

2021 – 2022
MICHIGAN'S AMERICORPS
PRELIMINARY APPLICATION GUIDELINES
FOR NEW APPLICANTS



IMPORTANT DATES:

Thursday, October 8, 2020 by 5:00 p.m. EST

Notice of Intent to Apply

Intent to Apply form is available at:

<https://www.surveymonkey.com/r/PB6RJ5H>

Financial Management Survey

A copy of the applicant organization's most recent independent audit

Financial management surveys and independent audits should be submitted to:

zoets@michigan.gov

Thursday, October 22, 2020 by 5:00 p.m. EST

Preliminary Applications & Budgets

Preliminary applications and budgets should be submitted to:

zoets@michigan.gov

For more information: www.michigan.gov/mcsc

If you have additional questions, please contact:

Shannon Zoet: zoets@michigan.gov

Joy Alston: alstonj2@michigan.gov

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

OVERVIEW

AmeriCorps is a national network of service programs designed to engage thousands of Americans on a full- or part-time basis to help communities address their toughest challenges. The Corporation for National and Community Service (CNCS) administers AmeriCorps at the federal level and works in partnership with states to develop service programs and to create a community-based national service network. CNCS seeks to fund AmeriCorps programs that address goals in the areas of disaster services, economic opportunity, education, environmental stewardship, healthy futures, and services for veterans and military families. Programs must demonstrate community impact and solve community problems through an evidence-based approach (e.g. performance data, research, theory of change).

The Michigan Community Service Commission (MCSC) is the administrative agent for Michigan's AmeriCorps programs receiving CNCS funding. The MCSC utilizes service as a strategy to address the state's most pressing issues and empowers volunteers to strengthen communities. For more information on the MCSC, including currently funded programs, please visit our website at www.michigan.gov/mcsc.

Notice of Intent to Apply: Submission of a Notice of Intent to Apply is **required to be eligible for this competition** and is due **Thursday, October 8, 2020 by 5:00 p.m. EST** at <https://www.surveymonkey.com/r/PB6RJ5H>.

Financial Management Surveys and a **copy of the applicant organization's most recent independent audit** must be received by **Thursday, October 8, 2020 at 5:00 p.m. EST** via email to zoets@michigan.gov.

Preliminary application & budget: Preliminary applications and budgets are due **Thursday, October 22, 2020 by 5:00 p.m. EST** via email to zoets@michigan.gov.

Applicants may be asked to respond to additional and/or different application questions in the comprehensive application if the preliminary application is successful in the first phase of review.

A. FUNDING OPPORTUNITY DESCRIPTION

1. Purpose of AmeriCorps Funding

The mission of CNCS is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed 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 higher education expenses or apply to qualified student loans.

CNCS Focus Areas

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

- Disaster Services
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Veterans and Military Families

CNCS Funding Priorities

CNCS seeks to prioritize the investment of national service resources in the following areas:

- Efforts to help local communities recover from the COVID-19 pandemic. Applicants may propose programming in any CNCS focus area to aid communities as they recover from the COVID-19 pandemic.
- Programs that actively engage in removing structural racial inequities, advancing racial equality, and increasing opportunity in order to achieve sustainable change in communities.
- Economic Opportunity - a program model that increases economic opportunities for communities by preparing people for the workforce
- Education – see sixth bullet
- Healthy Futures – a program model that reduces and/or prevents prescription drug and opioid abuse.
Evidence-based interventions on the CNCS Evidence Exchange (<https://www.nationalservice.gov/impact-our-nation/evidence-exchange>) that are assessed as having Moderate or Strong evidence.
- Veterans and Military Families – a program model that positively impacts the quality of life of veterans and improves military family strength.
- Rural intermediaries - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Faith-based organizations.
- Programs that reduce child poverty.
- Environmental stewardship.
- Economic Mobility Corps – a joint initiative with the Community Development Financial Institutions Funds to place national service members at certified Community Development Financial Institutions to enhance their capacity to provide financial literacy, financial planning, budgeting, saving, and other financial counseling activities in distressed and underserved areas.

