

RURAL COMMUNITY ASSETS FUND

TECHNICAL ASSISTANCE CALL
Tuesday, July 31, 2018



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VOLUNTEER FLORIDA

Volunteer Florida was established in 1994 by the Florida Legislature to administer grants under the National and Community Service Trust Act of 1993.

Volunteer Florida is the Governor's lead agency for volunteerism and national service in Florida.

Volunteer Florida is governed by a Board of Commissioners appointed by the Governor and approved by the Florida Senate.

Volunteer Florida is the lead agency for volunteers and donations before, during and after disasters.



RURAL COMMUNITY ASSETS FUND ANTICIPATED TIMELINE 2018

Proposals due to Volunteer Florida – Friday, August 17, 5 p.m. EST

Proposal review and scoring – Tuesday, August 21– Friday, August 24

Notice of Intent to Award posting – Tues., Aug. 28, 9 a.m. – Fri., Aug. 31 9 a.m.

Proposal clarifications – Tuesday, September 4– Friday, September 7

Contracts provided to successful respondents – Tuesday, September 11

RCAF contract overview conference call – Wednesday, Sept. 12, 10:30 a.m. EST

Anticipated date of Contract execution – Friday, September 14

RCAF Training - required for grantees – November 5-7

Contract period ends – June 30, 2019



RURAL COMMUNITY ASSETS FUND

Volunteer Florida's Rural Community Assets Fund (RCAF) will allow grantees to:

recruit, equip and mobilize volunteers in eligible rural areas across the state to address the acute educational needs of underserved children and youth.

- Up to \$100,000 total in funding and training support for grantee participation in the FY2018-19 RCAF program
- Respondents may request between \$5,000 and \$10,000
- Must provide a 100% cash or in-kind match.

Grantees will receive comprehensive training, funding for program enhancements and ongoing technical assistance, and coaching to establish or strengthen existing volunteer programs.



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APPLICANT ELIGIBILITY

Your organization must be one of the following to be eligible:
a public or private nonprofit organization, including faith- or other community-based; institution of higher education; government entity within a state or territory (city, county); labor organization; partnership or consortia; Indian Tribe.

- 501(c)3
- 501(c)4 04
- 501(c)6 06
- Public Foundation A
- Private Foundation B
- Charitable Organization
- Private Operating Foundation
- Private Non-operating Foundation
- Suspense
- 509(a)(1)
- 509(a)(2) under 170(b)(1)(A)(vii)
- 509(a)(3) under 170(b)(1)(A)(viii)
- 509(a)(4)
- Municipality
- Indian Tribes



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APPLICANT ELIGIBILITY

Respondents must have experience meeting educational needs for underserved children or youth in early childhood education settings or the K-12 education system.

This experience need not be in an eligible rural area, but programming funded through RCAF must occur in an eligible rural area.

Respondents must currently have or plan to have a service location in, or volunteers deployed to, an eligible rural area.



VOLUNTEER MANAGEMENT PRACTICES

“Volunteers bring tremendous value to nonprofits that plan for and manage them effectively.”

Successful applicants will effectively engage and track volunteers and increase organizational volunteer management practices. Applicants must develop practices in at least two of eight areas or functions for effectively managing volunteers as defined in the report *Volunteering Reinvented: Human Capital Solutions for the Nonprofit Sector*.

Corporation for National and Community Service, 2007, page 4.
http://www.nationalservice.gov/pdf/07_0719_volunteering_reinvented.pdf



VOLUNTEER MANAGEMENT FUNCTIONS



- Market Research and Community Needs Assessments
- 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



RCAF ELIGIBLE RURAL COUNTIES

Baker	Indian River
Bay	Jackson
Bradford	Jefferson
Calhoun	Lafayette
Charlotte	Levy
Citrus	Liberty
Columbia	Madison
DeSoto	Monroe
Dixie	Okaloosa
Franklin	Okeechobee
Gadsden	Putnam
Gilchrist	Sumter
Glades	Suwannee
Gulf	Taylor
Hamilton	Union
Hardee	Walton
Hendry	Wakulla
Highlands	Washington
Holmes	

ELIGIBLE FLORIDA COMMUNITIES

The Three Rural Areas of Opportunity/Rural Communities:

Northwest Rural Communities: Bay, Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Okaloosa, Wakulla, Walton and Washington

North Central Rural Communities: Baker, Bradford, Citrus, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Sumter, Suwannee, Taylor and Union

South Central Rural Communities: Charlotte, DeSoto, Glades, Hardee, Hendry, Highlands, Indian River, Monroe, Okeechobee and the Palm Beach communities of Pahokee, Belle Glade and South Bay



