AmeriCorps
Florida

FY 2025 AmeriCorps Formula Guidance

volunteerflorida

Application Guidance: 2025 AmeriCorps Formula Guidance (Formula Funding)

Due: Friday, March 28, 2025, 5:00 p.m. EDT

Proposals are submitted through an online application in the AmeriCorps web-based management system ([eGrants](#)). The application and all supporting documents must be received in the AmeriCorps web-based management system by 5:00 p.m. EDT on Friday, March 28, 2025. *Applications received after this deadline will not be considered for funding.* Volunteer Florida does not require organizations to submit an intent to apply.

For complete information, review the AmeriCorps Application Instructions at https://www.volunteerflorida.org/americorps-grant-opportunities/. Applications submitted must be in compliance with The White House Executive Orders, https://www.whitehouse.gov/presidential-actions/.

I. Background

Volunteer Florida, the Florida Commission on Community Service, 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, administering more than $90 million in federal and state 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.

II. Grant Period

The grant period is a twelve-month period, beginning August 1, 2025 and ending July 31, 2026. The contract period will be from the date of contract receipt through July 31, 2026.

III. Grant Overview

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed (e.g., based on proposed program's data or a similar program's data) interventions to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for future education and workforce training expenses or apply to qualified student loans. In accordance with the National and Community Service Act of 1993, AmeriCorps emphasizes measuring the impact of service in a core set of national issues. Volunteer Florida serves as the State Commission referenced in the 2025 AmeriCorps State and National Grants Notice of Funding Opportunity, and the Application Instructions.

IV. Volunteer Florida Funding Priorities

A. Priority consideration should be given when projects demonstrate support for the state's economic success and workforce development, prioritize Florida's conservation lands and waterways, and/or preserve the quality of life and connectedness of the state's communities, including the movement of people and goods. Volunteer Florida prioritizes outcomes related to desired state outcomes. See Attachment B.

B. Prohibited Activities

   I. No funds awarded under this grant shall be used to support or promote Diversity, Equity, and Inclusion (DEI) initiatives.

   II. No funds awarded under this grant shall go to instruct to or advocate that an individual is not equal or deserves shame because of their race.

   III. No funds awarded under this grant shall be used to provide services or benefits to individuals who are not legally residing in the United States.

   IV. No funds awarded under this grant shall be used to instruct to or advocate that gender is anything other than the immutable male-female binary, determined by biological sex assigned at conception.

   V. No funds awarded under this grant shall be used to categorize individuals based on race or sex for the purpose of differential or preferential treatment.

C. Outcome Requirements

   I. All funded programs must demonstrate measurable outcomes in the areas of economic opportunity, education, veterans' services, conservation, and health as outlined in Attachment B.

   II. Programs must prioritize activities that directly contribute to job readiness, academic achievement, veteran support, environmental conservation, and health improvement.

   III. Programs should treat people as individuals with unique experiences and seek to unite them as Americans, rather than divide them.

D. Compliance and Reporting with this part.

   I. Recipients of grant funds must submit quarterly reports detailing the specific activities undertaken and their alignment with the stated priorities. Any activities found to be outside the scope of these priorities will result in the termination of funding.

   II. All programs must adhere to the AmeriCorps prohibited activities guidelines, including restrictions on influencing legislation and engaging in political activities.

V. Volunteer Florida Application Criteria

A. All proposals must request a minimum of the equivalent of 10 full time AmeriCorps member positions. Volunteer Florida may consider funding for proposals who commit to increasing to 10 full time AmeriCorps member positions within a three-year period.

B. Members must serve in a minimum of pairs at service locations.

C. The equivalent of a minimum of one full time equivalent (FTE) staff position is required for program management.

D. Type of Award

    I. New applicants (the applicant was not funded in the previous funding cycle) are eligible for cost reimbursement awards only.

    II. Recompeting applicants (the applicant has completed one three-year funding period and is applying for a new funding period), are eligible for fixed amount awards or cost reimbursement awards, pending Volunteer Florida approval.

