewide evaluation.

If you are State and National grantee (other than an Education Award Program grantee), and your average annual Corporation program grant is \$500,000 or more, you must arrange for an independent evaluation of your program, and you must submit the evaluation with any application to the Corporation for competitive funds as required in §2522.730 of this subpart.

### **Completing the Evaluation Section in eGrants**

If you are a first time applicant, please enter N/A in the Evaluation Summary or Plan field since it pertains only to re-competing grantees.

If you are re-competing for AmeriCorps funds for the first time since the AmeriCorps rule took effect (July, 2005), you must submit a summary of your evaluation efforts or plan to date, or a copy of any evaluation that has been completed, as part of your application for funding.

Submit your summary or plan in the Evaluation Summary or Plan Narrative Field in eGrants. If you are re-competing for the first time, and have completed an evaluation

report, or you are recompeting for the second time since July, 2005, submit your report according to the instructions in Section VII., below.

Your evaluation requirements are different depending on the amount of your grant, as described in the AmeriCorps Regulations, Section 2522.710:

**G. Amendment Justification**

In eGrants enter N/A. This field will be used if you are awarded a grant and need to amend it. Please delete any information previously entered in the field before entering new information.

**H. Clarification Information**

In eGrants enter N/A. This field will be used to enter information that requires clarification in the post-review period. Please delete any information previously entered in the field before entering new information.

**I. Continuation Update**

In eGrants enter N/A. This field will be used to enter changes in your narratives in your continuation requests. Please delete any information previously entered in the field before entering new information.



**END OF NARRATIVE INSTRUCTIONS**

## PERFORMANCE MEASURES

### PERFORMANCE MEASURE REQUIREMENTS

All AmeriCorps programs establish, track, and assess performance measures. Your performance measures help determine how well the services provided by your program assisted those served. Volunteer Florida requires that each applicant submit a minimum of:

1. **One set of Aligned Performance Measures directly related to your primary direct needs and service activity (mentoring, tutoring, park patrols, clean ups, disaster response). Aligned performance measures contain an output, and intermediate outcome for the same primary activity.** An example of an aligned set of performance measure is as follows:

*PROGRAM FOCUS: Disaster Relief: AmeriCorps Members conduct intakes, assist families with paperwork, and make referrals to help families who were dislocated by hurricanes.* OUTPUT: **Number** of displaced families registered as documented by intake forms. Outputs are counts of the products or services.

INTERMEDIATE OUTCOME: Families have permanent or semi-permanent housing and/or temporary or permanent employment as documented by case files, certification of employment and client follow-up surveys. Intermediate: **Shows change** or impact of service.

2. **One Community Strengthening Performance Measure directly related to the recruitment and/or support of volunteers. The volunteer related performance measure must contain a target number of volunteers and service hours to be performed.**

The worksheet in Attachment I is provided as a tool to help you think through the development of your performance measures and assemble the information you will need to input into eGrants.

In order to align a set of performance measures in eGrants:

- First select Add Performance Measure in eGrants.
- Enter the Title, the Measure Category, and the Service Category from the pull down menus.
- Enter a sentence or two on Needs and Activities, and Result Type.
- For the Output Result Type, enter a Result Statement, Indicators, Targets, Number or Percentage, Instruments, and Performance Measure Statement.
- **Add New Result** for the Intermediate Outcome and complete the pertinent fields.
- **Do not Add New Performance Measure in order to add an Intermediate Outcome for your aligned measure.**
- Once you have aligned one set of measures, i.e., completed two Result Types (Output and Intermediate Outcome) for one Performance Measurement Title, you may continue to Add New Performance Measures as appropriate for your program design.

## Budget (Budget Section)

You should develop a budget based upon the type of program you are applying for. The amount of an AmeriCorps program grant is based upon the type of program you are applying for and the cost per member. Cost per member is the amount that you will receive based upon Member Service Year (MSY).

The first step in preparing your budget is to determine the total amount of federal (Volunteer Florida) funds that you are eligible to receive. This amount depends upon how many and the type of Members you are requesting.

For example, one MSY is equivalent to 1700 service hours or one full-time Member. It does not include childcare or the cost of the education award a member may earn through serving with your program. The AmeriCorps Member benefits chart on page below has the MSY equivalent for each type of AmeriCorps position. For example, one MSY is equal to one full-time Member (1.000). Two half-time Members (0.500) are equal to one MSY.

Once you have determined the correct MSY for your program see the MSY section of the chart below to figure the MSY for your proposed program.

