

APPLICATION GUIDELINES

Volunteer Michigan 2010-2011

M I C H I G A N



**COMMUNITY
SERVICE**

C O M M I S S I O N

Applications Must Be Received By:

5:00 p.m. – Monday, September 13, 2010

Please submit an unbound original and five stapled copies to:

**Michigan Community Service Commission
Attn: Michelle Mackie
1048 Pierpont, Suite 4
Lansing, MI 48913**

Facsimiles or emailed applications will not be accepted.

SUBMISSION INSTRUCTIONS

INTENT TO APPLY

*If your organization intends to apply for Volunteer Michigan funding, please submit the Intent to Apply form no later than 5:00 p.m. on August 27, 2010. **If the Intent to Apply form is not received by this time and date, the application will NOT be read or considered. Please consider sending in the Intent to Apply form even if you are uncertain about sending in a full application.** This form appears in the Appendix, and is available online from www.michigan.gov/mcsc.*

Your application, due September 13, 2010, ***must follow this order and include:***

1. Title Page (limited to one page)

Complete the form located in the Appendix (an electronic version of the Title Page is available for your convenience at www.michigan.gov/mcsc). **The original copy must have an original signature.**

2. Program Narrative (not to exceed 15 double-spaced pages)

The application must be typed and double-spaced in not less than 12-point font size with one-inch margins. One side counts as one page. The narrative should address the statements and questions listed below. In writing the program narrative please refer to the specifics detailed throughout the Volunteer Michigan Overview and the Grantee Responsibilities on previous pages.

Your program narrative must be *clearly labeled with headings and subheadings*. It is important that the *information requested is provided in the section within which it is asked*, to assure clarity for reviewers. You must number the pages of the narrative section.

3. Budget Narrative

A template for creating the budget narrative is available for your convenience at www.michigan.gov/mcsc.

4. Volunteer Connector/Community Partner Commitment Form

The Volunteer Connector organization and each of the five members of the collaborative must complete a commitment form.

5. Financial Management Survey

An electronic version of this document is available for your convenience at www.michigan.gov/mcsc.

*** Please note: A letter of support from a City of Service chief service officer is required in those cities that have this designation.** Please do not send additional letters of recommendation, articles or photos.

Please be sure to retain an electronic copy of your application. Submit one unbound original and five stapled copies of your application no later than 5:00 p.m. on Friday, September 10, 2010

Michigan Community Service Commission
Attn: Michelle Mackie
1048 Pierpont, Suite 4
Lansing, Michigan 48913

Facsimiles or emailed applications will not be accepted. Applications received after 5:00 p.m. on September 10, 2010, will not be reviewed.

Program Narrative

In evaluating your application for funding, reviewers will consider the evidence of need in your community(s), the capacity of the identified Volunteer Connector to facilitate the collaborative, your program design and how it addresses the need, and the proposed program's cost-effectiveness and budget adequacy. The narrative section of the application is your opportunity to outline how your project meets the selection criteria. Below are some general writing suggestions to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your program description to fit each priority articulated in the regulations or the *NOFA*. Focus only on the special considerations and priorities that apply to your program.
- **Explain how.** Do not just state that you will do something; rather state how you will do it.
- **Link efforts to outcome.** Clearly illustrate how activities will positively impact the identified community needs.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
- **Don't make assumptions.** Even if you have received funding from the MCSC in the past, do not assume your reviewers know anything about you, your program, your partners, or your beneficiaries.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

A. Program Design

Grant awards will cover a one year period of operation. Grants may be renewed for two additional years subject to annual review and availability of federal funds. Therefore, in developing the program design section, you should not only discuss goals, objectives, and program structure for the first year, but also outline long term programmatic goals and outcomes for a three-year grant period.

1. Rationale and Approach – Organizational and Community Need (25%)

a. Compelling Community Need

- Describe the compelling community health or public safety need (problem or issue) that you will address within the target community(s). **SELECT ONLY ONE NEED.**
- Provide **current** evidence of the need you are describing.
- Briefly describe how you involved the target community(s) in identifying the needs.

b. Evidence of Community Collaboration

- Identify the Volunteer Connector
- Identify the five key collaborative organizations addressing health **OR** public safety issues.
- Describe the current relationship between the proposed Volunteer Connector and the collaborative partners. Discuss how receiving this grant will strengthen those relationships.
- Briefly describe how you involved the target community(s) in the planning process. Be specific in explaining which community partners and stakeholders were involved, what roles they played, and what their responsibilities were.

