



Request for Applications (RFA)



Release Date: September 27, 2017

Program or Initiative: 2018 Volunteer Generation Fund

Grant Agreement Period: January 1, 2018-December 31, 2020

Due Date: November 14, 2017, 3:00 PM

Summary: Volunteer Generation Fund (VGF) grant funds support development and strengthening of the volunteer infrastructure in Iowa through Volunteer Centers. All organizations funded under this RFA will be expected to support functions of a Volunteer Center external to their own organization: a) connect people with opportunities to volunteer and serve, b) increase capacity for organizations to engage volunteers in meaningful service, c) promote volunteering and d) develop internally and/or support partners in developing local programming/projects designed to utilize volunteerism as a solution to community problems.

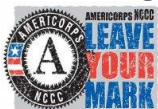
Link to Application Materials: www.iowagrants.gov

About the Iowa Commission on Volunteer Service (Volunteer Iowa)

Volunteer Iowa's mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Our staff members provide technical assistance, support services and capacity-building resources to help organizations effectively utilize the time and talent of volunteers and national service members.

If you determine the attached opportunity is not a good fit for your organization, we encourage you to review the other opportunities listed below and to consult with our staff about other ways in which you may be able to receive resources and support from Volunteer Iowa or other national service programs.

Other Programs, Services, and Initiatives Offered by Volunteer Iowa and Our Partners



AmeriCorps NCCC: Organizations may apply to host a team of AmeriCorps NCCC members to provide intensive, short term service on projects in the areas of disaster services, environment, infrastructure improvement, energy conservation and urban and rural development. Projects are normally six to eight weeks in duration but will vary depending on the requirements of the project.

Organizations must be capable of utilizing at least one full team of eight to twelve members effectively.



AmeriCorps VISTA: Organizations can also apply to become a host site in an existing AmeriCorps VISTA project or they can directly sponsor their own VISTA project. The

Volunteer Iowa VISTA project accepts applications for host sites addressing education and economic opportunity in rural communities, and the opioid epidemic. In general, AmeriCorps VISTA focuses on anti-poverty, community empowerment, and sustainable solutions by having members provide capacity building services at their host organizations. AmeriCorps VISTA project sponsors must be able to support three or more full-time AmeriCorps VISTA members serving for one-year on an anti-poverty project.



Iowa AmeriCorps State: Iowa AmeriCorps State grants provide funding to help organizations manage an AmeriCorps program, which involves recruiting, training, and supporting a cohort of at least ten AmeriCorps members who serve on a full-time or part-time basis to help the organization address a community need. Grants are awarded on a competitive basis to projects that support organizational capacity-building, education, healthy futures, environmental stewardship, veterans and military families, economic opportunities, public safety, disaster preparedness/response, and other identified community issues in

Iowa. Successful programs utilize service as a strategy to meet community needs, while supporting the development and growth of the AmeriCorps members serving with the organization.

Other AmeriCorps State & National opportunities: Organizations wishing to place AmeriCorps members in multiple states should apply directly to the Corporation for National and Community Service for an AmeriCorps National grant. Some AmeriCorps State and National grantees act as intermediary organizations and accept applications from organizations wishing to serve as host sites for one or more AmeriCorps member positions. Volunteer Iowa can help agencies connect with existing intermediary programs.



Iowa Mentoring Partnership (IMP): IMP certifies local youth mentoring programs and provides these high-quality programs with training opportunities, recognition awards, advocacy initiatives, and statewide marketing and media campaigns.

RSVP (formerly Retired and Senior Volunteer Program): RSVP collaborates with organizations in addressing identified priority community needs, through the mobilization and management of adult volunteers aged 55 and over. RSVP volunteers provide support that enhances the organization. Host organizations must have positions that match program priorities and must be able to provide supervision of the volunteers.



Service Enterprise Initiative: By achieving the Service Enterprise certification and level of excellence, organizations are uniquely positioned to leverage the time and skills of volunteers and expand program operations and revenues, which also allows the nonprofit or government agency to realize greater programmatic impact and operational effectiveness. Volunteer Iowa facilitates the process for additional organizations to become certified.

Volunteer Iowa! Volunteer Centers of Iowa: This statewide network allows member volunteer centers to connect, share information, and cross-train on a regular basis. Local volunteer centers can assist organizations with recruiting and managing community volunteers for their own service needs.

VolunteerIowa.org: The Volunteer Iowa website provides an online system, Get Connected, for volunteers and organizations across Iowa to use to connect with one another. Organizations can post volunteer opportunities and quickly reach out and recruit people who are interested in helping them.



Volunteer Recognition: The commission coordinates Iowa's two most prestigious volunteer recognition programs, the Governor's Volunteer Awards, an easy and low-cost way for Iowa organizations to honor their volunteers and the Iowa Volunteer Hall of Fame, the highest state-level honor volunteers can receive. Nominations are accepted on an annual cycle. Online and social media recognition programs through Volunteer Iowa include What's Your 50 volunteer spotlights and the AmeriCorps Member of the Month recognition. In conjunction with the Iowa Nonprofit Summit, the commission helps coordinate the selection of the Iowa Nonprofit Award winners.

For More Information

Contact the AmeriCorps NCCC North Central Region campus for more information about AmeriCorps NCCC

Ph: (319)472-9664
Email: jburns@cns.gov

Contact the Corporation for National & Community Service State Office in Iowa for more information about AmeriCorps VISTA

Ph: 515-776-4553
Email: ia@cns.gov

Contact the Iowa Commission on Volunteer Service for more information about all other opportunities

Ph: 1.800.308.5987
Email: icvs@iowaeda.com

**VOLUNTEER GENERATION FUND GRANTS
2018 REQUEST FOR APPLICATIONS (RFA)**

ISSUING AGENCY NAME: Iowa Commission on Volunteer Service
ISSUE DATE: September 27, 2017
VGF GRANT AGREEMENT PERIOD: January 1, 2018-December 31, 2020
VGF GRANT BUDGET PERIOD: January 1, 2018-December 31, 2018
GRANT OPERATIONS: Regional or Local Areas in Iowa
APPLICATION & MATERIALS DUE: November 14, 2017, 3:00 PM

TABLE OF CONTENTS

OVERVIEW	PAGE 1
SECTION 1 VOLUNTEER GENERATION FUND GRANT REQUIREMENTS	PAGE 3
SECTION 2 CONTINUATION APPLICATION INSTRUCTIONS	PAGE 4
SECTION 3 PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS	PAGE 10
SECTION 4 EVALUATION OF PROPOSALS	PAGE 12
SECTION 5 ACCEPTANCE OF TERMS AND CONDITIONS	PAGE 12
SECTION 6 PROPOSAL SUBMISSION CHECKLIST	PAGE 12
SECTION 7 FREQUENTLY ASKED QUESTIONS	PAGE 13

OVERVIEW

The Iowa Commission on Volunteer Service (Volunteer Iowa) is pleased to announce continued funding of the Volunteer Generation Fund grants. Volunteer Generation Fund (VGF) grant funds support development and strengthening of the volunteer infrastructure in Iowa through Volunteer Centers. The 2018 grant represents year one of a three-year federal appropriation.

