



## 2010 AmeriCorps State

### Application Instructions

#### Planning Grants

<b>Funding Purpose</b>	To support organizations in preparing to operate an AmeriCorps national service program. AmeriCorps programs engage citizens in service to their local communities.
<b>Type of Award (s)</b>	Competitive, Cost Reimbursement
<b>Project Amount(s)</b>	Up to \$50,000
<b>Funding Period</b>	Planning grants are non-renewable and for one year only. Anticipated funding will begin in September 2010
<b>Match Requirements</b>	Applicants are required to secure 24% in cash and/or in-kind match of the overall grant amount
<b>Eligible Applicants</b>	Local non-profits, faith-based organizations, state and local governments, and educational institutions
<b>Proposal Submission</b>	Proposals must be submitted in the federal eGrants system by <b>May 3, 2010 5:00 p.m. EST</b> (NO facsimiles or emails will be accepted).

**The following hard copy documents must be received by Volunteer Florida on or before May 3, 2010 at 5:00 p.m. Eastern Standard Time:**

- ❖ Completed General Assessment Questionnaire (located at [www.volunteerflorida.org](http://www.volunteerflorida.org)).
- ❖ Certification of 60 day operating capital (located at [www.volunteerflorida.org](http://www.volunteerflorida.org))
- ❖ 12 Months Financial Statement and Balance Sheets

**Hard Copy Documents should be mailed to:  
The Governor's Commission on Volunteerism  
and Community Service  
The Elliot Building  
Attn: Amieko Watson  
401 South Monroe Street  
Tallahassee, Florida 32301**

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

# **Instructions for AmeriCorps\*State 2009-2010 Planning Grants**

## **OVERVIEW OF AMERICORPS**

AmeriCorps is a national service program that provides opportunities for citizens to serve their country and community in local non-profit agencies. 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.

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, like Volunteer Florida, to grant and oversee AmeriCorps programs in their state. For more information about starting up an AmeriCorps program, the Corporation for National and Community Service and national AmeriCorps programs, visit [www.americorps.org](http://www.americorps.org).

**It is strongly recommended that you review AmeriCorps Program Start-Up Resources at [www.volunteerflorida.org](http://www.volunteerflorida.org) to learn more about how to prepare your organization to operate an AmeriCorps program.**

## **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; encourages volunteerism for everyone from youths to seniors to people with disabilities; promotes volunteerism in emergency management and preparedness; and helps to strengthen and expand local Volunteer Centers in Florida.

## **PURPOSE OF AMERICORPS PLANNING GRANTS**

AmeriCorps planning grants provide up to \$50,000 in supplemental resources to help organizations conduct the extensive planning and preparation often required to ensure the successful operation of a new AmeriCorps program. Whereas operating grants are provided to fund AmeriCorps programs that support local community efforts to address education, environmental, homeland security, public safety or other human needs; planning grants are generally provided one year before an organization actually intends to apply for an AmeriCorps program.

Planning grant funds are used to support costs for staff, research, partnership development, and/or other allowable costs associated with planning, developing and preparing to implement an AmeriCorps program. Therefore, these funds may **not** be used to support AmeriCorps members or associated program operating costs. These grants are awarded solely for the purpose of planning, developing, and building an organization's capacity to operate an AmeriCorps program. **Note: Although the purpose of these planning grants is to provide the time and resources needed for recipients to successfully produce competitive operating grant proposals, planning grant recipients are in no way guaranteed subsequent operating grant funding.**

Allowable activities include, but are not limited to:

- ❖ consultants or contract staff to assist with the planning process projects;
- ❖ compiling community needs-related information to assist with designing a program (for example, an organization has already determined that there is a need to provide services to homeless veterans, but would like to conduct surveys to determine what specific services would be most valuable);
- ❖ organizational assessments (evaluations of an applicant's financial systems and other internal processes);
- ❖ outreach to potential community partners.

