



**Grant Opportunity:** Volunteer Generation Fund FY 17

**Who We Are: Volunteer Florida**

Volunteer Florida is the Governor's lead agency for volunteerism and national service in Florida, administering more than \$31.7 million in federal, state, and local funding to deliver high-impact national service and volunteer programs in Florida. Volunteer Florida promotes and encourages volunteerism to meet critical needs across the state. Volunteer Florida also serves as Florida's lead agency for volunteers and donations before, during, and after disasters. For more information, visit: [www.volunteerflorida.org](http://www.volunteerflorida.org).

**Grant Period**

The Volunteer Generation Fund application is due to Volunteer Florida on Monday, August 22, 2016 by 5:00pm EST via the online application process. The grant period is a twelve-month period, beginning October 1, 2016 and ending September 30, 2017. The program period will begin with the execution of the Volunteer Generation Fund contract and will terminate on September 30, 2017. Volunteer Florida reserves the right to allocate funds based on internal programmatic and fiscal review and funding availability.

**Grant Overview**

Increase the capacity of your organization to recruit, manage, support and retain skills-based volunteers to serve in high-value volunteer assignments.

Volunteer Florida administers the Volunteer Generation Fund (VGF), an initiative of the Corporation for National & Community Service that focuses investment on volunteer management practices that increase volunteer recruitment and retention.

In anticipation of receipt of funding for the FY 17 Volunteer Generation Fund, Volunteer Florida will make available up to \$286,000 to a maximum of twenty-two (22) sub grantees serving the needs of Floridians, each receiving \$13,000 in grant funding and training support for their participation in the FY 17 Volunteer Generation Fund initiative.

Volunteer Florida's VGF program is a skills-based volunteer program using evidence-based principles of service and the concept of volunteering as a pathway to work. Volunteer Florida's VGF program serves both the volunteers and the Floridians who are receiving the volunteer service. The skills-based volunteer program will target veterans and military families, unemployed and under-employed individuals, and baby boomers. The benefits to this approach are three-fold: (1) service organizations with limited resources will have increased capacity; (2) skills-based volunteers will utilize existing skills and gain new skills, which may also be a pathway to employment; and (3) critical community needs will be met.

The VGF skills-based program will provide sub-grants of \$13,000 to twenty-two (22) organizations serving the needs of Floridians, and will also provide each organization with relevant, comprehensive training with an emphasis on increasing the number of skills-based volunteers, service hours, and types of activities. Funding will strengthen the capacity of volunteer organizations to identify resources, challenges and areas of need. Sub-grantees will receive comprehensive training, funding for program enhancements and ongoing technical assistance, and coaching to establish or strengthen a skills-based volunteer program.



### **What is Skills-Based Volunteering?**

Skills-based volunteering (SBV) is an innovative approach that is rapidly gaining recognition as a powerful driver of both social impact and business value. SBV is a strategic type of volunteerism that exponentially expands the impact of nonprofits by incorporating a range of skills that strengthen the operations and services of nonprofit organizations. Skills-based volunteerism utilizes the skills, experience, talents and education of volunteers and matches them with the needs of nonprofits. Skills-based volunteerism can also serve as a pathway to employment by maintaining employability skills or developing new skills of volunteers. Individual skilled volunteers may offer their particular expertise to a nonprofit agency, while corporate skills-based volunteering may involve employee volunteers working on projects for a nonprofit organization through a structured program developed and managed by their employer. Skills-based volunteering is about matching the right person with the right skills and knowledge, at the right time, to the right project in order to achieve greater impact. By leveraging all types of knowledge and expertise, skills-based volunteers help to build and sustain nonprofits' capacity to achieve their missions successfully and can serve to enhance and enrich the lives of the volunteers.

### **Eligibility**

Applicants must be a public or private nonprofit organizations, including faith based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); labor organizations; partnerships and consortia; or Indian Tribes.