PURPOSE

The purpose of this Request for Application (“Application”) is two-fold:

1. To solicit applications from existing programs updating their progress-to-date on current grant activities, including program goals of increasing the engagement of Iowans in meaningful service and increasing volunteer opportunities through development of Volunteer Centers or expanding existing Volunteer Centers. In addition, current grantees will report on any proposed changes to activities or other major modifications to the current grant. Information from the Application will be used to evaluate program progress and determine whether continued funding is merited and, if so, whether the level of funding proposed for 2018 is justified.
2. To solicit applications from public or non-profit organizations wishing to plan for and develop functions of a volunteer center. Volunteer centers provide the following services external to their own organization: a) connect people with opportunities to volunteer and serve, b) increase capacity for organizations to engage volunteers in meaningful service, c) promote volunteering and d) develop internally and/or support partners in developing local programming/projects designed to utilize volunteerism as a solution to community problems. See FAQ 7.1.7. for examples of volunteer center structures.

ELIGIBLE APPLICANTS

Current Volunteer Generation Fund (VGF) grantees are welcome to apply in this competition. New organizations that have the capacity and funding to support Volunteer Center functions are also eligible to apply. The following entities are encouraged to apply: non-profit organizations, state agencies and local governments, elementary and secondary schools, Indian tribes, colleges and universities, community and faith-based organizations, labor organizations, partnerships and consortia, or intermediary organizations representing a combination of these or similar groups working together. This application is designed for organizations that propose to operate in the State of Iowa. There may be a

possibility for Iowa-based programs to benefit other states (because of physical proximity), but program activities and services must be designed to primarily benefit the State of Iowa. If a benefit is expected for a neighboring state, this should be outlined in the application, so that Volunteer Iowa staff can discuss this impact with the state service commission of the other impacted state(s).

FUNDS

Applicants may request \$5,000-\$35,000, and it is anticipated that five to ten grants will be awarded. The source of funds for the VGF competition is a federal award from the Corporation for National and Community Service ("CNCS" or "Corporation"), CFDA Number 94.021.

LETTER OF DISCONTINUANCE: In order to maximize resources, Volunteer Iowa intends to fully award all VGF funds. Therefore, if any current grantees do not intend to apply for continued funds, please send notification as soon as possible, but no later than November 1, 2017, to Michelle Raymer, Program Officer, at michelle.raymer@iowaeda.gov.

IOWA GRANTS MANAGEMENT SYSTEM (www.iowaGrants.gov): This web-based system is used by the State of Iowa for the submission and tracking of grant applications. All applicants who wish to receive a Volunteer Generation Fund (VGF) grant must utilize the lowagrants system to submit their request. The IowaGrants system will be open for applications on or before October 5, 2017. Individuals who do not have an account must register to obtain one. Accounts can be set up at any time by completing the registration form and selecting "Volunteer Generation Fund" as the program area of interest.

TECHNICAL ASSISTANCE:

Overview Webinar: Volunteer Iowa will host a VGF grant overview webinar on October 10, 2017. Advance registration for the webinar is required. If there are no attendees, the webinar will not be held. During the webinar, we will review the Request for Applications document and the IowaGrants application site. If time allows, we will address questions. The webinar will be recorded and made available on the IowaGrants website.

Date: October 10, 2017

Time: 2-3 PM

*Registration Link: <https://attendee.gototraining.com/r/7158099258583766529>

*Note: Advance registration is required.

Clarification and Questions: In order to ensure equitable treatment for all applicants, any questions must be submitted through the Ask a Question feature in IowaGrants. This feature is viewable once you have logged into IowaGrants. Responses to questions will be posted on the Funding Opportunities Details page for the opportunity in IowaGrants. The final date for submitting questions is November 2, 2017 at 5 p.m. Questions submitted after this time are not guaranteed to be answered.

Additional New Applicant Webinar: An additional technical assistance webinar will be held for new applicants *if requested* by one or more prospective applicant in the "Ask a Question feature" in IowaGrants between the October 10th overview webinar and the November 2nd deadline for questions. If requested, details for the webinar will be posted in the "Ask a Question" section of IowaGrants. If this webinar is not requested it will not be held.

APPLICATION DEADLINES AND TIMELINE

RFA Released:

September 27, 2017

Application Open in [lowagrants \(www.iowaGrants.gov\)](http://www.iowaGrants.gov)

October 5, 2017

Overview Webinar

October 10, 2017, 2-3 PM

Letters of Discontinuance due to Volunteer Iowa:	November 1, 2017, 5 PM
Clarification Questions due to Volunteer Iowa:	November 2, 2017, 5 PM
Responses to Clarification Questions posted	November 6, 2017, 5 PM
Application Proposals due to Volunteer Iowa:	November 14, 2017, 3 PM
Clarification/Negotiations:	December 1-11, 2017
Grant Agreements sent:	December 19, 2017
Start Date:	January 1, 2018

Proposals and associated attachments must be submitted to the Iowa Commission on Volunteer Service via the Iowa Grants Management System (www.iowaGrants.gov) by 3:00 PM CDT on November 14, 2017. All proposals that do not meet the established deadlines or application requirements may be declined through the on-line system and will not be considered.

SECTION 1: VOLUNTEER GENERATION FUND GRANT REQUIREMENTS

In addition to the required activities that the VGF grantees are expected to conduct at the local level, there are expectations of the grantees to fully participate in the statewide VGF project. Each grantee is expected to have a designated staff member fully participate in Iowa VGF trainings, webinars, events, and activities, regardless of their status as a full-time or part-time staff member. This section details some of these requirements. Other requirements are detailed in the grant agreement itself.

1.1. Volunteer Centers of Iowa

All grantees are expected to be active members of the Volunteer Centers of Iowa (VCI). The VCI will serve as a way to continue to expand the capacity of the Volunteer Centers through training, mentoring, best practice sharing and on-going professional development.

1.2. Reporting

All funded programs are responsible for developing their own system for collecting and analyzing local program data in a consistent and reasonable manner on an ongoing basis. For the measure of “Number of organizations implementing three or more effective volunteer management practices as a result of capacity-building services provided” a standard assessment tool for use by all grantees will be provided. Programs will be required to submit programmatic progress, periodic expense and financial status, closeouts, and other requested reports as described in the grant agreement. Reports will be submitted in iowagrants.gov and Volunteer Iowa will track and report on aggregate data to the Corporation.