### AMERICORPS MEMBER BENEFITS

Service Term	Minimum # of Hours over a year	MSY	Minimum Living Allowance	Maximum Total Living Allowance	Educational Award
Full-time	1700	1.000	\$11,800	\$23,600	\$5,350
One-year Half-time	900	0.500	\$6,247	\$12,500	\$2,675
Two-year Half-time	900	0.250	\$6,247	\$12,500	\$2,675
Reduced Half-time	675	0.381	\$4,685	\$9,370	\$2,038
Quarter-time	450	0.265	\$3,123	\$6,250	\$1,415
Minimum-time	300	0.212	\$2,082	\$4,160	\$1,132

\*There is no requirement to pay a living allowance for less than full-time members. However, it is recommended that a living allowance be provided to support members and increase the likelihood that members will successfully complete the program.

Once you determine the MSY of your program you must multiply this number by the amount allowed. The amount allowed is determined by the type of program you are applying for. The following is listing of the type of AmeriCorps programs and the maximum cost per member allowed:

## **Operational**

An operational AmeriCorps program provides funding to pay AmeriCorps Members' benefits. Full-time AmeriCorps Members in operational programs receive a modest living allowance and healthcare coverage. An agency that applies for an operational program must provide a cash and in-kind match to support its Members. **The maximum cost per member (MSY) for an operational program is \$14,000.**

For example: An AmeriCorps operational program with 10 full-time Members would be eligible for a maximum of \$140,000.

10 Full-time Members = 10 MSY

10 MSY X \$14,000 = \$140,000

## **Education Award Only**

An Education Award Only program provides Members with an education award (scholarship) once they have fulfilled their commitment to the program. Unlike the AmeriCorps operational program, no funding is provided for AmeriCorps Members' living allowances or healthcare. Most AmeriCorps Education Award Only programs are existing volunteer programs that recruit work-study students, retired seniors, or volunteers who would not rely on a living allowance or healthcare to make a commitment to the program. **The maximum cost per member (MSY) for an operational program is \$800.00.**

For example: An AmeriCorps educational award program with 10 half-time Members would be eligible for a maximum of

10 Half-time Members = 5 MSY

5 MSY X \$800.00 = \$4,000

The grant funds for an educational award only program may not cover the full cost of cost of running an AmeriCorps program and the applicant must raise the additional revenue necessary to operate the program.

## **Fixed-Amount Grant Pilot for 2010**

The Serve America Act authorizes awarding fixed-amount grants in 2010. In 2010, these fixed-amount grants are available for programs that enroll **full-time members only**. If you are applying for less than full-time Members, you are not eligible for a fixed amount grant. Fixed-amount grants allow programs to apply for a fixed dollar amount per member. The fixed amount awarded per member is significantly less than the cost of running an AmeriCorps program and the applicant must raise the additional revenue necessary to operate the program.

An AmeriCorps program that receives a fixed-amount grant is like any other AmeriCorps program except that, unlike the more typical cost-reimbursement grant, the fixed amount grant does not require:

- › Compliance with Office of Management Budget Cost Principles.
- › Detailed, line-item budgets.
- › The Corporation for National and Community Service Financial Reporting
- › Match or documentation of match.

Approved applicants must agree to participate in evaluations the Corporation conducts to measure success of this pilot. **The maximum costs per Member Service Year (MSY) for the full-time fixed-amount pilot are currently being determined and will be released later this fall.** The amount per full-time member requested will be a competitive factor in the selection process. Priority will be given in the selection process to organizations that have demonstrated capacity to track and report on performance measures. Priority may also be given to those organizations that adopt specific national performance measures or are aligned with national service priority areas.

### **Professional Corps**

These grants are awarded to organizations that propose to operate a Professional Corps program. The Professional Corps program model places AmeriCorps members as teachers, health care providers, police officers, engineers, or other professionals in communities where there are an inadequate number of such professionals. Applicants can apply for up to \$2,500 per MSY. Applicants are eligible to apply for funding for a portion of program costs, and use their own or other resources to pay the members' living allowance and additional member costs.

For example: An AmeriCorps educational award program with 10 half-time Members would be eligible for a maximum of

$$\begin{aligned} 10 \text{ Full-time Members} &= 10 \text{ MSY} \\ 10 \text{ MSY} \times \$2,500 &= \$25,000 \end{aligned}$$

Your proposed budget should be sufficient to allow you to perform the tasks described in your proposal narrative. We will consider the information you provide in this section as part of the Cost-Effectiveness and Budget Adequacy component of our selection criteria.

**We strongly suggest that you develop your budget first using the Attachment II sample budget worksheet for operational programs.**

Your total AmeriCorps budget consists of federal dollars (the amount you are requesting from Volunteer Florida) and the match (cash or in-kind) that your agency is committing. The budget consists of the following sections that make up the sample Budget Worksheet:

**Budget Section I: Program Operating Costs**

**Budget Section II: Member Support Costs**

**Budget Section III: Administrative/Indirect costs**

**PLEASE NOTE THAT THE AMERICORPS EDUCATIONAL AWARD SHOULD NOT BE INCLUDED AS A PART OF YOUR BUDGET. FUNDS FOR AMERICORPS EDUCATIONAL AWARDS ARE KEPT IN A TRUST MANAGED BY THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE.**

You should then begin to complete each section of the budget based upon the needs of the program. Some costs, such as member living allowance, will be set costs. Member living allowance costs should be figured by taking the amount of living allowance (see chart on page two for living allowance amounts) and multiplying it by the number of actual members (not MSY) that you are requesting. For example, if you are requesting 10 full-time Members, your total Member living allowance costs will be 10 x \$11,800 (the minimum living allowance amount for full-time Members).

