



# MISSOURI COMMUNITY SERVICE COMMISSION

## 2015 CONCEPT PAPER

### *BACKGROUND INFORMATION*



#### **OVERVIEW OF THE FUNDING ENTITIES**

**Missouri Community Service Commission (MCSC):** The MCSC was created by the Missouri Legislature in 1994 in response to the National and Community Service Trust Act of 1993. The mission of the MCSC is to connect Missourians of all ages and backgrounds in an effort to improve unmet community needs through direct and tangible service. The MCSC serves as the administrator for AmeriCorps State funding in Missouri by awarding monetary grants and providing technical assistance and support to its sub-grantees.

**Corporation for National and Community Service (CNCS):** Established in 1993, the CNCS is a federal agency that engages Americans in service through its core programs – Senior Corps, AmeriCorps, and the Social Innovation Fund. As the nation’s largest grant maker for service and volunteering, the CNCS plays a critical role in strengthening America’s nonprofit sector and addressing our nation’s challenges through service.

#### **OVERVIEW OF THE AMERICORPS PROGRAM**

AmeriCorps, often referred to as the domestic version of the Peace Corps, is a National Service program that engages Americans of all ages and backgrounds in results-driven service in the areas of disaster response, economic opportunity, education, environmental stewardship, healthy futures, and veterans and military families.

AmeriCorps engages more than 80,000 Americans in intensive service each year at nonprofits, schools, public agencies, and community and faith-based groups across the country. Since the program’s founding in 1994, more than 900,000 AmeriCorps Members have contributed more than 1 billion hours in service across America while tackling pressing problems and mobilizing millions of volunteers for the organizations they serve.

AmeriCorps programs do more than move communities forward; they serve their Members by providing pathways to opportunity. AmeriCorps places thousands of individuals into intensive service positions where they learn valuable skills, earn money for education, and develop an appreciation for citizenship.

For detailed information about the AmeriCorps National Service Program and the general requirements to apply for funding, please refer to the 2015 Notice of Funding Opportunity (NOFO) and the Glossary located online at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2015/ameri-corps-state-and-national-grants-fy-2015>.



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#### GUIDELINES



#### **PURPOSE**

Prior to submission of a complete grant application, MCSC **requires** new applicants or existing programs proposing new projects to submit a concept paper. The concept paper identifies the proposed project, the needs it will address, the number of Members requested, and the activities in which Members will engage. Applicants also describe their organizational capacity for administering an AmeriCorps program and identify the source(s) of necessary program support, including non-federal match when required.

The concept paper process is not designed as a “qualifying round,” but rather a method of developing strong AmeriCorps proposals and programs. Applicants should work with MCSC staff to address issues raised by concept paper feedback for the final grant proposal. Feedback will be provided based on the following criteria:

- The extent to which the proposed program meets an identifiable community need;
- The capacity of the proposed program to show successful impact in the community;
- The identifiable capacity of the applicant to effectively administer an AmeriCorps program, including adherence to programmatic and fiscal requirements;
- The strength of the proposal for AmeriCorps Member recruitment and support; and
- The identifiable sustainability of an AmeriCorps program.

#### **DEADLINE**

The completed cover page and project proposal portions of the concept paper must be received by **Monday, December 22, 2014 – 3:00 pm (CST)** via email at [MCSC@ded.mo.gov](mailto:MCSC@ded.mo.gov) or facsimile at (573) 526-0463. Only concept papers received by the stated deadline will be reviewed.

#### **TECHNICAL ASSISTANCE**

MCSC staff strongly encourages applicants considering an AmeriCorps initiative to contact them for assistance in development of a proposal. Commission staff can help determine which issue area best fits your organization’s mission, whether your program design is most appropriate for full- or part-time Members, and how to create performance measures that demonstrate impact on the community.

