



2020 Grant Application Workshop



November 20, 2019

Housekeeping

- Facilities
- Breaks
- Refreshments
- Etiquette
 - *Please mute phones*
- Parking Lot
 - Post-It notes are on tables
 - *Parking lot questions will be addressed after lunch and in the evenings before we adjourn.*

Introductions

- Name
- Organization
- Title
- Very brief overview of program focus

**MISSOURI
COMMUNITY
SERVICE
COMMISSION**

Missouri Community Service Commission

- Overview of Missouri Community Service Commission
 - Common Terms/Acronyms
 - Brief History
 - Location
 - Mission
 - Commissioners
 - Staff
 - Funding Source

MCSC History

- Created in 1994
 - In response to National and Community Service Act in 1993

Location

- Missouri Department of Economic Development
 - Business and Community Solution Division

MCSC Mission Statement



The Missouri Community Service Commission (MCSC) connects 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 grantees.

MCSC Roles and Responsibilities

- Commissioners
 - Review and Score Applications
 - Funding Decisions
 - Promote Service and Volunteerism
 - Fundraise
 - 4 Committees
 - *Program*
 - *Service and Development*
 - *Public Relations*
 - *Legislative Education Committee*
- Staff
 - Review and Score Applications
 - Monitor and Oversee Sub-Grantees
 - Reimburse Sub-Grantees
 - Inform Commissioners
 - Provide Technical Assistance to Sub-Grantees

AmeriCorps

- Pronounced Amer-i-core
- AmeriCorps is referred to as “the domestic version of the Peace Corps”.
- AmeriCorps engages more than 75,000 Americans in intensive service each year at nonprofits, schools, public agencies, and community and faith-based groups across the country.
- Since its founding in 1994, almost 1 million AmeriCorps Members have contributed more than 1.2 billion hours in service across America while tackling pressing problems and mobilizing millions of volunteers for the organizations they serve.

AmeriCorps Mission

Direct Service:

Getting things
done for America

Capacity Building:

Strengthening
nonprofits and the
volunteer sector.

Member Development:

Expanding educational
opportunity and building
future leaders.

Community Building:

Leveraging a powerful
return on investment.

Term & Acronyms

Corporation for National and Community Service

- The Corporation
- CNCS
- Grantor

Missouri Community Service Commission

- The Commission
- MCSC
- Grantee

Programs

- Program
- Sub-Grantee

AmeriCorps Members

- Member Service Years (MSY)
 - Equivalent to FTE, but Members are not employees
- Member
- ACM

Communities Served

- Beneficiaries

Other Terms

- **Living Allowance**

- **Federal Stipend** – living allowance received by AmeriCorps Members
 - *Members are not eligible for Unemployment Compensation*

- **Status**

- **New** = First time applicants
- **Continuation** – Applicants that are in the 2nd or 3rd year of a three-year grant period
- **Re-Compete** – Applicants that have completed the 3rd year of a three-year grant period and are submitting a renewal grant application

