2018 – 2019
VOLUNTEER GENERATION FUND
NOTICE OF FUNDING OPPORTUNITY

Application Deadline: August 20, 2018, 5:00 p.m. EST

Application Notification: September 10, 2018 by 5:00 pm EST

Volunteer Generation Fund Application Announcement

Subject to federal appropriations for the Corporation for National and Community Service (CNCS), the Governor's Office on Service and Volunteerism (GOSV) announces the availability of funding to award to eligible organizations to operate Volunteer Generation Fund (VGF) programs in 2018-2019.

State Agency Name: Governor's Office on Service and Volunteerism (GOSV)
Funding Opportunity Title: Volunteer Generation Fund
Application due date: August 20, 2018 by 5:00 p.m.
Funding Notifications: Pending receipt of federal funding, successful applicants will be notified by September 10, 2018.
Grant Period: September 15, 2018 – September 14, 2019
Expected Number of Awards: Up to nine sub-grants of $25,000 each
Matching Requirement: Overall match rate of 50%

Overview:
The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Through its AmeriCorps, Senior Corps, Social Innovation Fund, and other programs and activities, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

In 2009, Congress passed the Edward M. Kennedy Serve America Act (SAA), the most sweeping expansion of national service in a generation. The SAA created the Volunteer Generation Fund (VGF) to develop and/or support community-based entities to recruit, manage, and support volunteers. This landmark law not only expands service opportunities, it focuses national service on key outcomes; builds the capacity of individuals, non-profits, and communities to succeed; and encourages innovative approaches to solving problems.

This grant opportunity is provided by CNCS; the federal funds are administered through the Governor's Office on Service and Volunteerism. Through VGF grants CNCS seeks to fund effective approaches that expand volunteering, strengthen the capacity of volunteer connector organizations to recruit and retain skill-based volunteers, and develop strategies to effectively use volunteers to solve problems. CNCS will carry out the intent of Congress and maximize the impact of the investment by funding programs that can demonstrate community impact and solve community problems through service and volunteering.

On April 21, 2009, President Barack Obama signed the Edward M. Kennedy Serve America Act (SAA). The SAA reauthorizes and expands national service programs administered by the Corporation for National and Community Service (the Corporation or CNCS), a federal agency created in 1993.

This application is adapted from the federal Corporation's *Notice of Funding Availability*. Interested applicants should read the federal *Notice* along with the CNCS *Grant Provisions for Special Grants*. These documents may be found at www.cns.gov.

I. Funding Opportunity Description

What is the purpose of Volunteer Generation Fund Grants?

The Volunteer Generation Fund will increase the number of people who serve in meaningful roles as volunteers dedicated to addressing important needs in communities across America. More specifically, the Fund will support efforts that expand the capacity of volunteer connector organizations to recruit, manage, support, and retain individuals to serve in high quality volunteer assignments, including those that are aligned with special days of service such as Martin Luther King Jr., Day and the September 11 Day of Service and Remembrance. The GOSV is also interested in supporting volunteer connector agencies that are focusing on STEM (Science, Technology, Engineering, and Math) initiatives.

In order to measure performance, programs funded through the VGF will establish outputs to measure the number of recruited and managed volunteers supported by grant funds awards and the types and amounts of activities carried out by volunteers. Additionally, VGF grants will support efforts to build the management capacity and effectiveness of volunteer connector organizations, especially in the critical area of volunteer retention.

II. Award Information

How much funding is available?

In the 2018-2019 grant year, up to $309,791 in federal funding has been requested for the Volunteer Generation Fund in Maryland, pending the receipt of federal funds.

What is the Program Size and Structure?

The GOSV expects to make up to ten sub-grant awards of $25,000 each. The anticipated project period is September 15, 2018 – September 14, 2019. All grant activities must take place within this time frame.

III. Eligibility Information

Who is eligible for this funding?

To be considered for funding, community-based entities must include one or more of the following:

• Address activities consistent with the priorities set by the state's national service plan

• Recruit, manage, or support volunteers to a community-based entity such as a volunteer coordinating agency, a nonprofit resource center, a volunteer training clearinghouse, an institution of higher education, or a collaborative partnership of faith-based and community-based organizations

• Provide technical assistance and support to strengthen the capacity of local volunteer infrastructure organizations, address areas of national need, and expand the number of volunteers nationally.

Are there matching requirements for these grants?

Yes. Grantees will make a 50% match (dollar for dollar); cash and/or in-kind match is acceptable. Volunteer hours will not be accepted as an allowable match.

What is a DUNS number and is it required?

The DUNS number is used as a Universal Identifier. Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number on the application. The DUNS

number is an identifier that helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number does not replace your Employer Identification Number.

DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at www.dnb.com. The website indicates a 24-hour email turnaround time on requests for DUNS numbers; however, **it is recommended that applicants register at least 30 days in advance of the application due date.**

What is SAM.gov and is registration required?
SAM.gov, the System for Award Management, is the primary registrant database for the U.S. Federal Government. It collects, validates, stores, and disseminates data in support of federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All CNCS grant recipients are required to maintain a valid registration, which must be renewed annually.

All applicants must be registered with www.sam.gov and maintain an active SAM registration until the application process is complete and, should a grant be made, throughout the life of the award. Applicants must have a DUNS number in order to register with SAM.gov. It is recommended that applicants **finalize a new registration or renew an existing one at least two weeks before the application deadline.** This should allow you time to resolve any issues that may arise. It typically takes seven - ten days to finalize SAM.gov registration.

IV. Application and Submission Information
What is the deadline?
Applications are due no later than 5:00 p.m. on August 20, 2018. Applications must arrive at the GOSV by the deadline in order to be considered.

How are applications submitted to the GOSV?
Applications must be emailed to kerry.ose@maryland.gov as a Word document or PDF. The title of the attachment should be "VGF Application - <Name Applicant>."

What must be included in an application?
The application must provide a well-designed plan with a clear and compelling justification for awarding the requested funds. It includes applicant information, executive summary, narratives, budget worksheet, and performance measures.

The applicant must identify targets and be prepared to report on the following National Performance Measures:

- Number of community volunteers recruited and hours of service contributed by community volunteers.
- Number of community volunteers managed and hours of service contributed by community volunteers who were managed.

- Number of organizations receiving capacity-building services and implementing three or more effective volunteer management practices as a result of capacity-building services provided by the applicant organization.

In evaluating your application, reviewers will assess the narratives on the basis of your program design, organizational capacity, and budget adequacy/cost effectiveness. The budget should cover the grant period September 15, 2018 – September 14, 2019.

V. Application Review Information

What is the selection process and criteria for these grants?

In evaluating applications for funding, reviewers will assess program design, organizational capacity, and budget adequacy and cost-effectiveness. The weights assigned to each category are listed in the chart below. Reviewers will assess application narratives against these criteria and the extent to which the applicant responds to the questions in this application. Please read this guidance carefully to ensure that you are fully and appropriately responding to the information requested in the application.

Basic Selection Criteria: Categories and Respective Weights Category	Percentage
Program Design	50%
Organizational Capability	35%
Budget Adequacy and Cost-Effectiveness	15%

Program Design

The overarching purpose of the Volunteer Generation Fund is to increase the number of volunteers engaged in meaningful roles in meeting community needs. In particular, this expansion of volunteers is to be accomplished through an approach that builds out the capacity and sustainability of volunteer connector organizations as effective delivery systems. Engagement of skills-based volunteers and veterans is encouraged as part of program design. Within this context, the GOSV will consider the quality of the proposed program design based upon:

- The extent to which the applicant convincingly links the identified need, proposed interventions, and the anticipated outputs and outcomes.
- The extent to which the program design aligns with the purpose of the VGF.
- Whether the proposed interventions and activities are evidence-informed.
- The extent to which the applicant demonstrates that the proposed project is likely to have a notable, positive impact as measured by the magnitude of the effect on the need(s).
- The extent to which the objectives and outcomes to be achieved by the proposed project are clearly specified and measurable.

Organizational Capacity

Applications will be evaluated based on the following factors:
- The extent to which the organization has the experience, staffing, and management structure to plan, implement, and evaluate the proposed project.

- The extent to which the organization has the necessary plans and infrastructure to provide programmatic and fiscal oversight, day-to-day operational support, and data collection.
- The applicant's track record of raising funds to support service activities and initiatives.
- Likelihood of effectiveness of the applicant's plan for securing partners and community support for, and involvement in, the proposed project.
- The applicant's plan to measure and collect data on National Performance Measure outcomes and outputs.
- If you are a former or a current VGF grantee, the extent to which you have met the program objectives and complied with the financial requirements during the most recently completed grant year.

Budget Adequacy/Cost Effectiveness
Applications will be evaluated based on the following factors:
- The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.
- The extent to which the budget is clear and in alignment with the program narrative.
- The extent to which the budget includes adequate resources to carry out the program effectively.
- The extent to which the program demonstrates that financial and in-kind resources will be obtained to support program implementation.
- Whether the applicant adequately budgets for its required share of costs.

VI. Award Administration Information
When will applicants be notified of awards?
The GOSV expects to announce the results of this competition by **September 10, 2018**. All funds are contingent on the GOSV's receipt of federal funding from CNCS. The project start date may not occur prior to the grant award date.