    III. Continuation applicants (the applicant received funding during the previous funding cycle), should continue their grant application in the current award status.

    IV. Planning grant applicants (Grant recipients are awarded up to $75,000 for a 12-month planning period and are encouraged to compete for an AmeriCorps program grant in the following grant cycle).

E. Maximum Cost per Member Service Year (MSY)

    I. The maximum allowable federal request is $25,200 per member service year (MSY) for Cost Reimbursement and Fixed Amount grant applications.

    II. Continuation applicants, as defined in the application instructions, may apply for expansions – dollars, MSY and/or members, up to the maximum allowable federal request.

F. The minimum required living allowance for full time members is $20,400.

G. Match – A first time successful applicant is required to provide match funding at 24 percent for the first three-year funding period. Overall grantee share of total program costs increases gradually beginning in year 4 to 30% by the tenth year of funding and any year thereafter. See cost reimbursement grants match requirements chart found on page 8 of the 2025 State and National Grants Notice of Funding Opportunity and 45 CFR §2521.60.

H. Member Training - Volunteer Florida requires the following trainings be provided to members: CPR and first aid training and disaster preparedness and response. Funding source can be at entity's discretion.

I. New applicants must opt into an August 1, 2025 start date.

J. Recruitment and Retention - organizations must opt into one or more member recruitment and retention opportunities in Attachment A.

VI. Evaluation

A. Applicants are required to meet the AmeriCorps evaluation requirements.

B. Recompeting programs must submit the following evaluation requirements to americorpsrfp@volunteerflorida.org by 5:00 PM EDT on March 28, 2025.

I. Evaluation Plan (for all recompeting programs) – Required to use AmeriCorps Evaluation Plan Template (link), saved as a Word document, and named using the following configuration: Grant Number_Organization Name_Evaluation Plan (e.g. 23AFHFL0010001_VolunteerFlorida_EvaluationPlan)

II. Evaluation Report (for programs recompeting for the second time or more) – Reports should be saved as a Word document and named using the following configuration: Grant Number_Organization Name_Evaluation Report (e.g. 23AFHFL0010001_ VolunteerFlorida_EvaluationReport)

III. Volunteer Florida will review evaluation plans and evaluation reports to ensure they meet AmeriCorps standards and will provide feedback, if needed. Final versions of plans and reports are expected to be submitted by application clarification due date (See NOFO, D.7.b. Submission of Additional Documents).

VII. Performance Measures

Applicants are required to select at least one set of aligned performance measures. Applicants should use National Performance Measures if they are part of the program's theory of change. Performance measures should focus on core activities for member service and should not exceed 2-3 aligned sets of measures. AmeriCorps State applicants should focus on direct service and not include capacity building performance measures. Applicants should be familiar with AmeriCorps definitions for each performance measure output and outcome including defining the target population, how data is collected, dosage of intervention and rationale for proposed outcome resulting from the intervention. Outcomes should demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.

VIII. Volunteer Florida Budget Instructions

For each budget line item, all costs must be itemized and include calculations and must be written in equation format in the Budget Narrative. No miscellaneous expenses and/or fillers will be allowed. Adherence to these budget instructions will impact the budget score for applicants.

A. Staff Training: For the 2025-2026 program year, all funded programs will be required to attend two trainings hosted by Volunteer Florida. If the program is a new program, they will be required to attend three trainings, one that will be a Boot Camp at the beginning of the grant year. Two individuals from organizations (representing program and finance duties) must attend each of the trainings. It is anticipated for all training(s) to occur in person. Programs must include travel costs in their proposed budget.

Staff Training: For the 2025-2026 program year, all funded programs will be required to budget a training fee in the amount of $550 per person for trainings hosted by Volunteer Florida. This fee will be required to be paid for at least two required individuals as noted above. Please add **"Training Fees for Volunteer Florida AmeriCorps hosted Trainings"** to the Staff Training Section of your budget for at least $1,100 (2 required individuals). You will want to include this in the AmeriCorps Share Only if you want to request reimbursement for it. (VF Training Fees @ $550 per person x 2 people = $1,100). If you

are a FIXED grantee, please add the following statement to your Cost Effectiveness and Budget Adequacy Section of your application: "We agree to pay the required $550 per person Training Fee for Volunteer Florida AmeriCorps hosted trainings."