MCSC Focus Areas

In addition to the CNCS Focus Areas and Funding Priorities, the MCSC has identified the following focus area as a priority in our state:

- Safer Communities – Grants will focus on public safety and/or partnerships between law enforcement and the community; increase public safety and decrease victimization in neighborhoods by participating and engaging residents in activities that improve neighborhood guardianship, reduce victim susceptibility, and enhance neighborhood communication around public safety.

B. AWARD INFORMATION

1. Estimated Available Funds

CNCS and the MCSC expect a highly competitive AmeriCorps grant competition. MCSC expects to award new, re-competing, and continuation AmeriCorps grants. CNCS and the MCSC reserve the right to prioritize providing

funding to existing awards over making new awards. The actual level of funding will be subject to the availability of annual appropriations.

2. Estimated Award Amount

Award amounts will vary, as determined by the scope of the projects.

3. Project and Award Period

CNCS and the MCSC anticipate making three-year grants. Generally the initial award is for one year and based on a one-year budget. Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance.

The project start date may not occur prior to the date CNCS awards the grant and the MCSC fully executes the grant. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment period.

4. Types of Grants

AmeriCorps grants can be awarded on a cost reimbursement or fixed amount basis. CNCS will not provide both types of grants for the same project in one fiscal year. Fixed amount grants are only available to re-competing programs. New applicants are not eligible to apply for fixed amount grants.

C. APPLICANT ELIGIBILITY

1. Eligible Applicants

The following non-federal entities (as defined in 2 C.F.R. §200.1) who have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:

- Indian Tribes
- Institutions of higher education
- Local governments
- Nonprofit organizations
- States

New Applicants

CNCS encourages organizations that have not received prior funding from CNCS to apply. The general practice is to award no more than 50 member positions (slots) to organizations receiving an AmeriCorps grant for the first time.

2. Threshold Requirements

Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.

- All applicants should request at least 10 full-time equivalent member slots.
- Professional Corps applicants and/or applicants determined to be a Professional Corps by CNCS must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs (45 CFR §2522.910-.940)), the applicant must describe how the program will meet these requirements.
- All applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to the Evidence Quality review criteria in order to be considered for funding

3. Cost Sharing or Matching Cost Reimbursement Grants

Applicants are required to match funds based on the chart below. The applicant’s match can be non-CNCS cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission.

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR 2521.60 and below.

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

Section 121(e)(5) of NCSA (42 U.S.C. §12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

The living allowance or salary provided to AmeriCorps members in Professional Corps programs does not count toward the matching requirement.

4. Other Eligibility Requirements

Under Section 132A(b) of the National and Community Service Act of 1990, as amended, organizations that have been convicted of a federal crime may not receive assistance described in this Notice. Applications that propose to engage in activities that are prohibited under CNCS’s statutes, regulations, or the terms and conditions of its awards are not eligible to receive CNCS funding.

Note that under appropriations provisions annually enacted by Congress, if CNCS is aware that any corporation has any unpaid federal tax liability—

- that has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability—

that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interests of the federal government.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in the [Internal Revenue Code of 1986, 26 U.S.C. 501 \(c\)\(4\)](#) that engages in lobbying activities is not eligible to apply for CNCS funding.

5. Unique entity identifier and System for Award Management (SAM)

All applicants must register with the System for Award Management (SAM) at <https://www.sam.gov/SAM/> and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See the SAM Quick Guide for Grantees at: [https://sam.gov/SAM/transcript/Quick Guide for Grants Registrations.pdf](https://sam.gov/SAM/transcript/Quick%20Guide%20for%20Grants%20Registrations.pdf).

SAM registration must be renewed annually. A Commission is responsible for ensuring its state applicants have compliant registrations. CNCS suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and address on all grant applications to CNCS.**

CNCS will not make awards to entities that do not have a valid SAM registration and DUNS or Unique Entity Identifier (UEI). If an applicant has not fully complied with these requirements by the time CNCS is ready to make a Federal award, CNCS may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a Federal award to another applicant.