For each section of the budget, determine the amount of money needed to effectively operate your program, and then determine what amount will be requested from federal funds and what amount your organization will commit. Remember, the total amount of federal funds requested cannot exceed maximum amount of funds allowed based upon the type of program for which you are applying.

Your budget must follow the same order as the Budget Worksheet. In eGrants, you are required to input numbers in the budget and **complete the budget narrative**.

**Overview of Key Statutory and Regulatory Budget Requirements:**

- Administrative costs must not exceed 5% of the total Corporation funds requested.
- Your budget must meet certain minimum match requirements for operating and member support costs.
- Equipment costs must not exceed more than 10% of your total grant amount.
- Volunteer Florida will not fund applicants requesting less than 5 MSY (equivalent to 5 full-time AmeriCorps Member positions).

## **Source of Match**

In the “Source of Match” field that appears at the before Section I, enter a brief description of the Source of Match, the amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Federal, Private, Other or Not Available). Define any acronyms the first time they are used. If you are using other federal funds as a match, you will be required to provide documentation of approval to use other federal funds from the funding agency.

## **Section I. Program Operating Costs**

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount,” “CNCS Share,” and “Grantee Share” for Parts A-I, as follows:

### **A. Personnel Expenses**

Under “Position/Title Description,” list each staff position separately and provide position description, salary, and percentage of effort devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

### **B. Personnel Fringe Benefits**

Under “Purpose/Description,” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe amount is over 30%, please list separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

### **C. 1. Staff Travel**

Describe the purpose for which program staff member will travel. Provide a calculation to include itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage (not to exceed the federal mileage rate), daily per diem, and similar supporting information. Only domestic travel is allowable.

**We expect all applicants (including planning grant applicants) to include funds in this line item for travel for staff and site staff to attend The Corporation for National and Community Service sponsored technical assistance meetings. There are two to three such opportunities per year, including opportunities for financial training and the National Conference on Service and Volunteering. Also, Volunteer Florida regularly conducts statewide AmeriCorps Program**

**Directors Trainings that the applicant should budget travel for staff to attend. These trainings are held at least 3 times a year and Volunteer Florida will generally provide lodging and most meals.**

**C. 2. Member Travel**

Describe the purpose for which members will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

**D. Equipment**

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10% of the total federal funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

**E. Supplies**

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. Volunteer Florida requires all Members to wear service gear. Service gear can be purchased at a maximum of \$35.00 per Member. Service Gear exceeding this amount must include a justification. Grantees may also add the AmeriCorps logo to their own local program uniform items using federal funds. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-federal funds.

**F. Contractual and Consultant Services**

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. or H., below. Payments to individuals for consultant services under this grant may not exceed \$617 per day (excluding costs for indirect expenses, travel, supplies, etc.). The \$617 daily rate is a ceiling, and we anticipate budgeted daily rates at considerably lower levels. Indicate the daily rate for consultants you are proposing to use and their contractual services. Indicate the daily rate, number of days, and total cost.

### **G. 1. Staff Training**

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the daily rate limit.

### **G. 2. Member Training**

Include the costs associated with member training to support them in carrying out their service activities, for example, orientation, project-specific skills such as age-appropriate tutoring, CPR, or ecosystems and the environment. You may also use this section to request funds to support training in Life After AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the daily rate limit.

### **H. Evaluation**

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. This cost **does not** include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

### **I. Other Program Operating Costs**

Allowable costs in this budget category should include when applicable:

- National background checks through the Florida Department of Law Enforcement are required for **ALL** grant-funded staff and Members.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. For national office space, rental may be unallowable; check relevant OMB Circulars. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost allocation pool.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.
- National Direct applicants: Indicate the number of sub grants and the average amount of sub grants. Indicate any match that you will require of your sub grants under the “grantee share” column in this category. Sub granted funds may only cover costs allowable under federal and AmeriCorps regulations and provisions.

### **Section II. Member Costs**

Member Costs are identified as “Living Allowance” and “Member Support Costs.” Your required match can be federal, state, local, or private sector funds.

**A. Living Allowance**

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time, 1<sup>st</sup> and 2<sup>nd</sup> Years of 2-year half-time) and the amount of living allowance they will receive, allocating appropriate portions between the Federal share and grantee match (Grantee Share).

Members – Enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards.