B. Evaluation Costs: Budgets should include applicable evaluation expenses associated with AmeriCorps evaluation requirements.

C. Background Screening: National Service Criminal History Checks are required for ALL staff charged to the grant both federal and match shares and ALL members, including E-Verify.

D. Member Gear: The applicant must budget appropriately for AmeriCorps members and staff charged to the grant to wear AmeriCorps and Volunteer Florida branded gear (i.e. shirts/polos) every day of service.

E. Travel Costs: In addition to those required guidelines found in the application instructions, Volunteer Florida adheres to strict meals and per diem guidelines. They are as follows:

   I. If the meal is provided at the hotel, training, or included in the lodging room rate, the traveler cannot claim that meal for reimbursement. If the traveler does not eat the meal provided and purchases a meal, the traveler cannot request reimbursement for the purchased meal.

   II. Overnight travel is required to claim meals. No meals for same day travel will be reimbursed.

   III. Hotel costs should not exceed $225 per night, per State of Florida travel regulations.

   IV. The State of Florida mileage reimbursement rate is $.445 per mile. All applicants choosing to include mileage reimbursement in their proposed budget must not exceed this rate when calculating the federal share. If your organization's policy includes a rate lower than this, you must use that rate, and if the rate is higher, you must use the State of Florida rate for federal share and can use the remaining amount in Grantee Share.

F. To be eligible for reimbursement of food and beverage provided during a training and/or meeting, the training and/or meeting must adhere to ALL of the following:

   I. The training must be in person (there can also be a virtual option for the training as well, but the program can only request reimbursement for meals of those who attend the training in person).

   II. There must be a dissemination of knowledge.

   III. The training must be reasonable and necessary.

   IV. There must be a necessity to keep attendees in the training for the length of time and not merely to provide food.

   V. The training and/or meeting must be a minimum of six hours in order to request reimbursement for one meal (breakfast or lunch) and 8 hours in order to request reimbursement for two meals (breakfast and lunch).

G. To be eligible for reimbursement of food and beverage during a training and/or meeting the grantee must submit a detailed agenda that outlines the sessions and activities that were covered in the meeting.

H. To be eligible for reimbursement of food and beverage during a training and/or meeting the grantee must submit a sign-in sheet that identifies all participants (including staff and trainers) that were in attendance and whether they attended in person or virtually.

I. Volunteer Florida follows the State of Florida per diem rates and requires all programs to follow the requirements as stated in section 112.061, Florida Statutes maximum meal allowances are as follows:

  I. *Breakfast – Cannot exceed $6 per person. Depart before 6:00 AM. Travel beyond 8:00 AM.*

  II. *Lunch – Cannot exceed $11 per person. Depart before 12:00 PM. Travel beyond 2:00 PM.*

  III. *Dinner – Cannot exceed $19 per person. Depart before 6:00 PM. Travel beyond 8:00 PM.*

  IV. *Snacks and water are considered unallowable expenses.*

  Reimbursement of approved food and beverage expenses associated with a training will be based on State of Florida Per Diem guidelines and must meet all requirements as listed and must provide all required documentation. Reimbursement will be contingent on type of meal provided, number of participants and certified sign in sheets.

IX. Administrative/Indirect Costs

Section III is comprised of the Corporation Fixed Amount (3%) and Commission Fixed Amount (2%). Section III cannot exceed 5 percent of the total AmeriCorps Award.

The **Corporation Fixed Amount** includes the administrative costs that are incurred by the lead agency for administering this grant. If you do not have a Federally Approved Indirect Cost Rate, you will use this option. These costs are reimbursable under this line item. The calculation for this section is the AmeriCorps Section 1 plus AmeriCorps Section 2 X .0526 X .60.