The Federal government is implementing Unique Entity Identifiers (UEI) as part of the SAM registration process to eventually replace DUNS numbers. CNCS may ask applicants to add the UEI to their application as part of the clarification or pre-award process. CNCS is adding a field to capture the UEI in eGrants. If you already have a UEI and the UEI field is available in eGrants, you can enter it at the time you submit your application.

Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at the [DUNS Request Service](#). CNCS recommends registering

D. MEMBER ELIGIBILITY, RECRUITMENT, AND SELECTION

1. Member Term of Service and Living Allowance

Programs may engage members on a full- or less than full-time basis. Regardless of the type of service term, the maximum time limit is one calendar year. A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share. Exceptions are noted below.

Member Slot Type	Minimum Number of Service Hours	Member Service Year (MSY) Conversion	Minimum Living Allowance	Maximum Total Living Allowance
Full-Time	1700	1.0 MSY	\$15,100	\$30,200
Reduced Full-Time	1200	0.7 MSY	N/A	\$21,318
Half-Time	900	0.5 MSY	N/A	\$15,988
Reduced Half-Time	675	0.38 MSY	N/A	\$11,991
Quarter-Time	450	0.27 MSY	N/A	\$7,994
Minimum-Time	300	0.21 MSY	N/A	\$5,329
Abbreviated-Time	100	0.07 MSY	N/A	\$1,776

Exceptions to the Living Allowance Requirements

a. Programs existing prior to September 21, 1993 are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.

b. EAP Grantees are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table above.

c. Professional Corps Grantees must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table above. Professional Corps member salaries and benefits including childcare are paid entirely by the organizations with which the members serve; and are not included in the budget request to CNCS (federal or matching share).

2. Maximum Cost per Member Service Year (MSY)

The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award a member may earn. The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis.

New and recompeting Commission subgrantees/applicants will be held to the maximum cost per MSY for their grant type.

Maximum Cost per MSY

Grant Program	Maximum
Individual Competitive State/Territory (cost reimbursement)	\$16,300*
Professional Corps	\$1,000**
Education Award Program	\$800 or \$1,000***

*Cost reimbursement programs operating in rural communities and cost reimbursement programs that recruit opportunity youth as AmeriCorps members may request up to \$16,800 cost per MSY for the AmeriCorps members who will be serving in rural areas or who are opportunity youth.

CNCS requires **Professional Corps programs to cover the operating expenses associated with the AmeriCorps program through non CNCS resources. CNCS will only consider operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate significant organizational financial need.

*** Per 42 U.S.C. 12581a, the Corporation may provide the operational support under this section for a program in an amount that is not more than \$800 per individual enrolled in an approved national service position, or not more than \$1,000 per such individual if at least 50 percent of the persons enrolled in the program are disadvantaged youth.

2. Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award. CNCS will provide the updated Education Award amounts at the time of grant award.

3. Member Eligibility

At the time of enrollment in a Michigan’s AmeriCorps program, members must:

- Be at least 17 years of age;
- Possess a high school diploma or its equivalent, or agree to obtain a high school diploma or equivalent prior to using the education award;
- Not have dropped out of elementary or secondary school (unless the program is designed to engage opportunity youth, defined as economically disadvantaged individuals ages 16-24 who are disconnected from school or work);
- Be a U.S. citizen, a U.S. national, or lawful permanent resident alien; and
- Meet the task-related eligibility requirements established by the program.

4. Selection

Each individual program selects its own Michigan's AmeriCorps members, and the selection criteria may vary among programs. Programs must select members in a non-partisan, non-political, non-discriminatory manner that is in accordance with State and Federal equal employment opportunity laws. Programs must establish minimum qualifications for members related to the service they will provide, including the successful completion of an AmeriCorps orientation period. Programs must ensure they do not displace any existing paid employees.

Programs must conduct criminal history checks on member candidates in accordance with CNCS requirements as part of the screening process.

E. PROGRAM REQUIREMENTS

1. Program Monitoring and Management Responsibilities

If approved for an AmeriCorps grant, the host organization is responsible for managing the day-to-day operations of grant-supported activities. Activities must be in compliance with applicable federal and state requirements and must be aligned with performance goals. Monitoring must cover each program, function, and activity, including those of sub-sites. The organization is responsible for ensuring program quality and that the program has an impact on the identified community problem(s). This includes monitoring member activities, including the timely and accurate documentation of member eligibility and service hours. Each program must develop systems to track and monitor these requirements.