- If applicable, describe the cities of service effort in your community and the role it will play in supporting the local Volunteer Michigan collaborative. A letter of support must be provided by the city of service.

c. Program Activities Yielding Measurable Outputs and Outcomes

Specific objectives have been set by the MCSC. Each community collaborative must strive for the following goals:

- Describe programmatic activities that will meet or surpass the following objectives.
- Describe how increased volunteer participation will positively impact the community need identified.

Objectives

*Increase number of new volunteers participating in activities focused on health and public safety (Target: 250)

*Increase number of retained volunteers (Target: 75)

*Increase replicable collaborative community models for volunteer mobilization (Target: 1)

*Organize and recruit volunteers for at least two of National Days of Service (Target: 500 per site)

*Engage highly skilled volunteers (Target: 25)

HandsOn Connect must be utilized by grantees to track volunteers and accomplishments.

2. Collaborative Support (25%)

a. Training & Technical Assistance

- Describe clear plans for orienting collaborative partners to the *Volunteer Michigan* initiative.
- Provide a plan for providing training and support for HandsOn Connect to each collaborative partner.
- Describe a plan for the volunteer connector to provide onsite technical assistance to each collaborative partner as needed, site visits, and collaborative meetings to problem solve and share progress to-date and best practices to promote sustainability.

b. Capacity Building

- Describe how you will enhance the capacity of the involved organizations to engage citizens in service.

c. Sustainability

- Outline your plans for ensuring that the impact of the community collaborative is sustainable beyond the presence of federal support. For example, you might describe how your community collaborative will lead to community investment in volunteer generation efforts, or how the community will maintain your project once it is complete.

3. Commitment and plan to participate in National Days of Service (10%)

Describe how the capacity of the volunteer connector and the organizations involved in the community collaborative model will be utilized to accomplish the goal of engaging 500 people per site in National Days of Service such as, but not limited to, Martin Luther King, Jr., Day, and 9-11 Day of Service and Remembrance.

- The volunteer connector will establish a model aimed at implementing and/or supporting National Days of Service in the local community by engaging 500 people per site through various approaches.
- Develop a media driven approach that incorporates universities/colleges, school districts, large employers, and churches into its marketing for engaging people in National Days of Service
- The volunteer connector will determine a method for collaborating with other community partners and collect necessary data to track attendance/participation at events associated with National Days of Service.

4. Organizational Capability – Staff and Organizational Capacity (25%)

a. Sound Organizational Structure

1) Ability to Provide Sound Programmatic and Fiscal Oversight:

- Provide a brief history of your work as a volunteer connector, including the year your organization was established.
- Provide specific examples of your organization’s experience and past accomplishments in the proposed areas of activity and your experience operating and overseeing a program or collaborative comparable to the one proposed.
- Identify the key program and fiscal positions responsible for your proposed program, and the percent of time dedicated to the program.
- Describe your capacity to manage a federal grant and to provide on site monitoring of financial and other necessary systems. Provide examples of other federal grants received, including amount and duration.

b. Special Circumstances:

- In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations:
 - The age of your organization and its rate of growth; and
 - Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.
- If you feel that any of these circumstances have an impact on your organizational capability that has not already been discussed, please describe it.

5. Cost Effectiveness and Budget Adequacy (15%)

The minimum grant size is \$30,000 in federal funds (30% or \$9,000 cash/in-kind match). The maximum grant size is \$50,000 in federal funds (30% or \$15,000 cash/in-kind match).

- Describe why this amount is adequate and necessary to be effective in supporting your community collaborative design, including how it is sufficient to support the proposed activities and is linked to your desired outputs and outcomes.
- Demonstrate how your program has or will obtain diverse non-federal or non-CNCS resources for program implementation and sustainability.
- Include a discussion of the non-Corporation resource commitments (in-kind and cash) that you have obtained, the additional commitments you plan to secure, and how you will secure them. In the budget, you must list the sources of your match funds.

Budget Narrative

The budget should be sufficient to perform the tasks described in the proposal narrative. Do not include unexplained amounts for miscellaneous or contingency costs or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar.

An electronic budget worksheet is available at www.michigan.gov/mcsc. The narrative must be completed for funds requested from the CNCS and for all other matching funds. For each line item, a full explanation must be provided in the budget narrative that specifies the purpose, cost basis, and calculation. This form can be printed, and included with each copy of the application. If you should encounter difficulty in downloading the form or for other technical assistance, please contact Michelle Mackie at metzmakerm1@michigan.gov. A copy of the form is also included in the appendix. If you choose to use your own format, it should reflect the same line items, calculations, and order as in the recommended template.

BUDGET INSTRUCTIONS

Before You Begin: Your detailed budget must provide a full explanation of associated costs including their purpose, justification, and the basis of your calculations. Where appropriate, your calculations should be presented in an equation format, identifying the number of persons involved with the event, the per person/unit cost, and/or the annual salary cost.