The **Commission Fixed Amount** is the fiscal agent fee paid to Volunteer Florida for overseeing the AmeriCorps grant awards. Each program **must allocate** a minimum of 2% out of the 5% maximum as described above of the total AmeriCorps award in their budgets to this line item. The Commission Fixed Amount **must be paid** from AmeriCorps funds only. Volunteer Florida will draw the Commission Fixed Amount from each program based on the amount expended monthly. Please see the 2025 NOFO Application Instructions for more details and formulas used to calculate these amounts. If you do not have Federally Approved Indirect Cost Rate, you will include this option. The calculation for this section is AmeriCorps Section 1 plus AmeriCorps Section 2 X .0526 X .40.

The Federally Approved Indirect Cost Rate section is for those applicants who already have an approved rate, so you will only use this section if you already have an approved rate. The 5% maximum rule still applies and the Commission will still allocate 2% of the 5% maximum as described above. The calculation for this section is Total of Section 1 plus the Total of Section

2 (Both AmeriCorps and Grantee Share of approved expenditures for your approved rate) X your approved rate. This will be the total amount you claim in this section. To calculate the AmeriCorps portion, you will take AmeriCorps Section 1 plus AmeriCorps Section 2 of approved expenditures for your approved rate X .0526. This is the maximum amount of AmeriCorps share. Of this amount, the Commission will hold 2% of this total. The Grantee Share will be calculated by taking the Total calculated above minus the AmeriCorps share calculated above.

The **Source of Funds** section that appears at the end of Budget Section III is required to be completed. You must include a brief description of each of your Sources of your matching funds and they must be listed separately. Each source must state whether those funds are secured or proposed, whether they are cash or in-kind funds, and what type the source is (Private, State/Local, or Federal). The total amount of Source of Funds Match must equal the total Grantee Share in the budget.

X.   Application Instructions

The funding period, match requirements, living stipend minimum, education award amounts, maximum cost per MSY, filing in e-Grants, and other general AmeriCorps provisions are the same as those listed in the 2025 AmeriCorps State and National Grants Notice of Funding Opportunity and the Application Instructions.

A. Instructions for Submitting Applications (via AmeriCorps eGrants web-based management system). Instructions are based on the grant cycle and type of grant requested.

   I.   New, Recompete or Continuation Applicants:

      i.   New Applicants: After logging into the eGrants system, click "New" under "Creating an Application" box (in the lower left-hand corner of the page).

      ii. For Re-compete or Continuation Applicants (applicants that are currently funded by Volunteer Florida): When submitting your application into the eGrants system, click "Continuation/Renewal" under the "Creating an Application" box (in the lower left-hand corner of the page).

   II. Cost Reimbursement Applicants

      i.   Cost Reimbursement applicants must select the following NOFA: FY 2025 AmeriCorps State and Territory Commission (New and Continuation).

      ii. Cost Reimbursement applicants must select Florida from the state dropdown listing. Applicants should see that their application is linked to the Volunteer Florida Prime Application **Grant ID Number: 25AC271290**.

      iii. All Cost Reimbursement applicants must include a detailed budget per the FY 2025 NOFO Application Instructions, Attachment C, page 29.

   III. Fixed Amount Grant Applicants (if eligible)

      i.   Fixed Amount applicants must select the following NOFA: FY 2025 AmeriCorps State and Territory Commission Fixed and EAP (New and Continuation).

ii. Fixed Amount applicants must select Florida from the state dropdown listing. Applicants should see that their application is linked the Volunteer Florida Prime Application **Grant ID Number: 25ES271291**.

iii. All Fixed Amount applicants must include a budget per the FY 2025 NOFO Application Instructions, Attachment D, page 34.

B. Instructions for Supplemental Documentation (not submitted in eGrants)

I. Volunteer Florida Required Supporting Documentation is due by March 28, 2025 by 5 p.m. EDT. Required supporting documentation varies depending on whether the applicant is submitting a new application, recompete application, or a continuation application.