- **Grant Types**

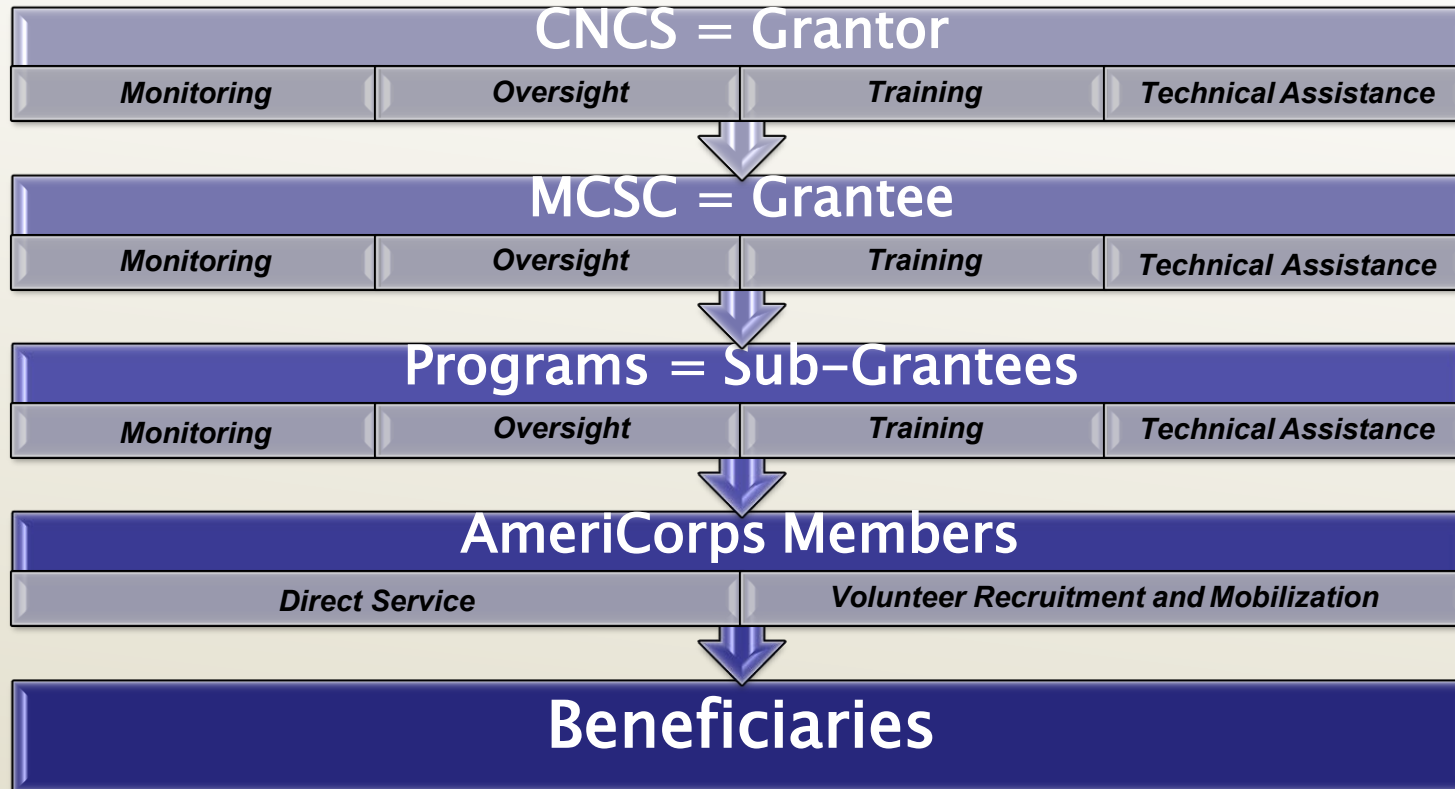
- **Formula** – Based on a State population formula. Applies to and receives funds from the Missouri Community Service Commission.
- **Competitive** – States compete. In Missouri, the Commission and Staff decides, based on past performance, which of the formula programs will be invited to submit competitive applications.

Funding Source



The Corporation for National and Community Service is the nation's largest grant maker supporting service and volunteering. Through their Senior Corps and AmeriCorps programs, they provide opportunities for Americans of all ages and backgrounds to express their patriotism while addressing critical community needs.

