AmeriCorps Planning Grant

FY 2020 Funding Opportunity
Tips for Participating

• Phones are muted
• To ask questions, use the Questions bar on the panel most likely on the right side of your screen OR
• Click on the hand icon to let us know you have a question
• Recording will be available after the session at https://www.gotostage.com/channel/americorps-fl
OVERVIEW

I. The Big Picture of AmeriCorps
II. Planning Grant – Application Narrative
III. Planning Grant – Application Budget
IV. Planning Grant – Application Submission
V. Next Steps
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.
What does Volunteer Florida do?

Administers AmeriCorps and National Service programs

Coordinates volunteers and donations before, during and after disasters

Increases volunteerism through grants, trainings and recognitions

Manages the Volunteer Florida Foundation
The Big Picture of AmeriCorps
Important Reminder:

• This grant opportunity is to support AmeriCorps Planning Grants of up to $75,000.00.

• AmeriCorps Planning Grants offer a one year period for an organization to develop an evidence based or evidence informed AmeriCorps program concept in response to COVID-19.

• Organizations receiving AmeriCorps Planning Grants are expected to submit an application for operational AmeriCorps grant funding in the subsequent grant year (2021-2022)
1) AmeriCorps State and National
2) AmeriCorps VISTA (Volunteers in Service to America)
3) AmeriCorps NCCC (National Civilian Community Corps)

1) Foster Grandparents
2) Senior Companions
3) RSVP (Retired and Senior Volunteer Program)

1) Focuses investments in volunteer management practices that increase both volunteer recruitment and retention.
AmeriCorps State and National

AmeriCorps State and National engages more than 65,000 men and women in intensive service each year at a variety of locations including nonprofits, schools, public agencies, and community and faith-based groups across the country.

AmeriCorps members help communities tackle pressing problems while mobilizing millions of volunteers for the organizations they serve.

Members gain valuable professional, educational, and life benefits, and the experience has a lasting impact on the members and the communities they serve.
How can the people power of AmeriCorps move the needle on critical issues in my community?
AmeriCorps in Florida

AmeriCorps programs support local community efforts to address education, environmental stewardship, disaster services, veterans services and other human needs.

<table>
<thead>
<tr>
<th>VOLUNTEER FLORIDA</th>
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<tbody>
<tr>
<td>WILL ADMINISTER</td>
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<tr>
<td>38 AMERICORPS PROGRAMS IN FLORIDA</td>
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<tr>
<td>WITH</td>
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<tr>
<td>1,620 AMERICORPS MEMBERS</td>
</tr>
<tr>
<td>SERVING IN</td>
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<tr>
<td>34 FLORIDA COUNTIES</td>
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<tr>
<td>WHO CAN EARN UP TO</td>
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<tr>
<td>$7.4 MILLION IN SCHOLARSHIPS</td>
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<tr>
<td>80% OF THIS GRANT FUNDING WILL SUPPORT EDUCATION IN FLORIDA</td>
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</table>
Focus Areas for National Service

- **Education**: AmeriCorps places thousands of teachers, tutors, and mentors into low-performing schools, helping students succeed in school and gain skills necessary to get 21st century jobs.

- **Environmental Stewardship**: Members build trails, restore parks, protect watersheds, run recycling programs, and promote energy efficiency, weatherization, and clean energy.

- **Disaster Services**: From forest fires and floods to hurricanes and tornadoes, AmeriCorps members have provided critical support to millions of Americans affected by disasters since 1994.

- **Veterans and Military Families**: AmeriCorps supports the military community by engaging veterans in service, helping veterans readjust to civilian life, and providing support to military families.

- **Healthy Futures**: AmeriCorps increases access to health services, provides nutrition education, alleviates hunger and supports independent living and social support services.

- **Capacity Building**: AmeriCorps is a powerful catalyst and force-multiplier for community volunteering. Last year AmeriCorps members recruited, trained, and supervised more than 4 million community volunteers for the organizations they serve.