Summary of statutory budget requirements:

- Equipment costs must not exceed 10% of the total federal share.
- Administrative costs must not exceed 5% of the total grant funds requested.

Operating Costs

A. Personnel Expenses

- Include the portion of principal staff time attributed directly to the operation of the community collaborative project. List each staff position.

B. Personnel Fringe Benefit

- Include costs of benefit(s) for staff listed in Section A. You can identify and calculate each benefit or show cost as a percentage of all salaries. You must include FICA, Worker's Compensation, and Unemployment Insurance for all applicable staff.

C. Travel

- Describe the purposes for staff travel. Costs allowable are transportation, lodging (\$65.00 per night limit), subsistence (\$31 per day limit), and other related expenses for local and outside the project area travel. Calculations must be included; mileage cannot exceed \$.50/mile. Example: Staff travel to seven local collaborative meetings – 1 staff x \$.50 per mile x 500 miles = \$250.00

D. Equipment

- Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of \$5,000 (five thousand) or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in *E. Supplies* below. Purchases of equipment are limited to 10% of the total grant amount, i.e., the federal share of all budget line items. If applicable, show the unit cost and number of units you are requesting.

E. Supplies

- Include the funds for the purchase of consumable supplies and materials. You must individually list any single item costing \$1,000 (one thousand) or more. Example: office supplies: (pens, paper, binders, folders, flash drives) x 2 staff x \$200.00 per year = \$400.

F. Contractual & Consultant Services

- You may include costs for consultants related to the project's operations. Consultants used for evaluation should be included in H. Evaluation below. Payments to individuals for consultant services under this grant may not exceed \$540 per day (exclusive of any indirect expenses, travel, supplies, etc.). Where applicable, indicate the daily rate for consultants. Example: \$540 x 1 consultant x 3 days professional development for consortium members = \$1,620.

G. Training

- Include the costs associated with training of staff working directly on the project, especially training that specifically enhances staff project implementation and professional skills. Indicate daily rates of consultants, where applicable. Example: staff training: registration fees \$250, lodging \$65 x 1 night, \$31 for food costs x 2 days = \$377.

H. Evaluation

- Include costs for project evaluation activities, including additional staff time or subcontracts you did not budget under Section I A. Personnel Expenses, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. This **does not** include the daily/weekly gathering of data to assess progress toward project objectives, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

I. Other Program Operating Costs

- Allowable costs in this category may include volunteer background checks, office space rental (for sites where projects are operating, utilities, and telephone and Internet expenses that are specifically used for community collaboratives. If shared with other projects or activities, you must prorate the costs equitably. List each item and provide a justification in the budget narrative.

J. Administrative

Definitions: Administrative costs are general or centralized expenses of the overall administration of an organization that receives Corporation funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122. The Corporation's share of administrative costs is limited by statute to 5% of the total Corporation funds **actually expended** under this grant.

K. Source of Match

Describe the grantee match contribution by clearly indicating the source(s), the type of contribution (cash or in-kind), the amount (or estimate), and the intended purpose of the match. You may enter this information in any category in the Purpose-Calculation field.

Note: Once the budget narrative is completed, please verify that your grantee match equals at least 30%. If using the recommended template, your total match percentage will be calculated at the bottom of the worksheet.

SELECTION CRITERIA AND PROCESS

A. Selection Criteria

- Rationale & Approach (25%)
- Collaborative Support (25%)
- Commitment and plan to participate in National Days of Service (10%)
- Organizational Capability (25%)
- Cost Effectiveness and Budget Adequacy (15%)

B. Review and Selection

The review and selection of the Volunteer Michigan applications is a multiple-step process as described below.

1. Request for proposal released on Friday, August 6, 2010.
2. Technical assistance webinar to take place at 10:00 a.m. on Monday, August 16, 2010. (Complete and submit, by the date requested, the attached webinar registration form)
3. **Intent to Apply form due to MCSC by 5 p.m., Friday, August 27, 2010.**
4. **Applications** will be **due** to the Michigan Community Service Commission by 5 p.m. on Monday, **September 13, 2010**. Applications will be reviewed for: requirements, adherence to guidelines, and priorities. Other review considerations may include:
 - Geographic diversity
 - Diversity - MCSC seeks to fund a broad range of programs with various approaches to addressing community need.
5. Review and approval of applications
 - Panel of internal and external reviewers – September/October 2010
 - Board review – funding recommendations for all funded applicants will be submitted to the Michigan Community Service Commission Board of Commissioners for approval.
6. Applicants will be informed of funding decisions on or before Friday, October 29, 2010.
7. Grantee start date of Wednesday, December 1, 2010.

