



2014 AMERICORPS NARRATIVE GUIDELINES

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HOW SHOULD I WRITE MY NARRATIVE?

- ➔ Highlight your program strengths.
- ➔ Be clear and to the point.
- ➔ Avoid circular reasoning.
- ➔ Explain how the program actually works.
- ➔ **DO NOT** make assumptions.
- ➔ Use an open-minded proofreader.
- ➔ Follow the instructions.

EXECUTIVE SUMMARY

Fill in the blanks **ONLY**. There is nothing else you need to do!

The [**NAME OF THE ORGANIZATION**] will have [**NUMBER OF**] AmeriCorps members who will [**WHAT THE MEMBERS WILL BE DOING**] in [**THE LOCATIONS THE AMERICORPS MEMBERS WILL BE**]. At the end of the 1st program year, the AmeriCorps members will be responsible for [**ANTICIPATED OUTCOME OF PROJECT**]. In addition, the AmeriCorps members will leverage an additional [**NUMBER OF LEVERAGED VOLUNTEERS, IF APPLICABLE**] that will be engaged in [**WHAT THE LEVERAGED VOLUNTEERS WILL BE DOING**].

This program will focus on the CNCS focus area of [**FOCUS AREA(S)**]. The CNCS investment of \$[**AMOUNT OF REQUEST**] will be matched with \$[**AMOUNT OF PROJECTED MATCH**], \$[**AMOUNT OF LOCAL, STATE, AND FEDERAL FUNDS**] in public funding and \$[**AMOUNT OF NON-GOVERNMENTAL FUNDS**] in private funding.

ORGANIZATIONAL CAPACITY

BACKGROUND & STAFFING

- ❖ Describe how your organization has the ability to administer the proposed AmeriCorps project.
 - ❖ experience
 - ❖ staffing
 - ❖ management structure

- ❖ Describe your organization's previous experience administering AmeriCorps projects or other federal projects.

ORGANIZATIONAL CAPACITY

COMPLIANCE & ACCOUNTABILITY

- ❖ How will you guarantee that you will comply with AmeriCorps rules and regulations? (I.e., do you have a system in place for checks and balances?)
- ❖ How will you prevent and detect compliance issues?
- ❖ Do you have a plan in place to hold sub-contractors and service site locations (if applicable) accountable if non-compliance is identified?

ORGANIZATIONAL CAPACITY

HOW DID I DO WITH MY PREVIOUS AMERICORPS GRANTS?

- ❖ Describe how you administered your AmeriCorps project compared to the performance measure targets you set.
 - ❖ How successful were you?
 - ❖ Did you identify any problems? If so, how do you resolve them?
 - ❖ If you did not achieve your performance targets, why not? What is your plan for improvement?
- ❖ Describe any compliance issues and areas of weakness/risk identified during the last full year of program operation at your organization, your sub-grantees (if applicable), and service site locations (if applicable).
 - ❖ Provide an explanation,
 - ❖ Describe the corrective action taken.
 - ❖ What is your plan for continuous improvement?

ORGANIZATIONAL CAPACITY



- ❖ Describe the plan(s) for requesting timely and regular feedback from stakeholders to come up with continuous improvement efforts.
- ❖ Describe the plans for using data to report continuous improvement.

FORMAT REQUIREMENTS

- Type the narratives in Times New Roman, 12-point font size. (WORD format)
- Double-space the narrative and use one-inch margins.
- Label each narrative section using the headings in the NOFO Guidelines/Application Instructions (in the same order).
- Adhere to the page limit designated in the NOFO (*15 pages, including the SF 424 Face Sheet*).