



MISSOURI COMMUNITY SERVICE COMMISSION

AmeriCorps State Concept Paper Guidelines

PY 2021-2022

Required to Submit a Concept Paper

All new applicants are required to submit a concept paper to provide a brief summary of the proposed AmeriCorps project. Failure to submit a concept paper will render the organization ineligible to submit a full application for funding. A "New applicant" is defined as:

- First time applying for funds
- Previously applied for funds but not awarded a grant
- A previously funded sub-grantee who has not received funds in the last 3 years
- A current sub-grantee applying to fund a different project

Purpose

The purpose of submitting a Concept Paper is to help the Missouri Community Service Commission determine if the proposed project is a viable AmeriCorps project that meets the intended purpose of engaging AmeriCorps Members in your community.

Deadline

Applicants must use the template provided and complete the form in its entirety. Concept papers must be submitted via e-mail to mcsc@ded.mo.gov by **5:00 p.m. (CST) on Friday, December 18, 2020.**

Technical Assistance

To receive technical assistance, you may contact any of the following staff with the Missouri Community Service Commission:

Christine Gardner, Field Program Officer- christine.gardner@ded.mo.gov

Christina Johnson, Field Program Officer- christina.johnson@ded.mo.gov

Kristen Schaben, Field Program Officer- kristen.schaben@ded.mo.gov

Lori Williams, Field Program Officer- lori.williams@ded.mo.gov

Main Line: (573) 751-7488 | **Toll Free:** (877) 210-7611 | **Website:** www.movolunteers.org

AmeriCorps Missouri Concept Paper Form

A. Legal Applicant Information

Organization Name:

Address

City

State

Zip

Federal Employer ID Number/EIN:

DUNS Number:

B. Type of Organization (All are defined in 2 CFR 200.1)

- Indian Tribes
- Institutions of higher education
- Local governments (includes school districts)
- Nonprofit organizations (with 501 (c)3 designation)
- State agencies
- Other: _____

C. Contact Information

Primary Contact First & Last Name:

Primary Contact Title:

Phone Number:

Email:

Concept Paper completed by (if different than the primary contact person):

First & Last Name:

Title:

Phone Number:

Email:

D. Application Information

Type of New Applicant

- First time applying for funds
- Previously applied for funds but not awarded a grant
- A previously funded sub-grantee who has not received funds in the last 3 years
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Type of Grant

- Cost reimbursement/Traditional
- Cost Reimbursement/Professional Corps
- Education Award Only Program

CNCS Focus Areas (check all that apply)

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

Program Period (The program period may not start prior to August 1 and may not be longer than a 12-month period)

Start Date:

End Date

Enter the Number of Member Slots and MSYs Needed for Proposed Program (all applicants must request a minimum of 5.00 MSY)

Slot Type	Minimum Req. # of Hours	MSY Values	Number of Slots	Total MSYs
Full-time	1700	1.000		
Three-Quarter time	1200	0.70000000		
Half-time	900	0.50		
Reduced Half-time	675	0.3809524		
Quarter-time	450	0.26455027		
Minimum-time	300	0.21164022		
Abbreviated-time	100	0.0705474		

E. General Information (Please respond to the questions clearly and concisely.)

a. What community problem(s) is being addressed?

b. What specific activities will AmeriCorps Members perform to address the community problem(s)?

c. Who will be recruited to serve? (i.e., demographic/diversity of AmeriCorps Members)

d. Who will be served? (i.e., describe the beneficiaries that will receive services):

e. Where will the proposed activities take place? (i.e., service site, neighborhood, city, county, school)

f. What are the expected, measureable outcomes of the proposed project?