The applicant must be an organization that mobilizes people and resources to deliver creative solutions to community problems by offering programs and services that:

- Recognize that all volunteers have skills and talents to share;
- Connect people with opportunities to serve;
- Promote volunteering at all levels and ages; and
- Build or establish partnerships and collaboration among organizations in the community.

Volunteer Florida will encourage geographic diversity by actively seeking proposals from all seven (7) regions of the state, as defined by the Florida Division of Emergency Management ([http://www.floridadisaster.org/county\\_em/county\\_list.htm](http://www.floridadisaster.org/county_em/county_list.htm))

The Volunteer Generation Fund cannot be used as an expansion of existing federally funded national service programs such as; AmeriCorps, AmeriCorps VISTA, Senior Corps (RSVP, Foster Grandparents).

### **Volunteer Management Practices**

Successful applicants will effectively engage and track skills-based volunteers and increase organizational volunteer management practices. Each practice should support at least one of eight steps or functions for effectively managing volunteers as defined in the report "Volunteering Reinvented: Human Capital Solutions for the Nonprofit Sector."

1. Market Research and Community Needs Assessments
2. Strategic Planning to Maximize Volunteer Impact
3. Recruiting and Marketing to Prospective Volunteers
4. Interviewing, Screening, and Selecting Volunteers
5. Orienting and Training Volunteers
6. Ongoing Supervision and Management
7. Recognition and Volunteer Development
8. Measuring Outcomes and Evaluating the Process.



Source: Corporation for National and Community Service, 2007, page 4.  
[http://www.nationalservice.gov/pdf/07\\_0719\\_volunteering\\_reinvented.pdf](http://www.nationalservice.gov/pdf/07_0719_volunteering_reinvented.pdf)

**Priorities For Funding:**

Volunteer Florida is soliciting applications from Florida organizations that use volunteers to provide services in the following six (6) CNCS priority areas: 1) Disaster Services, 2) Economic Opportunity, 3) Education, 4) Environmental Stewardship, 5) Healthy Futures, 6) Veterans and Military Families.

Special consideration will be given to applicants that engage in the following:

1. Science Technology Engineering and Math-based (STEM)

Applicants that offer STEM programs that recruit volunteers to engage students from groups traditionally underrepresented in STEM careers and/or engage STEM professionals as volunteers.

2. My Brother's Keeper initiative

Applicants aligned with the goals of the My Brother's Keeper initiative, which was launched to address persistent opportunity gaps faced by boys and young men of color and ensure that all young people can reach their full potential. My Brother's Keeper is focused on five milestones:

1. Getting a healthy start and entering school ready to learn: All children should have a healthy start and enter school ready cognitively, physically, socially and emotionally.
2. Reading at grade level by third grade: All children should be reading at grade level by age 8 the age at which reading to learn becomes essential.
3. Graduating from high school ready for college and career: Every American child should have the option to attend postsecondary education and receive the education and training needed for quality jobs of today and tomorrow.
4. Successfully entering the workforce: All those who want jobs should be able to find work that allows them to support themselves and their families.
5. Keeping kids on track and giving them second chances: All children should be safe from violent crime; and individuals who are confined should receive the education, training and treatment they need for a second chance. In order to qualify for this priority area, applicants must demonstrate that their program addresses one or more of the five milestones.

Source: Corporation for National and Community Service  
<http://www.nationalservice.gov/special-initiatives/my-brothers-keeper>



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

Volunteer Florida will host a technical assistance conference call for the Volunteer Generation Fund applicant.

VGF Technical Assistant Call is scheduled for Tuesday, July 26, 2016 10:00 AM - 11:00 AM EST via GoToMeetings. Applicants may join the meeting via computer, tablet or smartphone by clicking the following link:

<https://global.gotomeeting.com/join/923680501>

Applicants may also join the meeting by phone using one of the following call-in numbers:

United States (Toll-free): 1 866 899 4679

United States +1 (646) 749-3117

Access Code: 923-680-501

To ensure that this funding process is carried out in a fair and equitable manner, all questions concerning the application should be submitted to [VGFapplication@volunteerflorida.org](mailto:VGFapplication@volunteerflorida.org).