1.3. Training and Technical Assistance

Grantees are expected to fully participate in all trainings and technical assistance sessions required by Volunteer Iowa. If needed, applicants should utilize VGF funds to support staff time to participate in the training sessions. Sessions will be developed with the input of the grantees and will be designed to help strengthen capacity to effectively manage a Volunteer Center. Volunteer Iowa will employ a variety of training methods, including webinars and conference calls, which will maximize the training value and decrease the amount of out-of-office trainings. However, for the purposes of forming a collaborative network of organizations, at least some face-to-face meetings will be expected on an annual basis for VGF grantees. To the extent possible, we will work with grantees to select training dates and combine VGF trainings with other relevant training opportunities.

1.4. Evaluation

Grantees are expected to participate in on-going evaluation efforts conducted by Volunteer Iowa or its designees.

1.5. Branding

All VGF grantees selected for development/new funding are expected to use the term “Volunteer Center” in the title of the program/project. Organizations may request use of an alternate name with Volunteer Iowa, but all names are expected to reflect the key functions of a Volunteer Center. It is expected that this name will be used in promotional materials, communication, public meetings, press releases and

other settings to advance the awareness of a network of Volunteer Centers that provide consistent, quality services.

VGF grantees are expected to include the VGF logo on all public materials related to this project. This applies to both printed and on-line materials such as: brochures, newsletters, websites, business cards, PowerPoint presentations, posters, Facebook pages, twitter accounts, etc. In addition to the VGF logo, as appropriate, grantees should include reference to the fact that the Volunteer Generation Fund grant funding is provided by the Corporation for National and Community Service through Volunteer Iowa. Grantees are expected to include the Volunteer Iowa logo on materials such as: brochures, newsletters and websites. Please review guidelines for proper logo placements for these materials.

Programs are encouraged to share local media coverage and photographs of their VGF funded activities with Volunteer Iowa through the Communications and Engagement Officer, Brianne Fitzgerald (brianne.fitzgerald@iowa.gov). Programs may submit information electronically to the Communications and Engagement Officer's email address or via fax to 515-725-3010.

Programs are also encouraged to include Volunteer Iowa on any social media communications surrounding the program. Volunteer Iowa manages both a Facebook (#VolunteerIowa) and Twitter (@VolunteerIowa) account, and can help amplify the story/message if made aware by tagging accordingly. When possible #VolunteerGeneration should also be included in relevant VGF social media posts.

Finally, program staff/directors are also encouraged to write about their activities through the Volunteer Iowa blog. Ideal submissions should be 500 words or less, include 1-2 photos, and can be sent at any time to the Communications and Engagement Officer.

1.6. Communication and Responsiveness

Rallyhood (rallyhood.com) is the primary communication method for the VGF grant. All grantees are expected to create an account(s) and regularly monitor and participate on Rallyhood. In addition, grantees should respond as soon as possible (or by established deadlines) to Volunteer Iowa inquiries and remain in communication about significant issues with their grant activities. Grantees may use Rallyhood or contact staff directly to address any concerns or share successes. In order for Volunteer Iowa to maximize its resources, grantees should maintain regular communication with Volunteer Iowa staff.

1.7. Organizational Policies and Procedures

All grantees are expected to maintain updated organizational policies and procedures in accordance with CNCS requirements and federal OMB circulars and regulations. VGF grant recipients may be asked to provide copies of or links to organizational policies and procedures upon receipt of the VGF grant including, but not limited to: Table of contents for personnel/Employee Handbook/Manual, Table of Contents for Financial/internal Controls Policy manual, Delegations of Authority, Timekeeping Guide or Policy, Travel Guide or Policy, Meal Policy, Reimbursement Policy, Standards for Use of Federal Funds Policy, Staff Code of Conduct/Statement of Ethics, Document Retention Policy, Cost Allocation Plan/Indirect Cost Rate Agreement, and Background Check policies.

SECTION 2: APPLICATION INSTRUCTIONS:

Applicants should address the items listed below in the relevant application sections as described. Applicants should make note that some sections are required only for new applicants, some for continuation applicants, while others are required for everyone. Each section has an established

character limit, so please make note as you move through the application. In writing the program narrative, please refer to the specifics detailed throughout this RFA.

All organizations funded under this RFA will be expected to support two or more functions of a Volunteer Center: a) connect people with opportunities to volunteer and serve (*required*), b) increase capacity for organizations to engage volunteers in meaningful service (*required*), c) promote volunteering (*optional*) and d) develop internally and/or support partners in developing local programming/projects designed to utilize volunteerism as a solution to community problems (*optional*).

2.1 Applicant Information

Complete and update the cover sheet and general information fields in lowagrants as necessary. Ensure that key staff has their own accounts in lowagrants. For example, performance measure and budgetary reporting occur in the system, so both the program director and financial personnel should typically have their own accounts. Because lowagrants is an official record-keeping system for purposes of federal audit, it is not acceptable to have shared usernames and passwords among staff.

2.2 VGF Application Narrative

VOLUNTEER GENERATION FUND ACTIVITIES

The activities described below designated as *REQUIRED* are minimum expectations for all applicants under the Volunteer Generation Fund grant. Additional *OPTIONAL* activities are encouraged and allowable activities under the grant. It is understood that new and/or rural applicants may only have the capacity to complete minimum requirements. Current grantees and applicants serving urban areas are expected to include some or all additional non-required activities to be considered a competitive application. If the applicant does not intend to implement key functions because they are already provided by another entity in the community and would create duplication of services, this should be noted in the narrative. If the applicant does not intend to implement an optional key function, this should be noted by putting "NA" in the narrative section.

Narrative sections should describe year one grant activities in detail, as well as an overview of how those activities will be built upon in years two and three. Applicants are encouraged to be creative in identifying activities, programming, and partnerships within these functional areas to achieve their organizational goals, build sustainability, and meet community needs. For each section applicants should:

1. Describe in detail how key functions will be met, including expected number, length, and/or frequency of services and activities, as relevant; and
2. Outline the timing for activities, corresponding with your Grant Timeline (Exhibit B).

KEY FUNCTIONS

1. **Connect people with opportunities to serve.**

- a. **Build relationships with local nonprofits, schools and government entities that utilize volunteers in order to learn about their volunteer needs and to refer prospective volunteers to their organizations based on the volunteer's skills, interests and abilities.**
- b. **Use, update and maintain an active Get Connected account for the purposes of volunteer recruitment and management. Work with local volunteers and agencies to register and utilize Get Connected as the portal for volunteer recruitment, matching and data collection.** (Training and technical assistance on the Get Connected statewide platform will be provided to grantees to enable them to effectively utilize this system to increase their capacity to recruit and match volunteers to meaningful roles based on skills and interests.)

