

**Volunteer Generation Fund**

**Volunteer Connector Grant Competition**

**2021 Request for Applications (RFA) Instructions**

**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*

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# OVERVIEW

The Kentucky State Service Commission, Serve Kentucky, is pleased to announce recent funding through the Volunteer Generation Fund (VGF). The 2021 award is year one of a two-year federal appropriation. Serve Kentucky seeks to provide grants for organizations interested in operating as a local or regional Volunteer Connector. Volunteer connectors both strengthen and support the development of the overall volunteer infrastructure across Kentucky.

## Purpose

The purpose of this Request for Application (RFA) process is to solicit applications from public organizations or nonprofit 501(c)(3) organizations wishing to plan for, develop, and function as a volunteer connector, bringing people and volunteer opportunities together. Volunteer connectors serve as a local or regional community resource, external to their existing organizational volunteer utilization structure, by providing the following services:

* Connecting people with meaningful opportunities to volunteer and serve,
* Increasing capacity for organizations to engage volunteers in meaningful service,
* Promoting volunteerism in general, and
* Working with support partners in developing local programming/projects designed to utilize volunteerism as a solution to community problems, including disaster cycle services for response and recovery.

## Eligible Applicants

Applicant organizations that have the capacity and in-kind match or funding to support volunteer connector functions are eligible and are encouraged to apply, including:

* Nonprofit 501(c)(3) organizations in good standing,
* State agencies and local governments,
* Elementary and secondary schools,
* Colleges and universities,
* Community and faith-based organizations,
* Labor organizations, or
* Intermediary organizations representing a combination of these or similar groups working together.

This application process is designed for organizations that propose to operate exclusively in the Commonwealth of Kentucky. There may be a possibility for Kentucky-based programs to benefit other states (because of physical proximity), but program activities and services must be designed to benefit Kentucky primarily. If a benefit is expected for a neighboring state, this should be outlined in the application.

## Funds Available

Applicants may request $5,000–$20,000. Serve Kentucky anticipates making three to six grant awards. The source of funds is a federal award from the AmeriCorps federal agency) to Serve Kentucky, under the VGF.

## Training and Technical Assistance (TTA):

### Grant Overview Webinar

Serve Kentucky plans host a VGF Volunteer Connector Grant overview webinar on December 13, 2021. During the webinar, participants can review the RFA documents and the application website. Time for questions should be available. The webinar will be recorded and made available on the Serve Kentucky website.

Date: December 13, 2021

Time: 1-2 p.m. EST

### Clarification and Questions

In order to ensure equitable treatment for all applicants, any questions must          be submitted to the Cabinet for Health and Family Services (CHFS) Division of Procurement and Grant Oversight representative Mason Roberts at Mason.Roberts@ky.gov. Responses to questions will be addressed during the webinar and posted alongside the RFA materials on the CHFS and Serve Kentucky websites. The deadline for questions is December 27, 2021 at 4 p.m., and the final FAQ will be posted by December 29, 2021.

## Application Timeline and Deadlines

|  |  |
| --- | --- |
| Request for Applications (RFA) Released | November 30, 2021 |
| TTA: VGF Volunteer Connector Grant Overview Webinar | December 13, 2021 (1-2 p.m. EST) |
| Application and Related Materials Due | January 31, 2022 |
| Grant Review and Evaluation (No communication allowed with applicants) | February 1-10, 2022 |
| Applicant Feedback and Request(s) for Clarification | February 1-10, 2022 |
| Grant Awards Announced | February 18, 2022 |
| VGF Volunteer Connector Grant Target Start Date | April 1, 2022 |

Applications that do not meet the established deadlines or requirements will not be considered for review.

