Session Overview

- Purpose of AmeriCorps Funding
- Disclosures
- Eligibility
- Grant Application: General Guidelines
- Grant Application: Submission Guidelines
- AmeriCorps State Formula Timeline
- Technical Assistance
Purpose of AmeriCorps Funding

- AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps Members in evidence-based or evidence-informed interventions to strengthen communities.
Estimated Available Funds

- The application process is highly competitive.
- The level of funding is subject to the availability of the annual appropriation received by MCSC (pending).
- Typically, grant requests exceed the annual appropriation MCSC receives to award grants.
Disclosures

1. Publication of the NOFO does not obligate MCSC (or CNCS) to award any specific number of grants or to obligate the entire amount of funding available.
2. MCSC reserves the right to fund applicants at a lower level than the grant request.
3. MCSC reserves the right to refocus funding in the event of disaster or other compelling need for service.
4. MCSC reserves the right to deduct points for noncompliant items in the grant application as well as disqualify applicants that do not adhere to the grant application guidelines.
Eligibility

- **Eligible Organizations:**
  - Public / private nonprofit organizations w/ 501(c)3 status
  - Faith- / community-based organizations
  - Educational institutions
  - State or local government agencies

- **Ineligible Organizations:**
  - Organizations convicted of a federal crime
  - Organizations described in Section 501(c)4 of the Internal Revenue Code of 1986 that engage in lobbying activities pursuant to the Lobbying Disclosure Act of 1995
## Eligibility

### Minimum Corps Size Requirements

<table>
<thead>
<tr>
<th>Applicant Type</th>
<th>Minimum # of MSY</th>
<th>Maximum # of MSY</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>5.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Continuation / Re-compete</td>
<td>5.00</td>
<td>n/a</td>
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</table>

### Note: MSY Breakdown

<table>
<thead>
<tr>
<th>Member Slot Type</th>
<th>Number of MSY</th>
<th>Minimum Number of Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1.00000</td>
<td>1700</td>
</tr>
<tr>
<td>Half-time</td>
<td>0.50000</td>
<td>900</td>
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<tr>
<td>Reduced Half-time</td>
<td>0.38095</td>
<td>675</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>0.26455</td>
<td>450</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>0.21164</td>
<td>300</td>
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</table>
Eligibility

- **DUNS Number & EIN**
  - All applicants are required to have a Dun and Bradstreet Universal Numbering System (DUNS) number.
    - To obtain a DUNS number, call (866) 705-5711 or apply online at [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform).
  - All applicants are required to have a Employer Identification Number (EIN).
    - This is also referred to as the Federal Employer Identification Number (FEIN) or Taxpayer Identification Number.
SAM Registration

- All federal grant recipients, including sub-grantees of state commissions, are required to maintain a valid System for Award Management (SAM) registration.

  - To register with SAM online, go to [https://www.sam.gov/portal/public/SAM/](https://www.sam.gov/portal/public/SAM/)
  - Organizations must have a DUNS number prior to registering with SAM.
Grant Application: General Guidelines

Grant Award / Project Period

- Generally, a grant covers a 3-year period, with an initial award and subsequent “continuation” awards (with an application for continued funding).
  - Continuation funding is not guaranteed.
- The project period proposed in the grant application should be for one year.
  - The project start date may not be prior to August 1st.
  - The project period may not exceed 12 months.
  - Example: 8/1/2016 – 7/31/2017 or 9/1/2016 – 8/31/2017
Threshold Requirements

- Applications should reflect that they meet the threshold requirements for the applicable grant type (outlined in the NOFO).
- If an applicant is applying for a Professional Corps grant, its application should demonstrate that the community in which it will place AmeriCorps Members serving as professionals has an inadequate number of said professionals.
Threshold Requirements

- If the proposed service activities require specialized Member qualifications and/or training, the applicant must describe how the requirements will be met.
  - Example: Tutoring programs must adhere to 45 CFR §2522.910-940.
Grant Application: General Guidelines