II. Supporting documentation, as specified below, should be electronically submitted through the Blackbaud Grantmaking platform by copying and pasting this link: https://www.GrantRequest.com/SID_2153?SA=SNA&FID=35573 into a web browser.

i. New/Recompete Applications

1. The most recent Audit Report including the Management Letter and the Schedule of Findings and Questioned Costs.
2. Completed Provider Assessment Questionnaire here.
3. Certification of 60-day Operating Capital here.
4. Most recent agency-wide YTD consolidated Income Statement and Balance Sheet.
5. Evidence documents per NOFO guidance.
6. Final Evaluation documents per NOFO guidance for recompete applications only. Required Evaluation Plan Template here.

ii. Continuation Applications

1. The most recent Audit Report including the Management Letter and the Schedule of Findings and Questioned Costs.
2. Completed Provider Assessment Questionnaire (only required if agency hired a new CEO, Executive Director, CFO or Project Director within last twelve months).
3. Most recent agency wide YTD Consolidated Income Statement and Balance Sheet.

XIII. Volunteer Florida Timeline

March 11, 2025 - Release Volunteer Florida AmeriCorps Formula Guidance.
March 28, 2025 5:00 p.m. EDT - Applications due in eGrants and supporting documentation submitted in Blackbaud.

XIV. Volunteer Florida Technical Assistance Webinars

Recordings of technical assistance webinars for continuation and new/recompete applicants are available to view here.

Volunteer Florida will host a pre-recorded webinar series to review the AmeriCorps funding

opportunity, budget, and key elements for creating strong applications. The webinar series is available to view [here](#).

AmeriCorps 101: Serve, Impact, Transform
AmeriCorps Budget 101
Creating Strong Narratives

Please submit all questions concerning the application to [americorpsrfp@volunteerflorida.org.](mailto:americorpsrfp@volunteerflorida.org)

Attachment A

Recruitment and Retention

1. Member Recruitment Position

   Organizations may include up to one position or 1 MSY for member recruitment and retention activities.

   a. The position is an additional position in organization's program design and is not to replace any members providing direct service. Formula funding continuation applicants may apply the position to their existing MSY total.
   b. The position will not be reflected in performance measures.
   c. Organizations must adhere to Volunteer Florida's Member Recruitment Position Description.
   d. The additional position will be reflected in the budget in the total number of MSYs and in the living allowance section as with all other members.

2. Increase Living Allowance

   a. If organizations are requesting the maximum cost per MSY, all member positions must have living allowances above the required minimum.
   b. Volunteer Florida encourages applicants to increase the member living allowance of all positions well beyond the associated minimum living allowances.

3. Member Benefits

   Volunteer Florida encourages applicants to add and/or increase member benefits. Examples of member benefits include:

   a. Housing stipend

      i. If provided to the member, include in the budget under Member Support Costs line item. Note that this would be taxable income for the member.
      ii. If providing to an entity, include the costs in the Other Operating Costs Section.

   b. Cash incentives

      i. Examples include: a referral incentive for members referring members, a cash incentive for returning as a second-year member, an incentive for completing 50% of hours, an incentive for completing 100% of hours.
      ii. Include in the budget under Member Support Costs section. Note that this would be taxable income for the member.

   c. Other member benefits

      i. Examples include member benefit programs that include financial support for a wellness program, wellness digital applications and financial counseling.
      ii. Include in the budget under the Member Support Costs section. Note that if any of the benefits are paid directly to the member, it would be taxable income for the member.

    iii. Providing the Member Assistance Program (MAP) benefit to members (if not currently providing).

    iv. Include in the budget under either Supplies or Other Operating Costs.

Guidance:

1. Continuation applicants will reflect the member recruitment and retention strategies within the Continuation Changes prompt: "Significant Changes in Program Scope or Design."

2. Recompete organizations will reflect the member recruitment and retention strategies within the Cost Effectiveness and Budget Adequacy prompt: "Member Recruitment."

3. Volunteer Florida will not reimburse costs associated with the above until the organization's associated written policies and procedures are reviewed and approved by Volunteer Florida Program and Financial Staff.

    a. See Application Instructions, page 25, *I. Other Program Operating Costs*, for requirements related to recognition costs, retention incentives and performance awards.