Grantees may request approval to have an alternative locally administered online connecting site with functionality that connects nonprofits' volunteer opportunities and volunteers and the ability to manage volunteers during times of disaster. These grantees not participating in the

statewide platform must maintain an updated posting on the statewide site with information and zip codes included for their service areas and a link from the system to their local site to facilitate volunteer connection.

2. **Increase capacity for organizations to engage volunteers in meaningful service.**
 - a. **Increase the capacity of organizations to implement effective volunteer management best practices, such as by providing or partnering to provide coaching, training, technical assistance, professional development opportunities, best practice sharing, and/or support.**
 - b. **Work with nonprofits, schools and government organizations to identify skill-based volunteer opportunities.**
 - c. **Engage skill-based volunteer(s) within your own agency.**
 - d. **Share information about the Employer Volunteer Initiative and the benefits of employee volunteerism with employers.** (Information about the Employer Volunteer Initiative is available at www.volunteeriowa.org/employers.)
 - e. Develop a fee-based program including community research, program development, marketing, training, recruitment, placement, tracking and evaluation and continuous improvement for the project.
 - f. Ensure participation from organization leadership, a board member, and volunteer manager (or relevant staff) in the Service Enterprise Initiative, including an assessment, check-in meetings, and training modules. Work toward becoming a certified Service Enterprise or serve as a hub. Information about the Service Enterprise Initiative can be found at <https://www.volunteeriowa.org/SEI>
3. Promote volunteering.
 - a. Develop a community volunteer recognition program, including submission of at least one local nominee for a state volunteer award.
 - b. Conduct one-day project activities for Martin Luther King, Jr. Day of Service (on MLK Day annually) and 9-11 Day of Service and Remembrance (on 9/11 annually) and consider participating in other Days of Service, as appropriate for the community and program design.
4. Develop internally and/or support partners in developing local programming/projects designed to utilize volunteerism as a solution to natural disasters and other community problems.
 - a. In partnership with local emergency management officials develop or support an existing system for engaging unaffiliated volunteers during times of disaster (several national models are available for consideration).
 - b. Identify other programming that can be operated/managed by the Volunteer Center to address community needs, such as service-learning. Applicants are encouraged to consider programming that will generate revenue or resources as a way to build sustainability for the project.
 - c. Engage volunteers in meaningful service within the Corporation for National and Community Service's focus areas: education, healthy futures, environmental stewardship, veterans, economic opportunities, and disaster preparedness/response and/or state priorities including programs that work with unserved or underserved communities in Iowa, disaster response, the Iowa Reading Corps, Refugee RISE AmeriCorps, Summer Youth Corps and Green Corps. More information on the CNCS focus areas can be found on their website at: <http://www.nationalservice.gov/focus-areas>. More information about Iowa priorities can be found in the State Service Plan at: <https://www.volunteeriowa.org/sites/default/files/documents/2016/08/sspforigov.pdf>

NEW GRANTEES ONLY:

Organizational History: Provide a brief history of your work as an organization, including the year the organization was established. In addition, describe how the volunteer center activities connect to the organizational mission and advances the goals of the agency.

Organizational Experience and Accomplishments: 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 comparable to the one proposed.

Staff Responsibilities: Identify the key program and fiscal positions responsible for your proposed program, and the percent of time dedicated to the program. Explain relevant experience that staff has for administering a grant and program like VGF, or if a key staff position is to be hired, the qualifications that will be sought.

Management and Monitoring: 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.

Community Assets and Need: Please describe the community to be served by the program, including population, geographic location, and demographics of those served. Describe any documented community needs or results of recent community needs assessments. Document the level of local philanthropic support, including any funding commitments already in place.

Community Support: Describe the level of community involvement in developing your program structure. What community stakeholders were involved or consulted for the development of the volunteer center activities, and what is the level of internal organizational support and external community support for the project? What plans do you have for community stakeholder involvement in the future?

CURRENT AND FORMER GRANTEEES ONLY:

Continuation Changes: Any significant changes should be noted and an explanation of why the changes are being proposed should be included. Continuation changes may include, but are not limited to:

- New site or service locations
- Changes in key staff
- Changes in scope or nature of VGF activities
- Participation in activities/programming

Continuous Improvement: In the Continuous Improvement Section, please detail any challenges or hurdles faced in previous grant years and steps or actions taken to overcome these roadblocks. If you noticed any activities that went well and which you plan to expand or build upon in the future, please detail those in this section as well. Describe how the engagement of lowans in meaningful service and the number of volunteer opportunities has increased in your service area as a result of previous VGF funding.

Community Need/Sustainability: Please list the number of years the Volunteer Center has received VGF funding, and explain why continued funding is needed to support the Volunteer Center. Describe plans to ensure the Volunteer Center's sustainability without VGF funds in the future, including your success in obtaining diverse non-federal support for the VGF project in previous years and any plans for continued or new support. Discuss the non-federal commitments (in-kind and cash) that you have obtained, the additional commitments you plan to secure, and how they will be used to support this project.

Budget Changes: Outline any budgetary changes. Describe how the budgeted amount is adequate and necessary to be effective in supporting your Volunteer Center, including how it is sufficient to support the proposed activities and is linked to your anticipated outputs and outcomes. If you are requesting increased funding from the current grant (or previous grants for former grantees), please describe the expanded work that will be completed with the additional revenue.

Performance Measure Narrative: In this section, please describe your success in meeting past performance measures. If you were unable to meet your performance measures, please identify any challenges you had with tracking, reporting or meeting identified performance measures and steps

you have taken to overcome these challenges. In addition, please make note of any additional measures that are being tracked by your organization (outside of those required by the VGF grant requirements) and your success in achieving those measures or challenges in meeting the organizational measures. If you have plans to track any additional measures for the upcoming grant period, please note those in this section.

2.3 Budget

The detailed budget must provide a full explanation of associated costs including their purpose, justification, and the basis of your calculations. Budgeted costs should be relevant to the activities described in the narrative section of the grant. As appropriate, calculations should be presented in an equation format, identifying the number of persons involved with the event, per person/unit cost, and/or annual salary cost.

2.3.1 BUDGET REQUIREMENTS

Federal Share:

Applicants may request grants in the amount of \$5,000-\$35,000. Current grantees requesting an increased federal share from their 2017 award should provide justification for this request in the narrative section.

Matching Share:

Local minimum matching requirements vary based on the population of the largest city within the organization’s service area (based on the average population from the [2010 census data](#)). Matching above the minimum level is encouraged and applicants providing additional matching funds will receive additional points in the grant scoring process. Match can be cash or in-kind, but must be appropriately documented in accordance with federal OMB circulars and regulations. During grant operations, match must be adequately documented and be based on actual costs, expenses and time spent.