#### **Contact Information for the Missouri Community Service Commission:**

**Phone: (573) 751-7488**

**Toll-free: (877) 210-7611**

**Website: [www.movolunteers.org/grants.htm](http://www.movolunteers.org/grants.htm)**



**MISSOURI COMMUNITY SERVICE COMMISSION**  
**2015 CONCEPT PAPER**  
**COVER PAGE**



**Sponsoring Organization (if different from applicant):**

**Organization Name (applicant):**

**Contact Person & Title:**

**Address:**

**City:**  **State:**  **Zip:**

**Telephone:** , ext.  **Fax:**

**E-mail Address:**

*(Note: All AmeriCorps programs must have access to the Internet at the time of the program's start date):*

**Federal Employer ID No (FEIN):**  **DUNS Number:**

- Type of Organization:**
- Educational Institution
  - Local Government
  - State Agency
  - Other: \_\_\_\_\_
  - 501(c)3 Non-Profit Organization *(select type below)*
  - Faith-based
  - Community-based

**Concept Paper Written By (Name & Title):**

**Email:**  **Phone:**

**Focus area the program will address (Check all that apply):**

- Disaster Services
- Education
- Healthy Futures
- Economic Opportunity
- Environmental Stewardship
- Veterans & Military Families
- Other: : \_\_\_\_\_

**How many Members will be recruited under the proposed program? Write the number of Members above each category that applies. (Note: 1 Member Service Year = 1 Full-Time Member)**

Full Time (1.00 MSY)	Half Time (0.50 MSY)	Reduced Half Time (0.381 MSY)	Quarter Time (0.265 MSY)	Minimum Time (0.211 MSY)
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**NOTES:**  
**Minimum Required MSY Request:** 5 Member Service Year\*  
**Maximum Allowable MSY Request:** 10 Member Service Year\*  
**Maximum Cost per MSY:** \$13,730/MSY  
**Maximum Program Allocation:** \$137,300 (based on a request for 10 MSY)



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### PROJECT PROPOSAL



Please respond to the questions below:

1. List the area(s) that will be affected by the proposed project (name of city, county, school district, service site location, etc.).

2. What are the dates of the proposed project?

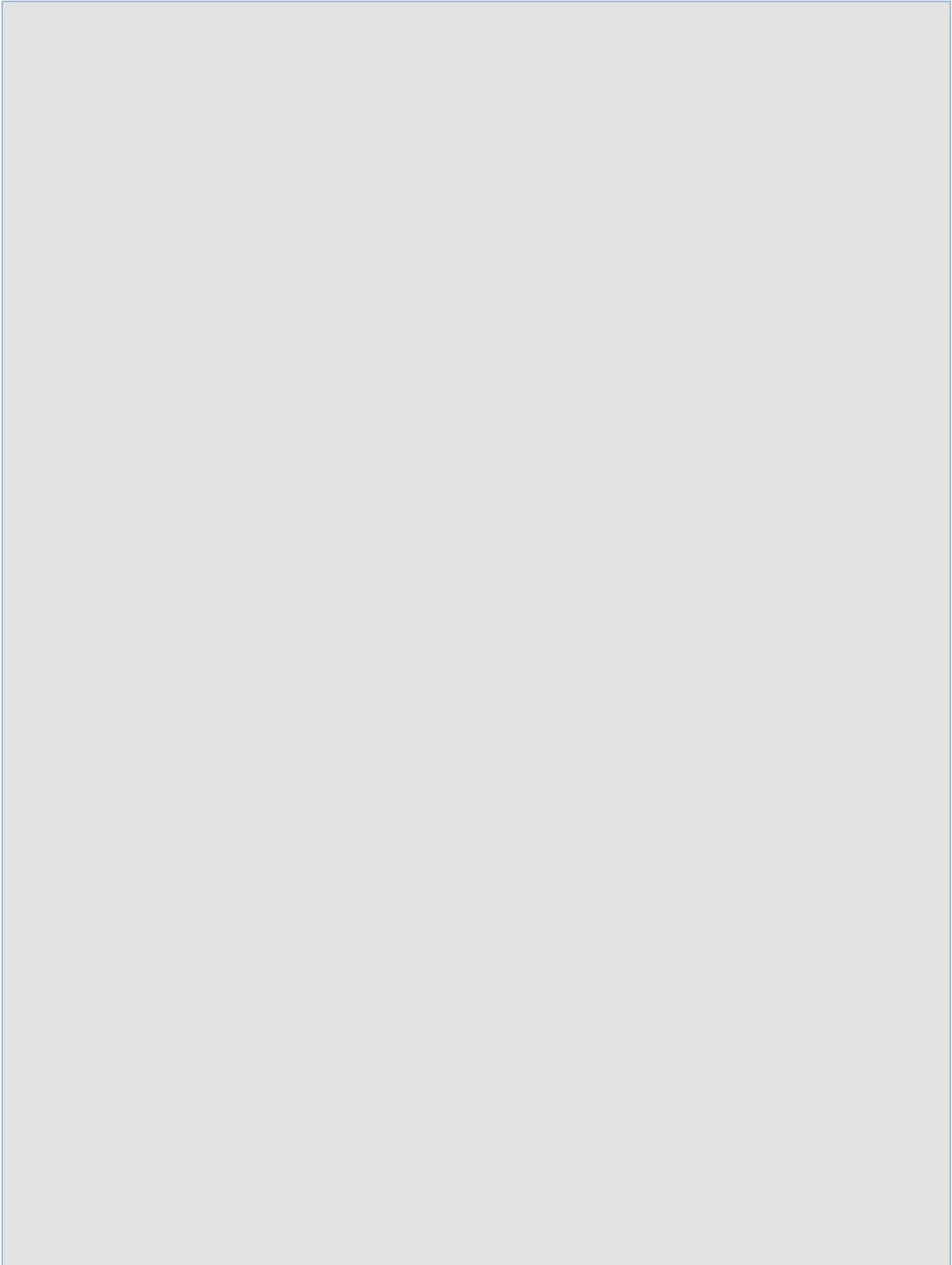
*\*\*For the purpose of this grant application, the program year may be no more than a 12-month period and the program may not start prior to August 1, 2014.*