**Note:** Questions can be submitted via e-mail, but all applications will be submitted electronically via the grants portal, according to application instructions.

### **Performance Measures**

Successful applicants MUST opt in to the following performance measures.

1. Number of skills based volunteers recruited by organizations or participants: **Target 300**
2. Number of hours skills based volunteers will serve: **Target 2,000**
3. Applicants will participate in a pre/post test assessment measuring organizational implementation of effective volunteer management practices.

**Note:** Successful applicants will track and report to Volunteer Florida the following volunteer demographics as applicable: name, relevant demographic information including location of residence (city), method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment(s) or activities, start and end dates of service, and hours served.



### **Budget**

Funds awarded to sub grantees are intended to be used for capacity building activities to develop or strengthen skills-based volunteer programs. Grants are cost reimbursement only.

- \$13,000 should be allocated to the following budget categories:
  - Personnel expenses – funds may be used to hire new or support existing personnel to develop or augment a skills-based volunteer program (capacity building), may also include the cost of background checks for the personnel charged to this grant.
  - Transportation expenses – funds may be used for transportation expenses which are directly related to the recruitment, support, management and retention of skills-based volunteers, and can include airfare, car rental, mileage, tolls, and meals, in accordance with State of Florida travel requirements.
  - Technology/Equipment – funds may be used for technology, equipment or software which are directly related to the recruitment, support, management and retention of skills-based volunteers and tracking volunteer demographics and activities (capacity building through infrastructure).
  
- Grantees are required to provide a 100% in kind and/or cash match (\$13,000 minimum).

### **Technical Assistance and Training**

The Volunteer Generation Fund sub-grantees will receive and be required to attend a comprehensive training to establish or strengthen a skills-based volunteer program. In addition, sub-grantees will receive ongoing technical assistance and coaching. The Volunteer Generation Fund sub-grantee training is anticipated to be in November 2016.

### **Reporting**

Successful grantees will report to Volunteer Florida on Volunteer Generation Performance Measures listed including number of volunteers engaged, hours served, volunteer demographics and increase of organizational effective volunteer management practices.

### **Background Checks**

Successful applicants will be required to complete a three part background check process consistent with the standards of the Corporation for National & Community Services Volunteer Generation Fund National Criminal History Check Requirements. This includes a National Sex Offender Predator Registry (NSOPR) clearance, State of Florida (and State of Residence as applicable) and FBI fingerprint check on all staff members assigned to grant through federal or match funds.

*Source National Service Criminal History Check (CNCS Requirements)*

<https://www.nationalserviceresources.gov/national-service-criminal-history-check-resources#.VIUXcMmmXf0>

### **Further Information**

CNCS Volunteer Generation Fund:

<http://www.nationalservice.gov/programs/volunteer-generation-fund>

Volunteer Florida Available Grants:

<http://www.volunteerflorida.org/grants/available-grants/>

(Location for application information)



**Volunteer Generation Fund Anticipated Timeline**

Application opens – July 11, 2016

Application technical assistance calls – July 26, 2016 - 10:00 AM

Application due to Volunteer Florida –August 22, 2016, 5:00 PM EST

Internal programmatic and budget review – August 23 – September 9, 2016

Clarification provided to applicants – September 12, 2016

Final applications and budgets including clarification changes due to Volunteer Florida – September 23, 2016

Contracts provided to successful applicants – October 3, 2016

Volunteer Florida VGF contract overview conference call – October 5, 2016

Letters to applicants not receiving funding (as applicable) – October 31, 2016

Volunteer Generation Fund Training - required for sub grantees – November 2016



## Application Scoring Criteria

### **Cover Sheet & Project Demographics (10 points)**

- The applicant fully and accurately completes the cover sheet and project demographics as indicated by the application template.
- Applicant indicates which of the eight (8) steps or functions for effectively managing volunteers will be implemented or expanded by the project.
- Applicant indicates the primary area(s) of volunteer engagement related to the six (6) CNCS priority areas: disaster services, economic opportunity, education, environmental stewardship, healthy futures, or veterans and military families.