- **Economic Opportunity**: AmeriCorps provides financial education, job training and placement programs, tax preparation services, and connection with community services and benefits.
Examples of AmeriCorps Service

Provide **tutoring** and **mentoring** to students

Provide independent living and **financial literacy** to persons with disabilities

Provide **career coaching** and **job skills** training resulting in employment

Remove **invasive exotics** from public parks, **restore habitat**, visitor education

**Home repair** and housing units made available to disadvantaged individuals

Increase **financial literacy** or **health access** services for individuals

**Disaster preparedness, mitigation and recovery**
Members serve a full year:

Full-Time – 1700 Hours
Reduced Full-time – 1200 Hours
Half-Time – 900 Hours
Reduced Half-Time – 675 Hours
Quarter-Time – 450 Hours
Minimum Time – 300 Hours
## AmeriCorps Benefits

<table>
<thead>
<tr>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living allowance*</td>
</tr>
<tr>
<td>Student loan deferment</td>
</tr>
<tr>
<td>$ to pay for college or repay</td>
</tr>
<tr>
<td>Job skill development</td>
</tr>
<tr>
<td>Health insurance (full time members)*</td>
</tr>
<tr>
<td>Child care assistance (full time members)</td>
</tr>
<tr>
<td>Engaged learning and connection to community</td>
</tr>
<tr>
<td>Career opportunities</td>
</tr>
</tbody>
</table>

*Included in operational AmeriCorps program budget*
Things to Know

1. AmeriCorps programs are funded through federal grants.

2. When applying for an operational program (not a planning grant), organizations apply through a competitive process for a grant to support a minimum of the equivalent 10 full time members.

3. The host or lead organization fully manages the program at the local level and includes 1 FTE or the equivalent in budget for program management.

4. AmeriCorps members are not staff and can not be placed in an administrative function.

5. AmeriCorps grants require a 24% match of the total funding award.
Planning Grant – Application Narrative
Basic Application Elements

The application should:

- Avoid jargon and define acronyms
- Be free from typos and grammatical errors
- Use concise language and avoid metaphors or flowery language
- Include research, reason and best practices, not make emotional appeals
- Have sections that logically follow from previous sections
- Support all facts. The reader should be able to answer the “How do you know?” question for any assertion made
Application Narrative

Executive Summary
Follow template in the application. Do not change anything.

Program Design
Respond specifically and with detail to each of the six prompts including community need, goals, planning process, how you will accomplish goals, how you will engage community partners, and how you will develop an effective member management model.

Organizational Capability
Respond specifically and with detail to each of the five prompts including enhanced capacity for your organization, systems and processes, roles and structure of staff, monitoring and oversight, and show that you have a culture that values learning.
Planning Grant – Application Budget
Budget Narrative Preparation

• Follow instructions in NOFO and other guidance received from CNCS and Volunteer Florida
• Organize narrative to fit budget categories on budget form
• Provide adequate descriptions and calculations to support amounts in equation format.
• Allocate costs based on a consistent and documented cost allocation plans.
• Examples include:
  • Percent of Time: percentage of time spent on grant activity x salary
  • Operating Space (Rent): Monthly Rent x 12 months x % usage or Square Footage of area for grant activity x per square foot dollar amount
Supporting Documentation

**Remember:** Documentation will be required for grant expenditures when requesting reimbursement

Example documentation that will be required for grant expenditures:

- Timesheets
- Payroll Documentation (Payroll Journal; Paystubs)
- Invoices
- Proof of Payment
State of Florida Travel Guidelines

• Maximum mileage reimbursement rate is **$0.445 per mile**.
• State of Florida Per Diem Meals rate is **$36 per day**:
  • Breakfast $6
  • Lunch $11
  • Dinner $19
• Overnight travel is required to claim meals.
• If the meal is provided at the training, the traveler cannot claim that meal for reimbursement.