Application Narrative Formatting
- The narrative must be in Times New Roman, 12-point font.
- The narrative must have one-inch margins with double-spaced text.
- The narrative must follow the sequence outlined in the NOFO.
- The narrative sections must be labeled with the appropriate headings.
- The narrative should not include graphs, charts, tables, or artwork.
Application Narrative Formatting (cont…)

- The pages must be numbered.
- The narrative must adhere to the estimated number of pages in Microsoft Word to comply with character limits in eGrants, as follows:
  - Approximately 18 pages in Microsoft Word
  - The page limit does not apply to the coversheet, performance measures, budget, evaluation plan and/or report (re-compete applicants), or other attachments outlined in the NOFO.
Helpful Tips

- Lead from your strengths and be explicit.
  - …meaning do not try to stretch the proposed program description to fit a funding priority.

- Be clear and succinct.
  - …meaning avoid rhetoric or exaggeration.

- Avoid circular reasoning.
  - …meaning the problem described should not be defined simply as the lack of the solution you are proposing.
Helpful Tips

- Explain the ‘how.’
  - …meaning do not just state that a certain criteria will be met. Describe how the proposed project will meet the criteria.

- Don’t make assumptions.
  - …meaning do not assume the reviewers know who you are and what you do (esp. if you’ve received AmeriCorps funding before).

- Use an impartial proofreader.
  - …meaning let someone unfamiliar with your project read and provide feedback on the application. (MCSC will not serve as proofreaders.)
Helpful Tips

- Follow the instructions.
  - meaning adhere to all guidelines outlined in the NOFO.
- Do not attempt to enter applications in eGrants.
  - meaning adhere to the submission requirements outlined in the NOFO.
Concept Papers (first-time/new applicants)

- Required for first-time/new applicants or existing programs proposing “new” projects.
- Submit the completed concept paper template via email to jerron.johnson@ded.mo.gov by the specified deadline.
  - The concept paper template is available at https://movolunteers.org/grants.htm.
Grant Application: Submission Requirements

- Grant Applications
  - Submit the narrative portion in Microsoft Word format via email to jerron.johnson@ded.mo.gov; **AND**
  - Submit one single-sided original of the complete application **AND** seven (7) single-sided copies of the partial application.
    - *Complete vs. partial is outlined in the NOFO. DO NOT STAPLE.*
    - You may submit in person or via carrier service to:
      Missouri Community Service Commission
      ATTN: Jerron M. Johnson
      301 W. High Street, Room 770
      P.O. Box 118
      Jefferson City, MO 65101-1517
# AmeriCorps State Formula Timeline

<table>
<thead>
<tr>
<th>DEADLINE</th>
<th>AC STATE FORMULA</th>
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<tbody>
<tr>
<td><strong>Friday, December 18, 2015 (by 5:00 pm, CST)</strong></td>
<td>Concept Papers due to MCSC (first-time/new applicants)</td>
</tr>
<tr>
<td><strong>Friday, March 11, 2016 (by 3:00 pm, CST)</strong></td>
<td>Grant applications due to MCSC</td>
</tr>
<tr>
<td><strong>Friday, April 22 – Friday, April 29, 2016</strong></td>
<td><strong>Clarification Period</strong></td>
</tr>
<tr>
<td><strong>Friday, May 20, 2016</strong></td>
<td><strong>Anticipated Date of Award Notification</strong></td>
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Technical Assistance

Technical assistance questions may be directed to MCSC staff Monday – Friday, 9:00 AM – 4:30 PM (CST) up until Wednesday, March 9, 2016.

Don Stamper, Executive Director
(573) 751-5012, don.stamper@ded.mo.gov

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Sarah Ehrhard Reid, Field Program Officer
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Ashley Jones-Kaufman, Field Program Officer
(573) 522-9477, ashley.jones-kaufman@ded.mo.gov