

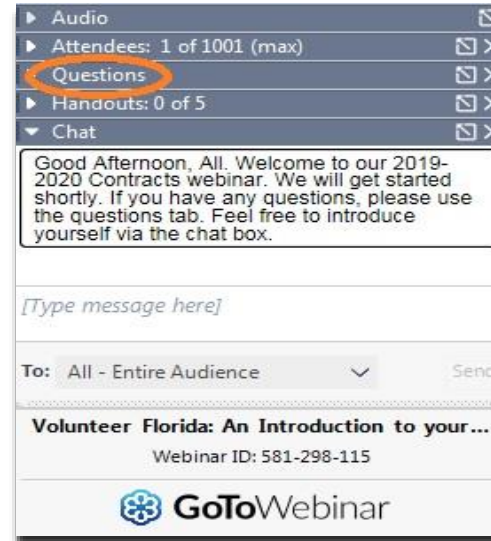
Volunteer Generation Fund Technical Assistance Call FY 22-23



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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
- Recording will be available after the session at <https://www.gotostage.com/channel/volunteerfl>



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Volunteer Florida

Volunteer Florida is the Governor's lead agency for volunteerism and national service in Florida, administering more than \$34 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.



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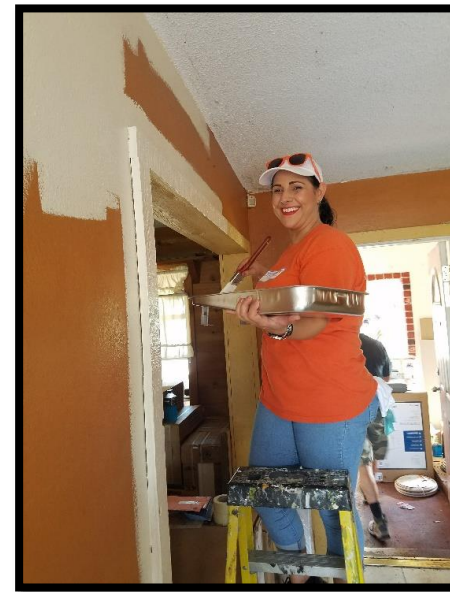
1. Administers AmeriCorps programs
2. Coordinates volunteers and donations before, during and after disasters
3. Increases volunteerism through grants, trainings and recognitions
4. Manages the Volunteer Florida Foundation

Volunteer Generation Fund (VGF)

Volunteer Florida administers the Volunteer Generation Fund (VGF), an initiative of AmeriCorps, the agency that focuses investment on volunteer management practices that increase volunteer recruitment and retention.

Grant period is a twelve-month period, beginning October 1, 2022 and ending September 30, 2023.

Volunteer Florida will make available up to \$520,000 for an estimated 24 sub-grantees serving the needs of Floridians.



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VGF Overview

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.

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.

Skills-based Volunteering

Skills-based volunteering focuses on leveraging the direct professional expertise of volunteers to deliver professional services at a caliber an organization would otherwise have to pay for on the market.

There are many types of skills-based volunteering, including but not limited to: tutoring, mentoring, job skill training, board placement, IT assistance, marketing support, and event coordination.



Eligibility

Eligible entities 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.

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.

The Volunteer Generation Fund cannot be used as an expansion of existing federally funded national service programs such as AmeriCorps or AmeriCorps Senior.

Organizations receiving the following Volunteer Florida grants are not eligible for the FY 2022-2023 VGF funding: AmeriCorps, Florida Disaster Fund, Disaster Case Management (DCMP) and Community Emergency Response Team (CERT).



Fatal Criteria:

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

The proposal was submitted in the Blackbaud online portal and received by Volunteer Florida no later than **Friday, August 12, 2022 by 5:00pm EST**. Note: Proposals will not be accepted via email or hard copy.

The proposal includes all of the following performance measures:

1. 400 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.

The proposal requests the allowable sub-grant amount of \$20,000 (new or second year application) or \$24,000 (third year application)

The proposal includes an approved Volunteer Florida budget template.

The proposal provides 100% match of \$20,000 (new or second year application) or \$24,000 (third year application.)

