

Application Instructions

Special Volunteer Programs to Support Homeland Security

March 2002

C O R P O R A T I O N

F O R N A T I O N A L
— AND —

C O M M U N I T Y

 S E R V I C E

CFDA#: 94.002

Eligible Applicants for Special Volunteer Programs

State commissions on national and community service; nonprofit organizations operating in more than one state; consortia of local nonprofit organizations, including faith-based organizations; and public entities at the state and local level are eligible to apply.

Application Instructions

Use these instructions to complete your Special Volunteer Program application. To develop your application, you also need to carefully read and use the Federal Register Notice entitled, Notice of Availability of Funds to Strengthen Communities and Organizations in Using Service and Volunteers to Support Homeland Security, dated March 8, 2002. This Notice contains specific information and requirements relevant to this application.

The Corporation for National and Community Service is changing its application instructions in preparation for an on-line grant application system in fiscal year 2003. We are currently seeking Office of Management and Budget (OMB) approval. Until we receive final approval, we are providing the following application instructions to you in draft form.

You may use these application instructions and forms to plan your program and develop your application. We expect the application instructions and forms to be approved by OMB by mid-April 2002. At this time we will post any changes on our website: www.nationalservice.org. Please check our website to see if there are any changes you may need to make to your application.

Deadline

Applications must arrive at the Corporation no later than 5:00 p.m., Eastern Daylight Time, on May 8, 2002. The Corporation will not accept applications that are submitted via facsimile. Due to delays in delivery of regular U.S.P.S. mail to government offices, there is no guarantee that your application will arrive in time to be considered. We suggest that you use U.S.P.S. priority mail or a commercial overnight delivery service.

Application Instructions for Special Volunteer Programs

Submission and Compliance Requirements

You must submit one unbound, single-sided original and two (2) copies of the application. The Corporation will not accept applications that are submitted via facsimile. All applicants are encouraged to submit voluntarily an additional four (4) copies of the application to expedite the review process. Type and double-space the submission package in not less than 12-point font size, with one-inch margins. Please number the narrative pages. You must follow the page limits specified below. We will not accept appendices. This includes annual reports, videos, brochures or any supplementary material not requested in the application. We will not review any submission that does not comply with all of the above requirements except under extenuating circumstances as determined by us.

Review Criteria for Applications

We use these criteria to determine quality and to select programs and projects that will receive assistance. These criteria apply to program outcomes as well as the initial selection. You should address the elements below as you develop your application. The evaluation criteria and their percentage weights are:

Program Design	60%
Organizational Capacity	25%
Budget/Cost Effectiveness	15%

Program Design (60%)

(a) Getting Things Done

- Well-documented compelling community need(s)
- Well-designed activities with measurable goals and objectives that meet community needs
- Well-defined roles for participants that lead to measurable outcomes/impact
- Effective involvement of target community in planning/implementation
- Ability to provide or secure effective technical assistance

(b) Strengthening Communities

- Strong community partnerships, including well-defined roles for community partners
- Potential for sustainability, innovation, and/or replicability of project activities
- Enhanced capacity of organizations and institutions
- Mobilization of community resources, including volunteers
- Bringing together people of diverse backgrounds

(c) Participant Development

- Effective plans for recruiting, developing, training, supervising, and recognizing participants
- Well-designed activities that promote an ethic of service and civic responsibility

FINAL DRAFT

- Well-designed plan to engage participants in high-quality service-learning as defined by the Corporation¹
- Well-designed plan for participants to learn to serve together with people of diverse backgrounds

Organizational Capacity (25%)

- Ability to provide sound programmatic and fiscal oversight
- Sound track record in the issue areas to be addressed by the project
- Well-defined roles for staff and administrators
- Well-designed plans or systems for self-assessment, evaluation and continuous improvement

Budget/Cost-Effectiveness (15%)

- Commitment of applicant organization or host agency to securing resources, i.e. non-federal support, for program implementation or sustainability (this is now the major focus under this criteria)
- Adequate budget to support program design
- Cost-effective within program guidance

Application Instructions

You must submit an application that consists of the following components in the following order.

- 1. Application for Federal Assistance (SF424).** Complete the form, following the instructions. (If you have received these instructions electronically, you will find the SF 424 at our website: <http://www.nationalservice.org>.)
- 2. Budget Information (SF424A).** Complete the form following the instructions. (You will also find the SF424A at our website.)
- 3. Budget Narrative.** It may be easier to complete the budget narrative first, using the line items on the SF424A as a guide, and then transfer the totals to the budget form. You should organize the budget narrative in the same order as the budget form and clearly identify requested federal (Corporation) and grantee (applicant) share. Although there is no minimum matching requirement for grants under this category, grantees are required to provide a non-federal contribution (cash or in-kind) and must identify the sources and amounts of the contribution. Indicate whether the grantee share is in-kind or in cash. For each of the line items contained on the budget form, you must provide a full explanation in the budget narrative that explains the item, its purpose, and shows how you calculated the cost.
- 4. Assurances (SF424B)** Complete the form following the instructions. (You will also find the SF424B at our website.)
- 5. Executive Summary**

¹ The Corporation encourages all applicants to include service-learning activities in their program design. However, this is only an evaluation criteria for Learn and Serve America

Provide a concise overview (between 500-750 words) of the proposed project that summarizes the need, planned activities to address the need, anticipated outcomes and accomplishments, how those outcomes will be achieved and measured, and the estimated length of time needed to complete the project.