**If your travel rules allow for less than these amounts, then you must use your organizations rates.**
Budget Structure

Section I. Program Operating Costs

– A. Personnel Expenses
– B. Personnel Fringe Benefits
– C. Staff Travel
– D. Supplies
– E. Contractual and Consultant Services
– F. Staff Training
– G. Other Program Operating Costs
Section II. Administrative Costs

1. CNCS-Fixed 5% Method
   • 5% of the total of CNCS funds expended; Volunteer Florida will retain 2%
   • No documentation supporting documentation is required
     - *Corporation Fixed CNCS*: Total of Section I & Section II CNCS Share x .0526 x .60
     - *Commission Fixed CNCS Only*: Total of Section I & Section II of CNCS x .0526 x .40

2. Federally Approved Indirect Cost Rate Method
   • Requires approved rate from Federal government
   • If you have an approved you must use this option
   • Not to exceed 5% max of Federal Share
   • Your discretion to claim entire rate or a percentage
Examples of Allowable Costs

• Personnel Salaries
• Fringe Benefits
• Office Supplies
• Staff Travel (following VF travel guidelines)
• Background Checks
• Rent & Utilities
• Staff Training Trainer Fees
• Consultant Fees
Examples of Unallowable Costs

• Water, decorations, utensils, tablecloths
• Lobbying
• Fines and penalties, overdraft fees, citations
• Expenses not necessary to meet program objectives
  – Staff retreats or Holiday parties
• Entertainment, alcoholic beverages
• Costs that would constitute waste, fraud, and abuse
• Unreasonable costs from a “prudent person” perspective
• Costs with no logical basis for allocating to your program
  (no fillers or miscellaneous costs)
• Costs outside of the State of Florida guidelines
## Sample Budget

**D. Supplies** (be very specific and itemize; please add lines or change the items below as needed; include calculation in equation format)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies (paper, pens, folders) - $21.75 per month x 12 months</td>
<td>$261.00</td>
</tr>
</tbody>
</table>

**D. Subtotal Supplies** $261.00

**E. Contractual and Consultant Services** (list each individually and include calculation in equation format)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7,500</td>
<td>$7,500.00</td>
</tr>
</tbody>
</table>

**E. Subtotal Contractual and Consultant Services** $7,500.00

**F. Staff Training** (include all trainer fees individually and include calculation in equation format; add lines as needed)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC Recruitment Trainer Fee $1,450 x 1 training</td>
<td>$1,450.00</td>
</tr>
</tbody>
</table>

**F. Subtotal Staff Training** $1,450.00

**G. Other Program Operating Costs** (list each cost individually; add rows as needed)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Checks - $35 x 2 staff = $70</td>
<td>$70.00</td>
</tr>
<tr>
<td>Rent - $3,500/mo x 30% usage x 12 months = $12,600</td>
<td>$12,600.00</td>
</tr>
<tr>
<td>Cell Phones - $50/mo x 12 mo x 1 staff x 50% = $300</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

**G. Subtotal Other Program Operating Costs** $12,970.00

**SECTION I. PROGRAM OPERATING COSTS SUBTOTAL** $71,250.00

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**SECTION II. Administrative Costs**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>A. Corporation Fixed Amount (Section 1 Total x .0526 x .60)</td>
<td>$2,249.00</td>
</tr>
<tr>
<td>B. Commission Fixed Amount (Section 1 Total x .0526 x .40)</td>
<td>$1,499.00</td>
</tr>
</tbody>
</table>

**SECTION II. SUBTOTAL** $3,748.00

**TOTAL BUDGET AMOUNTS:** (Not to exceed $75,000)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>$74,998.00</td>
</tr>
</tbody>
</table>