Largest city population within service area	Minimum matching requirement	Example
20,000 and greater	50%	1 to 1 match; Federal grant of \$10,000, local match of \$10,000
10,000- 19,999	40%	3 to 2 match; Federal grant of \$12,000, local match of \$8,000
Less than 10,000	30%	7 to 3 match; Federal grant of \$14,000, local match of \$6,000

Required Budget Items:

All grantees are expected to budget for the following two items in order to maximize resources for VGF.

- **Web-Based Volunteer Portal:** All grantees are expected to budget for the use of Get Connected or an alternative web-based volunteer portal. It is acceptable for funding to come from federal or local share for use of the Get Connected site. Funding for an alternative web-based volunteer portal may only come from the local share, not the federal share. This should appear as a specific budget listing within an appropriate line item. There is no set cost or recommended amount as the cost will vary, but programs must budget something in this category.

- Training: All grantees are expected to budget at least \$500 under “travel” to attend/participate in Volunteer Iowa training activities.

Limitations on Costs

- Administrative costs must not exceed 5% of the total federal share requested.
- Activities charged to the VGF grant should be new activities or significant expansion of activities (that can be documented). It is not allowable to supplant other funds or staff costs with VGF/federal funds to carry out the same activities.
- Equipment costs are not allowed on this grant. 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 the *Supplies* line item.
- No Federal VGF funds can be used for supply costs. Supplies may be charged to the Grantee Matching Share of the budget. All supplies over \$1,000 must be itemized in the budget.
- Grantees should note that costs for supplies must be attributed across programs. Therefore, unless something will be used exclusively for VGF activities, it is not allowable to charge the full share as match to the VGF grant. For example, there is a staff member who supports VGF and a computer is purchased for their use. If they work 100% on VGF, it is allowable to count the entire amount as match to the VGF grant. If, however, they support other projects or activities of your organization, and they spend 15% of their time on the other activities, only a maximum of 85% of the costs of the computer can be counted as match to the VGF grant and the remaining 15% cannot be counted as match to the VGF grant.

2.3.2 Budget Instructions

2.3.2.1. BUDGET: Enter only the year one budget in the lowagrants system. 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. The narrative must be completed for funds requested from the VGF under “federal” and for all other matching funds under “match”. For each line item, a full explanation must be provided in the budget narrative that specifies the purpose, cost basis, and calculation.

2.3.2.2. BUDGET NARRATIVE: For each budget line item, enter a full explanation in the budget narrative field(s) to specify the purpose, cost basis, and calculation. This information should be entered in to the Budget Narrative Workbook and attached to the application in IowaGrants. Please note that the Budget Narrative Workbook has four tabs, one for instructions and the other three that should be completed by the applicant and attached to the application in IowaGrants at the time of submission.

2.3.2.3. 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), whether this match is proposed or secured, and the intended purpose of the match. Enter this information in the Source of Match field in the Budget Narrative Workbook on the “Source of Match” tab.

2.3. Performance Measures

The performance measure section reflects measures as approved by the Corporation for National and Community Service, in alignment with the National Performance Measures “capacity building” area and as detailed in the Notice of Funding Opportunity (NOFO).

<https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2017/volunteer-generation-fund-fy17>

Performance Measure Expectations: The targets noted in the chart below are those set for the Iowa VGF grant. Individual VGF grantees are expected to contribute to the overall state goals in their programming and activities. It is anticipated the programs serving urban areas will have higher performance measure targets than those serving rural areas. In addition, you'll notice blank targets for numerous items below- these are for demographic data to be reported to the corporation and for statewide measurements that Volunteer Iowa will be collecting and reporting to CNCS and other constituents. Volunteer Iowa has not established statewide targets for these items.

Demographic Information: Items noted with an "*" are demographic indicators of interest to the Corporation and their stakeholders. If a program is not specifically targeting these populations, reporting is not required. However, if a program includes these types of leveraged volunteers or target groups, it is required that they collect and report on this data. For example, if your program has specific approved activities related to engaging disadvantaged children and youth, you are required to collect and report actual data. Definitions for the demographic indicators can be found in the Frequently Asked Questions section.

Performance Measures	Targets
	2018
Number of organizations that received capacity building services	230
Number of staff and community volunteers that received training	750
Number of organizations implementing three or more effective volunteer management practices as a result of capacity-building services provided	115
Number of community volunteers managed	5500
Hours served by managed volunteers	25000
Number of volunteers leveraged (recruited, coordinated, managed, and supported by your grant)	
Number of hours served by leveraged volunteers	
Number of individuals who served as leveraged volunteers who are NEW volunteers	
Number of hours leveraged volunteers served that were by NEW volunteers	
Number of disadvantaged children and youth who served as leveraged volunteers	*
Number of individuals who served as leveraged volunteers enrolled in a degree-seeking program.	*
Number of individuals born between 1946 and 1964 who served as leveraged volunteers.	*

SECTION 3 – PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS – VGF

3.1. IOWAGRANTS.GOV

The Iowa Grants Management (www.iowagrants.gov) system is the official application system, therefore applications that are not entered in the Iowa Grants Management system by the deadline may not be considered. Hard copies or other formats are not acceptable. Proposals lacking key information or that are substantially incomplete may be rejected by Volunteer Iowa. Applicants should carefully review the **Proposal Checklist (Section 6)** to ensure that all required items are submitted. Applicants should consider submitting their application in advance of the

deadline to allow additional time to submit any missing documentation. The deadline for submission of proposals is 3:00 p.m. CDT on November 14, 2017.

3.2. PROPOSAL PREPARATION

- A. All proposals become the property of Volunteer Iowa and shall not be returned to the applicant.
- B. All proposals shall be placed in the public domain and are available upon request for inspection by interested parties at the conclusion of the selection process.
- C. No payments shall be made to cover costs incurred by any applicant in preparation for the submission of this Continuation Application or any other associated costs.
- D. The original proposal must be submitted by an authorized representative of the applicant organization.
- E. By submission of a proposal, the applicant certifies that:
 - No attempt has been made or will be made by the applicant to induce any other applicant to submit or not to submit a proposal for the purpose of restricting competition;
 - Authorized Representative is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal or state department or agency;
 - Applicant is not delinquent on federal debt.

3.3. APPLICATION INFORMATION

3.3.1. All applicants should submit their application as detailed within these Application Instructions.

3.3.2. All applicants must submit their proposals in the electronic grant system, Iowa Grants at www.lowagrants.gov. Volunteer Iowa recommends that applicants access the system in advance of the proposal due date to ensure that adequate time is allowed for approval of user account, grant entry and editing.

3.3.3. Additional Submission Items: Attached to the application within lowagrants.gov. (See Section 6 Proposal Submission Checklist.)