Relationships



AmeriCorps Program Responsibilities

Responsibilities (at a minimum) include:

- 1) Employing strong fiscal and program management systems
- 2) Monitoring financial management, program performance, and Member activities at operating sites and service locations
- 3) Tracking progress toward achieving approved performance measures
- 4) Acting as a liaison between MCSC and the components of the program (ex., service site locations, site supervisors, AmeriCorps Members, etc.)
- 5) Member management- recruitment, orientation, training, and supervision

AmeriCorps Program Responsibilities

It is strongly encouraged for AmeriCorps Program to provide ongoing support to assist Members with successfully fulfilling their service hours and accomplishing the tasks outlined in their Member Contract. Also, a high quality Member experience should be fostered by implementing a plan of member development and support:

- 1) Member Development and Support
- 2) Esprit de Corps
- 3) Ongoing Meetings/Technical Assistance with Members and Site Supervisors (connecting multiple sites)
- 4) Teambuilding and Effective Communication Practices with Members and Site Supervisors

Eligible Applicants

- 501©3 organizations registered with the Missouri Secretary of State's office
 - Non-Profit Organizations
 - Faith-Based Organizations
- State and Local Government Agencies
- Missouri Educational Institutions
- Organizations operating in multiple states should apply directly to the Corporation for National and Community Service.

Other Requirements

- All applicants must provide a DUNS number (Dun and Bradstreet Universal Numbering System)
 - (866) 606-8220
 - <http://fedgov.dnb.com/webform>
- All applicants must include an Employer Identification Number
 - This is not the same as the DUNS number
- All applicants must be registered with the Systems for Award Management (SAM)
 - If not registered with SAM, begin the process immediately
 - The DUNS number will be necessary in order to register with SAM
 - <https://www.sam.gov/SAM/>
- eGrants
 - Create an eGrants account
 - *State Formula should not input application into eGrants until instructed to do so*
 - *It is highly recommended that you use a word processing program prior to populating eGrants*

Ineligible Organizations

- Organizations convicted of a federal crime
- Organizations described in Section 501©4 of the Internal Code of 1986, 26 U.S.C. § 501©4, that engage in lobbying activities
- Organizations that provide abortion services

Capacity

- Eligible Organizations should show capacity to operate an AmeriCorps Program
 - Financial systems
 - Match
 - Staff (recommend at least 50%)
 - Commitment from off-sites (if applicable)

Types of Applications

- **Competitive**
 - Applies directly to CNCS
 - Draft application due to Commission November 25th
 - Final application due to CNCS January 8th
 - **State Commission Formula**
 - Applies to the Missouri Community Service Commission
 - *New, Re-Compete, Continuation*
 - Concept papers due December 6th by 5pm
 - Final application due 3/06/2020 no later than 3:00 p.m.
- (Note: Incomplete or late applications may not be reviewed)**

Competitive Process

- By Invitation Only
- Selected from current Formula programs
- Criteria
 - Programs must have been in the MCSC funding portfolio for a minimum of three years.
 - Program staff, having direct responsibility to the oversight and success of the AmeriCorps program, must have been in their position for a period of typically three years and have demonstrated the ability to successfully oversee an AmeriCorps program.
 - Programs must have no outstanding compliance issues.
 - Programs must have a very good recruitment rate.
 - Programs must have a very good retention rate.
 - Programs must demonstrate positive and substantial impact in their communities and/or neighborhoods.
 - Member enrollment must be timely as described by AmeriCorps rules and regulations.
 - Member exits must be performed in a timely fashion as described by AmeriCorps rules and regulations.
 - Program directors must respond to commission staff in a timely manner
 - All reports must be submitted in a timely manner (on or before due dates).
 - Only programs that score low on risk assessments will be considered.

Formula Process

- Application Workshop
 - *November 19*
- Concept Paper
 - *December 6 3:00 pm*
- Answer questions and provide technical assistance to applicants
 - *Anytime until 2/28/2020*
- Final Application
 - *03/06/2020 3:00 pm*
- Application Review Period
 - *March-May*
- Notifications
 - *Mid-May pending announcements from CNCS*

Commitment to AmeriCorps

COMMITMENT TO AMERICORPS

- Funded programs must be identified as AmeriCorps programs.
 - Programs must include “AmeriCorps” in the program name.
 - Partnership agreements/MOUs related to the AmeriCorps project must explicitly state that the program is an AmeriCorps program and Members are the resource being provided.
- Program participants must be identified as AmeriCorps Members.
 - Member service gear (t-shirts, polo shirts, etc.) with the AmeriCorps logo.
- Service site locations must be identified as AmeriCorps service sites.
 - AmeriCorps logo posted in public view.

