

DESIGNING YOUR AMERICORPS PROGRAM



ServeMinnesota

The power of AmeriCorps. The power of you.

Who can apply to develop and host an AmeriCorps Program?

- Public or private nonprofit organizations [501(c)3s] including labor organizations
- Community organizations, including faith-based organizations
- Institutions of higher education
- Government entities within states or territories (e.g. cities, counties)
- Indian Tribes
- A partnership or consortia of the aforementioned are also eligible to apply

AmeriCorps is...



A year of service

A team of members addressing compelling needs

A way to leverage local and federal resources

A way to build organizational capacity to meet needs
through volunteer generation and partnership building

AmeriCorps is NOT...



Cheap labor

A staffing system

A funding source

Program replacement

Overall Goals of AmeriCorps



□ Getting Things Done

- ▣ What is the need and what is AmeriCorps doing about it?

□ Developing Participants

- ▣ What are the benefits for AmeriCorps members?

□ Strengthening Communities

- ▣ How are you engaging community members and building sustainability?

CNCS Focus Areas

(Corporation for National and Community Service)

- Disaster Services
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Veterans and Military Families

AMERICORPS MEMBERS



What do AmeriCorps Members Do?



AmeriCorps members help solve problems and make communities stronger by:

- ❑ Tutoring and mentoring at-risk youth
- ❑ Recruiting and training volunteers
- ❑ Giving children the boost they need to succeed
- ❑ Helping job seekers connect to needed services and learn vital skills
- ❑ Building and repairing affordable housing
- ❑ Improving our environment

And much, much more...

What members may not do

Members are prohibited from engaging in:

- Lobbying; religious instruction; advocacy; some fundraising
- Clerical and/or custodial positions
- Management of any administrative aspects of the AmeriCorps grant or program
- Supervision or management of other members
- All prohibited activities outlined in the AmeriCorps Regulations/Terms and Conditions and Application Instructions

AmeriCorps Member Eligibility Requirements

- Must be at least 17 years of age (no upper age limit)
- Must be a U.S. citizen, national, or legal permanent resident alien of the U.S.
- Each program determines other eligibility requirements
 - ▣ Experience, skills, etc.
 - ▣ Educational background

Member Benefits

- Living Allowance
 - ▣ Minimum of \$12,630 for full-time
 - ▣ Other slot types may have living allowances but are not required to
- Personal and Professional Development
- Health Care (full-time only)
- Child Care (full-time only)
- Education Award, tied to Federal Pell Grant
 - ▣ Deferment of Student Loans (if applicable)

Member Service Years (MSY's)

- 1 MSY = 1 full-time year of service. This is NOT equivalent to 1FTE.
For example: 4 Quarter Time \neq 1 Full Time (see chart for MSY calculations)
- Applicants must request a minimum of 20 full-time members or MSY equivalent;
You may request any combination of service terms as supported by program design

Service Term	Minimum # of Hours	MSY
Full-time	1700	1.000
One-year Half-time	900	0.500
Reduced Half-time	675	0.381
Quarter-time	450	0.2646
Minimum-time	300	0.2116

Service terms must be completed within a 12-month period

SUCCESSFUL
PROGRAM
DESIGN
AND
GRANT
APPLICATION



A successful program design/grant application:

- Describes and substantiates the community need(s)
- Identifies any gaps in services available to meet that need
- Explains why AmeriCorps members are an appropriate strategy to address the need
- Describes the specific service activities of AmeriCorps members
- Describes how members will be trained and supervised
- Describes what it will look like if you are successful
- Defines how results will be measured

Describes and Substantiates the Community Need

- Supported with data, preferably local
- NOT the need for the program or activities, but the problem(s) addressed through program activities
- Members' needs may also be additional focus of the program

What is the desired outcome or change
in the need?

Explains why AmeriCorps members are an appropriate strategy to address the need

- Describe why AmeriCorps members, providing a year of service, would be particularly effective at addressing the identified challenge
- How will their role be unique from organization staff or volunteers?

Describes the specific service activities of AmeriCorps members

Be specific:

- Where does the activity take place?
- How many hours per day on each activity?
- How many days per week for each activity?
- Does service dosage satisfy the need?

→ ALL activities should be clearly tied to the identified need and the targeted goals of the program

Describes how members will be trained and supervised

- ❑ Describe who will supervise members and how they will do it.
- ❑ Describe the training that members will receive. Specifically address how members will be trained in:
 - ❑ **Skills needed to perform their service** - may include training on specific interventions used, certifications they will receive, volunteer management, tool safety and use, etc.
 - ❑ **Civic Engagement** – To develop a lifelong ethic of service
 - ❑ **Leadership** - opportunities for members to develop and practice leadership skills

Describes what it will look like if you are successful

- What is the overall end result that your program will lead to?
- What is the measurable impact that will happen as a result of your program?
- Show that your program specifically is the reason a change occurred?