**AmeriCorps Member Benefits Chart**

Service Term	Minimum # of Hours over a year	MSY	Minimum Living Allowance	Maximum Total Living Allowance	Educational Award
Full-time	1700	1.000	\$11,800	\$23,600	\$5,350
One-year Half-time	900	0.500	\$6,247	\$12,500	\$2,675
Two-year Half-time	900	0.250	\$6,247	\$12,500	\$2,675
Reduced Half-time	675	0.381	\$4,685	\$9,370	\$2,038
Quarter-time	450	0.265	\$3,123	\$6,250	\$1,415
Minimum-time	300	0.212	\$2,082	\$4,160	\$1,132

\*There is no requirement to pay a living allowance for less than full-time members. However, it is recommended that a living allowance be provided to support members and increase the likelihood that members will successfully complete the program.

**B. Member Support Costs**

Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.

- **FICA for Members.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.

- **Worker’s Compensation.** Florida state law requires worker’s compensation for AmeriCorps members.
- **Health Care.** You must offer health care benefits to **full-time members only** in accordance with AmeriCorps requirements. In your budget narrative, indicate the number of full-time members who will receive health care benefits. The Corporation will not pay for dependent coverage.
- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. **Florida state law prohibits unemployment coverage for AmeriCorps members.**

### **Section III. Administrative/Indirect Costs**

#### **Definitions**

Administrative costs are general or centralized expenses of the overall administration of an organization that receives Corporation funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization’s indirect cost rate agreement. Such costs are generally identified with the organization’s overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122.

#### **Options for Calculating Administrative/Indirect Costs (choose either A. OR B.)**

Applicants can choose to use one of two methods to calculate allowable administrative costs – a Corporation fixed percentage method or a federally approved indirect cost rate method. Regardless of the option chosen, the Corporation’s share of administrative costs is limited to 5% of the total Corporation funds **actually expended** under this grant.

#### **A. Corporation Fixed Percentage Method Five Percent Fixed Administrative Costs Option**

The fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the Corporation Fixed Percentage Method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the Corporation funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the Corporation share for Section III: Multiply the sum of the Corporation funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The 5% maximum is calculated by multiplying the sum of the Corporation’s share of Section I and Section II by the factor 0.0526. The factor 0.0526 is used to calculate the maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget

(Sections I + II + III) is not yet established. (If 0.0500 was used, the resulting Section III costs would be less than the maximum 5% of total costs that are permitted under the Corporation's regulations.) Enter this amount as the Corporation share for Section III A.

2. To determine the Grantee share for Section III: Then multiply the total (both Corporation and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.

3. Enter the sum of the Corporation and grantee shares under Total Amount.

4. Volunteer Florida requires all applicants to budget a share of the 5% of federal funds available to programs for administrative costs. To calculate these fractional shares, within Section III of the subgrant budget, **one-fifth (20 %) of the federal dollars budgeted for administrative costs are allocated to the commission's share and four-fifths (80%) of the federal dollars budgeted for administrative costs are allocated to the program's share. Because programs budget the 5% administrative maximum by multiplying the Corporation's share of Section I and Section II costs by the factor 0.0526, the allocation between commission and program shares would be calculated as follows:**

**( [Section I] + [Section II] x 0.0526) x(0.20) = Commission Share**

**( [Section I] + [Section II] x 0.0526) x (0.80) = Subgrantee Share**

If a commission elects to retain a share that is less than 1% budgeted for administrative costs, then the calculation above would be adjusted, as appropriate.

### **B. Federally Approved Indirect Cost Rate Method**

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs including the 5% maximum payable by the Corporation. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the Corporation and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine the Corporation share: Multiply the sum of the Corporation funding share in Sections I and II by 0.0638. This is the maximum amount you can claim as the Corporation share of indirect costs.

3. To determine the Grantee share: Subtract the amount calculated in step b (the Corporation administrative share) from the amount calculated in step a (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

**Section IV. Increasing Grantee Overall Share of Total Budgeted Costs**

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimum in years thereafter, are maintained. These matching requirements may be waived in limited circumstances.

In addition to the limits on the Corporation and federal shares of funding for each budget section, grantees are required to meet an overall matching rate that increases over time.

**AmeriCorps Match Requirement Chart**

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

**A. Program Location:** Except when approved otherwise, the Corporation for National and Community Service will determine the location of your program based on the legal applicant’s address. If you believe that the legal applicant’s address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your waiver request. The Corporation will, in its sole discretion, determine whether some other address is more appropriate for determining a program’s location.

**B. Rural County:** In determining whether a program is rural, the Corporation will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment J for the Table of Beale codes.

**C. Severely Economically Distressed County:** In determining whether a program is located in a severely economically distressed county, the Corporation will consider the following list of county-level characteristics. See Attachment J for a list of website addresses where this publicly available information can be found.

- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
- The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- **State and State EAP:** Your State Commission must approve your waiver request before it is forwarded to the Corporation.

**VII. Budget Instructions for Fixed-Amount Applicants**

***These instructions apply only to applicants for fixed-amount grants, including education award programs (EAPs) and the Fixed-Amount pilot programs.***

EAP and Fixed-Amount Pilot applicants may only request a fixed amount of funding per MSY. Therefore, fixed-amount applicants are not required to complete a detailed budget. In addition, the matching requirements in 45 CFR §§ 2521.40– 2521.95 do not apply to EAP and other fixed-amount grant applicants. Fixed-Amount Pilot applicants must include only full-time members. Also see Attachment III.

**Budget Section II. AmeriCorps Member Positions**

**A. Fixed-amount Pilot Instructions for Budget Section II**

Enter the number of full-time positions you are requesting under the column labeled w/o living allowance. You may not request less than full-time positions under this competition.

Under “calculation” you will enter the calculation for your grant request. Leave all other columns blank.

<b>Member Positions</b>	<b>Cost per MSY</b>	<b>=</b>	<b>Total Cost</b>
_____ Full-time (1700 hours) x	\$ _____	=	\$ _____

Type the total amount requested in the “Total Amount” & “CNCS Share” columns. Leave the “Grantee Share” blank.

Please note that the final amount that a program receives will be adjusted to reflect actual hours served if a member does not serve the minimum number of hours necessary to complete a full term of service.

**B. Education Award Program Instructions for Budget Section II**

**Member Positions**

Identify the number of Education Award members you are requesting by category (i.e. full-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#w/o Allow** (without CNCS-funded living allowance.) Leave all other columns blank.

The total number of member service years (MSY) will **automatically calculate** at the bottom of the Member Positions chart.

Amounts of fixed awards are based on the member service years which are calculated as follows:

Member Positions	Calculation	MSY
_____ Full-time (1700 hours)	(_____ members 1.000)	x = _____
_____ 1-Year Half-time (900 hours)	(_____ members 0.500)	x = _____
_____ 2-Year Half-time (1 <sup>st</sup> Year) (generally 450 hours)	(_____ members 0.500)	x = _____
_____ 2-Year Half-time (2 <sup>nd</sup> Year)* (generally 450 hours)	(_____ members 0.000)*	x = _____
_____ Reduced half-time (675 hours)	(_____ members 0.3810)	x = _____
_____ Quarter-time (450 hours)	(_____ members 0.2646)	x = _____
_____ Minimum-time (300 hours)	(_____ members 0.2117)	x = _____
<b>Total MSY</b>		_____

\* Grantees receive the total amount for 2-Year Half-time members in the first year. Therefore, 2-Year Half-time members serving in their second year are not included in the calculation for funds.

Under "Calculation," you will enter the calculation for your grant request. Applicants may request up to \$800 per member service year (MSY).

Display your calculation in the following format:

Total # of MSYs x MSY amount (up to = Total Grant Request \$ \_\_\_\_\_  
\$800) \_\_\_\_\_

Type the total amount requested in the "Total Amount" & "CNCS Share" columns. Leave the "Grantee Share" blank. See example below:

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
Program Grant Request	47.5 MSY X \$800/MSY	\$38,000	\$38,000	\$0	view	
Subtotal		\$38,000	\$38,000	\$0		

### **Section III. Administrative/Indirect Costs**

#### **A. Definitions**

Administrative costs are general or centralized expenses of the overall administration of an organization that receives Corporation funds and does not include particular project costs. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122. Administrative costs include:

- Costs for financial, accounting, auditing, contracting or general legal services, except in unusual cases whether they are specifically approved in writing by the Corporation as project costs.
- Costs for internal evaluation, including overall organization's management improvement costs (except for independent and internal evaluations of the project evaluations that are specifically related to creative methods of quality improvement).
- Costs for general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project.
- Costs of space, base utilities, and communication (telephone, fax, and Internet) that support administrative personnel.
- Administrative costs may also include that portion of salaries and benefits of the executive director and other administrative staff not attributable to the time spent in support of a specific project. The principles that pertain to the allocation and documentation of personnel costs are stated in the OMB circulars that are incorporated in Corporation regulations [45 CFR 2541.220(b)]. Administrative costs **do not** include the following allowable expenses directly related to project (including their operations and objectives), such as: allowable direct charges for members, including living allowances, insurance payments made on behalf of members training and travel.
- Costs for staff (including salary, benefits, training and travel) who recruit, train, place or supervise members or who develop materials used in such activities, if the purpose is for a specific project objective.
- Costs for independent evaluations and any internal evaluations of the project that are related specifically to creative methods of quality improvement.
- Costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support project activities; staff who coordinate and facilitate single or multi-site project activities; and staff who review, disseminate and implement Corporation guidance and policies directly relating to a project.
- Space, facility and communications costs allocated specifically to AmeriCorps project operations, excluding those costs that are already covered by an organization's indirect costs rate.
- Other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by the Corporation as directly attributable to a project.

