

Welcome!

2017 AmeriCorps Grant Application Workshop AmeriCorps Basics



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What to Expect

- ❑ Roles and Overview of the GCSV
- ❑ Things you'll need before you start your application
- ❑ Important dates
- ❑ Acronyms
- ❑ Purpose of AmeriCorps Funding
- ❑ Eligibility criteria
- ❑ Focus areas
- ❑ Points
- ❑ Face sheet
- ❑ Executive Summary
- ❑ Submission of application
- ❑ Application Components



About the GCSV

- “GCSV” or “The Commission” (Georgia Commission for Service and Volunteerism)
 - Composition
 - Staff
 - GCSV Board of Governor-Appointed Commissioners
- Located within the DCA (Department of Community Affairs)
- Pass-through agency
- “CNCS” or “The Corporation” (Corporation for National and Community Service)



Before you start...

- ❑ DUNS Number(Dun & Bradstreet)
 - ❑ Unique nine digit identification number
 - ❑ Request Line (866) 705-5711
 - ❑ Online: <http://fedgov.dnb.com/webform>
- ❑ Employer Identification Number (EIN)
- ❑ Register with SAM (System for Award Management) <https://www.sam.gov/portal/>
 - ❑ Must be renewed annually
 - ❑ Must use SAM registered legal name on ALL applications to CNCS
- ❑ Establish an eGrants account.
 - ❑ <https://egrants.cns.gov/espan/main/login.jsp>
 - ❑ Select “Don’t have an eGrants account? Create an account”
- ❑ 2017 Application Instructions
- ❑ 2017 Notice of Federal Funding Opportunity
- ❑ 2017 Georgia-Specific Guidelines

<http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2017/americorps-state-and-national-grants-fy-2017>



Mark Your Calendars

- ❑ **FORMULA AND PLANNING GRANT APPLICATIONS SUBMITTED TO GCSV**
 - ❑ **December 21, 2016 at 5:00 p.m.**
 - The Notice of Intent only applies to first-time new applicants and is due to the GCSV
 - ❑ **February 13, 2017 at 3:00 p.m.**
 - Formula Applications
 - Planning Grant Applications are due to the GCSV in eGrants
 - All additional documents have the same due date

- ❑ **GOVERNOR AND MAYOR INITIATIVES AND MULTI-FOCUS INTERMEDIARY APPLICATIONS SUBMITTED TO THE CNCS**
 - ❑ **December 7, 2016**
 - Deadline for Optional Notice of Intent to Apply
 - Multi-Focus Intermediaries
 - Governor and Mayors Initiatives
 - ❑ **January 18, 2017 at 5:00 p.m. EST**
 - **Deadline for Applications Submitted to CNCS**
 - Governor and Mayor Initiative
 - Multi-Focus Intermediaries

If submitting a Governor and Mayor Initiative or a Multi-Focus Intermediary application, please submit it to the GCSV for review by January 4th, 2017.



Grant Types

- **Cost Reimbursement**
 - **Formula**
 - **Single-State Applicants**
- **Planning Grants**
 - **No MSY**
 - **Identify new evidence-based service interventions**
 - **How to integrate members into effective program models.**
 - **How to integrate members in innovative evidence-based interventions.**
 - **See page 22 of NOFO for criteria**



Frequently Used Acronyms and Terms

- ❑ AmeriCorps (pronounced “Ameri-Core”)
- ❑ “Members” or “ACMs”
 - ❑ Are not volunteers
 - ❑ Are not employees
 - ❑ Cannot replace current or future employees
 - ❑ Cannot perform duties of employees
- ❑ Living Allowance
 - ❑ Stipend
 - ❑ Not a wage or a salary
 - ❑ Not paid on an “hourly” basis
- ❑ MSY (Member Service Year) not “FTE”
 - ❑ FT (Full-Time) min. 1700 hours
 - ❑ HT (Half-Time) min. 900 hours
 - ❑ RHT (Reduced Half-time) min. 675 hours
 - ❑ QT (Quarter-Time) min. 450 hours
 - ❑ MT (Minimum-Time) min. 300 hours
- ❑ Terms “Cost Reimbursement” grant may be used interchangeably with “Formula” grant
- ❑ Cost per MSY or Cost/MSY – The maximum or minimum amount allowed per full-time AmeriCorps member.
- ❑ NOFO – Notice of Funding Opportunity aka Notice of Federal Funding Opportunity
- ❑ NOGA – Notice of Grant Award

