**Serve Kentucky AmeriCorps 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 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:

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.

|  |
| --- |
| 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)

**Theory of Change**

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 when possible.

 The Theory of Change shall address:

* The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data.
* The proposed intervention is responsive to the identified community problem.
* The applicant’s proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
* The applicant’s intervention is likely to lead to the outcomes identified in the applicant’s Theory of Change.
* The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
* The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
* The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

|  |
| --- |
| 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). For more information, see page 21-22 of the FY23 NOFO.

*Note: The logic model is a visual representation of the applicant’s Theory of Change. Programs should include short, medium, or long-term outcomes in the logic model. Applicants are not required to measure all components of their Theory of Change. The applicant’s performance measures should be consistent with the program’s Theory of Change and should represent significant program activities.*

In the application narrative box below, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

In the application narrative box below, applicants should discuss the community need as it relates to the [**CDC’s Social Vulnerability Index**](https://www.atsdr.cdc.gov/placeandhealth/svi/index.html). Also in the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

Rationales and justifications should be informed by the organization’s performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g., targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

Click or tap here to enter text.

**Evidence Base**

For more information about this section, please review the [FY23 NOFO](https://www.americorps.gov/sites/default/files/document/ASN_FY2023_Competitve_Notice_508_072722.pdf), starting on page 22.

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.

|  |
| --- |
| 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 section A.2. of the [FY23 NOFO](https://www.americorps.gov/sites/default/files/document/ASN_FY2023_Competitve_Notice_508_072722.pdf) (page 5). If not addressing any national AmeriCorps priorities, please input “N/A: No notice priority.”

|  |
| --- |
| Click or tap here to enter text. |

**Member Experience**

Explain how your proposed program will address the following:

* AmeriCorps members’ service will provide them opportunities to develop as leaders.
* AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
* AmeriCorps members receive additional benefits.
* Description of the demographics of the community served and plans to recruit AmeriCorps members from geographic or demographic communities in which the program operates. This could include but not limited to the following historically underserved, under-represented, and disadvantages populations of:
	+ Communities of color,
	+ LGBTQI+ (Lesbian, Gay, Bisexual, Transgender, Queer, Questioning or Intersex) communities,
	+ Individuals with varying degrees of English language proficiency,
	+ Individuals with disabilities,
	+ Veterans and military family members as volunteers.
* Description of how the organization will ensure its project engages a diverse and inclusive group of members.
* The applicant’s organization and/or program has a diversity, equity, and inclusion council or similar mechanism that seeks to diversity its staff and board and create a supportive and safe environment as well ensure that its programming is culturally and community appropriate.

|  |
| --- |
| 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.).
* The leadership and staff of the organization has the same lived experience as the beneficiary population and/or community being served.
* The applicant’s (organization’s or institution’s) definitions of diversity, equity, inclusion, and accessibility demonstrate the organization is engaged in related to diversity, equity, and inclusion. This can include the inclusion of diversity on the Board of Directors, agency staff and leadership, and/or volunteers.

|  |
| --- |
| Click or tap here to enter text. |

**Compliance and Accountability**

* The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
* The organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to both the AmeriCorps Office of Inspector General and AmeriCorps and a plan for training staff and participants on these reporting protocols.
* The organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement, such as appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.
* The AmeriCorps-required evaluation report meets AmeriCorps requirements (if applicable).
* The AmeriCorps-required evaluation report is of satisfactory quality (if applicable).

|  |
| --- |
| 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.

|  |
| --- |
| Click or tap here to enter text. |

Cost Effectiveness and Budget Adequacy

Complete the Budget Narrative worksheet ([Fixed](http://www.serve.ky.gov/AmeriCorps/Documents/FY23ServeKentuckyFixedBudgetTemplate.xlsx)) ([Cost Reimbursement](http://www.serve.ky.gov/AmeriCorps/Documents/FY23ServeKentuckyCRBudgetTemplate.xlsx)). Send as an attachment to AmeriCorps@ky.gov. Do not include narrative in the narrative box except for “See budget.” 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.

|  |
| --- |
| See budget. |

Evaluation Plan

If the applicant has previously received three or more years of competitive funding for the same project being proposed, the applicant must submit an evaluation plan as an attachment. If the applicant has previously received six or more years of competitive funding for the same project being proposed, the applicant must submit both an evaluation plan and an evaluation report as attachments.

Applicants should use the [Evaluation Plan Template](https://americorps.gov/sites/default/files/document/2021_09_03_Evaluation_Plan_Template_ASN_1.docx) to craft their evaluation plans. The template document provides detailed information about the AmeriCorps evaluation requirements (45 CFR 2522.700-710) and specifies the information that must be provided for the evaluation plan to be approved by AmeriCorps. The evaluation plan will not be scored and will not be reviewed until after funding decisions have been made.

All applicants should enter “N/A” in the “Evaluation Summary or Plan” field of the Narrative. Any other text entered in this field will not be reviewed.

|  |
| --- |
| N/A |

Amendment Justification

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

|  |
| --- |
| N/A |

Clarification Information

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

|  |
| --- |
| N/A |

Continuation Changes

This field will be used to enter changes in the application narratives in continuation requests (year 2 or 3 of a 3-year cycle).

|  |
| --- |
| N/A |

Performance Goals or Expected Outcomes (Performance Measures)

Complete the [Performance Measure template](http://www.serve.ky.gov/AmeriCorps/Documents/FY23ServeKentuckyPerformanceMeasureTemplate.docx) (send as an attachment to 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://www.americorps.gov/sites/default/files/document/ASN_FY2023_PerformanceMeasures_508_072722.pdf).