### **RESPONSIBILITY OF THE LEAD AGENCY**

If AmeriCorps is new to your organization, you may have a lot of questions regarding the responsibility of your organization if planning grant funding is awarded. A lead agency receiving planning grant funding is responsible for the following:

- ❖ Developing community partnerships to help support AmeriCorps Members.
- ❖ Develop partnerships with local disability organizations that will help recruit and provide reasonable accommodations for AmeriCorps Members with disabilities.
- ❖ Report to Volunteer Florida on programmatic and fiscal progress once a month.
- ❖ Identify and/or hire staff that will be responsible for managing planning grant funds.

- ❖ Identify and/or hire staff that will be responsible to carrying out the steps outlined in the planning process and meeting the goals of the planning grant.
- ❖ Demonstrate broad community participation in planning to conduct and to sustain services when AmeriCorps funding ends.
- ❖ Developing a plan or steps to integrate the AmeriCorps Member living allowance and FICA taxes into the agency payroll system.
- ❖ Develop a work or action plan outlining the goals that the program will meet during the planning year. Program goals should be directly related to developing a funding application for an operational AmeriCorps program and preparing the organization to successfully operate an AmeriCorps program.
- ❖ Participate in statewide Volunteer Florida events and/or trainings (if requested).
- ❖ Applicants selected for funding must demonstrate that they have an adequate financial accounting system capable of segregating costs by funding source
- ❖ Applicants selected for funding must adhere to state and federal guidelines governing AmeriCorps funding

**It is strongly recommended that you review AmeriCorps Program Start-Up Resources at [www.volunteerflorida.org](http://www.volunteerflorida.org) to learn more about how to prepare your organization to operate an AmeriCorps program.**

### **SUSTAINABILITY AND CAPACITY BUILDING**

Sustainability refers to a community continuing to meet identified needs beyond AmeriCorps 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, 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.

If awarded an actual AmeriCorps operational grant, an applicant will be required to detail a plan for sustainability 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. Your planning process should include steps that will help begin the process of sustaining AmeriCorps services when the program becomes operational.

## **AmeriCorps Grant Request For Proposal (RFP) Timeline**

Request for Proposal posted on [www.volunteerflorida.org](http://www.volunteerflorida.org) – February 5, 2010

Technical Assistance Calls – March 1 & 2 at 10:00 a.m. and 4:00 p.m. EST (both days)

Technical Assistance and Outreach Workshops – TBA on [www.volunteerflorida.org](http://www.volunteerflorida.org).

Frequently Asked Questions (FAQ's) posted on Volunteer Florida website – March 8, 2010

### **PROPOSALS DUE VIA EGRANTS – May 3, 2010 at 5:00 p.m. EST**

Volunteer Florida Proposal Review Period - May 5<sup>th</sup> – May 17, 2010

Written Feedback sent out to Applicants selected for funding – May 24, 2010

Anticipated Approval Date for Applicants approved for funding – July 2010

**The following hard copy documents must be received by Volunteer Florida on or before May 3, 2010 at 5:00 p.m. Eastern Standard Time:**

- ❖ Completed General Assessment Questionnaire (located at [www.volunteerflorida.org](http://www.volunteerflorida.org)).
- ❖ Certification of 60 day operating capital (located at [www.volunteerflorida.org](http://www.volunteerflorida.org))
- ❖ 12 Months Financial Statement and Balance Sheets

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

Volunteer Florida staff will host technical assistance conference calls to provide applicants an opportunity to ask questions and receive general feedback from Volunteer Florida staff. Participation in one of these calls is strongly encouraged. Each call will provide the same training information and frequently asked questions listed on [www.volunteerflorida.org](http://www.volunteerflorida.org)

Technical Assistance Conference Calls are scheduled for March 1 and 4, at 10:00 a.m. and 4:00 p.m. 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.

To ensure that this funding process is carried out in a fair and equitable manner all questions concerning the application should be submitted to [rfpquestions@volunteerflorida.org](mailto:rfpquestions@volunteerflorida.org). Answers will be posted at [www.volunteerflorida.org](http://www.volunteerflorida.org) on the Frequently Asked Questions (FAQ) link.

**REVIEW PROCESS AND SCORING CRITERIA**

Once the full proposal is submitted on eGrants, it will be reviewed and scored by peer reviewers utilizing the Basic Selection Criteria below. Reviewer comments are aggregated and all proposals are presented to the Volunteer Florida Commission’s Grant Committee. The Grant Committee makes the final funding decisions.