    I. Other Program Operating Costs
    Allowable costs in this budget category should include when applicable:
    ● *Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.*
    ● *Retention incentives/performance awards are allowable to the extent they are 1) reasonable, necessary, and allowable for program outcomes; 2) tied to the program narrative; 3) fair; 4) consistently applied; and 5) part of the organization's written policies and procedures.*

4. Organizations should update their Member Service Agreement to include any additional benefits included in the approved budget. All Member Service Agreements will also need to be reviewed and approved by Volunteer Florida Program and Financial Staff.

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Attachment B
State of Florida Priorities

Veterans

- Applications will be highly considered for organizations that work with veterans and their families to identify unique barriers to success and engage all sectors of the community to maximize support and uncover opportunities that help people achieve economic self-sufficiency.
- Special consideration for organizations that support the use of evidence-based practices to promote connectedness in communities, with a goal of eliminating suicide among our service members, veterans, and their families.

Health

- Applications will receive priority consideration if the organization actively contributes to enhancing community awareness of nutrition-related resources and tools that promote sustainable, healthy lifestyle choices in line with Florida Department of Health's *Healthier You* initiative. This includes initiatives that provide education, resources, or programs aimed at improving access to and understanding of balanced diets and physical activity.
- Applications will be prioritized if they strive to raise community awareness and improve access to healthcare resources. This includes efforts aimed at ensuring that individuals, especially those in rural communities, can access essential health services and information.
- Applications will be highly considered for organizations that work with individuals with unique abilities and their families by providing tools that promote independence and integration, helping them to unlock their God-given potential to thrive.

Economic Prosperity

- Priority will be given to organizations that increase training for job readiness and career counseling, ultimately allowing people to reduce or eliminate their reliance on public assistance by empowering them with the skills needed to achieve self-sufficiency and long-term economic stability.
- Applications will be given high consideration for organizations that foster collaboration between the public and private sectors, as well as faith-based communities, to break down community silos and provide individuals with the opportunity to achieve their fullest potential and accomplish the American Dream.

Education

- Applications will be given priority consideration if the organization actively promotes resiliency education as outlined in Florida Department of Education's Rule: 6A-1.094124.
- Applications will be given priority consideration if the organization actively promotes civics education as outlined in Florida Department of Education's Civics and Government Standards. Emphasis will be placed on efforts that align with Florida's civics education goals, foster civic responsibility, encourage active participation in democracy, and empower communities with the knowledge and skills to engage effectively in civic life.

Environment

- Priority will be given to organizations that support the conservation of Florida's natural resources, including the removal of invasive plants on the state's conservation lands, the building and maintenance of trails, and the support of Florida's working waterfronts, coastal wetlands, and aquatic resources.

AmeriCorps planning grants provide support to a grant recipient to develop an AmeriCorps program that will engage AmeriCorps members in implementing evidence-based interventions to solve community problems. Grant recipients are awarded up to $75,000 for a 12-month planning period and are encouraged to compete for an AmeriCorps program grant in the following grant cycle if they deem the fit with AmeriCorps to be of use to their community. A planning grant may not be used to support AmeriCorps members. Applicants will apply for a Cost Reimbursement grant. The project period is no more than a year, with a start date of August 1, 2025. Applications must not exceed 5 double-spaced pages for the narratives.

Selection Criteria

Each applicant must describe a how a project would deploy AmeriCorps members effectively to solve a significant community problem. The quality of an application will be an important factor in determining whether an organization will receive funding.

Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. Reviewers will assess the quality of applications by using the selection criteria described below.

Categories/Subcategories	Percentage
Executive Summary	**0**
Program Design	**50**
• **Problem/Need**	20
• **Planning Process/Timeline**	30
Organizational Capability	**25**
• **Organizational Background and Staffing**	25
Cost-Effectiveness and Budget Adequacy	**25**

Executive Summary (Required – 0 percent):

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

The [Name of the organization] proposes a planning grant to focus on [what the community interventions will be.]

Program Design (50 percent):

Reviewers will consider the quality of the application's response to the criteria below. Do not assume all sub-criteria are of equal value.