Program Start Date:

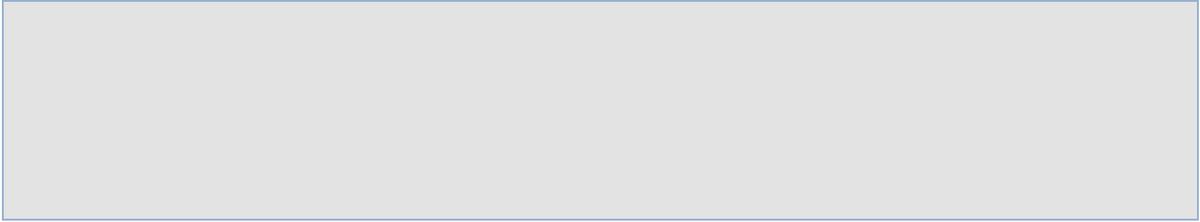
Program End Date:

3. What is the community problem or need being addressed in the affected area?

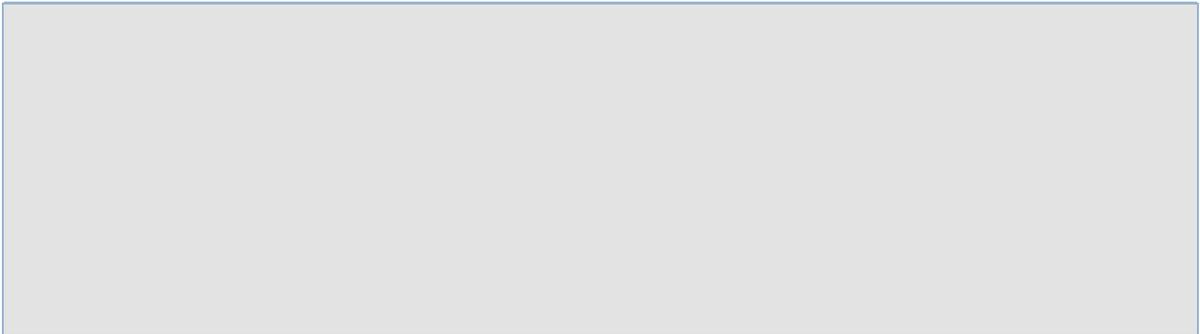
**4. What are the proposed interventions (activities) to address the community problem/need (activities in which AmeriCorps Members will engage)?**



