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**Volunteer Generation Fund**

**Volunteer Connector Grant Competition**

**Application Template**

**ISSUING AGENCY NAME:** Serve Kentucky

**ISSUE DATE:** November 30, 2021

**AGREEMENT PERIOD:** April 1, 2022\* – September 30, 2023\*\*

**GRANTS AWARD RANGE:** $5,000 – $20,000

**GRANT OPERATIONS:** Regional or Local Areas in Kentucky

**APPLICATION & MATERIALS DUE: January 31**, 2022

*\*May be earlier depending on state contracting timetables*

*\*\* Close of the federal fiscal year*

# APPLICATION SUBMISSION CHECKLIST

All items listed below must be uploaded as part of the overall application. Label attachments as shown below to facilitate identification and organization in the MOVEit system:

Application Template

Attachment A: Budget Workbook

Attachment B: Timeline

Attachment C Position Descriptions

Attachment D: Audit

Attachment E: Organizational Chart

Additional notes on attachments are found in the instructions. Forms are provided for Attachments A and B. Proposals and associated attachments must be submitted to the Cabinet for Health and Family Services, Division of Procurement and Grant Oversight. Application documents are located online [Cabinet for Health and Family Services (ky.gov)](https://chfs.ky.gov/agencies/os/oas/Pages/default.aspx), under Current Grant Opportunities / Volunteer Generation RFA. For any issues obtaining the application documents, contact Mason Roberts at [mason.roberts@ky.gov](mailto:mason.roberts@ky.gov).

# NOTICE OF INTENT

If you’ve gotten this far, please assist us in determining the number of reviewers needed to evaluate applications and to put you on an email list for the sole purpose of receiving updates and further information during the application period. A notice of intent does not bind you to submit an application.

Please let us know if you plan to submit an application by sending an intent to apply email to [mason.roberts@ky.gov](mailto:mason.roberts@ky.gov).

Thank you for helping us plan for the review process.

# I. APPLICANT ORGANIZATION INFORMATION

## A. Legal name of organization:

## B. Address/phone:

## C. County:

## D. Contact/title:

## E. Contact email/phone:

## F. Employer EIN:

## G. Geographical area(s) to be served (*answered in more detail below*):

## H. Is your organization currently using commercial volunteer management software? Please describe:

## I. If not using a commercial volunteer management software, please describe how volunteers are currently tracked and managed in your organization:

## J. For purposes of the role of Volunteer Connector, would your organization be willing to use a commercial volunteer management software provided by Serve Kentucky as part of the VGF grant?

# II. NARRATIVES

## A. Organizational History

Provide a brief summary, including establishment, mission, evolution, and community impact. In addition, describe how the Volunteer Connector activities relate to organizational goals and advance agency objectives.

## B. Organizational Experience and Accomplishments

Provide specific examples of the applicant organization’s experience and past accomplishments in the proposed areas of activity. Include examples of experience operating and overseeing a program, preferably comparable to the one proposed. Include experiences/best practices acquired otherwise, if the program from which the lesson(s) were learned isn’t necessarily comparable.

## C. Staff Responsibilities

Identify program and fiscal staff positions responsible for operating the proposed program, and the percent of time each of these individuals are expected to have dedicated to performing grant-related activities. Explain relevant experience that staff has in administering a grant and program like the VGF VC Grant. If a key staff position is to be created, outline the job description, including but not limited to: summary objective of the job, responsibilities and duties, qualifications and skills, special demands, (***optional***)salary/benefits.

## D. Management and Monitoring

Describe the applicant organization’s capacity to manage a federal grant and to provide onsite monitoring of financial and other necessary systems. Provide examples of other federal grants received, including amount and duration.

## E. Community Assets and Need

Describe the community to be served by the program, including population, geographic location, and demographics of those served. Describe any documented community needs or results of recent community needs assessments. Document the level of local philanthropic support, including any funding commitments already in place.

## F. Community Support

Describe the level of community involvement in developing the program design. What community stakeholders were involved or consulted for the development of the VC activities, and what is the level of internal organizational support and external community support for the project? What organizational plans are in place regarding future community stakeholder involvement?

## G. Area(s) to be served

What does the organization consider to be an appropriate service area? In other words, what is the potential “reach” of the Volunteer Connector? What are opportunities for expansion of the initial area covered? Do any opportunities for collaboration exist?

## H. Key Functions

Be creative in identifying activities, programming, and partnerships within these functional areas to achieve organizational goals, build sustainability, and meet community needs. For each function:

1. Describe in detail how key functions will be achieved and demonstrated, including expected number, length, and/or frequency of services and activities, as relevant; and
2. Outline the timing for activities.

Applicants serving urban areas and/or applicants with sufficient resources are expected to include some or all of the optional functions to be competitive.

If required key functions are already provided by another entity in the community, then include details in the narrative. Enter “NA” if an *optional* “Key Functions” will not be a part of the overall program design.

* **Connect people with opportunities to volunteer and serve (required)**
* **Increase capacity for organizations to engage volunteers in meaningful service (required)**
* *Promote volunteering in general (*optional*)*
* *Develop internal and/or external support partners in developing local programming/projects designed to utilize volunteerism as a solution to community problems (*optional*)*

Direct questions to [Mason.Roberts@ky.gov](mailto:Mason.Roberts@ky.gov).

Application submission, in conjunction with all other required documents, is required to be facilitated through the State’s encrypted email system, [MOVEit](https://ftp.ky.gov/), managed by the Kentucky Commonwealth Office of Technology. Refer to the VGF Volunteer Connector Grant Competition 2021 Request for Applications (RFA) Instructions for more details.

Once submitted, this application becomes a matter of public record.