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RCAF GRANTEES 2017-2018			
Big Brothers Big Sisters of the Big Bend, Inc.	Gadsden, Wakulla	Northwest	Youth Mentoring Program
Big Brothers Big Sisters Sun Coast, Inc.	Immokalee	South Central	Beyond School Walls
Boys & Girls Club of North Central Florida	Taylor	Northwest	Club Angels
Economic Opportunities Council of Indian River, Inc.	Indian River, Okeechobee	Northwest	Volunteer Program
Franklin's Promise Coalition, Inc.	Franklin	Northwest	Mentors Empowering Future Leaders
Indian River State College Foundation	Indian River and Okeechobee	South Central	IRSC Tale Stock in Children
Junior Achievement of North Florida	Wakulla, Jefferson	Northwest	JA Big Bend- Rural Expansion
Monticello Opera House, Inc.	Jefferson	Northwest	Howard Academy Historical Preservation

FROM GRANTEES

"... [We can now] **reach families in outlying counties** and bring them together with **mentors that live closer** to them so that they can get together on a more consistent basis."

"The feedback from the volunteers was that they felt **more prepared this time** around [to mentor] and couldn't wait to get started with the new group of students. The new group of students are also providing very positive feedback."

"As a result of RCAF funding [we] were able to add 7 second grade classrooms this year and **recruit and train additional high school volunteers** needed to teach our program. In addition, RCAF funding covered the cost of an additional training session for the high school volunteers."



SPECIAL CONSIDERATION

Special consideration will be given to applicants providing educational programming centered on college preparation and on-time graduation in one of these areas:

- **Academic Achievement:** Mentoring, tutoring, test preparation or study skills.
- **Financial Management:** College affordability, financial aid opportunities or financial literacy skills.
- **Advising:** Career exploration and planning, professional development or range of post-secondary options.



PERFORMANCE MEASURES

1) Program Capacity:

Grantees will show an increase in capacity in at least two areas over the course of the contract period:

- Number of children or youth served
- Number of volunteers recruited and/or retained
- Types of services offered to children or youth
- Number of services provided per children or youth



PERFORMANCE MEASURES

2) Proficiency in Volunteer Management Practices:

Grantees will:

- Show an increase in effective volunteer management practices as measured by the pre/post assessment in Appendix B (1 of 3) - Reporting Requirements: <http://www.volunteerflorida.org/grants>.
- Establish or update a volunteer management plan, based on the volunteer management practices the grantee has identified to develop.



BUDGET INFORMATION

Funds awarded to grantees are intended to be used for capacity building activities to develop or strengthen volunteer programs.

Respondents may request a minimum of \$5,000 up to a maximum of \$10,000 in funding. Respondents must provide a 100% cash or in-kind match.

The full grant amount and match should be allocated to the following budget categories:

- Personnel Expenses, Personnel Fringe Benefits, Project Staff Travel*, Equipment, Supplies, Contractual and Consultant Services, Training, Other

*Travel and lodging for the RCAF mandatory Training can be included.



BUDGET INFORMATION

Grantees are required to provide a 100% in-kind or cash match.

In-kind: Non-cash contributions from third-parties, including expert advice, equipment, property, donated goods, materials, labor, supplies, services, training, etc.

In-kind contributions must directly benefit and specifically connect to the program **for which the respondent will use RCAF funds.**

In other words, listed in-kind match funds must directly correspond to achieving your program objectives.

Match contributions must be verifiable.