Focus Areas

Six (6) AmeriCorps focus areas

Disaster Services

Economic Opportunity

Education

Environmental Stewardship

Healthy Futures

Veterans and Military Families

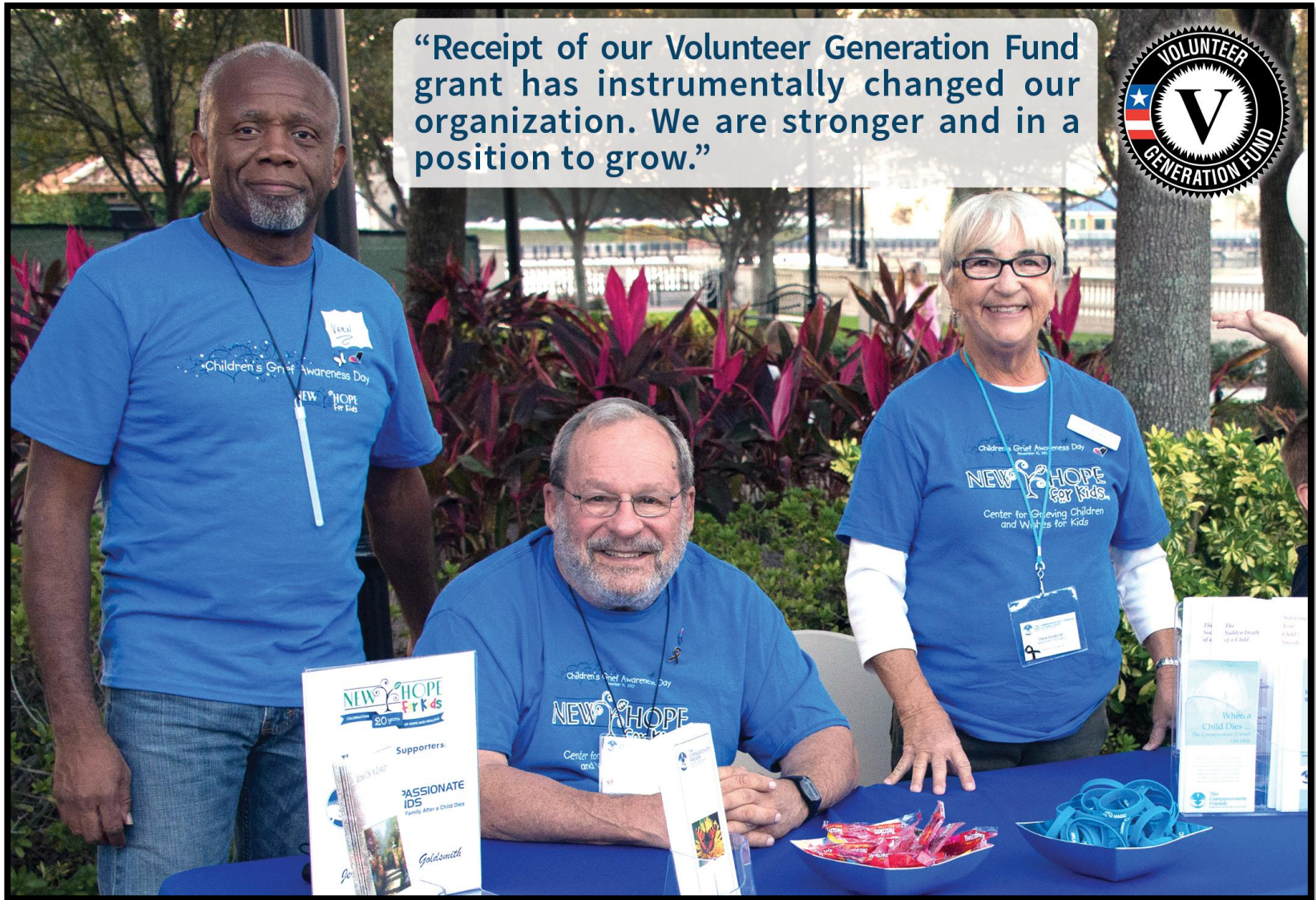
Special Considerations

Rural Communities: organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.

Economic Opportunities: Increasing economic opportunities for communities by preparing people for the workforce.

Certification of completion of Volunteer Florida
Grant Writing Training.

Question Break



Budget

Funds awarded to sub-grantees are intended to be used for capacity building activities to develop or strengthen skills-based volunteer programs. Grants will be **cost reimbursement only**, where costs are reimbursed once they are paid and will require supporting documentation such as but not limited to timesheets, payroll documentation, invoices, and proof of payments.

Applicants must include the following budget categories:

- A. Personnel Salaries and Fringe Benefit 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).
 - a) Employer paid fringe benefits can include: FICA, health insurance, workers compensation, retirement, life insurance, dental insurance, and unemployment.
- B. Database Software – Funds may be used for software which is directly related to the recruitment, support, management, and retention of skills-based volunteers and tracking volunteer demographics and activities (capacity building through infrastructure).
 - a) These funds **do not** include the purchase of computers, tablets, or other equipment to implement database software.

Budget Continued

- Pay attention to the requirements in the RFP and be sure you are including all required information with your application.
- Please include all calculations in equation format in both the budget narrative and on the budget template for all reimbursement and match expenditures being included in the budget.
- All costs should be itemized and included this way in the budget narrative and the budget template.
- See #16 in the RFP in regards to the Scoring Criteria (specifically pages 12-13 for the Budget) to ensure you have answered and included all requested and required information in your application budget narrative and budget template.

