NARRATIVE SECTIONS

- Executive Summary
- Program Design
- Organizational Capacity
- Cost Effectiveness
Executive Summary

Please fill in the blanks only!!!

The [NAME OF THE ORGANIZATION] proposes to have [NUMBR OF] AmeriCorps Members who will [WHAT THE MEMBERS WILL BE DOING] in [THE LOCATIONS THE AMERICORPS MEMBERS WILL SERVE]. At the end of the first program year, the AmeriCorps Members will be responsible for [ANTICIPATED OUTCOME OF PROJECT]. In addition, the AmeriCorps Members will leverage an additional [NUMBER OF, IF APPLICABLE] leveraged volunteers who will be engaged in [WHAT THE LEVERAGED VOLUNTEERS WILL BE DOING].
This program will focus on the CNCS focus area(s) 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.

* If the program is not operating in a CNCS’ focus area, omit this sentence.

Note: Fixed Amount grant applicants must list their Other Revenue because they are not required to provide a specific amount of match, but still must raise significant additional resources to operate the program.
1. Problem/Need

a) Explain the community problem/need and how the proposed intervention will address the issue(s).

b) Explain how the community problem/need is prevalent and critical in communities where AmeriCorps Members will serve. It should be well documented with appropriate data.

2. Theory of Change

a) Put in plain words what are the proposed intervention(s). This includes:
   ▶ the design = proposed plan/project/program
   ▶ target population = who will benefit from your program
   ▶ roles of AC Members and (if applicable) leveraged volunteers = what they will be doing to help serve the beneficiaries
Program Design

b) Explain how the intervention is likely to lead to the outcome(s) indicated in your application; that will occur as a result of the AmeriCorps program.

c) Explain how the proposed outcomes show meaningful progress in addressing the community problem/need(s) identified.

d) Explain how the ACMs will produce significant and unique contributions to existing interventions (not necessarily from your organization) that are also addressing the same problem/need identified in your application.
Program Design

3. Evidence Base

a) Stronger applications clearly show evidence that what you are proposing to do in your application will lead to the outcomes identified.

b) Everyone must provide a description of up to 2 research studies or evaluations that provide evidence that the proposed intervention will actually have a positive impact on the targeted population and address the community problem:

☐ date the research or evaluation was completed and the time period for which the intervention was observed

☐ description of the target population studied (ex., demographics)

☐ methodology used in the study

☐ description of the data, source, and data collection methods

☐ strength/validity of the findings
c) Reviewers will examine the evidence-based descriptions (and research documents) based on the below criteria:

- “apples to apples” = if the intervention(s) described in the research studies is referencing the same intervention(s) in the application.

- **accuracy, thoroughness, and appropriateness of the methodology referenced in the research studies.**

- strength and consistency of the findings- preference given to findings that show a significant and progressive positive effect on participants of the program.

- **date of the study- preference towards studies conducted within the last 6 years.**
d) Requirements associated with the 5 evidence tiers:

No Evidence: you have not provided evidence that you have systematically collected any qualitative or quantitative data to date.

Pre-preliminary Evidence: you have collected data based by the user testing method or tracked at least 1 part of your logic model. You completely describe the data collection process and results. You must clearly show the connection between data collection and the relevant component(s) of your logic model.

Preliminary Evidence: you have described up to 2 outcome studies about the proposed intervention that yielded promising results; or yielded promising results for a similar intervention that you replicate with reliability to the evaluated program model.
Ways to demonstrate preliminary level of evidence

You must describe at least 1 outcome study that was conducted; related to your intervention(s). This must include a detailed description of the outcome study data from pre- and post-tests without a comparison group or post-test comparison between intervention(s) and comparison groups. An outcome study includes data beyond that which is collected as part of routine performance measurement. This description should explain whether the outcome study was conducted internally by your organization or by an outside organization.
The applicant must describe at least 1 random control trial study or quasi-experimental evaluation (e.g. propensity score matching) that achieved positive results for the same intervention that the applicant plans to replicate. The description should include details comparing how the comparison intervention studied and your intervention is the same; and how you will replicate the comparison intervention with reliability to the program model. The study must have been conducted by an external organization whose program was studied.
You may submit evidence from both methods listed above. With this method, you must provide data from an outcome study of an intervention that has been previously implemented and also propose to modify your program by replicating another random control trial study or quasi-experimental evaluation. You should describe your previous outcome study and should also describe and submit the study/studies of the proposed evidence-based intervention.
Moderate Evidence: you have submitted up to 2 well-designed and well-implemented studies that evaluated the same intervention described in this application. It also identified evidence of effectiveness on one or more key desired outcomes of interest; described in the logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations or quasi-experimental design evaluations with statistically matched comparison and treatment groups. The studies must be conducted by an independent entity (not your organization) implementing the intervention.
Program Design

