

FY20 AmeriCorps Planning Grant Application Outline

All application materials and supplemental documents must be completed

and submitted to [AmeriCorps@ky.gov](mailto:AmeriCorps@ky.gov).

Applicant Information

Name of Organization: Click or tap here to enter text.

Organization Address: Click or tap here to enter text.

Employer Identification Number/Tax ID: Click or tap here to enter text.

DUNS Number: Click or tap here to enter text.

Has the organization registered in SAM:  Yes  No

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.

Application Instructions

The AmeriCorps Planning Grant Application Form consists of three main sections; Rational and Approach, Organizational Capacity, and Project Budget. Instructions are provided above each review category and response boxes have been included to allow applicants to enter information. Response boxes may be extended to allow for additional text to be entered; however, applicants are not to exceed the character limit listed.

*In order to streamline the application process, some narrative sections have been pre-populated. These sections require only that applicants provide organization-specific information.*

Executive Summary

Enter project-specific information in the highlighted fields.

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| *Organization name* proposes to utilize a Kentucky AmeriCorps Planning Grant to explore opportunities for the future utilization of AmeriCorps members to address *list community need(s)* in the target communities of *list the counties that will be engaged.* |

Rational and Approach (Program Design)

**Problem/Need Statement**

In the response box provided below, describe the community need(s) the organization is hoping to address. Provide information about the extent/severity of the need in the community(ies) where your organization will focus its efforts. Cite specific relevant data.

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| *(6,500 character limit, with spaces)*  Click or tap here to enter text. |

**AmeriCorps Members as an Effective Tool**

Organizations that will host an AmeriCorps Program recruit individuals both locally and nationally to serve as AmeriCorps Members. AmeriCorps Members agree to serve between 300 and 1,700 hours with the program and implement direct service interventions to address a community need. Examples of direct service functions include, but are not limited to; tutoring, mentoring, recruiting volunteers, assisting clients with financial stability services, building/repairing homes, restoring parks/wilderness areas, facilitating after school programming, assisting in career readiness/job placement services, assisting individuals to transition to stable housing.

AmeriCorps programs are encouraged to offer their members a living allowance to help cover basic living expenses during the members’ term of service. Members serving in a 1,700-hour (full-time) term typically receive $15,479 minimum living allowance that is funded under the AmeriCorps grant award. Adjusted living allowances may be provided by the grant to members serving in less than a full time capacity. 1,700-hour members are also eligible to receive grant-supported healthcare coverage and childcare assistance. Organizations may choose to provide additional benefits as available through various means. Examples could include, housing allowances, other medical benefits, travel expenses, etc.

The average AmeriCorps program hosts between 8 and 25 AmeriCorps members who are either directly managed by the organization or are placed at service sites where the members are supervised by staff of partner agencies.

In the response the box provided below, please describe why your organization believes that AmeriCorps members could potentially be an effective tool for addressing the community need described. AmeriCorps members cannot duplicate or displace existing paid employees – see to [45 CFR Chapter XXV](https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf) for more information. Additionally, please describe any community/organizational resources that exists in the project’s target community(ies) that could potentially be utilized to recruit AmeriCorps members if a full program grant were to be awarded in FY21.

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| (*6,500 character limit, with spaces.*)  Click or tap here to enter text. |

**Planning Grant Approach and Timeline**

The project activities that will be implemented as part of the planning grant process have been pre-entered below. Applicants may add additional activities such as conducting needs assessments, facilitating additional feedback sessions, etc.; however, the applicants should highlight any additional activities in grey.

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| The AmeriCorps planning grant will provide resources and guidance to design a high-quality AmeriCorps program to serve the target community(ies) selected by the organization. During the one-year grant period, the organization will identify critical issues affecting the target community(ies); develop a plan to deliver solutions; establish effective partnerships; and develop data collection systems that will be used for reporting, learning, and continuous improvement. The process will begin with research and training; with time dedicated to becoming familiar with AmeriCorps grant provisions, regulations, and resources available for new grantees.  Throughout the planning process, the organization will work closely with both Commission Staff and a Program Design Coach of its choosing to ensure that the training needs of the organization are being met and that the planning process is adequately implemented.  The organization will create an advisory committee comprised of various community stakeholders whose duties include crafting the overall program design by clarifying which community needs to address; identifying AmeriCorps members' service activities and sites; developing stakeholder roles, and outlining budget needs and sources of match funding.  Through the planning process, documentation of the community needs and plans for recruitment, training, and implementation will be used to structure a competitive AmeriCorps Program grant application.  A competitive application will demonstrate the organization’s capacity to effectively manage an AmeriCorps program and will:   * Develop a strong performance measurement system that ensures collection of reliable data to exhibit the program's impact on the community being served. * Create a process to select service sites; * Design a recruitment strategy that aligns with the desired and required characteristics/skills for AmeriCorps members; * Create policies, procedures, and forms to be used in anticipation of hosting an AmeriCorps program. * Develop curriculum to be used in training members; and * Create of an effective orientation, training, and monitoring plan that includes applicable technical assistance. * Financial and responsible grant management systems.   *Enter additional information here.*Click or tap here to enter text. |

Organizational Capability

**Organization Capacity**

In the response box provided below, describe how the organization has the experience, staffing, and management structure necessary to plan and implement the proposed project. Describe the organization’s prior experience administering private, local, state, and/or federal funds. Describe the organization’s financial management structure and what financial systems are used to manage funds. If the organization has already identified a potential applicant for the Grant Coordinator position, please include the individual’s name and qualifications as part of this section.

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| (*6,500 character limit, with spaces.*)  Click or tap here to enter text. |

**Resource Development**

In the response box provided below, please discuss the organization’s experience in securing outside financial and in-kind contributions. What resources could potentially be utilized/secured to assist the organization in supporting a full AmeriCorps program?

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| *(3,000 character limit, with spaces)*  Click or tap here to enter text. |

**Project Budget**

Project budgets must indicate a minimum grantee match amount of 24% of the total cost of facilitating the planning grant process. See the Sample Planning Grant Budget Worksheet and [Detailed Budget Instructions](https://serve.ky.gov/americorps/Documents/DetailedBudgetInstructionsforCostReimbursementGrants.pdf) on the website for additional information.

Serve Kentucky is not obligated to fund grant proposals in their entirety and reserves the right to request applicants to make revisions to any portion of their organization’s proposal.