2. Program Reporting

Michigan's AmeriCorps programs must comply with all reporting required by the MCSC, including quarterly progress reports, monthly expenditure reports, member hours tracking, and member enrollment, termination, and end-of-term-of-service procedures. Programs are required to use an MCSC designated online reporting system for all aspects of reporting including member timekeeping.

3. Michigan's AmeriCorps Program Director Meetings

Michigan's AmeriCorps program directors must participate in regularly scheduled program director meetings, conference calls, and trainings.

4. MCSC Trainings and Special Events

Michigan's AmeriCorps staff and members are strongly encouraged to participate in all MCSC sponsored program trainings and service events, including the annual Michigan's AmeriCorps Member Celebration and Regional Russ Mawby Signature Service Projects. In addition, organizational leaders are required to attend an annual meeting to discuss sustainability and national service issues.

5. Member Enrollment Requirements

Grantees are expected to fill all member slots included in their grant award. Enrollment rates have a direct bearing on the number of slots and the size of awards approved in the continuation and re-compete processes. Continuation and re-competing Grantees that have not achieved full enrollment in the previous year must provide an explanation and a corrective action plan in their application. Successful applicants that do not fully enroll may receive a decrease in funding in subsequent years.

6. Member Retention Requirements

Grantees are expected to pursue the highest retention rate possible. Retention rates will have a direct bearing on the number of slots and the size of awards approved in the continuation and re-compete processes. Successful applicants that do not retain their members are likely to receive a decrease in funding in subsequent years. We recognize retention rates may vary among equally effective programs depending on the program model. Continuation or re-competing grantees that have not achieved at least 85% retention in the most recently completed program year must provide an explanation and a corrective action plan in their application.

7. Generating Volunteers

A fundamental purpose of AmeriCorps is to help recruit, support, and manage volunteers that meet community needs. By creating volunteer opportunities and helping organizations to effectively engage volunteers, AmeriCorps programs multiply their impact, build organizational capacity, and support the development of sustainable programs. All Michigan's AmeriCorps programs are required to recruit volunteers and report on volunteer recruitment to the MCSC. Each program is required to recruit a minimum of 20 volunteers per MSY.

MCSC's expectation is that volunteers will be engaged in ways that support the mission of the AmeriCorps program in which members serve. The involvement of volunteers should enhance or build upon any direct service goals of the program or organization of which the AmeriCorps members are a part. *Volunteer recruitment and management is not intended to replace direct service activities of AmeriCorps members.*

If an applicant believes it is unable to include volunteer recruitment and management as part of their program, either because of the program model or for any other reason, the applicant must request a waiver in their comprehensive application.

F. APPLICATION AND SUBMISSION INFORMATION

1. How to Apply

Organizations that propose to operate in a single state apply directly to the State Commission for the state in which they will operate. In Michigan, this is the Michigan Community Service Commission. Single-state applicants must follow the state-specific deadlines and application instructions as detailed in these guidelines. Organizations that propose to operate in more than one state apply directly to CNCS. Organizations in states and territories without commissions apply directly to CNCS.

a. Notice of Intent to Apply (required for preliminary application submission), Financial Management Survey, and a copy of the most recent independent audit

Applicants are required to submit a **Notice of Intent to Apply** by **5:00 p.m. EST on Thursday, October 8, 2020** at <https://www.surveymonkey.com/r/PB6RJ5H>. MCSC will not consider notifications received after the deadline. Failure to submit a Notice of Intent to Apply will render an applicant ineligible to apply. The Notice of Intent to Apply helps MCSC plan more efficiently the preliminary application review.