**Strong Evidence:** you have demonstrated that the intervention has been tested nationally, regionally, or at the state level using a well designed and well-implemented evaluation design. The proposed intervention’s evidence may be based on multiple (max of 2) well-designed and well-implemented evaluations in different locations or with different populations within a local geographic area. The overall pattern of study findings is consistently positive. Findings from the RCT or QED studies may be generalized beyond the study context. The studies were conducted by an independent entity external to the organization implementing the intervention.
4. Notice Priority

a)  Explain how your proposed program fits within one or more of the national and/or state funding priorities listed. *(refer to pages #3-4)*

b)  Your proposal has met all of the requirements. National funding priorities are listed in the Glossary. *(refer to https://www.movolunteers.org/grants.htm)*

5. Member Training

a)  Explain what training will be provided to ACMs so that they are effective in providing service. Demonstrate the quality of training.

b)  Explain how you will ensure that ACMs and volunteers will be aware of and will follow AmeriCorps requirements; including the rules regarding prohibited activities *(refer to Glossary).*
Program Design

6. Member Supervision

a) Explain how supervisors will provide ACMs with high quality guidance and support to provide effective service.

b) Explain how AmeriCorps supervisors will be sufficiently trained and/or prepared to follow AmeriCorps and program regulations, priorities, and expectations.

7. Member Experience

a) Explain what skills and experience ACMs will obtain as a result of their training and service and how it is of value and can be utilized by future employers after their service term is completed.

b) Explain how you will provide opportunities for ACMs to be exposed to meaningful service experiences; and opportunities for reflection and connection to the broader National Service network.

c) Explain how you will recruit ACMs from the geographic or demographic communities in which the program will operate.
8. Commitment to AmeriCorps Identification

a) Explain how ACMs know that they are AmeriCorps Members and what Members do.

b) Explain how you will educate staff and the community (where ACMs are serving) to be able to identify Members.

c) Explain how you will ensure that AmeriCorps Members will be provided with and will wear service gear that prominently displays the AmeriCorps logo daily.
Organizational Capability

1. Organizational Background and Staffing

a) Explain how your organization has the experience, staffing, and management structure to plan and implement the proposed program.

b) Explain how your organization has adequate experience to effectively administer AmeriCorps grants or other federal grants.

c) Explain how your organization has sufficiently engaged community members and partner organizations in planning and implementing the proposed intervention.
Organizational Capability

2. Compliance and Accountability

a) Explain how your organization will prevent and detect compliance issues while operating your AmeriCorps program.

b) In the event of discovering instances of risk and non-compliance, what is your plan to address these issues? How will you hold your organization, sub-contractors, and service site locations (if applicable) accountable?

c) Explain your plan to guarantee that your organization (staff) will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at your service site locations and your sub-contractor service site locations (if applicable).

d) Explain your plan to guarantee that the proposed service to be provided by ACMs service will not duplicate, displace, or supplant volunteers, staff, and/or interns.
Past Performance for Current Grantees and Former Grantees

- Explain how you met performance measurement targets during the last three years of program operations. If not, briefly describe what your corrective action plan is and if it has been implemented.

- Explain how you achieved 100% member enrollment, in the most recent full year of program operations. If not, briefly describe what your corrective action plan is and if it has been implemented.

- Explain how you achieved 100% member retention, in the most recent full year of program operations. If not, briefly describe what your corrective action plan is and if it has been implemented.

- Describe any compliance issues or areas of weakness/risk identified during the last 3 years of program operations (if applicable) and describe an effective corrective action plan that was implemented.
1. Cost Effectiveness (NARRATIVE) and Budget Adequacy (TEMPLATE)

a) Is your budget sufficient to carry out the program effectively?

b) Does your budget align with your narrative?

c) Is your program design cost effective and do the benefits justify the cost?

d) Explain what match funds/other resources you have to date to apply to the match side of the budget. If you do not have the required match, explain your plan to raise funds/other resources to fully support the program.

e) If you are a re-compete applicant, indicate if you are requesting a lower cost per MSY than approved in previous grants and the reason. Or (if applicable) provide a compelling rationale for the same or increased cost including why this increase could not be covered by the match funds.
2. Budget Adequacy (refer to the ‘Budget Guidelines’ section of the notice)

a) Is your budget submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award?

b) Is your budget submitted with adequate information to determine how each line item is calculated?

c) Did you follow the budget instructions?

d) Did you provide appropriate information to justify the match amount written in the budget?

e) Do you clearly identify your non-CNCS funding and resources necessary to support your project?

f) Did you indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the source of these commitments?
QUESTIONS???????

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