**Serve Kentucky AmeriCorps Formula New/Recompete Application Template**

Use this template to ensure you are responding to all sections (and in the correct order) from the AmeriCorps NOFO. After notification from Serve Kentucky, you will copy and paste the text into eGrants. All application materials and documents must be submitted to [Alexis.Matthews@ky.gov](mailto:Alexis.Matthews@ky.gov).

All templates mentioned throughout this document can be found on [Serve Kentucky’s Grants webpage](https://serve.ky.gov/americorps/Pages/grant-information.aspx).

Applicant Information

Name of Organization (exactly as shown on SAM.gov): Click or tap here to enter text.

Address of Organization (exactly as shown on SAM.gov): Click or tap here to enter text.

[SAM Unique Entity ID](https://sam.gov/content/duns-uei): Click or tap here to enter text.

Name of Primary Grant Contact: Click or tap here to enter text.

Phone Number of Primary Grant Contact: Click or tap here to enter text.

Email Address of Primary Grant Contact: Click or tap here to enter text.

Program Information

The proposed project timeline may not exceed 12 months. Due to Serve Kentucky’s contract process, we may have to work with you to determine the most appropriate project timeline. Programs may not start prior to receiving the Notice of Grant Award from the AmeriCorps federal agency and signing the Memorandum of Agreement (MOA) from Serve Kentucky.

Proposed Program Start Date:

Proposed Program End Date:

Additional information (if applicable): Click or tap here to enter text.

Executive Summary

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

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| The [Name of the organization] proposes to 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.]  The AmeriCorps 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. |

Rational and Approach (Program Design)

Reviewers will consider the quality of the application’s response to the criteria below. Do not assume all sub-criteria are of equal value. Please ensure the Community and Logic Model incorporates the funding priorities listed above, for example supporting communities historically excluded and/or underserved from government services, addressing structural and institutional inequities, or increasing opportunity in order to achieve sustainable change in communities.

**Community & Logic Model**

The applicant will provide a detailed summary of the community problem, including –

* The role current or historical inequities faced by underserved communities may play in contributing to the problem.
* The community need as it relates to the [CDC’s Social Vulnerability Index](https://www.atsdr.cdc.gov/placeandhealth/svi/index.html) and to communicate the severity and prevalence of the problem.
* The applicant’s intervention is likely to lead to the outcomes identified in the organization’s Logic Model. No narrative is needed other than what is contained within the Logic Model.

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| Click or tap here to enter text. |

**Logic Model**

Complete the [Logic Model template](http://www.serve.ky.gov/AmeriCorps/Documents/FY23ServeKentuckyLogicModelTemplate.docx) (send as an attachment to [AmeriCorps@ky.gov](mailto:AmeriCorps@ky.gov)). For more information, see page 16-17 of the FY24 Serve KY Formula RFA.

**Evidence Base**

For more information about this section, please review the FY24 Serve KY Formula RFA, starting on page 17.

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 Information](https://www.americorps.gov/sites/default/files/document/ASN_FY2023_MandatorySupplementalInformation_508_072722%20%281%29.pdf)). Applicants should provide citations for the studies they describe, if applicable.

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| Evidence Tier (Assessed by Applicant)  Evidence Quality (Assessed Externally)  Click or tap here to enter text. |

**Notice Priority**

*\*Not the same as AmeriCorps Focus Area.*  
For more information, see page 5-6 of the FY24 Serve KY Formula RFA. If not addressing any national AmeriCorps priorities, please input “N/A”.

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| Click or tap here to enter text. |

**Member Experience**

Explain in detail:

* How AmeriCorps members will be provided an opportunity to be leaders and gain skills during their term of service that will be valued by future employers (e.g., workforce pathways, increasing levels of responsibility, and leadership roles for members).
* How AmeriCorps members will be provided a high-quality orientation to the community they will serve in that is from an asset based frame and guided and informed by the community.

The following language is not required, but Serve Kentucky does recommend it for flexibility of service:

*Disaster Response: AmeriCorps programs and members may participate in disaster relief. There is no cap on the amount of time programs and members may spend on disaster relief efforts during the program year; however, programs will not engage in disaster relief on such a long-term basis that the program focus significantly changes. Hours served by members responding to disaster will count toward their AmeriCorps term of service, as long as they are pre-approved by the Program Director. Disaster response on-site supervisors will track and verify AmeriCorps members’ activities and hours.*

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| Click or tap here to enter text. |

Organizational Capability

Explain how your organization will address each of the following.

**Organizational Background and Staffing**

* The organization details the roles, responsibilities, and structure of the staff that will be implementing, providing oversight, and monitoring the program.
* The organization has facilitated, partnered, or participated in educational or workforce development programs (i.e., pre-apprenticeship/registered apprenticeship, work experience and job training programs, etc.).
* Describe the organization’s mission and relevant experience in areas such as volunteer recruitment and management, community outreach, overcoming project implementation challenges, etc.

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| Click or tap here to enter text. |

**Member Supervision**

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

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| Click or tap here to enter text. |

**Commitment to Diversity, Equity, Inclusion, and Accessibility**

* Demonstrate how the leadership and staff of the organization have similar lived experience as the beneficiary population and/or community being served.
* Explain how the applicant’s definitions of diversity, equity, inclusion, and accessibility is demonstrated by the organization, and that the organization upholds a supportive and safe environment for individuals of diverse backgrounds.

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| Click or tap here to enter text. |

Cost Effectiveness and Budget Adequacy

Complete the Budget Narrative template (Fixed or Cost Reimbursement). Send as an attachment to [Alexis.Matthews@ky.gov](mailto:Alexis.Matthews@ky.gov).

Applicants should ensure the following:

* Budget is submitted without mathematical errors.
* 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 complies with the budget instructions.
* Match is submitted with adequate information to support the amount written in the budget.
* The budgeted match is equal to or more than the required match for the given program year.
* The cost per MSY is equal to or less than the maximum cost per MSY.

**Budget Narrative**

* Member Recruitment: provide a description of budget expenses to support successful recruitment of AmeriCorps members best suited to serve the community. For example, from geographic of demographic communities in which the program operates.
* Member Retention: describe budget expenses that will support retention of AmeriCorps members.
* Data Collection: describe budget expenses that will support data collection, continuous improvement activities, and evaluation in service to evaluating the interventions and impact on the community and the member experience.
* Budget Alignment to Program Design: explain how the budget is aligned to the program design, meaning activities discussed in the narrative are incorporated in the budget.

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| Click or tap here to enter text. |

Performance Measures

Complete the Performance Measure template (send as an attachment to [AmeriCorps@ky.gov](mailto:AmeriCorps@ky.gov)). All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. For more information, please refer to the [National Performance Measure Instructions](https://americorps.gov/sites/default/files/document/FY%202024%20ASN%20Performance%20Measures%20FINAL.508.pdf).