ALL APPLICANTS:

- A. Completed budget narrative form. (Exhibit A)
- B. Timeline of grant activities. Include each activity for meeting key grant functions, as described in the grant narrative. List the time period for each activity, including the anticipated start and completion date. (Please see Exhibit B for a sample timeline. Please note this example is given for illustrative purposes only, and does not represent the expected activities and timeline for each grantee.)
- C. List of sites including geographic service area, regional sites (if applicable), name of site host agency/organization and local site contact(s), if applicable.
- D. Copies of staff position descriptions for all staff reflected in the VGF budget (as federal share or match).
- E. Copy of most recent agency audit or financial review
- F. Organizational Chart (showing the Volunteer Generation Fund program and associated staff members)
- G. Letters of Support. Minimum of two letters of support from community partners (up to five letters will be accepted). Letters of support should detail: how the organization/individual will help/has helped to fulfill the goals and objectives associated with this proposal, how the organization/individual has been involved with the Volunteer Center.

CURRENT VGF GRANTEES ONLY:

- A. Copies of at least three documents/web-based products produced during the 2017 grant.

SECTION 4 – EVALUATION OF PROPOSALS

4.1. GRANT REVIEW: Volunteer Iowa staff and commissioners will evaluate submitted applications by considering the information submitted in the application, the capacity of the identified organization to support the plans as outlined, the program design, whether it meets the Volunteer Center key functions, its ongoing plans to design programming to increase sustainability and meet local community needs, the proposed program's cost-effectiveness and budget adequacy, the demonstrated community need and provision of match, and the program's performance to-date (including program and financial management, such as timeliness of reporting, participation in VGF activities, achievement of performance measures, etc.).

SECTION 5 - ACCEPTANCE OF TERMS AND CONDITIONS

5.1 Submission of a proposal will constitute acceptance of terms, conditions, criteria, and requirements set forth in this RFA and operate as a waiver of any and all objections to the contents of the RFA.

5.1.2 Volunteer Iowa staff reserves the right to negotiate any and all aspects of the grant application, including performance measures, funding amounts, program components, and training requirements, at any time prior to issuance of the grant agreement, including during the grant submission, review and negotiation periods.

5.1.3 Volunteer Iowa reserves the right to accept or reject any exception taken by an applicant to the terms and conditions of this RFA or grant agreement. Should the successful applicant take exception to the terms and conditions required by Volunteer Iowa, the successful applicant's exceptions may be rejected and Volunteer Iowa may elect to terminate negotiations with that applicant. However, Volunteer Iowa may elect to negotiate with the successful applicant regarding terms that do not materially alter the substantive requirements of the grant agreement, RFA or contents of the applicant's proposal.

5.1.4 Results of the review process or changes in federal or state law may require additions or changes to final grant agreement requirements.

SECTION 6 – PROPOSAL SUBMISSION CHECKLIST

All items listed below must be submitted as part of the overall proposal.

Iowa Volunteer Generation Fund State Grant Application

- Application submitted in Iowa Grants.
- Budget submitted in Iowa Grants
 - Limit of no more than 5% of the federal share of the grant award may be used toward administrative or indirect costs
 - Limit Supplies costs to only the local matching share
 - Include at least \$500 in travel for attendance of Volunteer Iowa training
 - Include budget for web-based volunteer portal, Get Connected

Supporting Documentation (must be attached in iowagrants)

All Applicants:

- Budget Narrative (Exhibit A)
- Timeline of grant activities. Include each activity for meeting key grant functions, as described in the grant narrative. List the time period for each activity, including the anticipated start and completion date.
- Project Sites. List of sites including geographic service area, regional sites (if applicable), name of site host agency/organization and local site contact(s), if applicable.
- Copies of VGF Staff position descriptions for all staff reflected in the VGF budget (as federal share or match).
- Copy of most recent agency audit or financial review
- Organizational Chart (showing the Volunteer Generation Fund program)
- Letters of Support. Minimum of two letters of support from community partners (up to five letters will be accepted). Letters of support should detail: how the organization/individual will help/has helped to fulfill the goals and objectives associated with this proposal, how the

organization/individual has been involved with the Volunteer Center, and, if the organization is a nonprofit organization, the commitment to utilize the on-line recruitment system as a way to recruit and manage volunteers.

Current Grantees ONLY:

- Copies of three grant products produced during the 2017 grant.

SECTION 7 – FREQUENTLY ASKED QUESTIONS

7.1. GENERAL QUESTIONS

7.1.1. What is the grant timeframe?

The grant will reflect a three-year grant period from 1/1/2018-12/31/2020. The current application will reflect activities from 1/1/2018-12/31/2020 and a budget from 1/1/2018-12/31/18. A continuation application will be released in the fall of 2018 to collect information regarding changes to grant activities and the budget for 1/1/2019-12/31/2019.

7.1.2. How does the application process work?

1. Staff will review all applications to ensure that application guidelines are met and that appropriate attachments and supporting documents are included. Staff and grant review committee members will review all grants meeting the minimum requirements and evaluate the program design, organizational capacity, cost effectiveness/budget adequacy and any other elements as required in the application instructions.
2. Submitted applications will then be considered by the Program Committee of Volunteer Iowa. The Program Committee will consider the grant review committee scores and comments, written grant application, organizational capacity, supporting documentation and current program performance and financial management. The Program Development committee will also make a determination about whether an application meets an identified state or national priority.
3. Decisions on funding may be negotiated with applicants by Volunteer Iowa staff. Following negotiations, applicants will be required to make the agreed-upon changes in the lowagrants system.

7.1.3. What are the goals and background of the VGF grant?

The Volunteer Generation Fund is a grant program funded by the Corporation for National and Community Service. The Volunteer Generation Fund was established by the 2009 Edward M. Kennedy Serve America Act. The VGF is designed to strengthen the nation's volunteer infrastructure.

The goals of Volunteer Generation Fund as described in the legislation are:

- To assist nonprofit, faith based, and other civic organizations by expanding and improving the capacity of such organizations to utilize such volunteers;
- Spur innovation in volunteer recruitment and management practices, with the goal of increasing the number of volunteers;
- Enable the people of the U.S. to effect change by participating in active volunteer and citizen service.

7.1.4. Are there other specific goals for VGF grants in Iowa?

The intention of Volunteer Iowa is that Volunteer Generation Fund grants will serve to inform the process of volunteer infrastructure development in Iowa, leading to discovery of innovative program models, development of statewide partnership opportunities, heightened awareness of volunteerism and service, and strengthening the volunteer infrastructure for the long-term, allowing organizations to capitalize on the assets in their communities, while addressing the challenges identified by the community.

7.1.5. Who are eligible applicants for VGF grants in Iowa?

Volunteer Generation Fund Iowa (VGF) Grants are available for funding of those meeting key Volunteer Center functions in their service area.

7.1.6. For the purposes of this grant, what is a Volunteer Center?

A Volunteer Center is an organization whose mission is designed to support public and nonprofit organizations (by increasing volunteer management capacity) and volunteers (by connecting them with meaningful opportunities) within an identified service area. Volunteer Centers must connect volunteers and make their services available to community organizations outside of their own and promote volunteerism among citizens.

