



# **VOLUNTEER GENERATION FUND**

Fiscal Year 2018-2019

Request for Proposals

**Request for Proposals: Volunteer Generation Fund FY 2018-2019**

**Due:** Tuesday, August 7, 2018 by 5:00pm EDT

Proposals must be submitted to Volunteer Florida through the MicroEdge online portal no later than Tuesday, August 7, 2018 at 5:00pm EDT. **Proposals submitted after this deadline will not be considered for funding.** Volunteer Florida does not require organizations to submit an intent to respond. **Award of all sub-grantee funding as described herein is contingent upon award by the Corporation for National & Community Service of the full amount of Volunteer Generation Fund program funding requested by Volunteer Florida.**

**1. Background**

Volunteer Florida is the Governor's lead agency for volunteerism and national service in Florida, administering more than \$32 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).

**2. Grant Period**

Volunteer Generation Fund proposals must be submitted to Volunteer Florida in the MicroEdge online portal by Tuesday, August 7, 2018 at 5:00pm EDT. The grant period is a twelve-month period, beginning October 1, 2018 and ending September 30, 2019. Volunteer Florida reserves the right to allocate funds based on internal programmatic and fiscal review and availability of funding. The contract period will be from the date of contract receipt through September 30, 2019.

**3. Grant Overview**

Volunteer Florida administers the Volunteer Generation Fund (VGF), an initiative of the Corporation for National & Community Service (CNCS) that focuses investment on volunteer management practices that increase volunteer recruitment and retention. Volunteer Florida seeks to support local organizations to increase their capacity to recruit, manage, support, and retain skills-based volunteers to serve in high-value volunteer assignments.

In anticipation of federal funding for the Volunteer Generation Fund program for FY 2018-2019, Volunteer Florida will make available up to \$360,000 to a maximum of twenty-four (24) sub-grantees serving the needs of Floridians. Each sub-grantee will receive \$15,000 in grant funding along with additional training support associated with the Volunteer Generation Fund program. Sub-grants will be awarded only in the amount of \$15,000 and proposals should only request funding in the amount of \$15,000.

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 individuals receiving the volunteer service. The VGF program will target veterans and military families, unemployed and under-employed individuals, and baby boomers.

Overarching program goals for the FY 2018-2019 VGF program include the following: (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 program will provide sub-grants of \$15,000 to twenty-four (24) 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.

#### 4. Eligibility

Eligible entities must be 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 FY 2018-2019 VGF program is intended to build capacity that will result in sustainable skills-based volunteer programs. **As such, organizations receiving VGF program funds for three (3) years are not eligible for FY 2018-2019 VGF funding.**

- A. Eligible entities must mobilize people and resources to deliver creative solutions to community problems through programs and services that encompass the following:
  1. Recognize that all volunteers have skills and talents to share;
  2. Connect people with opportunities to serve;
  3. Promote volunteering at all levels and ages; and
  4. Build or establish partnerships and collaboration among organizations in the community.
  
- B. 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 ([https://www.floridadisaster.org/globalassets/maps/em\\_managers.pdf](https://www.floridadisaster.org/globalassets/maps/em_managers.pdf))

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

## 5. Funding Priorities

Volunteer Florida is soliciting proposals 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.

- A. Proposals including one of the priority areas listed below will receive a three (3) point scoring priority.
  - 1. Disaster Services - Improving community resiliency through disaster preparation, response, recovery, and mitigation.
  - 2. Opioid Crisis - Reducing and/or preventing prescription drug and opioid abuse.
- B. Organizations including opioid crisis or disaster services priority areas are not required to have a prescribed number of skills-based volunteers recruited or hours served for those service areas. Volunteers recruited for the priority area programs can be a subset of overall volunteers recruited.

## 6. Fatal Criteria

Proposals will not be reviewed for funding unless all of the following criteria are met:

- A. The proposal is submitted in the MicroEdge online portal and received by Volunteer Florida no later than **Tuesday, August 7, 2018 by 5:00pm EDT**. Note: Proposals will not be accepted via email or hard copy.
- B. The proposal includes all of the following performance measures:
  - 1. 400 skills based skills based volunteers recruited
  - 2. 3,000 hours served by skills based volunteers
  - 3. Participation in a pre-/post-test assessment measuring organizational implementation of effective volunteer management practices.
- C. The proposal requests the allowable sub-grant amount of \$15,000 and provides 100% match (\$15,000). Note: Match can be cash or in kind.
- D. The proposal includes an approved Volunteer Florida budget template.

## 7. Funding Criteria

### A. Skills-based Volunteering

Skills-based volunteering is an innovative approach that is rapidly gaining recognition as a powerful driver of both social impact and business value. Skills-based volunteering is a strategic type of volunteerism that exponentially expands the impact of nonprofits by incorporating a range of skills, talents, and education of volunteers and matches them with the needs of nonprofit organizations. Skills-based volunteerism can also serve as a pathway to employment by maintaining employability skills or developing new skills of volunteers. Skilled individual 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 diverse types of knowledge and expertise, skills-based volunteers help to build and sustain nonprofits' capacity to successfully achieve their missions and goals.