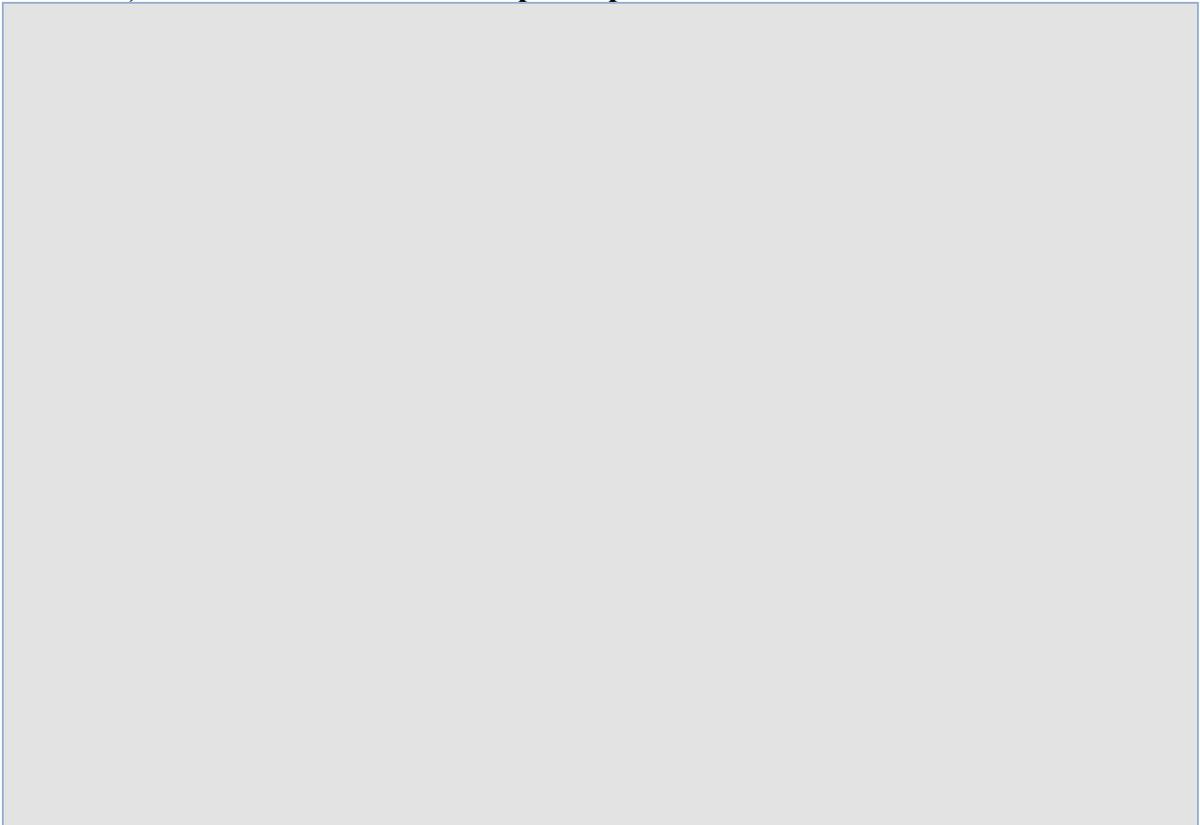
**5. Who are the intended beneficiaries (population/demographic being served)?**



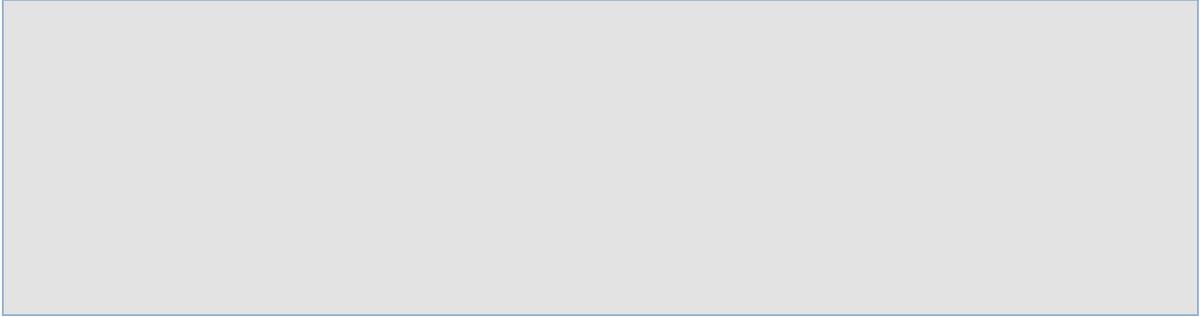
**6. What is the anticipated number of beneficiaries who will receive intervention services (outputs)?**