### **Executive Narrative (40 points)**

Scoring (20 returning applicants/ 40 new applicants)

- The applicant clearly describes how skills-based volunteers will be engaged in addressing the community problem/need.
- The applicant describes their existing volunteer program and how skills-based volunteers will be engaged or expanded.
- The applicant clearly describes the proposed roles of skills-based leveraged volunteers.
- The applicant clearly describes how skills-based volunteers will produce significant and unique contributions to existing efforts to address the stated problem.
- The applicant will describe key area of service in one of the following CNCS priority areas: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, Veterans and Military Families
- The applicant will describes their special consideration(if applicable)
  - 1) STEM-based programs that recruit volunteers to promote and engage students from groups traditionally underrepresented in STEM and/or
  - 2) Programs that aligned with the goals of the My Brother's Keeper initiative and/or
  - 3) Use new technology that will improve overall organizational productivity, efficiency or service to their volunteer or volunteer programs.

### **Past Performance for Current Grantees and Former Grantees Only**

Scoring (20 points for returning applicants/ 0 new applicants) any applicant that has received VGF funding for the same project in any of the past three years must address this criteria.

- The applicant describes impact of previous Volunteer Generation Funding award .
- The applicant clearly describes any areas of financial weakness/risk identified during the previous year(s) of program operations (if applicable) and describes an effective corrective action plan that was implemented.
- The applicant clearly describes any areas of organizational weakness/risk identified during the previous year(s) of program operations (if applicable) and describes an effective corrective action plan that was implemented.
- The applicant clearly describes how it has met performance measurement targets during the last three years of program operations.

**Organizational Capacity (10 points)**

- The applicant clearly describes how the organization has the experience, staffing, and management structure to plan and implement the proposed program.
- The applicant explains the organization's infrastructure and experience managing grants. The applicant clearly describes how the applicant's organization, in implementation and management of its volunteer program, will prevent and detect compliance issues.
- The applicant clearly describes how the organization will comply with federal and state rules and regulations including those related to prohibited and unallowable activities.
- The applicant clearly describes how it has met performance measurement targets during the previous year(s) of funding, if applicable.

**Performance Measures (10 points)**

- The applicant opts in to the required Performance Measures and Targets. Applicants may increase the Targets:
  1. Number of community volunteers recruited by organizations or participants. Target: 300
  2. Number of hours community volunteers will serve. Target: 2,000
  3. Applicant will participate in a pre/post test assessment measuring organizational implementation of effective volunteer management practices.
- The applicant describes how the Performance Measure targets will be met and tracked.
- The applicant describes the equipment or software which are directly related to the recruitment, support, management and retention of skills-based volunteers and tracking volunteer demographics and activities

**Budget and Budget Narrative (30 points)**

- The applicant's budget contains only allowable expenses and meets federal and state cost allowance guidelines.
- The applicant included 100% match (minimum of \$13,000) and uses the budget narrative to clearly explain the source of funds, the type of contribution (cash/in-kind), the amount and the intended purpose of the match.
- The applicant's budget narrative is detailed and provides a full explanation of associated costs including their purpose, justification and the basis for the calculations.
- The applicant's budget narrative calculations are presented in an equation format, identifying the number of persons involved, cost per unit, etc.
- The budget narrative thoroughly explains how the proposed program budget reflects the program's goals and design as described in the Executive Narrative section of the application.
- The applicant's budget narrative provides the organization's current budget, percentage of the budget this grant would represent and how they will comply with fiscal compliance oversight.



### **Application Instructions: Volunteer Generation Fund Application**

Complete the following steps to submit the Volunteer Generation Fund application. Review the Application Instructions and Scoring Criteria to align submission response accordingly.

Open this website in either Internet Explorer or Mozilla Firefox.