**BASIC SELECTION CRITERIA: PROGRAM NARRATIVE**

Category	Percentage	Sub-Categories and Weights
Program Design	50%	Rationale and Approach – 10%
		Member Outputs and Outcomes – 20%
		Community Outputs and Outcomes – 20%
Organizational Capability	25%	No sub-categories
Cost-Effectiveness and Budget Adequacy	25%	Cost-Effectiveness – 15%
		Budget Adequacy – 10%

**BASIC SELECTION CRITERIA: FINANCIAL MANAGEMENT**

Category	Percentage	Sub-Categories and Weights
Budget	67%	General Assessment Questionnaire
Budget	33%	Budget Narrative

## AmeriCorps\*State 2009 Planning Grant Proposal Instructions

eGrants (<https://egrants.cns.gov/espan/main/login.jsp>) is the federal grant application system sponsored by the Corporation for National and Community Service. Your proposal for funding must be submitted via the federal eGrants system. We strongly recommended that you write your entire proposal in a word processing program first, then copy and paste the document in eGrants by the deadline. The deadline for this funding competition is **May 3, 2010 5:00 p.m. EST**.

### eGrants Character Limitations

Please note that eGrants has character limitations. You are limited to **71,000** characters for all sections A, B, and C combined. **Important Note:** In eGrants, enter text as outlined in the narrative column. For example, Rationale and Approach should be under section A, Member outputs/outcomes should be under section B, and so forth. Your total characters for all sections may not exceed **71,000**. Character limits are used rather than page limits because of the structure of eGrants. Characters are letters, punctuation, **and spaces** included in your document. Your word processing software can provide a character count.

**It is strongly recommended that you review AmeriCorps Program Start-Up Resources at [www.volunteerflorida.org](http://www.volunteerflorida.org) to learn more about how to prepare your organization to operate an AmeriCorps program.**

## WRITING THE PLANNING GRANT PROPOSAL

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 above.

### A. RATIONALE AND APPROACH

1. **Describe your proposed AmeriCorps Program.** Provide a concise overview that summarizes your vision for an AmeriCorps program. Your summary statement should also include the following:
  - General description of the purpose of the program that you are proposing.
  - The need you plan to address and communities to be served.
  - To the extent possible, explain the activities you intend to propose that will address the need.
2. **Describe your planning process, organization's need for an AmeriCorps planning grant, and how a planning grant will prepare your organization to operate an AmeriCorps program.** Provide a concise overview of your planning process outcomes. Your summary statement should include the following:

- A list of the key components of an AmeriCorps program that your organization will focus on with this planning grant (program design, member development/management/volunteer recruitment, staff training, partnership development, etc.).
- A list of community partners that will be involved and their role in the planning process.
- A detailed description of your planning process that includes planning activities and timeline for planning activities.
- List the specific goals to be achieved through a planning grant (these goals should align with the performance measures you will submit in section E.

## **B. MEMBER OUTPUTS AND OUTCOMES**

1. **Describe how your planning process will help you develop an effective member management model including the recruitment and retention of AmeriCorps Members.** Include the following:
  - Describe how a planning grant will help your organization meet the national standard of 100% recruitment and retention of all AmeriCorps members.
  - Discuss how the planning process will help prepare your organization to provide training, supervision, and ongoing assistance to support your AmeriCorps Members.
  - Discuss how the planning process will be used to develop outreach to the disability community and identify specific organizations for potential partnerships in recruiting AmeriCorps Members.

## **C. COMMUNITY OUTPUTS AND OUTCOMES**

1. **Explain how you expect to use the planning process to enhance the capacity of your organization and community partners to administratively manage an AmeriCorps program.** Your summary statement should include the following:
  - Efforts to develop or strengthen partnerships related to your proposed AmeriCorps program.
  - Discuss how the planning process will be used to prepare your organization to incorporate volunteer generation and support into your proposed program.
  - How the planning process will be used to include agencies representing the disability community as partners.
  - How you will include sustainability efforts as a part of your planning process. For example, you might foresee 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 beyond AmeriCorps, or how the community will maintain your project, such as the revitalization of a local park, after it is complete.