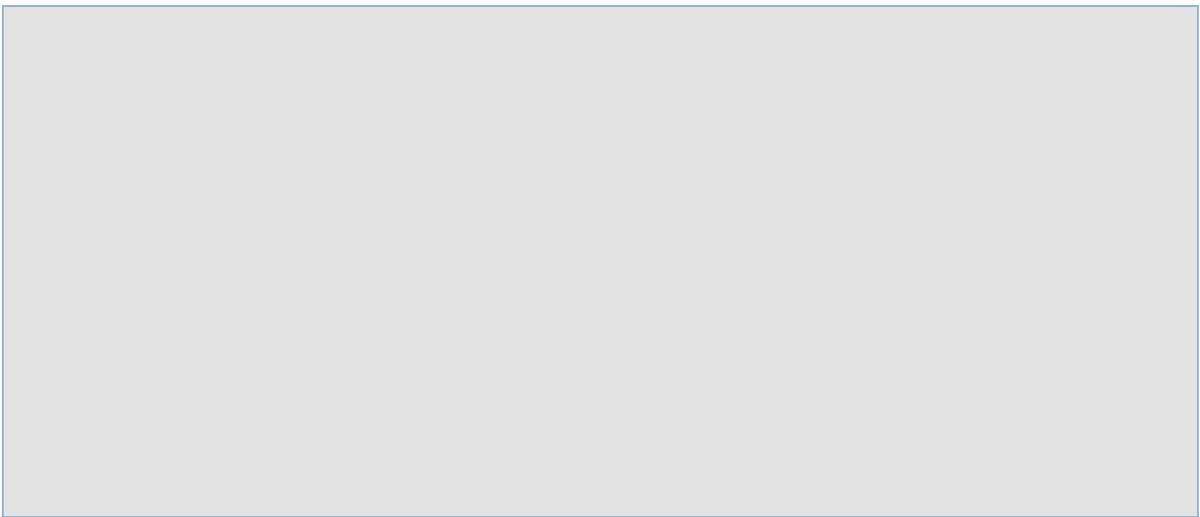
**7. What are the anticipated outcomes (change in behavior, attitude, knowledge, skills, or condition) as a result of beneficiaries' participation in interventions?**



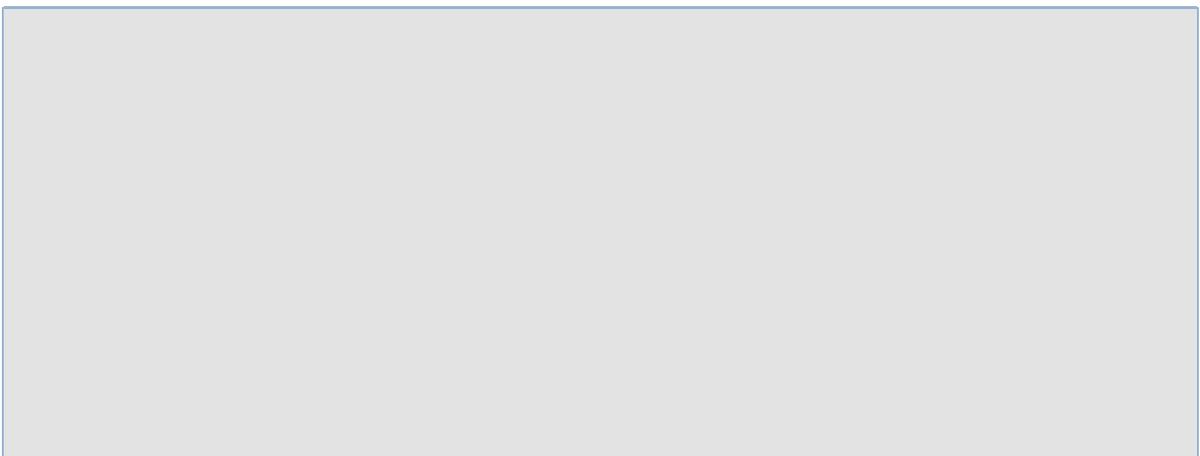
**8. How will output and outcome data be collected, tracked, measured, etc.?**