**B. Calculating Administrative/Indirect Costs** As our fiscal agent requires a 1.05% fee, applicants must choose option A even if they have a federally approved indirect cost rate. If applicable, the federally approved indirect cost rate may be budgeted under the Corporation Fixed Percentage not to exceed a reimbursement rate of 4.21%.

### **Corporation Fixed Percentage Method**

The Corporation fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. The allocation budgeted and claimed should not exceed actual expenses. If you choose the Corporation Fixed Percentage Method, you may charge for administrative costs, a fixed rate up to 5% of the total of the Corporation funds expended. Multiply the sum of the Corporation funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. Enter this amount as the Corporation share for Section III A.

- b. Then multiply the total (both Corporation and grantee share) for of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.
- c. Enter the sum of the Corporation and grantee shares under Total Amount.

**State Commission 1% Fiscal Agent Fee** - To allocate the Commission share of this amount: Multiply the sum of the Corporation shares of Sections I and II by 1.05% (i.e. 0.0105). This amount is the total the commission can retain to administer the sub grant(s). Enter this amount as the Corporation share for Section IIIA, line item commission share amount.



## **SUBMITTING YOUR PROPOSAL ON THE EGRANTS SYSTEM – NEW OR RECOMPETING APPLICANTS**

Proposals will be submitted in eGrants ([www.nationalservice.org/egrants](http://www.nationalservice.org/egrants)), **no later than December 10, 2009 at 5:00 p.m. EST.**

To access eGrants, you must create an eGrants account. We suggest you first prepare and save your Proposal as a word processing document prior to inputting it into eGrants, then copy and paste the document into eGrants.

Remember to follow the character limits. Please note that eGrants has character limitations. In eGrants, you will enter text for Section A. Rationale and Approach, B. Member Outputs and Outcomes, C. Community Outputs and Outcomes, D. Organizational Capacity, E. Cost Effectiveness and Budget Adequacy, and F. Evaluation Plan. **You may not exceed 71,000 characters in these six sections combined. The character count includes spaces and punctuation.**

Grant Proposals must provide a Duns and Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number is known as the universal identifier and helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number will not replace the EIN. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711. There is a DUNS number field in the Organization section in eGrants.

**TO CREATE YOUR APPLICATION IN EGRANTS** (after you have established an account login and are at your homepage):

1. At your homepage, click on ***Start a New Application***.
2. Under Select a NOFA in the “select a program area”, Select AmeriCorps and click GO.
3. Select a NOFA AmeriCorps State FY 2010 (New), AmeriCorps Professional Corps FY 2010 (New), Applicants applying for Education Award Program or the fixed-amount pilot grant must select the AmeriCorps State Fixed-Amount (New) NOFA.
4. Summary: These grant funds support community service programs under AmeriCorps and operate through state service commissions.” Then Click ***Next***
5. Select a state: FLORIDA
6. Select Prime ID #: Volunteer Florida AmeriCorps State Formula Programs
7. Click on the “next” button.

You are ready to start your application. Use the navigation toolbar on the left to complete your application. Your AmeriCorps proposal consists of the following components. Please make sure to address, in full, each section as necessary and respond to the additional information described below.

## **Application Info**

### **Narratives**

### **Performance Measures**

### **Documents**

#### **Budget Section 1**

#### **Budget Section 2**

#### **Budget Section 3**

#### **Review**

#### **Authorize and Submit**

## **NEW APPLICANT INFO**

Review the Applicant Info sections. Sections are self-explanatory.

## **NOFA Information**

### **Applicant Information**

**Project Information** - The project information section defines the name and location of the project, the state in which the volunteers or members will be serving, and the name and contact information for the project director. **First-time applicants:** Use the "enter new" link to enter the information about your project. (Hint: Select a unique project name for each application that you submit.) **Continuation Requests and**

**Recompete Applicants:** Use the view/edit link to review the project name and address and update as necessary and confirm that the project name associated with this request matches the project name used last year.

- 1 Select a Project
- 2 Enter Project Location
- 3 Enter Project Focus
- 4 Select Project Director
- 5 Enter Project Website (if applicable)

## **APPLICATION INFO**

1. Areas affected by the project
2. Project Start and End dates
3. Subject to Review by State Executive Order 12372 ( NO for all applicants)
4. Delinquent of any Federal Debt (pertains to individual organization)

**NARRATIVES** - As you cut and paste each section of the narrative into eGrants, you must stay within the character limits.

## **BUDGET**

All the amounts you request must be defined for a particular purpose. Do not include “miscellaneous,” “contingency” or other undefined budget amounts.

Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity being budgeted.

Do not include fractional amounts (cents).

Round to the nearest dollar.