6. Summary of Accomplishments And Impacts

Please leave blank.

7. Narrative (20 pages maximum)

a. Needs and Activities [This corresponds to Getting Things Done under the review criteria.]

Please address the following categories.

1. **Needs** – Describe the specific need(s) your project will address.
2. **Proposed Strategy** – Discuss your proposed strategy and rationale for this grant.
3. **Description of Activities** –Include a detailed description of your proposed activities that relate to the need(s) you will address.
4. **Work Plan** –Provide a detailed work plan and timeline for the proposed project, including measurable goals and objectives. (See Attachment 1 for work plan instructions and form.)

b. Strengthening the Community

Tell us how you will contribute to strengthening the community through:

1. **Community Partnerships** – Describe the role of each partner organization and how you will cultivate, strengthen and expand partnerships.
2. **Community Resources** – Describe how you will mobilize community resources, including volunteers.
3. **Sustainability** – Describe how you will ensure sustainability and long-lasting effects of the activities supported with this grant.

c. Recruiting And Developing Volunteers

Tell us how you will recruit and develop volunteers to perform meaningful and constructive service:

1. **Recruitment** -- Describe how your organization will recruit volunteers to serve on this project, challenges you may face and how you will handle these challenges.
2. **Volunteer Support** -- Describe plans for orienting, supervising and developing volunteers.

d. Program Management

Please address how you will ensure high quality program management, including each of the following items:

1. **Project performance assessment** – Describe how you will assure all goals and objectives are met through such techniques as an annual assessment of project accomplishments.
2. **Information and data management** – Describe how you will use information and data to demonstrate the impacts of the project.

3. **Resources** – Describe how you will secure resources such as cash and in-kind contributions to sustain and expand the project.
4. **Training and technical assistance** – Describe training and technical assistance you will provide to project staff, volunteers, project sites, and community groups involved in the project.

e. Organizational Capacity

Address the following:

1. Your ability to provide sound program and fiscal oversight.
2. Experience in or ability to administer a federal grant.
3. Key staff position(s) responsible for the project.
4. Demonstrated experience in successfully managing similar projects as that proposed under this grant.
5. How you will develop and implement plans or systems for self-assessment, evaluation and continuous improvement.

If more than one organization will be involved in carrying out the activities under the grant or a consortium is submitting this application:

6. Describe the capacity of the legal applicant to provide a coordinating role in the collaboration and the capacity of the other partners to fulfill their roles and responsibilities.
7. Describe the lines of authority as well as the role and responsibilities of each organization.

f. Budget/Cost Effectiveness

Please address the following:

1. **Non-federal support and sustainability** – Discuss how your project will attempt to build community support and support from other funding sources. Discuss plans for sustaining the program beyond the grant term.
2. **Budget that supports the design** – Show how the budget reflects program goals and design and how you will meet the match.
3. **Matching Requirement** – Describe the non-federal contribution (cash or in-kind) and identify the sources and amounts of the contribution.

Please note: You may also find these instructions on our website at www.nationalservice.org.

PROJECT WORK PLAN INSTRUCTIONS

The purpose of this work plan is for you to describe the goals and objectives you expect to achieve through the proposed project. The work plan should state in measurable and quantifiable terms:

1. Goals the project will achieve
2. Objectives related to achieving those goals; and
3. The dates by which you expect to achieve your goals and objectives.

Goals and Objectives

In column A, list the proposed project goals and objectives that you expect your project to achieve in relation to the needs(s) identified in your project narrative.

Helpful hints:

Goals are the anticipated outcomes to which activities are directed. They are broad in scope and identify changes that will impact the need(s) identified in your project narrative.

Objectives are definable results leading to the achievement of each goal, and are stated in quantifiable and measurable terms. They are narrower in scope and short-term (e.g. quarterly) in duration.

Dates

In column B, indicate the periods of time during which your project will work and achieve the stated goals and objectives.

Example: (Note: this example includes a sample of objectives needed to meet the goal.)

Project Work Plan	
Column A Goals and Objectives	Column B Date(s)
Goal 1: To develop a cadre of 300 retired professional health workers who will prepare communities for public health emergencies and will assist public health officials in responding to emergencies.	September 2002- August 2003
Obj. 1: Identify professional organizations, professional schools and alumni associations and recruit 300 qualified volunteers.	September 2002 – April 2003
Obj. 2: Train volunteers in the actions they will take to prepare communities for emergencies and the actions required to respond to emergencies in a coordinated fashion.	December 2002 and May 2003

ATTACHMENT 1

Project Work Plan	
Column A	Column B
Goals and Objectives	Date(s)