#### **D. ORGANIZATIONAL CAPABILITY**

- Provide a brief history of your organization including the year it was established and your funding history (if any) with federal funds.
- Describe how you will use the planning period to develop your capacity to effectively manage an operating AmeriCorps program including:
  - ❖ Establishing systems and processes for sound programmatic and fiscal oversight.
  - ❖ Creating a process for selecting operating and service sites (if applicable) that will ensure the most appropriate and capable organizations are selected.
  - ❖ Planning orientation and training for operating and service sites (if applicable).
  - ❖ Ensuring you have the ability to provide or secure effective technical assistance.
- Describe your organization's staff structure
- Describe the role of the board of directors, administrators, and staff members in the planning process.
- Describe how your organization has a sound record of accomplishments including grants management. Discuss your prior experience in the proposed area of programming and other examples of your organization's leadership in the community.

**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; and
- ❖ 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 these circumstances have an impact on your organizational capability that has not already been discussed, please describe it.

**E. Performance Measures:** All organizations awarded AmeriCorps planning grants must develop and agree to work toward specific accomplishments. Your accomplishments help determine how well the activities performed assisted your organization in planning, developing, and preparing to implement an AmeriCorps program. **Applicants must submit at least one and up to three performance measures using the**

**worksheet in Attachment One. At least one performance measure must result in the submission of a strong AmeriCorps proposal for funding to Volunteer Florida.**

**F. COST EFFECTIVENESS AND BUDGET ADEQUACY**

**1. COST EFFECTIVENESS:** Describe your plans to develop a cost-effective program including how you will utilize non-federal cash or in-kind resources to meet the 24% required match. Include sources of cash and/or in-kind match.

**2. BUDGET ADEQUACY:** Discuss the adequacy of your budget to support the planning process.

**G. BUDGET (BUDGET SECTION) – PLEASE COMPLETE BUDGET WORKSHEET, ATTACHMENT TWO**

Your proposed budget should total an amount 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 first develop your entire budget using the Budget Worksheet in Attachment Two and then input the individual budget amounts and details in eGrants.**

Your total budget for an AmeriCorps planning grant is made up of federal dollars (the amount you are requesting from Volunteer Florida) and the required 24% grantee match (cash or in-kind) that is to be provided by your agency.

Step One: The first step in preparing your budget is to determine the total amount of funds necessary to complete the activities described in your proposal narrative. Your total federal share (funds requested and to be received from Volunteer Florida) cannot exceed \$50,000. The rest of your proposed budget is the amount of matching funds your organization will commit (Grantee Share), which at a minimum must equal 24% of your total budget (Federal Share + Grantee Share).

To calculate the amount of match required for your grant use the following example as a guide:

\$50,000 (total funds applied for)  
76% (difference of 100% - 24%) = \$65,789.47

\$65,789 is your total budget

\$65,789 - \$50,000 = \$15,789

\$15,789 is the 24% required match

Use the Attachment Two Budget Worksheet to complete your budget.

Step Two: For each section of the budget, determine the amount of money needed to effectively complete the planning process, then determine what amount will be requested from federal funds and what amount your organization will provide. Remember, funds requested cannot exceed \$50,000.

Step Three: The budget for a planning grant consists of two out of the three sections in eGrants as follows:

### **Budget Section 1: Program Operating Costs**

#### **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-J, as follows:

#### **A. Personnel Expenses**

Under "Position/Title Description," list each staff position title and provide a brief 5 or 6 word position description, salary, and percentage of effort devoted to this award.

#### **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 or rate for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. Typically, holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but rather are absorbed into the personnel expenses (salary) budget line item. Uncommon or exceptionally high-cost benefits should be itemized.