1. Problem/Need (20 points)
   • The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data.
   • The applicant provides a clear explanation for why a planning grant is needed.

2. Planning Process/Timeline (30 points)

- The applicant reflects the Volunteer Florida Planning Grant timeline/activities and describes a clear and logical planning process:
  - The applicant describes a detailed description of who is leading the planning process.
  - The applicant describes how the planning period will be used to develop the necessary components to effectively manage an AmeriCorps program in the future.
  - The applicant describes a detailed plan for program sustainability.
- The planning process includes development of the following program elements:
  - Theory of Change/Logic Model
  - Intervention and evidence base
  - Member training and supervision plans
  - Program Compliance and Accountability
  - Securing Match Support for the Program

Organizational Capability (25 percent):

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

1. Organizational Background and Staffing (25 points)
   - The applicant describes how it has the experience, staffing, and management structure to plan the proposed program.
   - The applicant describes its plans to engage community members and partner organizations in the planning process.
   - The applicant has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement, such as appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.
   - The applicant describes the extent to which the organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to both the AmeriCorps Office of Inspector General and AmeriCorps and a plan for training staff and participants on these reporting protocols.

Cost-Effectiveness and Budget Adequacy (25 percent):

Reviewers will assess the quality of the application's budget to the following criteria below. Do not assume all sub-criteria are of equal value.

These criteria will be assessed based on the budget submitted. Do not include narrative in the narrative box except for "See budget."

1. Cost Effectiveness and Budget Adequacy (25 points)
   - Budget complies with the Application Instructions document found here: See Appendix B and C;
   - Cost Reimbursement applicant meets match requirements. Applicant identifies sources in the Source of Funds section of the budget

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Performance Measures Instructions

ALL FOCUS AREAS

Notes
- Should correspond to the primary focus area of the project being planned (for projects in the Capacity Building focus area, use the Other Community Priorities focus area)
- Targets for the output and outcome should be set as 1
- No MSYs or members should be associated with the performance measure

Output	Number of grantees engaged in a planning process
Definition of Key Terms	**Grantees:** recipients of AmeriCorps planning grants **Planning process:** activities outlined in the awarded grant application
How to Measure/ Collect Data	N/A

Outcome	Number of grantees that intend to submit an application for an AmeriCorps program grant
Definition of Key Terms	**Grantees:** recipients of AmeriCorps planning grants **AmeriCorps program grant:** single- or multi-state grant application for a program designed to enroll and place AmeriCorps members
How to Measure/ Collect Data	Self-assessment by planning grantee

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Appendix B: Performance Measures Checklist

This checklist is used to assess performance measures during the review process. Items on the checklist are common problems that require resolution but do not represent a comprehensive list. Refer to the Performance Measure Instructions for full requirements.

Checklist Item		Primary Aligned Measure (required)
Resource Allocation		
1	MSY and member allocations to focus areas and objectives are zero*	
2	MSY and member allocations to the performance measure are zero*	
Performance Measure Requirements		
3	The application includes one applicant-determined performance measure connected to the primary focus area of the project being planned. *(For projects in the Capacity Building focus area, the performance measure should be connected to the Other Community Priorities focus area.)*	
4	The performance measure title is "Planning Grant"	
5	The output measure is "Number of grantees engaged in a planning process"	
6	The outcome measure is "Number of grantees that intend to submit an application for an AmeriCorps program grant"	
Interventions		
7	The intervention associated with the performance measure is "Plan an AmeriCorps program"	
8	The intervention description is "NA"	
9	No other interventions are included in the performance measure	
Targets		
10	Output and outcome targets are both 1	
11	The unit of measure for both output and outcome is "grantees"	
Performance Measure Instructions		
12	No National Performance Measures are included in the planning grant	
Data Collection/Instruments		
13	The data collection method is "Other"	
14	The instrument description for the output measure is "NA"	
15	The instrument description for the outcome measure is "Self-assessment by planning grantee"	

* If you are unable to submit your application with 0 MSYs in the Performance Measure screens, enter 1 MSY and 1 member on the MSYs/Members tab