# I. VGF VOLUNTEER CONNECTOR GRANT REQUIREMENTS

In addition to the required activities that the VGF grantees are expected to conduct at the local level (*see §II.B.8*), grantees are expected to participate in statewide VGF activities, and must have one designated staff attend designated Serve Kentucky VGF training, webnars, and events. This individual may be either a full- or part-time member of the organization. Statewide activities, outlined in detail in this section, have an estimated time requirement of 2-5 hours per month.

## A. Volunteer Connectors of Kentucky

Grantees are expected to be active members of the Volunteer Connectors of Kentucky, an online private group, hosted viaServe Kentucky’s Basecamp account. The online Basecamp platform facilitates efforts to expand the capacity of the participating volunteer connectors through training, mentoring, best practice sharing, and ongoing professional development.

## B. Reporting

Grantees will receive a standard assessment tool. Development of a timely and reasonable data collection system is the responsibility of the grantee. Grantees are required to complete programmatic progress, periodic expense reports, closeouts, and other requested reports as described in the grant agreement. Serve Kentucky tracks and reports aggregated data to the AmeriCorps federal agency. Performance measures and budgetary/cost reporting is required monthly.

## C. Training and Technical Assistance (TTA)

Grantees are required to paticipate fully in all TTA sessions provided by Serve Kentucky related to VGF. Use of VGF funds to cover the expense of having designated staff attend TTA sessions is an allowable cost. Sessions are developed collaboratively with grantees, and are designed to strengthen capacity of volunteer collector management effectively.

Serve Kentucky employes a variety of training methods – including, but not limited to, webinars and conference calls – to maximize training value and decrease out-of-office events. However, a collaborative network thrives best with human interaction, and some face-to-face meetings may be arranged, always in consideration with guidance from public health officials. Sessions will be developed collaboratively with respect to dates and venues.

## D. Attendance at a Regional Nonprofit Training

Through the VGF, Serve Kentucky plans to launch a series of six regional in-person trainings for nonprofits on the topic of volunteerism, including volunteer recruitment, retention, and management. Reasonable accomodation for health care concerns is a priority. Grantees should have representation if possible.

## E. Evaluation

Grantees are expected to participate in evaluation efforts conducted by Serve Kentucky or its authorized representative(s).

## F. Branding

Grantees are required to use the term “Volunteer Connector” in the title of any program/project reflecting the key functions of a volunteer connector. The name must be used in promotional materials, communications, public meetings, press releases, and other settings to advance the awareness of a statewide volunteer connector network that provides consistent, quality services.

VGF grantees are expected to include “Volunteer Generation Fund” on all public materials related to this project. This applies to both printed and online materials, including but not limited to:

* **ALL** social media platforms
* Brochures
* Business cards
* Documents: Word, PDF, etc.
* Gear (*clothing, name badges, etc.*)
* Newsletters
* Posters
* PowerPoint presentations
* Websites

In addition to the name, as appropriate, grantees should include reference to the fact that VGF grant funding is provided by AmeriCorps through Serve Kentucky. Organizations may request use of an alternate name for “Serve Kentucky,” but grantees are expected to include the Serve Kentucky/AmeriCorps logos on websites and all printed materials, especially brochures and newsletters. #VolunteerGeneration should be included in relevant VGF social media posts, and programs are encouraged to include “Serve Kentucky” on any social media communications. By tagging accordingly, Serve Kentucky’s profiles on Facebook, Twitter, and Instagram will help amplify the story/message. Grantees will be provided a “Branding, Communications, and Marketing” supplement for proper logo usage and placement.

## G. Communication and Responsiveness

Grantees are required to create an account through Basecamp, the primary vehilcle of communicaiton for volunteer connector managment. Reqular monitoring of information posted and participatoin in peer networking and support is expected. In addition, grantees should respond as soon as possible (or by established deadlines) to Serve Kentucky inquiries and remain in communication about significant issues with their grant activities. Grantees may use Basecamp or contact Serve Kentucky staff directly to address and concerns or share successes, and should maintain regular and open communication with the VGF Manager.