7.1.7. What is the typical structure of a volunteer center?

Volunteer center structures can vary. They can be a stand-alone 501c3; a program of another organization such as a community nonprofit, United Way, or Extension Office; or a part of a local government or college or university. Volunteer Iowa is looking for applicants to develop models that are a fit for their local community.

For example:

A Chamber of Commerce, may develop increased trainings and opportunities for nonprofit and government organizations to increase their capacity to engage volunteers, support local businesses in staff development and leadership opportunities through volunteering, and serve as a point of contact for local volunteer opportunities.

A school or college may increase service learning to include trainings and opportunities for nonprofit and government organizations to increase their capacity to engage volunteers (including students seeking service learning or “silver-cord” hours) in quality opportunities, identify opportunities for students and community members to volunteer together in professional skill-building positions, and support students and community members in identifying community needs and developing volunteer projects to meet them.

A city government could serve as a connection point for volunteer opportunities in the community, convene organizations engaging volunteers to share best practices, promote and recognize volunteerism among residents, and develop programs that engage volunteers to address community needs.

7.1.8. What is a Service Enterprise

The Service Enterprise Initiative (SEI) serves to strengthen the capacity of organizations to fundamentally leverage volunteers and their skills to address community needs. SEI strengthens the capacity of organizations through a comprehensive change management approach that include a research-based assessment, training, coaching and certification. Organizations introducing the initiative to agencies in their community are witnessing fundamental changes to how they are strategically engaging volunteers.

Participating organizations have access to a holistic and customized approach that includes:

- A thorough research-based assessment of existing organizational volunteer engagement approach and practices called the Service Enterprise Diagnostic (SED);
- Up to 16 hours of change management training;
- Individualized coaching to address unique organizational opportunities and challenges; and
- National certification signifying the organization’s commitment to and proficiency in appropriately leveraging the time and skills of volunteers to meet the social mission of the organization.

For more information about the Service Enterprise Initiative, visit

<https://www.volunteeriowa.org/SEI>.

7.1.9 I’m a new applicant, and am concerned about completing a grant for federal funds in the timeframe given. What are the expectations for me?

Though the grant is awarding federal funds, the applications are being reviewed at the state level. While we are looking for quality applications, the process is not as arduous and competitive as many federal grants. We encourage you to participate in the overview webinar on October 10th, utilize the Ask a Question feature for any questions you have, and request an additional new applicant technical assistance webinar if you have remaining questions. You may also find it

helpful to visit the websites of other Volunteer Centers in the state to gain a better understanding of how they operate. A list of Volunteer Centers of Iowa members can be found at <https://www.volunteeriowa.org/volunteercentersiowa>.

7.2. BUDGET

7.2.1. Can I use my VGF grant funds to pay for my time while I write our continuation application?

Generally, no, but it depends on the organizational structure of the grantee. For most organizations, it is not allowable to charge time to the federal or match share of a federal grant while you are writing a grant application for federal funds. Please review the Office of Management and Budget (OMB) Circulars/Regulations, based on the type of organization receiving the federal funds to verify whether grant writing time is an allowable expense.

7.2.2. Can the value of the volunteer hours generated under this grant be counted as match?

No, because the primary purpose of this grant is to generate volunteers, the value of their volunteer hours is not considered an acceptable source of match. However, in cases where professionals are providing their services on a pro bono basis, such as an accountant who does your organizational books or an attorney who provides legal advice, the hours and value of these services may be allowable, as detailed in the federal cost principles. If you have questions about specific services or activities, please raise the issue during the technical assistance webinar.

7.2.3. WHAT ARE THE BUDGET CATEGORIES FOR THE 2018 VGF grant?

The following budget categories and descriptions apply to the VGF continuation grant.

BUDGET CATEGORIES

Personnel Expenses. Include the portion of principal staff time attributed directly to the operation of the community collaborative project. List each staff position. Personnel costs will be paid based on actual time spent on the grant, not budgeted amounts. All staff listed in the grant budget on the federal or match side will be required maintain a timesheet documenting time spent on their grant as a portion of their total time and to meet National Service Criminal History Check Requirements as outlined here:

<http://www.nationalservice.gov/resources/criminal-history-check>

Personnel Fringe Benefits. Include costs of benefit(s) for staff listed in Personnel Expenses section. 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.

Travel. Describe the purposes for staff travel. Costs allowable are transportation (limit-organizational reimbursement rate), lodging (\$69.00 + tax per night limit), subsistence (\$28 per day limit), and other related expenses for local and outside the project area travel. Calculations must be included. Federal share of out-of-state conferences expenses are limited to attendance of one staff member per event (grantees may pay for additional relevant staff to attend from local funds and use that as match to the VGF grant). Example: Staff travel to VCI meetings – 1 staff x \$.50 per mile x 500 miles = \$250.00

Supplies. Include the funds for the purchase of consumable supplies and materials. You must individually list any single item costing \$1,000 or more. Example: office supplies: (pens, paper, binders, folders, flash drives) x 2 staff x \$200.00 per year = \$400. *These expenses can only be counted as match, use of federal grant funds is not allowed.*

Contractual & Consultant Services. You may include costs for consultants related to the project's operations. Payments to individuals for consultant services under this grant may not exceed \$400 per day (exclusive of any indirect expenses, travel, supplies, etc.). Where applicable, indicate the daily rate for consultants. Example: \$400 x 1 consultant x 3 days professional development for consortium members = \$1,200.

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. Example: staff training: registration fees \$250, lodging \$69 x 1 night, \$28 for food costs x 2 days = \$377.

Other Program Operating Costs. Allowable costs in this category may include volunteer background checks, and office space rental (for sites where projects are operating, utilities, and telephone and Internet expenses that are specifically used for Volunteer Center). If shared with other projects or activities, you must allocate the costs proportionately across programs. List each item and provide a justification in the budget narrative. Please include cost for staff background checks as applicable per the National Service Criminal History Check Requirements outlined here: https://www.nationalserviceresources.gov/files/nschc_-_requirements_and_definition_of_terms.pdf

Administrative. Definitions: Administrative costs are indirect or centralized expenses of the overall administration of an organization that receives federal 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 Omni Circular 2 CFR. The Corporation's share of administrative costs is limited by statute to 5% of the total federal funds **actually expended** under this grant.

7.2.4. How do I calculate the CNCS share of administrative costs?

Take the total CNCS share and multiply it by 0.05. This calculation will provide you with the maximum amount of administrative funds you can request under CNCS share. You are not required to include any funds under the administrative line item. Because of the way that the budget works, VGF grantees are not eligible to count any administrative costs as match to the grant (under state or local share) in this section. Please note that the CNCS share of administrative costs is limited to 5% of the federal funds actually expended under this grant.

