

# FACE SHEET

Organization Legal Name:

(Must match SAM.gov)

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Project Name:

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UEI Number:

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Employer Identification Number (EIN):

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Physical Legal Address:

(Must match SAM.gov)

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## Contact Information for Project Director

Name:

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Email Address:

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Phone Number:

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Type of Application:

(New, Recompete, Continuation)

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Counties Served:

(List all Florida counties served by project)

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Applicant Congressional District:

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Program Congressional District:

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Proposed Project Start Date:

08/01/2026

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Proposed Project End Date:

07/31/2027

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Year in Funding (New applicants Enter 1):

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Funding Amount (Federal Share):

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Funding Amount (Grantee Share):

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Total Cost of Program:

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TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT AND THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE APPLICANT.

Signed: \_\_\_\_\_ Date Signed: \_\_\_\_\_

VOLUNTEER FLORIDA USE ONLY	
Application ID	
Federal Identifier	
Date Received	



**FY2026 AmeriCorps Formula  
Application Narrative Prompts  
Planning Grant**

**Instructions:**

Please reference the [Planning Grants](#) documents for full guidance.

**Executive Summary (Required - 0 percent)**

In the box below:

Please fill in the blanks of this 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)**

**Problem/Need (20 points)**

In the box below, address the following prompts:

- 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.

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**Planning Process/Timeline (30 points)**

In the box below, address the following prompts:

- The applicant reflects the [Volunteer Florida Planning Grant timeline](#) 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

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## Organizational Capability (25 percent)

### Organizational Background and Staffing (25 points)

In the box below, address the following prompts:

- 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.

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### **Cost-Effectiveness and Budget Adequacy (25 percent)**

These criteria will be assessed based on the budget submitted.

#### **Cost Effectiveness and Budget Adequacy (25 points)**

- Budget complies with the Application Instructions document found here: [See Attachment C](#)
- Cost Reimbursement applicant meets match requirements. Applicant identifies sources in the Source of Funds section of the budget.

#### **Performance Measures**

Planning Grant applicants will have the following output and outcome. By checking the boxes below, applicant agrees to these performance measures.

Output: Number of grantees engaged in a planning process.

Target: 1

Outcome: Number of grantees that intend to submit an application for an AmeriCorps operational grant.

Target: 1