## H. Organizational Policies and Procedures

All grantees are expected to maintain updated organizational policies and procedures (P&P) in accordance with AmeriCorps agency requirements and federal Office of Management and Budget (OMB) guidance and regulations.

On or before notification of becoming a VGF Volunteer Connector Grant award recipient, copies of (or links to) organizational P&P is required, including but not limited to:

* Background Checks
* Cost Allocation Plan
* Delegations of Authority
* Document Retention
* Financial and Internal Controls
* Indirect Cost Rate Agreement (*if applicable*)
* Staff Code of Conduct
* Standards for Use of Federal Funds
* Statement of Ethics
* Personnel / Employee Handbook / Manual
* Timekeeping
* Travel, Meals, and Reimbursement

Organizations that do not have these in place will have time and the opportunity to develop and enact the requisite P&P prior to applying for a VGF Volunteer Connector grant.

# II. APPLICATION INSTRUCTIONS

Applicants are required to use the documents provided [online](https://chfs.ky.gov/agencies/os/oas/Pages/default.aspx). When writing the program narrative for the application, please refer to the specifics detailed throughout this RFA. All organizations awarded funds through this competition are required to support two or more key functions of a Volunteer Connector:

* **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*);* and
* *Develop internal and/or external support partners in developing local programming/projects designed to utilize volunteerism as a solution to community problems (*optional*).*

## A. Applicant Organization Information

Provide a response in all general information fields in the application. Instances of “N/A” may require clarification during the grant review process.

## B. Grant Narratives

Narratives should be provided for each of the subsections listed below. Narrative sections should describe year one grant activities in detail, as well as an brief plan for potential enhancement/expansion/improvement of activities in year two.

### 1. 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.

### 2. 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.

### 3. 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 similar to the VGF Volunteer Connector 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 (salary/benefits will be described in the budget).

### 4. 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. State grants may be described, if relevant.

### 5. 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.

### 6. Community Support

Describe the level of community involvement in developing the program design. What community stakeholders were involved or consulted for the development of volunteer connector 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?

### 7. Areas 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?

### 8. Key Functions and Activities

Applicants are encouraged to 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, applicants should:

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.

The **bolded** key functions described below are **REQUIRED**. The *italicized* key functions are *OPTIONAL*, but strongly encouraged and typically involve allowable activities.

With consideration of capacity to participate in more than the required key functions, 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, which would create duplication of services, then include details in the narrative. Enter “NA” in the narrative section of *optional* “Key Functions” that will not be a part of the overall program design.