## **Performance Measures**

In order to align a set of performance measures in eGrants:

- First select Add Performance Measure in eGrants.
- Enter the Title, the Measure Category, and the Service Category from the pull down menus.
- Enter a sentence or two on Needs and Activities, and Result Type.
- For the Output Result Type, enter a Result Statement, Indicators, Targets, Number or Percentage, Instruments, and Performance Measure Statement.
- **Add New Result** for the Intermediate Outcome and complete the pertinent fields.
- **Do not Add New Performance Measure in order to add an Intermediate Outcome for your aligned measure.**
- Once you have aligned one set of measures, i.e., completed two Result Types (Output and Intermediate Outcome) for one Performance Measurement Title, you may continue to Add New Performance Measures as appropriate for your program design.

**Program Evaluation:** In eGrants, you must change the status of the evaluation and audit documents from the default “Not Sent” to the applicable status (Sent, Not Applicable, or Already on File). Volunteer Florida is also requiring a copy of your organization or program’s most recent internal or external evaluation or report.

**Review** - Review your entire document for errors or needed details.

**Verify Budget** - In e-Grants, you must verify your budget by selecting the “verify” budget at the end of entering all of your budget information. eGrants will notify you of any errors and you can not authorize and submit your grant without eGrants verifying you’re your budget has no errors.

**Verification:** When an application is submitted, eGrants checks to make sure all the required information has been entered. You can optionally run a check before submitting by clicking this link. If there are errors in your application, a box will be displayed explaining each error.

**Authorize and Submit** - Please read the authorization, assurances, and certifications below. If your name appears, please click on "I Agree." You must view or print the assurances/certifications before you can click on each "I Agree" for assurance or certification. If your name does not appear, but you are the appropriate person for that section, you may click on it anyway.

**Documents: A hard copy of the documents listed below must be received by Volunteer Florida on or before December 10, 2010, 5:00 pm EST:**

**Required documents are:**

**Financial Audit/Information - Applicants must provide the most recent Audit Report including the Management Letter and the Schedule of Findings and Questioned Costs.**

**Program Evaluations – Applicants must include a copy of their most recent agency or program evaluation report.**

**Mail Hard Copy Documents to:  
Volunteer Florida  
Attention: Amieko Watson  
401 S. Monroe Street  
Tallahassee, FL 32301**

**Do not submit any other supplementary materials such as videos, brochures, letters of support, or any other item not requested in these application instructions. The Corporation will not review or return them.**

**Applicants selected for funding may be asked to participate in an interview with Volunteer Florida staff prior to funding approval.**

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## Attachment I

### Performance Measure Worksheet

ALIGNED PERFORMANCE  
MEASURES  
**SAMPLE: TUTORING**

Issue Area: *Education*

<b>General Info</b>
Performance Measurement Title: <i>Clay County Tutoring Program (reading)</i>
Measure Category: <i>Needs and Service Activities</i>
Service Category addressed by this Performance Measure Worksheet: <i>Tutoring and Child (Elementary) Literacy</i>
<b>Needs and Service Activities</b>
Briefly describe the need to be addressed (4,000 characters or less): <i>Clay County School District records (2003) show that Clay County elementary school children are scoring significantly below the state average in reading ability; most of these children are not reading at grade level. These students need extra tutoring assistance to help them catch up.</i>
Briefly describe how you will achieve this result (4,000 characters or less): <i>Twenty members will tutor up to 60 students, ages 6-12, in reading, after school from 3:00 to 5:00 p.m., Mondays and Wednesdays, during the school year. Tutoring will occur in small groups (2-5) and one-on-one. Reading teachers at the two elementary schools will refer students to the tutoring sessions. Tutoring will take place at Clay Elementary after school in three empty classrooms, where children will be grouped by grade level. Members will be supervised and assisted by two community volunteer teachers.</i>
How many AmeriCorps members will be participating in this activity? <i>20</i>
How many days per week (on average) will this activity occur? <i>2</i>
How many hours per day (on average) will this activity occur? <i>2</i>
When does this activity begin? <i>10/25/06</i>
When does this activity end? <i>5/10/07</i>
<b>Results</b>
The outputs and outcomes you intend to track for a particular activity:
<p><b>Result Type</b></p> <p><b>Outputs</b> are counts of the amount of service members or volunteers have completed, but do not provide information on benefits to or other changes in the lives of members and/or beneficiaries.</p> <p><b>Intermediate-outcomes</b> specify changes that have occurred in the lives of members and/or beneficiaries, but are short of a significant benefit for them.</p>