Applicants are also required to submit a **financial management survey** and a **copy of the applicant organization's most recent independent audit** by **5:00 p.m. EST on Thursday, October 8, 2020** via email to zoets@michigan.gov.

b. Submission Dates and Times

The deadline for submitting preliminary applications and budgets is **5:00 p.m. EST on October 22, 2020**. Preliminary applications and budgets must be submitted via email to zoets@michigan.gov. MCSC will not consider applications received after the deadline, except when noted below. MCSC reserves the right to extend the submission deadline and any notice of such extended deadline will be posted publicly. This deadline applies to new and recompeting applicants.

c. Late Preliminary Applications

MCSC may consider an application received after the deadline if the applicant submits a request to zoets@michigan.gov explaining the extenuating circumstance that caused the delay. Communication with MCSC staff is not a substitution for sending this formal request. The request must be received no later than one business day after the application deadline.

2. Content and Form of Preliminary Application Submission

a. Submitting the Preliminary Application via Email

- Preliminary applications must be submitted in a Word document, double-spaced, one-inch margins, and using a standard essay font type and size.
- Submit the budget using the instructions and Excel budget template provided with these guidelines.

b. Submitting the Comprehensive Application

Applicants that are successful in the initial review process and are invited to submit a comprehensive application, must submit comprehensive applications in eGrants. MCSC staff will provide additional instructions in advance of the due date.

3. Page Limits

*Preliminary Applications may not exceed **seven (7) pages** of narrative. Page limits do not include the title page, logic model, or budget.* Reviewers will not consider submitted material that is over the page limit. Do not submit non-required supplemental materials such as videos, brochures, letters of support. These items will not be reviewed.

G. APPLICATION REVIEW INFORMATION

Assessment Criteria

Each applicant must describe a project that will deploy AmeriCorps members effectively in evidence-based or evidence-informed activities to solve a significant community problem. The MCSC requires applicants to submit high quality applications that carefully follow the instructions in these guidelines. The quality of an application will be an important factor in determining whether an organization will be invited to submit a comprehensive application.

Please note that additional criteria will be required and considered, per the CNCS NOFO and Application Guidelines, should your organization be invited to submit a comprehensive application.

H. REVIEW AND SELECTION PROCESS

1. Review and Selection Process

The assessment of applications involves a wide range of factors and considerations. The MCSC will engage external reviewers to provide insight and input with respect to eligible applications. In addition, the MCSC staff will apply staff expertise in evaluating applications. Specifically, the review and selection process will:

a. Identify eligible applications that satisfy the following considerations:

- High alignment with criteria
- Alignment with funding priorities
- Relative risk and opportunity

b. Yield a diversified portfolio based on the following strategic considerations:

- Geographic representation
- Meaningful representation of
 - Rural and urban communities
 - Small and large programs
 - Faith- and community-based organizations
- Focus area representation
- Organizations and/or program models that build capacity for individuals, nonprofits and communities to solve problems

- Organizations and/or program models that recruit and engage traditionally underrepresented populations as AmeriCorps members and expand opportunities to serve as AmeriCorps members
- Organizations that embrace innovative approaches to solving problems

2. Stages in the Review and Selection Process

a. MCSC External Review

MCSC will engage external reviewers to assess preliminary applications. External reviewers will include the MCSC Board of Commissioners and/or individuals with demonstrated knowledge of AmeriCorps programming, and/or the selection criteria and focus areas. All external reviewers will be screened for conflicts of interest.

b. Notification

Selected preliminary applicants will be notified by **November 9, 2020** whether they have been selected for comprehensive application submission. If an applicant is invited to submit a comprehensive application, they must do so in eGrants. Guidelines and instructions will be provided.

c. MCSC Internal Review

MCSC staff will review comprehensive applications. Following this review, MCSC staff will make recommendations to the Board of Commissioners, who will approve which applications are submitted to CNCS for further review.

d. CNCS Review

Comprehensive applications will be reviewed by CNCS to determine compliance with eligibility, the submission deadline, and completeness. This may include periods for application and budget clarifications and resolutions. Applications determined non-compliant will not be considered for funding. An application is compliant if the applicant.

CNCS and the MCSC will screen applications to determine if the applicant has met all eligibility and submission requirements. The screening may occur at various stages of the grant-making process. Applicants determined to be ineligible will not receive an award.