PROPOSAL INSTRUCTIONS



PROPOSAL SUBMISSIONS

PROGRAM:		OPH Education Ownership Program			
PROGRAM YEAR:		2018-2019			
		Volunteer Florida	Grantee	Total	
Program Operating Costs					
1. Personnel Expenses					
	Price Per Unit	Number of Units			
John Doe- Program Manager, \$7,000 20% to RCAF, one semester	\$7,000.00	20% RCAF	\$1,400.00	\$5,600.00	\$7,000.00
1. Subtotal Personnel Expenses			\$1,400.00	\$5,600.00	\$7,000.00
2. Personnel Fringe Benefits					
	Price Per Unit	Number of Units			
John Doe- Health, dental vision, disability- \$2500, 20% to RCAF	\$1,500.00	10%	\$150.00	\$1,350.00	\$1,500.00
2. Subtotal Personnel Fringe Benefits			\$150.00	\$1,350.00	\$1,500.00
3. Project Staff/Volunteer Travel					
	Estimated Miles	Mileage Rate			
Volunteer recruitment - 79 miles per week/20 weeks (20% RCAF)	1580	0.445	\$703.00	\$877.00	\$703.00
Travel to RWEG Conference- gas	900	0.445	\$399.00	\$501.00	\$399.00
Hotel rooms to RWEG Conference- 3 nights x 3 ppl x \$200/night	900	55% RCAF	\$495.00	\$405.00	\$900.00
Travel to RWEG Conference- rental car	500.00	1 day	\$90.00		\$90.00
3. Subtotal Project Staff/Volunteer Travel			\$1,387.00	\$883.00	\$2,270.00
4. Equipment					
	Price Per Unit	Number of Units			
4. Subtotal Equipment			\$0.00	\$0.00	\$0.00
5. Supplies					
	Price Per Unit	Number of Units			
Mentoring apps for computers (\$25 per unit x 38 = \$4000)	\$268.00	100%	\$268.00	\$0.00	\$268.00
Database CRM software and 1 year subscription	\$3,000.00	1	\$3,000.00	\$0.00	\$3,000.00
QIV Mentoring Guide Spring 2018 - 60 members	\$25.00	20	\$500.00	\$0.00	\$500.00
Business Booklets for volunteer recruitment and retention, 1300 unit	\$10.00	120	\$1,200.00	\$0.00	\$1,200.00



If text is written beyond the end of the prompt text box (not visible), reviewers WILL NOT SCROLL WITHIN THE BOX TO VIEW ADDITIONAL TEXT.

a) The proposal clearly describes the organization's experience, staffing, and management capacity to plan and implement the proposed program.

RESPONSE:

Volunteer Florida, the lead agency for volunteerism and national service in Florida, administers \$31.7 million in federal, state, and local funding for national service and volunteer programs across the state. Volunteer Florida is guided by a bipartisan board of Commissioners, who are appointed by the Governor and confirmed by the Florida Senate. Volunteer Florida administers national service programs like AmeriCorps, which offer Floridians the opportunity to engage in intensive service to their community while increasing capacity for nonprofits and other service organizations. Volunteer Florida's grantees include schools, educational foundations, nonprofits, faith-based organizations, and other community organizations. Volunteer Florida provides required fiscal and programmatic oversight of these grants so that we maximize funds and ensure grantees are accountable for results. Volunteer Florida also leads initiatives throughout Florida that use volunteerism as a strategy to meet needs. This includes leading Florida's national days of service, such as the September 11 Day of Service and Remembrance and the Martin Luther King Jr. Day of Service. Volunteer Florida, the lead agency for volunteerism and national service in Florida, administers \$31.7 million in federal, state, and local funding for national service and volunteer programs across the state. Volunteer Florida is guided by a bipartisan board of Commissioners, who are appointed by the governor and confirmed by the Florida Senate.

Volunteer Florida administers national service programs like AmeriCorps, which offer Floridians the opportunity to engage in intensive service to their community while increasing capacity for nonprofits and other service organizations.

b) The proposal fully explains the organization's infrastructure and experience managing grants.

RESPONSE:



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PROPOSAL SUBMISSION

NOTE for Proposal Narrative: If text is written beyond the end of the prompt text box (not visible), reviewers **WILL NOT SCROLL WITHIN THE BOX TO VIEW ADDITIONAL TEXT.**

Respondents must use only the visible space for each prompt text box. Do NOT change formatting or the sizing of text boxes.

The budget narrative component of the Proposal Narrative **MUST** directly correspond to the Budget Worksheet.

Your proposed budget should be sufficient to allow you to perform the tasks described in the Proposal Narrative.

Your budget narrative should provide a full explanation of costs including their purpose, justification, and the basis of your calculation.



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SUBMISSIONS

Read **ALL Instructions** (not all details are covered in this presentation).

Thoroughly respond to ALL prompts (some information may apply to more than one prompt, which is fine).

Use clear, concise language.

REVIEW your proposal. Ask another individual in your organization to review it!

Submit both of the following documents simultaneously.

Proposal Budget Worksheet = Microsoft Excel format

Proposal Narrative = Microsoft Excel format



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SUBMISSIONS

Once you have submitted your full proposal, you will receive an e-mail from Volunteer Florida within one (1) business day confirming receipt.

If you do not receive e-mail confirmation within one (1) business day, your proposal was not submitted properly.

Submit at least 24 hours before deadline to ensure receipt.



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QUESTIONS?



E-MAIL- RCAF@VOLUNTEERFLORIDA.ORG