* **Connect people with opportunities to volunteer and serve**
1. Build relationships with local nonprofits, schools, and government entities that utilize volunteers in order to learn about community needs, and then refer prospective volunteers to organizations based on the volunteer’s skills, interests, and abilities.
2. Use, update, and maintain an active Galaxy Digital volunteer management software account, called Get Connected[[1]](#footnote-1), for the purposes of volunteer recruitment and management. (This account is provided through Serve Kentucky, at no cost to the grantee and is not part of the grantee budget). Work with local volunteers and agencies to register and utilize Get Connected as the portal for volunteer recruitment, matching, and data collection.
	* + 1. Grantees may request approval to use an alternative volunteer management software that connects volunteers with opportunities, and that has the ability to manage volunteers during times of disaster.[[2]](#footnote-2)
			2. Costs for alternative systems are not allowable grant expenses.
			3. Grantees using a Galaxy Digital volunteer management software account will be linked to the Volunteer Kentucky portal – a posted volunteer oportunity on the grantee’s site will automatically be posted on the Serve Kentucky statewide site.
* **Increase capacity for organizations to engage volunteers in meaningful service**
1. Increase the capacity of organizations to implement effective volunteer management best practices, such as by providing or partnering to provide: coaching, training, technical assistance, professional development opportunities, best practice sharing, and/or support.
2. Work with nonprofits, schools and government organizations to identify skills-based volunteer opportunities.
3. Engage skills-based volunteer(s) within your own agency.
4. Share information about the benefits of employee volunteerism with employers.
* *Promote volunteering in general*
1. Develop a volunteer recognition program, to include submission of at least one local nominee to the Serve Kentucky Governor’s Service Awards. Find more information about the annual awards on the [Serve Kentucky website](https://serve.ky.gov/volunteers/Pages/governor-awards.aspx).
2. Organize Days of Service projects and/or activities. Days of Service include, but are not limited to: Martin Luther King, Jr. Day (*aka* MLKDay, annually, in January), and 9-11 Day of Service and Remembrance (annually, September 11th). As appropriate for the community and program design, unique Day of Service projects are encouraged. Find more information on Days of Service on the [AmeriCorps website](https://americorps.gov/newsroom/events).
* *Develop internal and/or external support partners in developing local programming/projects designed to utilize volunteerism as a solution to natural disasters and other community issues*
1. In partnership with local emergency management officials, develop or support an existing system for engaging unaffiliated volunteers during times of disaster (additional support in identifying models is available from Serve Kentucky, Kentucky and National VOAD, and AmeriCorps Disaster Response Teams).
2. Identify other programming that can be operated/managed by the volunteer connector to address community needs, such as service-learning. Applicants are encouraged to consider programming that will generate revenue or resources as a way to build sustainability for the project.
3. Engage volunteers in meaningful service within [AmeriCorps’ focus areas](https://americorps.gov/about/what-we-do) and/or [Kentucky State Service Plan](https://serve.ky.gov/volunteers/Pages/default.aspx) priorities.

# III. BUDGET

Applicants are required to use the Excel Workbook provided ([Attachment A: Budget Worksheet](https://chfs.ky.gov/agencies/os/oas/Pages/default.aspx)). The detailed budget must provide a full explanation of associated costs including the purpose, justification, and basis of all calculations. Budgeted costs should be relevant to the activities described in the narratives section of the grant. As appropriate, calculations should be presented in an equation format, identifying the number of persons involved with the event, per person/unit cost, and/or annual salary cost.

VGF Volunteer Connector grants awarded by Serve Kentucky are based on actual costs through a reimbursement process, as costs are documented and tendered to Serve Kentucky for payment.

The Serve Kentucky financial management team understands that budget adjustments may be made at a later date based on experience and community needs.

## A. Requirements

### 1. Federal Share

Applicants should request grants in the amount of $5,000 - $20,000. Grantees requesting an increased federal share should provide justification for this request in the narrative section.

### 2. Matching Share

A match waiver is in place for the 2021 subgrant year, so applicant organizations have no required matching threshold for year one. However, indicating *some* level of match for 2021 is strongly recommended. The waiver has not yet been and may not be provided for the 2022 sub-grant year; therefore, grantees should be prepared to provide match at the 50% level.

Match can be cash or in-kind, but must be appropriately documented in accordance with federal OMB circulars and regulations. Serve Kentucky can help in determining appropriate matching opportunities. During grant operations, match must be adequately documented and be based on actual costs, expenses, and time spent.

### 3. Required Items

All grantees are expected to consider as budget items the following:

* Web-Based Volunteer Portal: Grantees are expected to use Galaxy Digital’s Get Connected web-based volunteer portal, and this is provided by Serve Kentucky. Get Connected costs are not a part of the grantee budget (Attachment A). Funding for an alternative web-based volunteer portal may only come from the grantee share – **not federal VGF funds**. This should appear as a specific budget listing within an appropriate line item. Applicant organizations utilizing alternatie software must budget something in this category.
* Training: In years one and two, all grantees are required to budget at least $500 under “travel” or “training” to attend/participate in Serve Kentucky training activities, consistent with health guidance.