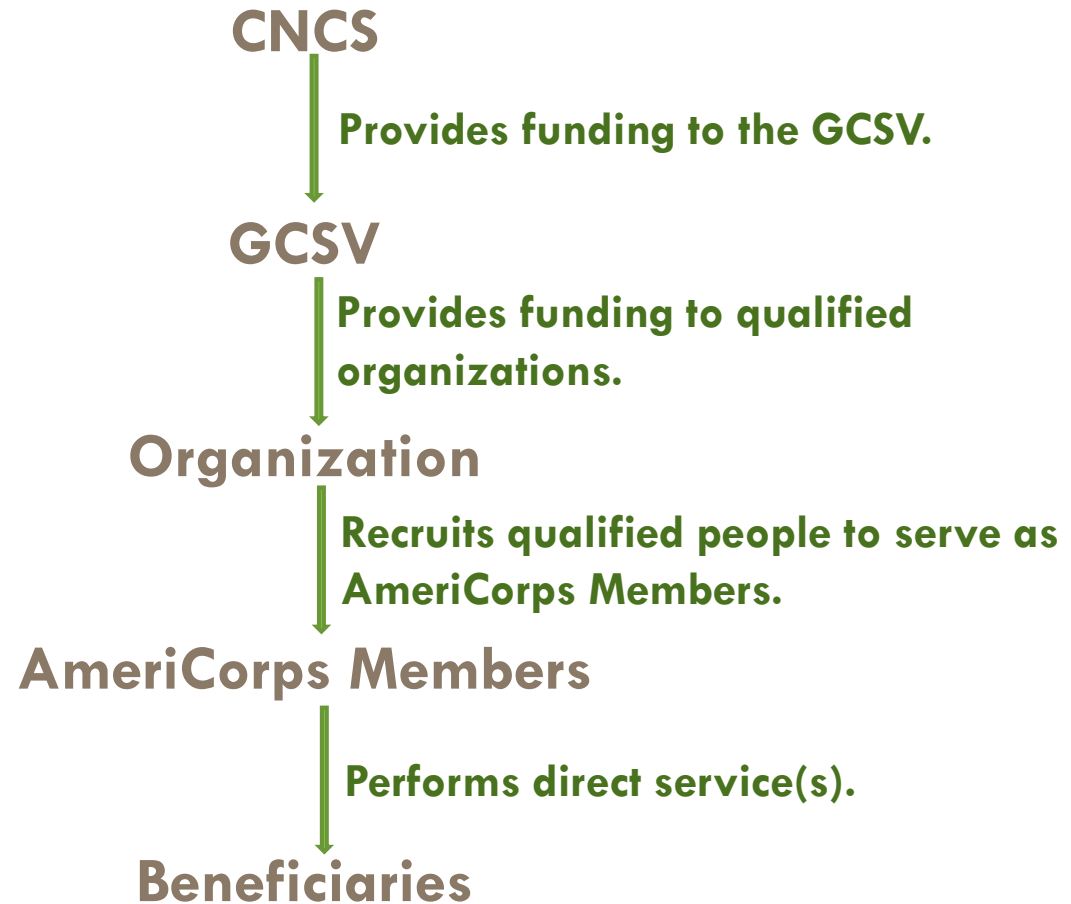


Purpose of AmeriCorps Funding

To engage AmeriCorps Members in evidence-based or evidence-informed interventions to strengthen communities.



How It Works



Eligible Applicants

- Public or private non-profit organizations, community-based and faith-based organizations with 501c(3) status in the State of Georgia
- Institutions of higher education and other educational institutions
- State Government entities

Notes:

- Organizations operating in multiple states may apply directly to the Corporation for National and Community Service as an AmeriCorps National Direct Applicant. www.nationalservice.gov
- Programs applying as National Direct programs must submit a Consultation Form to the GCSV. The form may be found at: <http://www.americorpsga.org/forprograms.htm>



Ineligible Applicants

- ❑ Organizations that have been convicted of a federal crime
- ❑ Organizations described in Section 501(c)4 of the Internal Revenue Code of 1986, 26 U.S.C. that engage in lobbying activities