[https://www.GrantRequest.com/SID\\_2153?SA=SNA&FID=35183](https://www.GrantRequest.com/SID_2153?SA=SNA&FID=35183)

Log in to the grants management system by either using an existing username and password or by creating a new username and password.

- Existing Applicants- Insert your previously created username and password, then press 'Login.'
- New Applicants- Press 'New Applicant?' Insert e-mail and create password- (must contain at least 5 characters, with both letters and numbers) then press continue.

Once the username is created you will be prompted to log in and insert you Tax ID.

Please answer the three (3) eligibility questions.

Enter the following information:

#### Cover Sheet

- Organization Name
- Tax ID
- Tax Status
- Application Type
- Florida Region
- Address
- Phone
- Website
- CEO name, title, e-mail, and phone number
- Applicant name, title, e-mail, and phone number

#### Project Demographics

- Project Title
- Cities and Counties Served
- VGF Primary Focus Area
- Special Consideration Area (if applicable)
- Volunteer Management Practices (must select 3)



#### Applicant Narrative

- Complete Executive Narrative, Past Performance, and Organizational Capacity

#### Performance Measures and Budget Narrative

- Check all three (3) performance measures
- Describe how the performance measures will be met
- Complete Budget Narrative

#### Submission

- Check the box agreeing with the background statement
- Check the box agreeing with the statement
- Insert Applicant Electronic Signature and Date

#### Attachments

- Title and Upload complete budget
- Hit “Review and Submit”

#### Review My Applications

- Please review your Volunteer Generation Fund Application
- Correct any problem(s) indicated in red then press “Update”
- Once completed, click “Submit” to submit your application for funding consideration

If you are not ready to submit your application, click “Save & Finish Later”

Once your application is submitted you will receive an automated e-mail from Volunteer Florida with a copy of your application and a tracking number. If you do not receive this tracking number then your application was not submitted.



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Exit

Please enter your Tax ID:

OK



[Exit](#)

**Please fill out this brief eligibility quiz.**

Are you a Florida based organization?

Is your organization one of the following: a public or private nonprofit organizations, including faith -based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); labor organizations; partnerships and consortia; or Indian Tribes?

Do you use volunteers to meet the mission of your organization?



Exit

- 1** Cover Sheet
- 2** Project Demographics
- 3** Applicant Narrative
- 4** Performance Measures and Budget Narrative
- 5** Submission
- 6** Attachments
- 7** Review My Application

### Cover Sheet

Printer Friendly Version | E-mail Draft

\* Required before final submission

**Volunteer Generation Fund 2016-2017 Application**

**Please download and review the Volunteer Generation Fund Application Instructions**

**Please download the Volunteer Generation Fund Budget Template**

**Organization Information**

\* Organization Name  \* Tax ID  \* Organization Type

\* Previous VGF grantee   \* Florida Region    
Refer to the Florida Division of Emergency Management seven (7) regions. To find your region please review: [HERE](#)

\* Address

\* City  \* State  \* Postal Code

\* Phone  \* Website

**Applicant Information**

Chief Executive Officer First Name  Chief Executive Officer Last Name

Chief Executive Officer Title  Chief Executive Officer Email Address

Chief Executive Officer Phone

If the primary contact for your proposal is the same as your Chief Executive Officer, check this box.

Applicant First Name  Applicant Last Name

Applicant Title

E-mail

Phone Number

Save & Finish Later

Next



Exit

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- 4 Performance Measures and Budget Narrative
- 5 Submission
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- 7 Review My Application

### Project Demographics

Printer Friendly Version | E-mail Draft

\* Required before final submission

**Project Demographics**

\* **Project Title**

\* **City (ies) Served**                      \* **County (ies) Served**

\* **Volunteer Generation Fund Primary Focus Area**  
 Descriptions of the focus areas can be found [HERE](#). Check **one** primary focus area.