7.3. Volunteer Iowa Support

7.3.1. Are there other resources we can access through Volunteer Iowa?

Yes, Volunteer Iowa has several resources that could be useful to your organization depending on program design. Please see the RFA Coversheet for more information about these programs.

7.3.2. What other activities will Volunteer Iowa provide to support the VGF?

Training and Technical Assistance: Volunteer Iowa will continue to hold training and technical assistance sessions designed to increase the capacity of the VGF grantees and to bring consistency to services and programming provided by the VGF grantees. In addition, Volunteer Iowa will share other relevant training opportunities with VGF grantees. All VGF grant programs are expected to participate in Volunteer Iowa required trainings and budget to support their attendance.

7.3.3. How does Volunteer Iowa view its role in this grant?

Volunteer Iowa sees itself as a partner with Volunteer Centers and nonprofit organizations in Iowa. Of course, we also have a fiscal responsibility to ensure that the grant funds awarded are appropriately managed. We take our responsibilities for stewardship of federal funds seriously and will provide regular monitoring and oversight for programs funded under this grant. Programs that fail to meet grant requirements, including timeliness of reporting may have their funding rescinded or may be declined future funding.

7.3.4. What is Volunteer Iowa hoping to accomplish with this grant?

We believe that Volunteer Centers have an important role to play in professionalizing the role of volunteer manager and strengthening volunteer management at nonprofit organizations – we

intend to partner with them in this endeavor. Throughout the process, we will look to soliciting input from stakeholders and grantees to improve the process and provide appropriate technical assistance and training supports. We feel that the state will benefit from an effective volunteer infrastructure and desire to learn and promote the outstanding volunteer managers, volunteer engagement activities, and volunteer recruitment, training and retention practices carried out by Iowa's nonprofit sector.

7.3.5. Where can I find more information about planning tools for volunteer center activities?

More information about the planning resources mentioned can be found as follows:
Points of Light Foundation- <http://www.pointsoflight.org/> or by requesting an electronic Volunteer Center Startup Guide by emailing michelle.raymer@iowaeda.gov
Cities of Service- [http://www.citiesofservice.org/resources?field_resource_type_value\[\]=Playbook](http://www.citiesofservice.org/resources?field_resource_type_value[]=Playbook) and Resource Guide
Orton Family Foundation Community Heart and Soul- <http://www.orton.org/heart-soul> which includes a link to the free downloadable field guide.

7.4. PERFORMANCE MEASURES

7.4.1. I NOTICED THAT THE VGF PERFORMANCE MEASURES ARE IN THE CAPACITY BUILDING MEASURE FOR CNCS – WHERE CAN I FIND MORE INFORMATION ON THE DEFINITIONS AND OTHER REFERENCES RELATED TO CAPACITY BUILDING?

Below are the 2017 CNCS Performance Measures Instructions, which are the most recent instructions provided with the Volunteer Generation Fund NOFO.

<https://www.nationalservice.gov/documents/2017/volunteer-generation-fund-performance-measure-instructions-fy-2017>

7.4.2. IS IT OKAY TO USE ESTIMATES FOR THE DEMOGRAPHIC INDICATORS?

No, the number of leveraged volunteers must be reported using accurate numbers. For the purposes of VGF, we track leveraged volunteers, as well as leveraged volunteers who are managed, and all of the data on leveraged volunteers must be accurately counted, tracked and reported. Please note that individuals funded by other CNCS programs cannot be counted by VGF grantees if they are providing this service as part of their CNCS grant activities. (For example, if you are reporting your volunteers born between 1946 and 1964 under a CNCS RSVP grant, you cannot also count those volunteers for VGF grant purposes.) We recommend using your best judgment in determining to which grant the volunteers should be attributed. Grantees should ensure that their data collection systems and processes allow for consistent and accurate tracking and reporting of volunteers.

In addition, if the VGF program is managing a program directly related to any of the demographic measures, it is expected that they report accurately on that indicator. For example, if a VGF grantee is managing a service learning program for disadvantaged children or youth, it would be expected that that grantee report accurately on the disadvantaged children or youth demographic. If the program is not directly related to any of the demographic measures, these numbers do not need to be reported.

7.5. TIMELINE

7.5.1 WHAT DO THE BRACKETS [] REPRESENT IN THE TIMELINE?

The brackets demonstrate an additional level of detail that can be provided but is not required for the timeline. For example, the applicant can include "Hold strategy session" OR "Hold strategy session with community and organization leaders to discuss what a volunteer center is, and collect feedback on proposed structure and key services and resources to be provided." Only the

first is the required level of detail, however the second may serve to be more useful for the applicant in implementing the grant activities upon award. While both would be scored equally in the timeline, it is expected the narrative section would include the additional detail.

7.5.2 I NOTICED THE SAMPLE TIMELINE LISTS A NUMBER OF SUB-ACTIVITIES (HOLD A STRATEGY SESSION, HOLD A WELCOME PARTY, ETC) THAT WERE NOT MENTIONED IN THE RFA, ARE THESE ALSO REQUIRED ACTIVITIES?

No, the sub-activities listed on the Sample Timeline are for example purposes only. They are intended to demonstrate the level of detail requested for each activity, NOT outline expectations for each activity. We understand each community is different, and encourage applicants to be creative and take into consideration local conditions when determining what sub-activities to use in their area to meet activity requirements.

7.5.3 THE SAMPLE TIMELINE ONLY INCLUDES THE ACTIVITIES FOR THE KEY FUNCTION OF “CONNECT PEOPLE WITH OPPORTUNITIES TO SERVE”. DOES THIS MEAN I DO NOT NEED TO INCLUDE ACTIVITIES FOR “INCREASE CAPACITY ... MEANINGFUL SERVICE”, “PROMOTE VOLUNTEERING”, AND “DEVELOP INTERNALLY... COMMUNITY PROBLEMS”?

No, it is expected that you include all grant activities in your timeline. The Sample Timeline serves as an example of a potential format, as well as to demonstrate the level of detail requested. As such, a sample is only given for the first key function, but applicants are expected to complete a timeline inclusive of all proposed grant activities. If the applicant is not implementing optional key functions, these do not need to be included in the timeline.

7.5.4 I’M A NEW APPLICANT, AND AM NOT SURE ABOUT THE TIMELINE FOR THESE ACTIVITIES. WE WON’T BE IDENTIFYING A STAFF PERSON UNTIL WE KNOW THAT WE’VE RECEIVED THE GRANT. HOW SHOULD WE GO ABOUT COMPLETING THE TIMELINE?

All applicants are expected to complete a timeline as best they are able. There will be opportunities for the applicant to propose changes to the timeline after the grant is awarded, and throughout the grant year. We see the timeline as a valuable tool, especially for new grantees, to remain on track for meeting grant requirements.