### B. Volunteer Management Practices

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

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)*

## 8. Performance Measures

Successful applicants **MUST** opt in to the following performance measures:

- A. Number of skills based volunteers recruited by organizations or participants: **Target 400**
- B. Number of hours skills based volunteers will serve: **Target 3,000**
- C. A pre-/post-test assessment measuring organizational implementation of effective volunteer management practices.

**Note:** Successful sub-grantees 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.

## **9. 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 and may include the following budget categories for allocation of the \$15,000 sub-grant award:

- A. Personnel and Fringe Expenses – Funds may be used to hire new personnel or support existing personnel for up to two (2) personnel positions to develop or augment a skills-based volunteer program (capacity building).
- B. Personnel Background Checks – Funds may also include the cost of background checks for the two (2) personnel charged to this grant.
- C. Database Software – Funds may be used for 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 (\$15,000 minimum). All Applicants are required to submit their most recent audit report, including the management letter and the schedule of findings and questioned costs.

## **10. Technical Assistance and Training**

The VGF sub-grantees (one program and one finance staff member) will 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 7-9, 2018.

## **11. Reporting**

Successful sub-grantees will report to Volunteer Florida on Volunteer Generation Fund Performance Measures as specified herein, including number of volunteers engaged, hours served, volunteer demographics, and the increase of organizational effective volunteer management practices.

## 12. Background Checks

Successful sub-grantees will be required to complete an online training and the 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.nationalservice.gov/resources/criminal-history-check>

## 13. Timeline

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

Volunteer Florida will host a technical assistance conference call for the Volunteer Generation Fund FY 2018-2019 funding opportunity. The technical assistance call is scheduled for Tuesday, July 10, 2018 from 10:00 AM - 11:00 AM EDT via GoToMeetings

Individuals may join the meeting from a computer, tablet or smartphone.

<https://global.gotomeeting.com/join/869352173>

Individuals 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: 869-352-173

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

Application opens – June 25, 2018

Application technical assistance calls – July 10, 2018 - 10:00 AM EDT

Application due to Volunteer Florida – August 7, 2018 by 5:00 PM EDT

Internal programmatic and budget review – Aug 7, 2018 – Aug 21, 2018

Request for clarification (as applicable) – August 22, 2018

Response to request for clarification due – September 7, 2018

Notice of Award – September 28, 2018

Intended date of contract execution – October 1, 2018

Volunteer Florida VGF contract overview conference call – October 4, 2018

Letters to applicants not receiving funding (as applicable) – October 31, 2018

Volunteer Generation Fund Training - required for sub grantees – November 7-9, 2018 (anticipated)

## 14. Resources

CNCS Volunteer Generation Fund:

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

CNCS Focus Areas: <https://www.nationalservice.gov/focus-areas>

Volunteer Florida Available Grants: <http://www.volunteerflorida.org/grants/available-grants/>

(Location for proposal information)

## 15. Scoring Criteria

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

1. The proposal includes a complete and accurate cover sheet and project demographics.
2. The proposal clearly indicates which of the eight (8) steps or functions for effectively managing volunteers will be implemented or expanded by the project.
3. The proposal clearly 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 Summary (0 points)

The proposal should provide a brief overview of the organization and the applicant's project.

Please use the following template:

The [Name of the organization] proposes to have 400 volunteers, contributing 3000 hours who will [service activities the volunteers will be doing] in [the locations where the volunteers will serve]. In addition, (list one or more types of volunteer management practices) will be improved. Examples of anticipated improvements include:

At the end of the contract year, the volunteers will be responsible for [anticipated outcome of project].

### Special Consideration (3 points)

1. The proposal will describes its special consideration (if applicable).
  - a. Disaster Services - Improving community resiliency through disaster preparation, response, recovery, and mitigation and/or,
  - b. Opioid Crisis - Reducing and/or preventing prescription drug and opioid abuse.

### Executive Narrative (40 points)

Scoring (20 returning applicants/40 new applicants)

1. The proposal clearly describes the community problem/need.
2. The proposal describes its existing volunteer program and how skills-based volunteers will be engaged or expanded.

3. The proposal clearly describes the proposed roles of skills-based volunteers in addressing the community problem/need.
4. The proposal clearly describes how skills-based volunteers will produce significant and unique contributions to existing efforts to address the stated problem.
5. The proposal will describe a key area of service in one of the following CNCS priority areas: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, or Veterans and Military Families.
6. The proposal discusses use of new technology that will improve overall organizational productivity, efficiency, or service to its volunteer or volunteer programs (if applicable per the budget).