I. ADDITIONAL GUIDELINES AND APPLICATION MATERIALS

Applicants who wish to submit a 2021-22 Michigan's AmeriCorps preliminary application should refer to the following materials in addition to these Preliminary Application Guidelines:

- 2021-22 MI AmeriCorps Request for Proposals
- 2021-22 MI AmeriCorps Preliminary Application Cover Page
- 2021-22 MI AmeriCorps Preliminary Application Budget Instructions
- 2021-22 MI AmeriCorps Preliminary Application Budget Narrative Template
- 2021-22 MI AmeriCorps Financial Management Survey
- 2021-22 MI AmeriCorps Logic Model Template

PRELIMINARY APPLICATION NARRATIVE INSTRUCTIONS

A. Cover Page

Use the cover page provided. Copy and paste the cover page into your Preliminary Application, or save the Cover Page document with your preliminary application file name and write your application narrative below the Cover Page information. The Cover Page should be the first page of your application.

B. Executive Summary

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

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.] This program will focus on the CNCS focus area(s) of [Focus Area(s)].*

**If the program is not operating in a CNCS focus area, omit this sentence.*

C. Program Design

1. Need

Describe how the problem the program will address is prevalent and severe in communities where members will serve and has been documented with relevant data.

2. Theory of Change

The Theory of Change shall address:

- The proposed intervention including design, dosage, target population, and roles of AmeriCorps members.
- How the proposed intervention is likely to lead to the anticipated outcomes.
- Briefly, the evidence available to suggest that the proposed intervention will contribute to meaningful progress in addressing the identified community need.
- The rationale for utilizing AmeriCorps members to deliver the intervention.

Please note that if invited to submit a comprehensive application, applicants will be asked to provide specific evidence for their proposed intervention. The evidence will be assessed by evidence tier based on the strength and relevance of the evidence.

3. Member Experience

Describe how:

- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the program will operate.
- The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.

D. Organizational Capability

1. Organizational Background and Staffing

Describe the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program, as well as providing oversight and monitoring.

2. Member Supervision

Describe how AmeriCorps members will receive sufficient guidance and support from their supervisor, and how AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations and expectations.

E. Logic Model

The logic model is a visual representation of the applicant's theory of change. Programs may include short, medium or long-term outcomes in the logic model. Applicants are not required to measure all components of their theory of change. *Applicants should use the logic model template provided with these guidelines.*

The Logic Model shall depict:

- A summary of the community need.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - Number of locations or sites in which members will provide services
 - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
 - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
 - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
 - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, hours of service delivered, types and number of activities conducted.)
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.

F. Budget Narrative

See Preliminary Application Budget Instructions.

MICHIGAN'S AMERICORPS PRELIMINARY APPLICATION SUBMISSION REQUIREMENTS CHECKLIST

Please review this checklist to ensure that your preliminary application meets the submission requirements. **Any preliminary application not in compliance with any item on the checklist will be considered ineligible.**

Due October 8, 2020

Applicants must complete the Intent to Apply survey to be eligible to apply:

INTENT TO APPLY SURVEY

Access survey at <https://www.surveymonkey.com/r/PB6RJ5H>

Applicants must submit the following via email to zoets@michigan.gov:

FINANCIAL MANAGEMENT SURVEY

- Applicants must use the form provided. The financial management survey was distributed with preliminary application materials and is available at www.michigan.gov/mcsc.

ONE COPY OF THE APPLICANT ORGANIZATION'S MOST RECENT INDEPENDENT AUDIT

Due October 22, 2020

Applicants must submit one complete preliminary application package via email to zoets@michigan.gov that includes:

NARRATIVE & COVER PAGE

- Use the Cover Page form provided as the first page your application narrative. Cover Page was distributed with preliminary application materials and is available at www.michigan.gov/mcsc.
- Submitted in a Word document, double-spaced, one-inch margins, and using a standard essay font type and size.

LOGIC MODEL

- Submitted using the logic model template provided. The template was distributed with preliminary application materials and is available at www.michigan.gov/mcsc.

BUDGET NARRATIVE

- Submitted using the budget template provided. The template was distributed with preliminary application materials and is available at www.michigan.gov/mcsc.