What's an AmeriCorps Member

An AmeriCorps Member is an individual who has been selected for and enrolled in an approved National Service program/position.

AmeriCorps Member...

- Perform direct service(s)
- Mobilize volunteers
- May receive a living allowance aka federal stipend
- May qualify to receive an Eli Segal Education Award
- May receive health insurance benefits
- May receive child care benefits
- Must be 17 years or older
- Must be a US citizen or legal alien
- Must have high school diploma or certificate or working toward the equivalent
- Must undergo a criminal history background check
- Cannot replace employees
- Cannot receive unemployment benefits

Other Member Requirements

ADDITIONAL REQUIREMENTS:

- Based on the program design, funded programs may set additional criteria.
 - i.e. Education programs may require applicants to have completed a minimum of 60 credit hours from an accredited college or university.
- Funded programs may not violate the following rules that govern Member selection:
 - Non-discrimination
 - Non-duplication
 - Non-displacement

Member Term of Service

Terms of Service

Member Position (Slot) Type	Number of MSY	Minimum # of Hours Required
Full-time	1.00000	1700
Three Quarter time	0.70000	1200
Half-time	0.50000	900
Reduced Half-time	0.38095	675
Quarter-time	0.26455	450
Minimum-time	0.21164	300

Member Term of Service

Term Limitations

Program Type	Maximum #of Service Terms
AmeriCorps State &National	4
AmeriCorps VISTA	5
AmeriCorps NCCC	2

Full-time, half-time, reduced half-time, quarter-time, and minimum-time each count as one term of service.

First Time Applicants

- 5-10 MSY
- May be combinations of
 - Full-Time
 - Three Quarter-Time
 - Quarter-Time
 - Half-Time
 - Minimum-Time

Overview of Member Recruitment

OVERVIEW OF MEMBER RECRUITMENT

- Funded programs are responsible for the recruitment of AmeriCorps Members.
- Funded programs should actively seek to recruit a diverse Corps that reflects the community in which it will serve.
- Funded programs should recruit without regard to race, color, national origin, disability, age, sex/gender, political affiliation, sexual orientation, or religion.

Member Recruitment

- Organizations recruit individuals who serve as AmeriCorps **Members** who provide direct services and engage citizens to address some of the most pressing needs in Missouri communities and neighborhoods.
- People often refer to AmeriCorps Members as volunteers, this is a misconception.
- AmeriCorps Members are not employees

Member Recruitment

IDENTIFYING RECRUITMENT NEEDS

- How many Members will you need?

-Number of MSYs/slots

-New programs are limited to a minimum of 5 and maximum of 10 MSYs for the first year.

Member Position (Slot) Type	Number of MSY	Minimum # of Hours Required
Full-time	1.00000	1700
Three Quarter time	0.70000	1200
Half-time	0.50000	900
Reduced Half-time	0.38095	675
Quarter-time	0.26455	450
Minimum-time	0.21164	300

Member Service Year (MSY) = 1 Full-time Slot
of Slots = # of Member Positions
(i.e. 6 half-time slots = 3 MSY)

Recruitment Needs

IDENTIFYING RECRUITMENT NEEDS

- What will be each Member's role?
–Position descriptions
- What will be the start and end dates?
–Term of service
- What qualifications are needed?
–Necessary knowledge, skills, attitudes and aptitudes
- What will Members gain from the experience?
–Tangible and intangible benefits

Member Recruitment

IDENTIFYING RECRUITMENT NEEDS

- What recruitment channels will you use?
 - Partner Service Sites
 - College/University Campuses
 - Local Organizations (community, faith-based)
 - Online Resources

Questions