- Disaster Services
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Veterans and Military Families

**Special Consideration Area (if applicable)**  
 Check one or more special consideration areas, if applicable.

- STEM-Focused Programs
- My Brother's Keeper Initiative

\* **Volunteer Management Practices**  
 This project will increase effective volunteer management practices as demonstrated by implementing the following steps or functions for effectively managing volunteers. Applicants **must select three (3) functions**, but can check all that apply.

- Market Research and Community Needs Assessment
- Strategic Planning to Maximize Volunteer Impact
- Recruiting and Marketing to Prospective Volunteers
- Interviewing, Screening, and Selecting Volunteers
- Orienting and Training Volunteers
- Ongoing Supervision and Management
- Recognition and Volunteer Development
- Measuring Outcomes and Evaluating the Process

Save & Finish Later    Next



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### Applicant Narrative

Printer Friendly Version | E-mail Draft

\* Required before final submission

#### Applicant Narrative

\* Executive Narrative   
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\* Past Performance   
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\* Organizational Capacity   
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### Performance Measures and Budget Narrative

Printer Friendly Version | E-mail Draft

\* Required before final submission

#### Performance Measures and Budget Narrative

All Volunteer Generation Fund applicants must opt into all three (3) performance measures. By checking the boxes below, the applicant opts into the required Performance Measures and Targets.

\* VGF Performance Measures

- 1. Number of community volunteers recruited by organizations or participants. Target: 300
- 2. Number of hours community volunteers will serve. Target: 2000
- 3. Applicant will participate in a pre/post test assessment measuring organizational implementation of effective volunteer management practices

\* VGF Performance Measure Narrative

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\* Budget Narrative

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Next

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### Submission

Printer Friendly Version | E-mail Draft

\* Required before final submission

By checking this box, I understand that VGF grantees will be required to complete a three part background check process consistent with the standards of the Corporation for National and Community Services Volunteer Generation Fund National Criminal History Check Requirements.

By checking this box, I agree that to the best of my knowledge and belief, all data in this proposal is true and correct. The governing body of this organization has duly authorized this proposal and we will comply with all applicable state and federal laws and regulations, and hold the Corporation for National & Community Service and Volunteer Florida harmless against all claims of whatever nature arising out of our performance of work under this proposal to the extent allowed and required by law.

\* Applicant Electronic Signature

\* Application Submission Date

**Note-Once your application is submitted you will receive an automated e-mail from Volunteer Florida with a copy of your application and a tracking number. If you do not receive this tracking number then your application was not submitted.**

Save & Finish Later   Next



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Exit

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### Attachments

Printer Friendly Version | E-mail Draft

Please upload your 2016-2017 VGF Budget here.

#### Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:

File Name:  No file selected.



Exit

<b>1</b> Cover Sheet	<b>2</b> Project Demographics	<b>3</b> Applicant Narrative	<b>4</b> Performance Measures and Budget Narrative	<b>5</b> Submission	<b>6</b> Attachments	<b>7</b> Review My Application
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You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

**Cover Sheet**

Printer Friendly Version | E-mail Draft

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**Volunteer Generation Fund 2016-2017 Application**

**Please download and review the Volunteer Generation Fund Application Instructions**

**Please download the Volunteer Generation Fund Budget Template**

**Organization Information**

\* Organization Name  \* Tax ID  \* Organization Type

\* Previous VGF grantee  \* Florida Region   
 New Applicant  Refer to the Florida Division of Emergency Management seven (7) regions. To find your region please review: [HERE](#)  
 Region 1

\* Address

\* City  \* State  \* Postal Code

\* Phone  \* Website

**Applicant Information**

Chief Executive Officer First Name  Chief Executive Officer Last Name

Chief Executive Officer Title  Chief Executive Officer Email Address

Chief Executive Officer Phone

If the primary contact for your proposal is the same as your Chief Executive Officer, check this box.

Applicant First Name  Applicant Last Name

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Phone Number

**Project Demographics**

\* Required before final submission

**Project Demographics**

\* **Project Title**

\* **City (ies) Served**  \* **County (ies) Served**

\* **Volunteer Generation Fund Primary Focus Area**

Descriptions of the focus areas can be found [HERE](#). Check **one** primary focus area.