**CNCS / Grantee Share:**

- 100.00%
- 0.00%
- 100.00%
Sample Budget Calculations

**Personnel Salary**
- Financial Analyst $30,000 x 35% = $10,500
- AC Coordinator $45,000 x 50% = $22,500

**Personnel Fringe**
- FICA = $33,000 x 7.65% = $2,525
- Health = $750/mo x 12 mo x 35% = $3,150
- Health = $750/mo x 12 mo x 50% = $4,500
- Retirement = $33,000 x 8.26% = $2,726

**Travel**
- Hotel $150/night x 2 nights + Rental $30/day x 4 days + Per Diem $36 x 3 days = $528
- $528 x 2 staff x 3 trainings = $3,168
Sample Budget Calculations

Corporation Fixed Calculation

- CNCS Section 1 Total = $71,250 (Line 47 on Budget Form)
- $71,250 x .0526 x .60 = $2,249

Commission Fixed Calculation

- CNCS Section 1 Total = $71,250 (Line 47 on Budget Form)
- $71,250 x .0526 x .40 = $1,499
Sample Budget Calculations

Federally Approved Indirect Cost Rate

1. Determine the total of direct costs you will apply your rate to as established by your rate agreement (salaries, benefits, etc.)
2. Since CNCS only allows for a total of 5%, take your total amount of direct costs you are applying the rate to and multiply by .0526.
3. This is the total amount that can be claimed – enter amount on the Federally Approved Indirect Cost Rate line item

*NOTE: Of that amount, Volunteer Florida will retain the required 2%, and you will be allowed to claim the remaining 3%.

Example Calculation using Sample Budget numbers

- We will apply the rate to Salaries and Benefits Only
- **Total Salaries/Benefits = $45,901 x .0526 = $2,414**
- $2,414 x .60 = $1,448 (organizations 3% total)
- $2,414 x .40 = $966 (Volunteer Florida’s 2% total)
**Budget Reminders**

- All calculations should be in equation format
- All costs should be itemized and separate for each item
- All costs should be rounded up or down without the cents
- Be sure to include background check costs for all staff charged to the grant in the Other Operating Costs Section
- Be sure to budget Travel costs for at least 2 staff members to attend 3 Volunteer Florida trainings during the year
- There is a match waiver in place for this contract year so no need to include any Grantee Share costs in the budget
- You must follow State of Florida Travel rules and guidelines
Finance Contacts

Tracie Lambright  
_Deputy Director of Finance_
(850) 414-7400 ext. 116  
Tracie@volunteerflorida.org

Rechell Johnson  
Financial Analyst
(850) 414-7400 ext. 114  
Rechell@volunteerflorida.org
Planning Grant – Application Instructions
Request for Proposal Access

www.volunteerflorida.org/grants

FY 2020 AmeriCorps Planning Grants

Volunteer Florida announces $300,000 in funding to support Florida’s communities. Organizations can apply to receive up to $75,000 to address critical community needs caused by COVID-19.

Deadline: Thursday, June 18 by 5 pm (ET)

AmeriCorps is a national service program designed to improve lives and foster civic engagement utilizing AmeriCorps members in full or part time terms of service. Members commit their time to address critical community needs like increasing academic achievement, mentoring youth, environmental stewardship, preparing for disasters, and more.

This grant opportunity is to support AmeriCorps Planning Grants of up to $75,000.00 each to be awarded to up to four eligible organizations. AmeriCorps Planning Grants offer a one year (12 month) period for an organization to develop an evidence based or evidence informed AmeriCorps program concept in response to COVID-19. Organizations receiving AmeriCorps Planning Grants are expected to submit an application for operational AmeriCorps grant funding in the subsequent grant year.

Please refer to dates, deadlines and priorities in the Volunteer Florida FY 2020 AmeriCorps Planning Grant Application below:

2020 AmeriCorps Planning Grant Application [Right-click and choose “Save link as” to download PDF.]
- Provider Assessment Questionnaire
- Operating Capital Certification
- Budget Template
- Planning Grant Deliverables

Technical Assistance:
Overview: To register for the technical assistance webinar (ET), please click here.