Demonstrate a clear connection between

Need → Activities → Outcomes

Defines how results will be measured

- Performance Measures – Will your program use:

- ▣ National Performance Measures

- (Find more information on National Performance Measures at

- <http://www.nationalservice.gov/sites/default/files/documents/2017%20Performance%20Measures%20Instructions.pdf>)

- ▣ Self-determined performance measures

- Internal Evaluation – What other data will your program track and use internally to ensure the program impact and success?

AMERICORPS BUDGET



Budget Items

- Section I: Program Operating Costs
 - ▣ Personnel & Fringe
 - ▣ Staff and Member Training
 - ▣ Staff and Member Travel
 - ▣ Supplies and Equipment
 - ▣ Contractors and Evaluation
 - ▣ Other Expenses
- Section II: Member Costs
 - ▣ Living allowance, FICA, worker's comp, health care
- Section III: Administrative/Indirect Costs
 - ▣ 5% maximum of CNCS funds
 - 3% may be used by grantee
 - 2% will be collected as the ServeMinnesota fee

CNCS Maximum Cost per MSY

- 1 MSY = 1 full time service year
- Max cost per MSY for Cost Reimbursement = \$13,830
- Max cost per MSY for Fixed Amount = \$13,430
- Cost per MSY Ed Award only = \$800
- Education award is not included in cost per MSY or award amount

Example:

40 half time members x .5 MSY = 20 MSY

20 MSY x \$13,830 (max cost per MSY) = \$276,600 (maximum CNCS request)

Minimum and Maximum Member Living Allowance

Table: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	\$12,630	\$24,930
Half-time	900	n/a	\$13,199
Reduced Half-time	675	n/a	\$9,899
Quarter-time	450	n/a	\$6,599
Minimum-time	300	n/a	\$4,400

Members may waive all or part of the living allowance

Match requirements

- Grantees are required to provide in-kind or cash match to support the program at a minimum level as seen on the chart below
- Match may come from a variety of sources including
 - ▣ In-kind
 - ▣ Site fees
 - ▣ Grantee cash
 - ▣ State Innovation funds – In addition to CNCS funds, ServeMinnesota grants up to \$500/MSY in State Innovation funding based upon availability

AmeriCorps Funding Year	1,2,3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

How much will it cost our organization to run an AmeriCorps program?

- The grantee cost may be above and beyond the required match amount based on program design.
- While the required minimum match is 24%, the grantee must provide enough funding to cover all necessary program expenses including (but not limited to):
 - ▣ Program staff salaries and benefits
 - ▣ Staff and member training
 - ▣ Member health care and support costs
 - ▣ Program evaluation
 - ▣ Equipment and supplies
 - ▣ National Service Criminal History Check costs

Sample Budget

20 FT members = max CNCS request of \$276,600

Minimum match = 24% of total budget

Includes up to \$500/MSY in State Innovation funds (20 x \$500 = \$10,000)

	CNCS	Match		Total
		Grantee Cash/In-kind	State Innovation	
Section I	\$4,235	\$72,814	\$5,000	\$82,049
Section II	\$258,535	\$29,397	\$5,000	\$292,932
Section III	\$13,830	\$0	\$0	\$13,830
Total	\$276,600	\$102,211	\$10,000	\$388,811
% Share	71%	29%		100%

**SERVEMINNESOTA
REQUEST
FOR
PROPOSALS**



For More Information and to Apply



- See the RFP timeline on the next slide
- Go to <http://serveminnesota.org/grants/grant-competition/> to find other resources and application instructions

RFP Timeline

August 15, 2016	RFP released	New, Recompete and Continuation
Ongoing	Technical assistance	New and Recompete
September 9, 2016 (5:00pm)	Concept paper due, including logic model	New
September 9, 2016 (5:00pm)	Letter of Intent to Apply, including logic model	Recompete
September 26, 2016	Invitation to present	New
October 7, 2016	Applicant presentations	New
October 11, 2016	Invitation for full application	New
November 4, 2016 (5:00pm)	Full application deadline to ServeMN in eGrants (plus additional items – see submission checklist)	New and Recompete
Week of Nov 7, 2016	Staff review	
November 18, 2016	Written feedback to programs	New and Recompete
December 16, 2017 (5:00pm)	Application due in eGrants	Continuation
December 16, 2017 (5:00pm)	Revised application to ServeMN in eGrants	New and Recompete
January 2017	Board approval to send applications on to national competition	New, Recompete and Continuation
May 15, 2017	CNCS Notification of successful applicants	New, Recompete, Continuation
May-June 2017	Formula review Board Approval of formula applications Notification of successful formula applicants	