CNCS Focus Areas

- ❑ **Disaster Services** (improving community resiliency through disaster preparation, response, recovery, and mitigation)
- ❑ **Economic Opportunity** (increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members)
- ❑ **Education** (improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM))
- ❑ **Environmental Stewardship** (21st Century Service Corps)
- ❑ **Healthy Futures** (Reducing and/or Preventing Prescription Drug and Opioid Abuse) Could also relate to physical activity or nutrition or access to health care.
- ❑ **Veterans and Military Families** (positively impacting the quality of life for veterans and military families)



CNCS Funding Priorities

- **All Aforementioned Focus Areas**
- **Governor and Mayor Initiatives**
- **Programming that Support My Brother's Keeper**
- **Multi-focus Intermediaries** (demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e. rural and other underserved communities)
- **Safer Communities**
- **Evidence Based Intervention Planning Grants**
- **Encore Programs**



GCSV Focus Areas

- ❑ **Homelessness** (Individuals and families lacking adequate nighttime residence.)
- ❑ **Rural Communities** (Communities with a population of < 50k with a poverty percentage > 10%.)
- ❑ **Educators in Rural Communities** (Organizations placing ACMs in rural communities as a resource to address educational needs)
- ❑ **Human Sex Trafficking** (A form of slavery and involuntary servitude resulting in grave human rights violations.)



Priority and Focus Areas

In order to receive priority consideration and extra points for submitting an application within a priority(ies) or focus area, applicants must demonstrate that the priority or focus is a significant part of the program and intended outcomes and must include a high quality program design. Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding.



Match Requirements

- Year 1,2,3 = 24%
- Year 4 = 26%
- Year 5 = 30%
- Year 6 = 34%
- Year 7 = 38%
- Year 8 = 42%
- Year 9 = 46%
- Year 10 = 50%



Grant Periods

- ❑ Projects periods are typically 10-12 months
- ❑ Grants are three-year grants but application is required each year of the three-year grant period
 - ❑ Year 1 – New application
 - ❑ Year 2 – Continuation
 - ❑ Year 3 – Continuation
 - ❑ Year 4 – Re-compete

If you are a Continuation applicant, please see the continuation instructions in the Application Instructions.



Member Benefits

- Living Allowances
 - FT \$12,630.00
 - Not required to pay a living allowance to less than FT
 - Living allowance are detailed on page 9 of the 2017 NOFO
- 2017 Education Awards
 - FT \$5,815.00
 - HT \$2,907.50
 - RHT \$2,215.24
 - QT \$1,538.36
 - MT \$1,230.69
- Experience
- Life-Long Relationships



New Programs

- ❑ Programs having no experience in administering an AmeriCorps program should apply for a minimum of 5 and a maximum of 10 MSY
 - ❑ May be combinations of FT, HT, RHT, QT, or MT
 - ❑ Depending on success of first year, the program may consider increasing the number of MSYs in subsequent years.



Education Awards

- ❑ Not a part of your budget
- ❑ Paid by the CNCS Trust
- ❑ May be used to pay tuitions
- ❑ May be used to pay qualifying student loans
- ❑ Members have 7 years to use awards
- ❑ May receive up to 2 education awards
- ❑ Based on PELL Grants
- ❑ Great tool for recruitment purposes!!!



Cost Per MSY

- ❑ Do not confuse Members' Living Allowance with Cost Per MSY
- ❑ Maximum Cost Per MSY = \$13,830
- ❑ FT MSY Living Allowance = \$12,630
- ❑ Difference = \$ 1,200
- ❑ The difference can be used for other member related costs.

Note: This is be covered in great detail later today during the fiscal management portion of this training.



Funding

- Applications are graded using a scoring rubric based on the NOFO.
- Current programs (continuations and re-competes) are graded on past performance.
- Applications are ranked from highest to lowest.
- Funding allocations for each state is based on the annual appropriations and the State's population.
- Funding is highly competitive.



Submitting Application

- ❑ Establish an eGrants Account.
- ❑ It is recommended that applicants use a word processing program prior to populating eGrants.
- ❑ It is recommended that applicants dedicate at least three weeks to complete the application.
- ❑ Applicants should print the application from eGrants to ensure they do not exceed the 15 page limit. Pages beyond page 15 may not be reviewed.
- ❑ National Service hotline hours and the telephone number can be found on page 12 of the NOFO.