To ensure that this funding process is carried out in a fair and equitable manner, all questions concerning the funding opportunity should be submitted to americorpsrfp@volunteerflorida.org.

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). For more information about the CNCS and national AmeriCorps programs, visit www.americorps.gov. This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.
FY2020 AmeriCorps Planning Grant

Supplemental Documents to be submitted as attachments with application:

- The most recent audit report including the management letter and the schedule of findings and questioned costs. If an annual audit is not required, please submit a letter to document.
- Completed provider assessment questionnaire.
- Certification of 60 day operating capital.
- Most recent agency-wide YTD consolidated financial statement and balance sheets.
- Indirect Cost Rate Agreement, if applicable
- Planning Grant Deliverables Timeline
# Planning Grant Deliverable Timeline

<table>
<thead>
<tr>
<th>Pre-Planning Grant</th>
<th>National Service Criminal History Checks for Staff <em>(must be cleared before any hours can be billed to the grant)</em></th>
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<tbody>
<tr>
<td>Prepatory Actions for Operating</td>
<td>Register with SAM.gov (if not already registered)</td>
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<tr>
<td>Program Design Development</td>
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<tr>
<td><strong>Community Need</strong></td>
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<tr>
<td><strong>Theory of Change/Logic Model</strong></td>
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<tr>
<td><strong>Evidence Base for Intervention/Evidence Tier/Evidence Quality</strong></td>
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<tr>
<td><strong>Member Experience</strong></td>
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<td><strong>Performance Measures</strong></td>
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<tr>
<td><strong>Service Site Locations</strong></td>
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<td><strong>Program Budget</strong></td>
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<tr>
<td>Organizational Capability</td>
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<tr>
<td><strong>Program Staffing and Management Structure</strong></td>
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<tr>
<td><strong>Partnership Development and Management</strong></td>
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<tr>
<td><strong>Member Support and Management</strong></td>
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<tr>
<td><strong>Compliance and Accountability Plans</strong></td>
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<tr>
<td><strong>Plans to Secure Match Funding</strong></td>
<td></td>
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<tr>
<td><strong>Data Collection Plan</strong></td>
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<tr>
<td>Submission of Operation Grant Application to Volunteer Florida</td>
<td>March/2021</td>
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</tbody>
</table>
Timeline (anticipated)

- May 11, 2020 – RFP released
- May 20, 2020, 2:00 pm, EST – Technical Assistance Webinar
- May 22, 2020 – FAQs posted on website
- June 18, 2020 by 5:00 pm EST – Applications due in Blackbaud Grantmaking
- June 19 – July 3, 2020 – Internal Review
- July 9, 2020 – Clarification provided to applicants considered for funding
- July 16, 2020 by 5:00 pm EST – Revised AmeriCorps Applications due
- August 1, 2020 – Anticipated contract start date
Next Steps

• Gather your partners! Decide who is the lead to apply.
• Review the full application – released May 11, 2020
• Contact Volunteer Florida with your questions, americorpsrfp@volunteerflorida.org
• AmeriCorps Application due in eGrants – June 18, 2020
• Sign up for Volunteer Florida communications (www.volunteerflorida.org)
AMERICORPS PLEDGE

I will get things done for America to make our people safer, smarter, and healthier.

I will bring Americans together to strengthen our communities.

Faced with apathy, I will take action.

Faced with conflict, I will seek common ground.

Faced with adversity, I will persevere.

I will carry this commitment with me this year and beyond.

I am an AmeriCorps member, and I will get things done.
Resources

Volunteer Florida Website
https://www.volunteerflorida.org/grants/

Information about AmeriCorps
www.AmeriCorps.gov

Questions?
AmeriCorpsRFP@volunteerflorida.org
Cat Keen, National Service Programs Director
850-414-7400