



2020 AMERICORPS APPLICATION GUIDELINES



November 20, 2019

Formula Calendar

- **December**
 - 6th Concept papers due to MCSC no later than 3:00 pm
- **January**
 - 1 State Offices closed
 - 3 Feedback on concept papers due
 - 20 State Offices closed
- **February**
 - 12 State Offices closed
 - 17 State Offices closed
 - 28 last day of technical assistance
- **March**
 - 6 application are due to MCSC by 3pm
- **April**
 - Applications in review
- **May**
 - 8 State Offices closed
 - Notify formula applicants of funding decisions (pending CNCS decisions)
- **June - July**
 - Program Director Training
- **August**
 - 1 Earliest start date for programs

Concept Paper Guidelines

- Double-spaced
- One inch margins
- Times New Roman 12 point font
- 3 pages maximum
- Number pages

Concept Paper Criteria

- What is the community problem(s) being addressed?
- What specific activities will AmeriCorps Members perform to address the community problem(s)?
 - a) Who will be recruited to serve?(i.e., demographic/diversity of AmeriCorps Members)?
- Who will be served? (i.e., describe the beneficiaries that will receive services)?
- Where will proposed activities take place?
- What are the expected outcomes?(i.e., what will be the measurable outcomes that you will achieve at the end of the program year)
 - a) *How will this proposed project positively impact the community or resolve the problem(s) being addressed?*
 - b) *What negative consequences or behaviors will this project change?*

Concept Papers

- May submit via email to Don.Stamper@ded.mo.gov
- Forms on <http://www.movolunteers.org/grants.htm>

Full Application

Application Guidelines

- Paper submissions (Unbound original + 7 copies)
 - Single-sided
 - Double-spaced
 - One-inch margins
 - Times New Roman 12
 - Number pages
 - Follow the sequence outlined in the guidelines
 - Label each narrative section
 - Cover sheet
 - Follow the checklist (incomplete applications may not be reviewed)
 - Adhere to character and page limits outlined in the NOFO
 - Submit all components as outlined in the CNCS application instructions
 - Evaluation plan (if applicable)
 - Evaluation report (if applicable)
 - Financial Documents (Audits and Financial Survey)
- One electronic copy of narrative to...
 - Don.Stamper@ded.mo.gov

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 (*10 pages*).

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 **[service activities 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 **[number of leveraged volunteers, if applicable]** who 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.

Program Design

Theory of Change

Theory of change shall address:

- a. The proposed intervention is responsive to the identified community problem.
- b. The applicant's proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- c. The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- d. The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- e. The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- f. The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

Program Design

Evidence Base - Evidence Tier

In the Evidence Tier section of the application narrative, applicants must (1) summarize the study design and key findings of any outcome or impact evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must also describe in the Evidence Base section of the application narrative how the intervention described in the submitted reports is the same as the intervention described in the application (see **Mandatory Supplemental Guidance**).

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the *Notice* instructions.

Applicants must meet all requirements of an evidence tier in order to be considered for that tier.

Program Design

Notice of Priority

The applicant proposed program fits within one or more of the AmeriCorps funding priorities as outlined in the *Funding Priorities* section and more fully described in the **Mandatory Supplemental Guidance** and the proposed program meets all of the requirements detailed in the *Funding Priorities* section and in the **Mandatory Supplemental Guidance**.

CNCS Funding Priorities

- Economic opportunity
- Education
- Healthy Futures
- Veterans and Military Families
- Rural Intermediaries
- Faith Based organizations

Missouri Priorities

- Economic opportunity
- Education
- Energy Initiatives
- Community Preparedness and disaster recovery
- Faith Based organization
- Rural Areas
- Veterans and Military Families

- Applicants do not have to fit in a priority to be funded.

Disaster Services

- Mitigation & Preparedness
- Response
- Recovery

Economic Opportunity

- Improved economic well-being and security of economically disadvantaged people
- Improved access to services aimed at contributing to their enhanced financial literacy, transition into or remain in safe, healthy, affordable housing;
- Improved employability

Education

- Provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged individuals, especially children.
 - School readiness
 - Educational and behavioral outcomes
 - Success in post-secondary educational institutions

Environmental Stewardship

- Conserves natural habitats
- Protects clean air and water
- Maintains public lands
- Cultivate individual and community self-sufficiency
- Respond to and recover from disruptive life events
- Support wildland fire mitigation

Healthy Futures

- Access to primary and preventive health care
- Aging in place
- Reduce childhood obesity
- Increase physical activity
- Improve nutrition among youth

Veterans and Military Families

- Impact the quality of life of veterans
- Improve military family strength
- Increase the number of veterans and military families served by CNCS supported programs
- Increase the number of veterans and military family members engaged in service through CNCS funded programs

Program Design

Member Experience

- **AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.**
- **The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.**
- **The applicant will *foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.***

ORGANIZATIONAL CAPACITY

Organizational Background & Staff

The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.

ORGANIZATIONAL CAPACITY

COMPLIANCE & ACCOUNTABILITY

- a. The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- b. The CNCS-required evaluation report meets CNCS requirements (if applicable).
- c. The CNCS-required evaluation report is of satisfactory quality (if applicable).

ORGANIZATIONAL CAPACITY

Culture that Values Learning

The applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.

ORGANIZATIONAL CAPACITY

Member Supervision

- a. AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- b. AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

Cost Effectiveness and Budget Adequacy

Cost Effectiveness and Budget Adequacy (see the Budget Guidelines section of this notice)

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The cost per MSY is equal to or less than the maximum cost per MSY.
- The budgeted match is equal to or more than the required match for the given program year.
- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), and the sources of these commitments.

Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the application criteria.

Questions