**Attachment I cont.**

<b>Result: Output</b>
<b>Result Statement:</b> 1-2 sentences stating the expected result. <i>Members will tutor elementary school students throughout the school year.</i>
<b>Indicator:</b> A specific, measurable item of information that specifies progress toward achieving a result. Indicator (from eGrants dropdown list, if available): <i>Student beneficiaries</i> (If not available in eGrants list) “Other” Indicator:
<b>Targets</b>
Target Description: <i>Each year, 60 students will receive a minimum of 30 hours of small group or 1:1 tutoring during the school year.</i>
# (number) or % (percent): <i>60 #</i>
<b>Instruments:</b> Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol): <i>Tutoring Log to be completed daily by supervising teacher and member recording children’s names, grade levels, days and hours of attendance, tutor’s name, and referring teacher’s name.</i>
<b>Performance Measure Statement</b> (summary)
Combine expected results and targets into a sentence: <i>Sixty students will receive at least 30 hours of small group or 1:1 tutoring in reading over the school year.</i>
<b>Prior Years’ Data</b> (if available): <i>During the 05-06 school year, 42 students received at least 30 hours of small group tutoring in reading.</i>

<b>Result: Intermediate Outcome</b>
<p><b>Result Statement:</b></p> <p>1-2 sentences stating the expected result.</p> <p><i>Students will increase positive reading behaviors.</i></p>
<p><b>Indicator:</b> A specific, measurable item of information that specifies progress toward achieving a result.</p> <p>Indicator (from eGrants dropdown list, if available): <i>Other</i></p> <p>(If not available in eGrants list) “Other” Indicator: <i>Percent of tutored students who increase positive reading behaviors (e.g. increase the time spent practicing reading, participate in reading games and exercises, stay on task during silent reading times, finish books they have chosen to read, choose books that are at their reading level or above, etc.)</i></p>
<b>Targets</b>
<p>Target Description: <i>Each year, 50 percent of the students who receive at least 30 hours of tutoring will “usually” or “always” demonstrate positive reading behaviors in at least 6 of 8 categories.</i></p>
<p># (number) or % (percent): <i>50 %</i></p>
<p><b>Instruments:</b> Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol): <i>Reading Behavior Checklist, completed by members for each student participant in April, and signed by the supervising teacher.</i></p>
<b>Performance Measure Statement (summary)</b>
<p>Combine expected results and targets into a sentence: <i>Each year, fifty percent of the students who attended at least half of the reading tutoring sessions will “usually” or “always” demonstrate positive reading behaviors (e.g. increasing the time spent reading, choosing books at or above their level) in at least 6 of 8 categories as measured by the Reading Behavior Checklist.</i></p>
<p><b>Prior Years’ Data</b> (if available): <i>In school year 05-06, of the 42 students who received at least 30 hours of tutoring, 21 (50%) “usually” or “always” demonstrated positive reading behaviors in at least 6 of 8 areas.</i></p>

## ATTACHMENT II: Budget Worksheet (eGrants Budget Section)

### Section I. Program Operating Costs

#### A. Personnel Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Totals						

#### B. Personnel Fringe Benefits

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

#### C.1. Staff Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

#### C. 2. Member Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

#### D. Equipment

Item/ Purpose/Justification	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
Totals					

#### E. Supplies

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**F. Contractual and Consultant Services**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**G.1. Staff Training**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**G.2. Member Training**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**H. Evaluation**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**I. Other Program Operating Costs**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section I:	Total Amount	CNCS Share	Grantee Share

**Section II. Member Costs**

**A. Living Allowance**

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)						
Half Time (900 hrs)						
1st Year of 2-Year Half Time						
2 <sup>nd</sup> Year of 2-Year Half Time						
Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)						
Minimum Time (300 hrs)						
Totals						

**B. Member Support Costs**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

<b>Subtotal Section II:</b>	<b>Total Amount</b>	<b>CNCS Share</b>	<b>Grantee Share</b>
<b>Subtotal Sections I + II:</b>			

**Section III. Administrative/Indirect Costs**

**A. Corporation Fixed Percentage Method**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**B. Federally Approved Indirect Cost Rate Method**

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share

Total Sections I + II + III:	Total Amount	CNCS Share	Grantee Share

Budget Total: Validate this budget Required Match Percentages:	Total Amount	CNCS Share	Grantee Share

## ATTACHMENT III: Budget Worksheet for Fixed-Amount Grants (eGrants Budget Section)

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If you are applying for a Fixed-Amount Pilot grant, complete only the full-time fields in this Table. Education Award Program applicants may complete other than full-time fields.

Item	# Mbrs	Allowance Rate	# w/o Allow	Total Amount	CNCS Share	Grantee Share		
Full Time (1700 hrs)								
1-Year Half Time (900 hrs)								
2-Year Half Time (1 <sup>st</sup> Year)								
2-Year Half Time (2 <sup>nd</sup> Year)								
Reduced Half Time (675 hrs)								
Quarter Time (450 hrs)								
Minimum Time (300 hrs)								
<b>Subtotal</b>							<b>MSY</b>	<b>Cost/MSY</b>

### Member Positions

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Program Grant Request				
Subtotal				