- Disaster Services
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Veterans and Military Families

**Special Consideration Area (if applicable)**

Check one or more special consideration areas, if applicable.

- STEM-Focused Programs
- My Brother's Keeper Initiative

\* **Volunteer Management Practices**

This project will increase effective volunteer management practices as demonstrated by implementing the following steps or functions for effectively managing volunteers. Applicants **must select three (3) functions**, but can check all that apply.

- Market Research and Community Needs Assessment
- Strategic Planning to Maximize Volunteer Impact
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- Recognition and Volunteer Development
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**Applicant Narrative**

\* Required before final submission

**Applicant Narrative**

\* **Executive Narrative**   
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\* Past Performance   
500 Word Limit

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\* Organizational Capacity   
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### Performance Measures and Budget Narrative

\* Required before final submission

#### Performance Measures and Budget Narrative

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\* VGF Performance Measures

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\* VGF Performance Measure Narrative   
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\* Budget Narrative   
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**Submission**

\* Required before final submission

\* By checking this box, I understand that VGF grantees will be required to complete a three part background check process consistent with the standards of the Corporation for National and Community Services Volunteer Generation Fund National Criminal History Check Requirements.

\* By checking this box, I agree that to the best of my knowledge and belief, all data in this proposal is true and correct. The governing body of this organization has duly authorized this proposal and we will comply with all applicable state and federal laws and regulations, and hold the Corporation for National & Community Service and Volunteer Florida harmless against all claims of whatever nature arising out of our performance of work under this proposal to the extent allowed and required by law.

\* Applicant Electronic Signature

\* Application Submission Date

**Note-Once your application is submitted you will receive an automated e-mail from Volunteer Florida with a copy of your application and a tracking number. If you do not receive this tracking number then your application was not submitted.**

**Attachments**

There are no files attached.

Save & Finish Later

Submit

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LEGAL APPLICANT (LEAD AGENCY):					
PROGRAM:					
PROGRAM YEAR:		2016-2017			
			CNCS	Grantee	Total
<b>SECTION I: Program Operating Costs</b>					
<b>1. Personnel Expenses</b> <i>(list each employee by last name, first name initial and position title)</i>					
	Annual Salary	% time			
e.g.Smith, John-Program Manager	\$30,000.00	50	\$13,000.00	\$2,000.00	\$15,000.00
			\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00
<b>1. Subtotal Personnel Expenses</b>			<b>\$13,000.00</b>	<b>\$2,000.00</b>	<b>\$15,000.00</b>
<b>2. Personnel Fringe Benefits</b>					
	FICA		\$0.00	\$0.00	\$0.00
	Health		\$0.00	\$0.00	\$0.00
	Workers' Comp		\$0.00	\$0.00	\$0.00
	Other(Please Specify)		\$0.00	\$0.00	\$0.00
<b>2. Subtotal Personnel Fringe Benefits</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>3. Transportation/Travel</b>					
	Estimated Miles	Mileage rate			
e.g.Program Manager travel	500	0.445	\$0.00	\$220.50	\$220.50
			\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00
<b>3. Subtotal Transportation</b>			<b>\$0.00</b>	<b>\$220.50</b>	<b>\$220.50</b>
<b>4. Technology/Equipment</b>					
	Cost	Usage			
e.g.Volunteer Management Software (e.g.Volgistics)	\$15,000.00	100%	\$0.00	\$15,000.00	\$15,000.00
			\$0.00	\$0.00	\$0.00
<b>4. Subtotal Equipment</b>			<b>\$0.00</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>
<b>TOTAL BUDGET AMOUNTS:</b>			<b>\$13,000.00</b>	<b>\$17,220.50</b>	<b>\$30,220.50</b>
CNCS / Grantee Share:			43.02%	56.98%	100.00%
<b>APPROVED BY LEGAL APPLICANT:</b>					

SAMPLE