**C. Staff Travel**

Describe the purpose for which program operating staff will travel. Provide a calculation to include 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, daily per diem, and similar supporting information. Only domestic travel is allowable. Itemize all travel by staff person and event. All applicants must adhere to the state of Florida mileage, per diem and meal rates. (Florida statute 112.061)

**C. Member Travel – N/A**

**D. Equipment – N/A**

**E. Supplies** - Include the amount of funds to purchase consumable supplies and materials. Itemize all supplies and include cost per item. All applicants must adhere to the state of Florida purchasing guidelines. (Florida Statute 287.057 and 287.017)

**F. Contractual and Consultant Services** - Include costs for consultants related to the project's operations. Payments to individuals for consultant services under this grant may not exceed \$540 per day (excluding costs for indirect expenses, travel, supplies, etc.). The \$540 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, their contractual services, and provide the names of the organizations when available. Indicate the daily rate, number of days, and total cost. For pro bono work by a contractor in combination with fee-based work, verify that the vendor's normal fee schedule and market-based work warrant the in-kind value placed on the donated portion.

**G. Staff Training** - Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, such as project or financial management or team building. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the daily rate limit.

**G. Member Training – N/A**

**H. Evaluation- N/A**

**I. Other Operating Costs** -Allowable costs in this budget category should include when applicable:

- o Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. 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.

#### **J. Source of Match**

- Within the “Source of Match” box, enter the total amount of cash and in-kind match under columns for “Private,” “State and/or local,” and “Federal.” Then, for each amount entered, identify the source of the matching funds or in-kind contributions by entering text under “Sources.” Be sure to define any non-Corporation acronyms the first time they are used.

### **Budget Section 2: Member Costs – Not Applicable for Planning Grants**

#### **Budget Section 3: Administrative/Indirect costs**

##### **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 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, 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** – Volunteer Florida's 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.

## SUBMITTING YOUR PROPOSAL ON THE eGRANTS SYSTEM

- Proposals will be submitted in eGrants (cns.gov) **no later than May 3, 2010 5:00 p.m. eastern.**
- To access eGrants, you must create an eGrants account. We suggest you first prepare and save your proposal as a word processing document, then copy and paste the document into eGrants.
- Remember to follow the eGrants character limits listed in the narrative section below. Characters are letters, punctuation, **and spaces** included in your document. Your word processing software can provide a character count.
- 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: ***Commission AmeriCorps State FY 2010, Due Date 07/06/10. This is a national due date. Your application is due May 3, 2010.***
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 #: ***10AC112998 Florida 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.

- I. Applicant Info**
- II. Application Info**
- III. Narratives**
- IV. Performance Measures**
- V. Documents**
- VI. Budget Section 1**
- VII. Budget Section 2 – Not Applicable for Planning Grants**
- VIII. Budget Section 3**
- IX. Budget Verification**
- X. Verify Narrative**
- XI. Authorize and Submit**

I. **APPLICANT INFO**

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

- A. **NOFA Information**
- B. **Applicant Information**
- C. **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. As a first-time applicant, you will use the "enter new" link to enter the information about your project. (Hint: Select a unique project name for each application that you submit.)

II. **APPLICATION INFO**

- A. **Areas affected by the project**
- B. **Project Start and End dates**
- C. **Subject to Review by State Executive Order 12372 ( NO for all applicants)**
- D. **Delinquent of any Federal Debt** (pertains to individual organization)

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

\*Please note that eGrants has character limitations. You are limited to **71,000** characters for all sections A,B, and C combined. **Important Note:** In eGrants, enter text as outlined in the narrative item column. For example, Rationale and Approach should be under section A, Member outputs/outcomes should be under section B, and so forth. Your total characters for all sections may not exceed **71,000**. Character limits are used rather than page limits because of the structure of eGrants. Characters are letters, punctuation, **and spaces** included in your document. Your word processing software can provide a character count.

- IV. **Performance Measures** - Refer to Attachment One

- V. **DOCUMENTS** - 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).

- VI. **BUDGET SECTION 1**

- VII. **BUDGET SECTION 2** (NOTE: **BUDGET SECTION II IS NOT APPLICABLE TO PLANNING GRANTS)**

- VIII. **BUDGET SECTION 3**

- IX. **Verify Budget:** eGrants checks to make sure all the required information has been entered in the budget section. If there are errors in your application, a box will be displayed explaining each error.

- X. **Verify Narrative:** When an application is submitted, eGrants checks to make sure all the required information has been entered. If there are errors in your application, a box will be displayed explaining each error.

- XI. **Authorize and Submit** – Please read the authorization, assurances, and certifications (included as Appendix K). 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.