### 4. Limitations on Costs

* Administrative costs must not exceed 5% of the total federal share requested.
* Activities charged to the VGF Volunteer Connector grant should be new activities or significant expansion of activities (that can be documented). It is not allowable to supplant other funds or staff costs with VGF/federal funds to carry out the same activities.
* Equipment costs are not allowed on this grant. Equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year AND an acquisition cost of $5,000 or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in the Supplies line item.
* Though not applicable in year one because of the match waiver, grantees should note that in future grant years when tracking match, costs for supplies must be attributed across programs. Therefore, unless something will be used exclusively for VGF activities, it is not allowable to charge the full share as match to the VGF grant.
	+ For example, there is a staff member who supports VGF and a computer is purchased for their use. If they work 100% on VGF, it is allowable to count the entire amount as match to the VGF grant. If, however, they support other projects or activities of your organization, and they spend 15% of their time on the other activities, only a maximum of 85% of the costs of the computer can be counted as match to the VGF grant and the remaining 15% cannot be counted as match to the VGF grant.

## B. Instructions

Enter only the year one budget on the budget workbook, Attachment A. The budget should be sufficient to perform the tasks described in the application narrative. Do not include unexplained amounts for miscellaneous or contingency costs or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar. The narrative must be completed for funds requested from the VGF under “federal” and for all other matching funds under “Subgrantee Share (Match).” For each line item, a full explanation must be provided in the budget narrative that specifies the purpose, cost basis, and calculation.

### 1. Narrative

For each budget line item, enter an explanation in the budget narrative field(s) to specify the purpose, cost basis, and calculation.

### 2. Source of Match

Grantees that propose match in their budget should describe the grantee match contribution by clearly indicating the source(s), the type of contribution (cash or in-kind), the amount (or estimate), whether this match is proposed or secured, and the intended purpose of the match.

# IV. PERFORMANCE MEASURES

The performance measures (PMs) selected are aligned with the [2021 AmeriCorps VGF Performance Measure Instructions](https://americorps.gov/sites/default/files/document/2021%20VGF%20Performance%20Measures%20Instructions.pdf.508.pdf) in the “capacity-building” focus area.

Target 1 (300) and Target 2 (200) noted in the chart below are estblished for the Serve Kentucky VGF Volunteer Connector grant overall. Individual VGF grantees are expected to contribute to these overall state goals using programming and activities. Programs serving urban areas may have higher PM targets than those serving rural areas. Targets 3 through 7 are blank. No statewide target will be established; nevertheless, individual VGF grantees are expected to track these PMs, if possible. Serve Kentucky collects and reports data to the federal government and other constituents.

|  |  |
| --- | --- |
| Performance Measures (PMs) | 2021 Targets |
| 1 | Number of organizations that received capacity-building services | 300 |
| 2 | Number of organizations that increase their efficiency, effectiveness, and/or program reach as a result of capacity-building services provided | 200 |
| 3 | Number of staff and community volunteers that received training |  |
| 4 | Number of volunteers leveraged (recruited, coordinated, and supported by the grant) |  |
| 5 | Number of hours served by leveraged volunteers |  |
| 6 | Number of individuals who served as leveraged volunteers who are NEW volunteers |  |
| 7 | Number of hours leveraged volunteers served that were by NEW volunteers |  |

# V. APPLICATION REQUIREMENTS

## A. Preparation

1. No payments shall be made to cover costs incurred by any applicant in preparation for the submission of this application or any other associated costs.
2. Proposals and associated attachments must be submitted to the Cabinet for Health and Family Services, Division of Procurement and Grant Oversight. Application documents can be found online at [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. If there are any issues obtaining the application documents please refer all questions to Mason Roberts at mason.roberts@ky.gov.
3. Carefully review the Application Checklist on the last page to ensure that all required items are assembled and titled as indicated.