Application Components

- **Page limit is 15, or 18 for Multi-Focus Intermediaries**
 - **SF 424 Face Sheet**
 - **Executive Summary**
 - **Narratives**
 - **Program Design**
 - Community Need
 - Intervention
 - Theory of Change
 - Evidence Base
 - Notice Priority
 - Member Training
 - Member Supervision
 - Member Experience
 - Commitment to AmeriCorps Identification
 - **Organizational Capability**
 - Background and Staffing
 - Compliance and Accountability
 - **Cost Effectiveness and Budget Adequacy**
- **Evaluation Plan**
 - Does not count toward the page limit
 - See page 21 of the NOFO for instructions



Application Components (cont'd)

- ❑ **Performance Measures**
- ❑ **Logic Model** (May not exceed 3 pages when printed from eGrants)
- ❑ **Budget**
- ❑ **Budget Narrative**
- ❑ **All additional documents below must be submitted to AmeriCorpsGA@dca.ga.gov**
 - ❑ Financial Statements/Most recent audit
 - ❑ Most recent evaluation or evaluation plan (not applicable to new applicants)
 - ❑ Resources that support strong or moderate evidence (where applicable)
 - ❑ Memorandums of Understanding or Letters of Agreement
 - ❑ Immigration Affidavit (<http://www.americorpsga.org/docs/PublImmigrationAffidavit.pdf>)
 - ❑ Documentation verifying Federally Approved Indirect Cost Rate (if applicable)
 - ❑ Alternative Match Waiver, the request must be submitted with the AmeriCorps application. (if applicable)



Recap

- ❑ Applicants with zero experience in operating and AmeriCorps Program should request no less than 5 MSY and no more than 10. These may be combinations of FT/HT/RHT/QT/MT.
- ❑ Applicants applying directly to the GCSV are not held to the CNCS minimum 20 MSY rule.
- ❑ Applicants who address one or more CNCS or GCSV focus or priority areas may receive extra points.
- ❑ Applicants proposing partnerships or sub-sites must submit Letters of Agreement or MOUs with the application.
- ❑ Incomplete applications may not be reviewed.
- ❑ Applications are due no later than February 13, 2017 at 3:00 pm.
- ❑ Applications must be submitted in the eGrants system.
- ❑ Additional documents must be submitted to AmeriCorpsGA@dca.ga.gov
- ❑ You may feel free to use the aforementioned email to request technical assistance as you develop your application.
- ❑ You may also feel free to call either of us for technical assistance. My personal preference are emails.



Points

Criteria		Formula Points	Planning Grants Points
Executive Summary (Failure to use template provided may result in negative points.)		0	0
Program Design (50%)			
Need		2	10
Intervention		3	30
Planning Process/Timeline			10
Theory of Change & Logic Model		19	
Evidence Base		12	
	No Evidence (0)		
	Pre-Preliminary Evidence (1-2)		
	Preliminary Evidence (3-6)		
	Moderate Evidence (7-9)		
	Strong Evidence (10-12)		
Notice Priority		3	
Member Training		4	
Member Supervision		2	
Member Experience		3	
Commitment to AmeriCorps Identification		2	
Organizational Capability (25%)			
Organizational Background and Staffing		10	25
Compliance and Accountability		15	
Cost Effectiveness and Budget Adequacy (25%)			
Cost Effectiveness		18	18
Budget Adequacy		7	7
Evaluation (Required for re-competing grantees)		0	
TOTAL		100	100



SF-424 Face Sheet

- ❑ Legal Name: This should be the name you registered in SAM
- ❑ The contact information you use on this Face Sheet will be the information used by the Georgia Commission to contact you with any questions.
- ❑ The Catalog of Federal Domestic Assistance Number is 94.006
- ❑ Descriptive Title of Applicant's Project: The name of your project should contain the word "AmeriCorps". i.e. The ABC Organization AmeriCorps Program
- ❑ Don't forget to list "Counties" affected by your project
- ❑ Don't forget to select the "Congressional District"
- ❑ The "Proposed Start and End Dates" are the dates you plan to start/implement your project and the date you plan to end you project.
 - ❑ Most programs are 10-12 months
 - ❑ No program will be allowed to start prior to August 1st
 - ❑ Example star-end dates (9/1/2017 to 8/31/2018)



Executive Summary

- See Page 14 of NOFO for template.
- Do not deviate
- Points for this section if completed correctly = 0
- If template is not followed = -1 (Negative One)





Georgia[®] Department of 

Community Affairs