Past Performance for Current Grantees and Former Grantees Only

Scoring (20 points for returning applicants/ 0 new applicants)

*Current or former sub-grantees are eligible for up to 15 points through the narrative, Volunteer Florida will be providing a pass/fail of 5 points based on performance of programmatic and financial compliance of previous grant. Any applicant that has received VGF funding for the same project in any of the past three (3) years must address this criteria.*

1. The proposal describes impact of previous Volunteer Generation Funding award.
2. The proposal 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.
3. The proposal 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.
4. The proposal clearly describes how it has met performance measurement targets during the previous year(s) of program operations.

Pass/Fail- 70% of funds spent by August 1, 2018, 60% of PER invoices submitted on time, and completion of mandatory documents: audit statement, mid-year report, and NSCHC including Exhibit III.

Organizational Capacity (10 points)

1. The proposal clearly describes how the organization has the experience, staffing, and management structure to plan and implement the proposed program.
2. The proposal explains the organization's infrastructure and experience managing grants.
3. The proposal clearly describes how the applicant's organization, in implementation and management of its volunteer program, will prevent and detect compliance issues.
4. The proposal clearly describes how the organization will comply with federal and state rules and regulations, including those related to prohibited and unallowable activities.

### Performance Measures (10 points)

1. The proposal opts in to the required Performance Measures and Targets. Applicants may increase the Targets:
2. Number of community volunteers recruited by organizations or participants. Target: 400
3. Number of hour's community volunteers will serve. Target: 3,000
4. Applicant will participate in a pre-/post-test assessment measuring organizational implementation of effective volunteer management practices.
5. The proposal describes how the Performance Measure targets will be met and tracked.
6. The proposal 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)

1. The proposal budget contains only allowable expenses and meets federal and state cost allowance guidelines.
2. The proposal includes a 100% match (minimum of \$15,000) 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.
3. The budget narrative is detailed and provides a full explanation of associated costs, including their purpose, justification, and the basis for the calculations.
4. The budget narrative calculations are presented in an equation format, identifying the number of persons involved, cost per unit, etc.
5. 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.
6. The budget narrative provides the organization's current budget, percentage of the budget this grant would represent, and how it will comply with fiscal compliance oversight.
7. The proposal submission includes the most recent audit report, including the management letter and the schedule of findings and questioned costs.

## **16. Proposal Submission**

- A. Complete the steps outlined in this section to submit the Volunteer Generation Fund proposal via MicroEdge online portal. Proposals are submitted through the MicroEdge electronic application system.

Open this website in either Internet Explorer or Mozilla Firefox.

[https://www.GrantRequest.com/SID\\_2153?SA=SNA&FID=35415](https://www.GrantRequest.com/SID_2153?SA=SNA&FID=35415)

- B. To return to an 'In Progress Application' or view a previously 'submitted application', use this link: [https://www.GrantRequest.com/SID\\_2153?SA=AM](https://www.GrantRequest.com/SID_2153?SA=AM)

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

Existing sub-grantees- Insert your previously created username and password, then select 'Login.'

New entities- Select "New Applicant?" insert e-mail, create password (must contain at least 5 characters, with both letters and numbers), and then select continue.

- D. Once the username is created, the user will be prompted to log in and enter the organization's Tax Identification Number. The three (3) eligibility questions must be answered.

- E. The user must enter the following information:

1. Cover Sheet

- a. Organization Name
- b. Tax ID
- c. Tax Status
- d. Application Type
- e. Florida Region
- f. Address
- g. Phone
- h. Website
- i. CEO name, title, e-mail, and phone number
- j. Name, title, e-mail, and phone number of the person submitting the proposal

2. Project Demographics

- a. Project Title
- b. Cities and Counties Served
- c. VGF Primary Focus Area
- d. Special Consideration Area (if applicable)
- e. Volunteer Management Practices (must select 3)

3. Proposal Narrative

- a. Complete the Executive Summary, Special Consideration (if applicable), Executive Narrative, and Past Performance (if applicable).

4. Performance Measures and Organizational Capacity

- a. Check all three (3) performance measures.
- b. Describe how the performance measures will be met.
- c. Complete Organizational Capacity.

5. Budget and Budget Narrative
    - a. Name the completed budget document (e.g. AgencyABC\_vgf\_budget) and upload it to the Blackbaud system
    - b. Name and upload most recent audit report including the management letter and the schedule of findings and questioned costs.
    - c. Complete Budget Narrative
  
  6. Submission
    - a. Check the box agreeing with the background statement.
    - b. Check the box agreeing with the certification of content statement.
    - c. Insert electronic signature and date.
    - d. Select "Review and Submit".
  
  7. Review My Applications
    - a. Review the Volunteer Generation Fund proposal.
    - b. Correct any problem(s) indicated in red then select "Update".
    - c. Once completed, select "Submit" to submit the proposal for funding consideration.
    - d. If the proposal is not ready for submission select "Save & Finish Later".
- F. Once the proposal is submitted, the user will receive an automated e-mail from Volunteer Florida with a copy of the submission and a tracking number. **If no tracking number is received, the proposal was not submitted and the user should follow the above listed steps to submit.**