## B. Submission

1. Consider submitting the application in advance of the deadline to allow additional time to submit any missing documentation.
2. The encrypted system is administered by the Commonwealth Office of Technology (COT) is the only way to submit an application.
* Submissions that are not uploaded to this secure site by the deadline will not be considered.
* Hard copies or other formats are not acceptable.
* Applications lacking key information or substantially incomplete will be rejected by Serve Kentucky.
1. The original application must be submitted by an authorized representative of the applicant organization.
2. By the act of submitting an application, the authorized representative of the applicant organization certifies on behalf of himself/herself, as well as for the organization, that:
* No attempt has been made or will be made by the applicant to induce any other applicant to submit or not to submit an application for the purpose of restricting competition;
* Neither the authorized representative of the applicant organization, nor the organization, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal or state department or agency;
* Neither the authorized representative of the applicant organization, nor the organization, is delinquent on federal debt;
* If the orgranization is a 501(c)(3) nonprofit, the organization is in good standing according to the Kentucky Secretary of State.
1. At the conclustion of the application process, any application may be placed in the public domain, and will be available for inspection by interested parties upon request.

# VI. EVALUATION OF APPLICATIONS

Serve Kentucky staff and commissioners evaluate submitted applications by considering the quality of the proposal, a demonstrated community need, the capacity of the organization to support the plans as proposed, and the overall program design, especially regarding whether it meets volunteer connector key functions, includes programming and activities to increase sustainability and meet local community needs, and general cost-effectiveness and budget adequacy.

# VII. ACCEPTANCE OF TERMS AND CONDITIONS

1. Submission of an application constitutes acceptance of terms, conditions, criteria, and requirements set forth in this RFA and operate as a waiver of any and all objections to the contents of the RFA.
2. Serve Kentucky staff reserves the right to negotiate any and all aspects of the grant application, including PMs, funding amounts, program components, and training requirements, at any time prior to issuance of the grant agreement, including during the grant submission, review and negotiation periods.
3. Serve Kentucky reserves the right to accept or reject any exception taken by an applicant to the terms and conditions of this RFA or grant agreement. Should the successful applicant take exception to the terms and conditions required by Serve Kentucky, the successful applicant’s exceptions may be rejected and Serve Kentucky may elect to terminate negotiations with that applicant. However, Serve Kentucky may elect to negotiate with the successful applicant regarding terms that do not materially alter the substantive requirements of the grant agreement, RFA or contents of the application.
4. Results of the review process or changes in federal or state law may require additions or changes to final grant agreement requirements.

# VIII. 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:

[ ]  Application Template

[ ]  Attachment A: Budget Workbook

[ ]  Attachment B: Timeline

[ ]  Attachment C: Position Descriptions

[ ]  Attachment D: Audit

[ ]  Attachment E: Organizational Chart

## Additional Notes on Attachments:

1. Attachment A: Budget Workbook
	1. Limit of no more than 5% of the federal share of the grant award may be used toward administrative or indirect costs.
	2. Limit Supplies costs to only the local matching share.
2. Attachment B: Timeline
	1. Include each activity for meeting key grant functions, as described in the grant narrative.
	2. List the time period for each activity, including the anticipated start and completion date.
3. Attachment C: Position Descriptions
	1. Include all staff working on or supervising the grant, as described in the grant aplication and budget narratives (federal or match share).
4. Attachment D: Audit
	1. If not available throught the [Federal Audit Clearinghouse](https://facweb.census.gov/uploadpdf.aspx), provide a copy of most recent agency audit or financial review.
5. Attachment E: Organizational Chart
	1. Copy of most recent agency organizational chart, inclusive of the VGF program and staff members associated with program management.

1. TTA on the Get Connected statewide platform is provided to grantees includes how to utilize the system effectively to increase recruiting capacity, and how to match volunteers to meaningful opportunities based on skills and interests. [↑](#footnote-ref-1)
2. Grantees not participating in the statewide platform must maintain an updated posting on the statewide site with information and zip codes included for their service areas and a link from the system to their local site to facilitate volunteer connection. [↑](#footnote-ref-2)