Budget Sample

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LEGAL APPLICANT (LEAD AGENCY):	Sample Organization				
PROGRAM:	Sample Project				
PROGRAM YEAR:	2022-2023				
			VGF Share	Grantee Share	Total
1. Personnel Expenses (list each employee by last name, first name initial and position title) Max 2 individuals	Annual Salary	% time			
1. Doe, J - Volunteer Coordinator	\$40,000.00	30.00%	\$6,000.00	\$6,000.00	\$12,000.00
2. Smith, B - Program Manager	\$32,000.00	50.00%	\$8,000.00	\$8,000.00	\$16,000.00
1. Subtotal Personnel Expenses			\$14,000.00	\$14,000.00	\$28,000.00
2. Personnel Fringe Benefits- Max 2 individuals					
Individual #1 (NAME)					
FICA (Social Security and Medicare)	\$12,000.00	7.65%	\$0.00	\$918.00	\$918.00
Health (\$4500 Annual Rate x 15% of time)	\$4,500.00	15.00%	\$0.00	\$675.00	\$675.00
Workers' Comp (\$12000 x 2.7%)	\$12,000.00	2.70%	\$0.00	\$324.00	\$324.00
Other (Dental, Life, Retirement) - Retirement Benefits 10% of Salary (\$12000 x 10%)	\$12,000.00	10.00%	\$598.00	\$602.00	\$1,200.00
Individual #2 (NAME)					
FICA (Social Security and Medicare)	\$16,000.00	7.65%	\$0.00	\$1,224.00	\$1,224.00
Health (\$4500 Annual Rate x 25% of time)	\$4,500.00	25.00%	\$0.00	\$1,125.00	\$1,125.00
Workers' Comp (\$16000 x 2.7%)	\$16,000.00	2.70%	\$0.00	\$432.00	\$432.00
Other (Dental, Life, Retirement) - Retirement Benefits 10% of Salary (\$16000 x 10%)	\$16,000.00	10.00%	\$902.00	\$698.00	\$1,600.00
2. Subtotal Personnel Fringe Benefits			\$1,500.00	\$5,998.00	\$7,498.00
3. Database Software	Cost	Usage %			
Software Name: \$375.16 monthly x 12 months = \$4,501.92 (round up to nearest dollar anything .50 and above)	\$4,502.00	100.00%	\$4,500.00	\$2.00	\$4,502.00
4. Database Software			\$4,500.00	\$2.00	\$4,502.00
TOTAL BUDGET AMOUNTS:			\$20,000.00	\$20,000.00	\$40,000.00
VGF/ Grantee Share:			50.00%	50.00%	100.00%

Audit

All applicants are required to submit their most recent audit report including the management letter and the schedule of findings and questioned costs, if applicable.

Organizations without an audit, please upload Statements of Financial Position, and Statements of Revenues and Expenditures for your last two fiscal years.

Match

For the 2022-2023 Contract Year, Match is required to be reported.

Grantees are required to provide a 100 % cash and/or in-kind match and must list the fund sources in the budget narrative.

- \$20,000 (new or second year applicants)
- \$24,000 (third year applicants)

Other Requirements

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 increase of organizational effective volunteer management practices.

Background Checks

Successful sub-grantees will be required to complete an online training through the AmeriCorps, the agency.

Subgrantees are required to comply with the AmeriCorps' Criminal History Check Rule. The requirement applies to Volunteer Generation Fund (VGF) grantee staff who are considered "covered" under the NSCHC definitions. All grantee staff that are covered individuals will have their background checks completed before their first day of work.

Other Requirements Continued

Volunteer Management Practices

Successful sub-grantees will effectively engage and track skills-based volunteers and increase organizational volunteer management practices during the grant year.

- 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

Other Resources

AmeriCorps Focus Areas: <https://americorps.gov/about/what-we-do>

AmeriCorps Volunteer Generation Fund: <https://americorps.gov/partner/how-it-works/volunteer-generation-fund>



Anticipated Timeline

- Application opens – June 29, 2022
- Application technical assistance call – July 12, 2022 - 1:00 PM
- **Application due to Volunteer Florida – August 12, 2022 by 5:00 PM**
- Internal programmatic and budget review – Aug 15, 2022-August 26, 2022
- Clarification provided to applicants – September 6, 2022
- Final applications/budgets with clarification changes due – September 20, 2022
- Contracts provided to successful applicants – September 30, 2022
- Volunteer Florida VGF contract overview conference call – October 7, 2022
- Letters to applicants not receiving funding (as applicable) – October 31, 2022
- Volunteer Generation Fund Training (required for sub grantees) – November 14-16, 2022 (anticipated)

Application Instructions

Review the Application Instructions and Scoring Criteria to align submission response accordingly. (pages 9-15 of RFP)

Grant Link:

https://www.GrantRequest.com/SID_2153?SA=SNA&FID=35613

Download step-by-step screen shots of the application by visiting <https://www.volunteerflorida.org/vgf-grant-opportunities/>

Reminder: 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 email with tracking number is received, the proposal was not submitted.



E-mail: VGF@volunteerflorida.org