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.
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?
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).