**Serve Kentucky Formula Application Template: Planning Grant**

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 [AmeriCorps@ky.gov](mailto:AmeriCorps@ky.gov).

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.

DUNS Unique Entity ID: 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: Choose an item.

Proposed Program End Date: Choose an item.

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 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].  This program will focus on the AmeriCorps focus area(s) of [Focus Area(s)]. 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)

In the response box provided below, describe the community need(s) the organization is planning 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 when possible.

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. Additionally, please describe any community and/or 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 the future.

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| Click or tap here to enter text. |

**Planning Grant Activities**

The project activities that will be implemented as part of the planning grant process include research and training, conducting needs assessments, facilitating feedback sessions, etc. For more information, please view an example of [Planning Grant Activities](https://serve.ky.gov/americorps/Documents/AmeriCorps_Planning_Grant_Activities.pdf).

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| Click or tap here to enter text. |

**Logic Model**

This section is not required for planning grant applicants. However, creating a logic model should be a planning grant activity. A [Logic Model template](https://serve.ky.gov/americorps/Documents/LogicModelTemplate.docx) is available from Serve Kentucky.

N/A

**Evidence Base**

This section is not required for planning grant applicants.

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| N/A |

**Notice Priority**

This section is not required for planning grant applicants.

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| N/A |

**Member Experience**

This section is not required for planning grant applicants.

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| N/A |

Organizational Capability

Explain how your organization will address each of the following.

**Organizational Background, Staffing, Capacity, and Resource Development**

* The organization should describe the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps planning grant process.
* 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.
* Discuss how the organization will set up a payroll systems that can distribute living allowance for AmeriCorps members which is not based on the number of hours served and allows for deductions for taxes and other member support costs.
* Discuss how the organization’s commitment and plan to advance diversity, equality, and inclusion (DEI) throughout its mission, for example by using a DEI council or strategic plan.
* Discuss how 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.).
* 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 in the future?

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| Click or tap here to enter text. |

**Compliance and Accountability**

* Describe the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps planning grant as well as providing oversight and monitoring.
* How will the organization will plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations.

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| Click or tap here to enter text. |

**Culture that Values Learning**

* Describe how the applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.
* Describe how the applicant’s board, management, and staff collect and use information to determine its programmatic effectiveness in serving in a community with members that are diverse.

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| Click or tap here to enter text. |

**Member Supervision**

This section is not required for planning grant applicants.

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| N/A |

Cost Effectiveness and Budget Adequacy

Complete the [Planning Grant Budget worksheet](https://serve.ky.gov/americorps/Documents/FY22_Planning_Grant_Budget_Worksheet.xlsx) (send as an attachment to [AmeriCorps@ky.gov](mailto:AmeriCorps@ky.gov)). No narrative should be entered in the narrative box except for “See budget.” Applicants should ensure the following:

* Budget is submitted without mathematical errors and 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 is in compliance 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.

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| See budget. |

Additional Narrative Fields in eGrants

If your application is approved, it will have to be input into the online federal eGrants system. Theses narrative fields will need text entered as shown below.

**Evaluation Summary or Plan**

This section is not required for planning grant applicants.

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| N/A |

**Amendment Justification**

This field will be used if the applicant is awarded a grant and needs to amend it.

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| N/A |

**Clarification Information**

This field will be used to enter information that requires clarification in the post-review period.

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| N/A |

**Continuation Changes**

Not appliable for planning grants (one-year period only).

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| N/A |