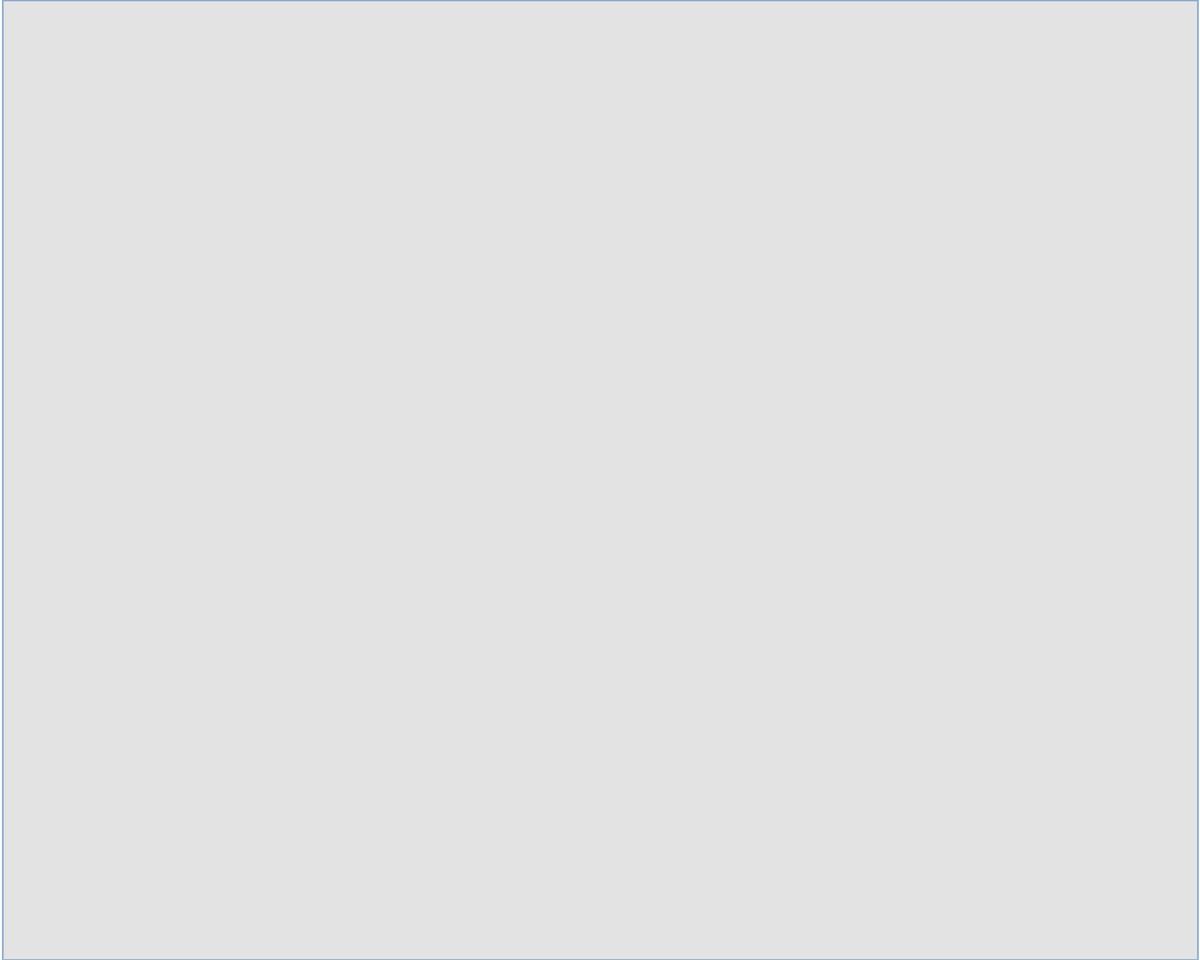
**9. How and from where will AmeriCorps Members be recruited for the proposed program?**



**10. Beyond the minimum eligibility requirements, what additional qualifications must individuals possess to serve as AmeriCorps Members in the proposed program?**



**11. Who will be the key staff responsible for programmatic and fiscal administration of the proposed program (e.g. Member supervision, performance measure tracking/reporting, financial tracking/reporting, etc.)?**



**12. What are the sources of grantee match (cash/in-kind) that will be leveraged to support the proposed project?**