What is the Project/Award Period?
The Volunteer Generation Fund is a one-year grant; subgrantees may be eligible for a second or third year of funding, contingent on the availability of appropriations, compliance, and satisfactory performance. The project period is September 15, 2018 – September 14, 2019 for Maryland VGF sub-grantees.

What documents govern the grant?
This grant is governed by the Corporation for National and Community Service's Grant Provisions for Special Grants, and the Maryland Notice of Grant Award. Additionally, the approved application is part of a binding commitment under the grant.

What are the reporting requirements for these grants?
The GOSV will require quarterly progress reports which will include questions on the progress of the grant as well as updates on the performance measures. The GOSV will also require a final report at the end of the year. Grantees will provide financial reports quarterly.

What types of activities are prohibited under this grant program?

Prohibited activities under this grant program are set out in the applicable regulations, grant provisions, and any special conditions that may apply to a particular award. Examples include:

> ### *Political Activities*
> Any effort to influence legislation; organizing or engaging in protests, petitions, boycotts or strikes; assisting, promoting or deterring union organizing; impairing existing contracts for services or collective bargaining agreements; engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office; and participating in, or endorsing, events or activities which are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
>
> ### *Religious Activities*
> Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
>
> ### *Non-Domestic Service Activities/Beneficiaries*
> Grant funds may not be used for international travel or projects where the primary beneficiaries of an activity are outside the United States.

Electronic Funds Transfer of Grant Payments
If electronic reimbursement is your organization's preferred form of payment, applicants are encouraged to consider registering for Electronic Fund Transfers (EFT). Submitted forms must be processed by the Comptroller's Office before organizations are eligible to receive funds directly into the organization's bank account; therefore, registration prior to award decision is encouraged.

The EFT Registration Form can be accessed:
> http://comptroller.marylandtaxes.com/Vendor_Services/Accounting_Information/Static_Files/X-1020130403.pdf

Instructions for Electronic Funds Transfer instructions are located:
> http://www.marylandtaxes.com/> Vendor Services > Electronic Funds Transfer
> Questions should be directed to gad@comp.state.md.us or 1-888-784-0144.

Completed forms should be mailed or faxed:
> EFT Registration, General Accounting Division
> Room 205, P.O. Box 746
> Annapolis, Maryland 21404-0746
> (or) Fax: 410-974-2309

Do not send any EFT forms to the GOSV.

VII. Performance Measures

Are performance measures required for the Volunteer Generation Fund? What are they?
Yes, performance measures will be required for all applicants; and all sub-grant recipients must agree to track and report data in all performance categories in the grant application. Sub-grantees will be required to report on the required performance measures identified in the application.

VIII. Agency Contact
Please contact Kerry Ose with any questions about the Maryland Volunteer Generation Fund application. She can be reached by phone at 410-446-0721, or via email at kerry.ose@maryland.gov.

IX. The Application
The application must provide a well-designed plan with a clear and compelling justification for awarding the requested funds. It includes applicant information, executive summary, narratives, performance measures, budget, and certifications. In evaluating your application, reviewers will assess the narratives on the basis of your program design, organizational capacity, and budget adequacy/cost effectiveness. The budget should cover the grant period September 15, 2018 – September 14, 2019.

Please note that character limits include spaces. When drafting narrative responses, the GOSV recommends using word processing software that will check spelling and count characters. Use only uppercase letters for all section headings and other information you would like to highlight in your narrative. Unless specifically asked to do so, do not submit supplemental information or attachments to your grant application.

Answer each section of the application fully and in the order below. The completed application will consist of all of the following components, described in detail below:

1. Applicant Information
2. Executive Summary (maximum length - 1,500 characters)
3. Narratives (maximum length – 15,000 characters)
   A. Program Design
   B. Organizational Capacity
   C. Budget/Cost Effectiveness.
4. Performance Measures (all required)
5. Budget (instructions are below; the budget form is a separate attachment)
6. Authorization, Assurances, and Certifications

Application Process Timeline

August 6, 2018	**Release of Maryland Volunteer Generation Fund Application Instructions**
August 20, 2018	**2018 VGF Application due to GOSV by 5:00 pm (via email)**
August 27, 2018	**Grant review report to applicants with clarification questions or required edits**
September 5, 2018	**Grant revisions due to GOSV by 5:00 pm**
September 5 – September 7, 2018	**Final clarifications or revisions (if applicable)**
September 10, 2018	**2018 VGF awards announced informally**
September 12, 2018	**VGF Award packets distributed**
September 15, 2018 – September 14, 2019	**2018 VGF Grant Period**