

2020-2021

**Volunteer NH Request for Proposals  
Volunteer Generation Fund (VGF) Grants**



**Monday, March 23:**

- Informational and Q & A call for interested new applicants at **3pm**.
  - RSVP for the training to [emily@volunteernh.org](mailto:emily@volunteernh.org) by **Friday, March 20**.

**Wednesday, March 25:**

- Intent to Apply due (**Mandatory** for all applicants)
  - Link to access: <https://forms.gle/7QZzdeViDHMPtDny9>

**Friday, April 10:**

- Application Narratives due to [Emily@volunteernh.org](mailto:Emily@volunteernh.org) by 5pm
  - Link to template download: <https://volunteernh.org/wp-content/uploads/2020/03/VGF-RFP-Narrative-Template.docx>
- Application Budget Template due to [Emily@volunteernh.org](mailto:Emily@volunteernh.org) by 5pm.
  - Link to download: <https://volunteernh.org/wp-content/uploads/2020/03/VGF-Blank-Budget-Template.xlsx>
- Organization's most recent audit due to [Emily@volunteernh.org](mailto:Emily@volunteernh.org) by 5pm
- Financial Management Survey due to [Emily@volunteernh.org](mailto:Emily@volunteernh.org) due by 5pm
  - Link to download: [https://www.nationalservice.gov/sites/default/files/documents/OFMS\\_Form\\_Control3045\\_0102%20%28002%29.docx](https://www.nationalservice.gov/sites/default/files/documents/OFMS_Form_Control3045_0102%20%28002%29.docx) ).

**Wednesday, April 22:**

- Feedback (including potential clarifications) delivered to applicants.

**Friday, May 8:**

- Unofficial award decisions announced.

**Friday, July 10 (*Tentative*):**

- Official funding decision announced

**\*\*Grant funding is contingent on the availability of funds from the Corporation for National and Community Service\*\***

You can direct any questions to [Emily@volunteernh.org](mailto:Emily@volunteernh.org)

## **PROGRAM DESCRIPTION**

### **Corporation for National and Community Service (CNCS)**

The Corporation for National and Community Service (CNCS) is a U.S. federal government agency that engages millions of Americans in service through AmeriCorps, Learn and Serve America, Senior Corps, and other national service initiatives. Its mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

### **Volunteer NH**

Volunteer NH (VNH) is a nonprofit organization with a mission to promote the tradition of service in New Hampshire. Building on that strong volunteer spirit, we support and sponsor national service initiatives and provide training, recognition, and a central site for volunteers and volunteer programs to help them strengthen their communities. As the designated State Service Commission, Volunteer NH administers AmeriCorps State Programs as well as Volunteer Generation Grant funding for New Hampshire.

### **Purpose of Volunteer Generation Fund Grants**

VGF grants will be used to **develop and/or support community-based entities to recruit, manage, and support volunteers**. VNH seeks to fund effective approaches that:

- expand volunteering
- strengthen the capacity of volunteer connector organizations to recruit and retain skill-based volunteers
- develop strategies to use volunteers effectively to solve problems.

Specifically, the VGF grants will support efforts that expand the capacity of volunteer connector organizations to recruit, manage, support and retain individuals to serve in high quality volunteer assignments.

Appropriate grant proposals could include, but are not limited to:

- Creating a volunteer recognition and reward program.
- Creating projects on National Days of Service such as Dr. Martin Luther King, Jr Day of Service or September 11th National Day of Service and Remembrance.
- Developing, enhancing, and/or producing a volunteer manual as well as delivering a volunteer training curriculum.
- Establishing and organizing a volunteer engagement task force to address critical needs.
- Supplemental staff time needed to build the capacity of their volunteer program.
- Providing high-quality trainings or speakers in the area of volunteer engagement in your community or statewide.
- Creating and implementing a statewide or community based disaster volunteer plan (including outreach, trainings, etc.) such as a volunteer preparedness initiative, disaster volunteer training, preparations to serve as a disaster volunteer reception center, etc.
- Develop and pilot new strategies utilizing volunteerism to address community needs (such as information technology, transportation, etc.).

## **Grant Period**

The period of the VGF grant runs from October 1, 2020 until September 30, 2021.

### **1. Funding Priorities**

VNH's priorities for this grant competition are:

- Organizations that will address activities consistent with the priorities set by our State Service Plan. Volunteer NH's plan prioritizes proposals and/or organizations that will use volunteers to address community problems around:
  - **Economic Opportunity:** affordable housing, workforce development, transportation & food insecurity
  - **Education:** after-school programming, access to higher education and training, emotional support, and environmental stewardship learning
  - **Healthy Futures:** substance misuse and mental health
- Programs that are likely to generate significant, measurable improvements in the number of volunteers generated and retained from specific demographic groups such as youth service, generational/family volunteering, skill-based volunteering or senior volunteering
- Initiatives that specifically recruit, train and deploy volunteers as a strategy to address a clearly identified pressing community need or to address education
- Activities that specifically recruit skill-based and pro-bono volunteers.

To receive priority consideration, applicants must show that the priority area is a **significant** part of the program focus and intended outcomes and must include a **high-quality** program design. Proposing programs that receive priority consideration does not guarantee funding.

### **2. National Performance Measures**

VNH expects applicants to use data as part of a comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their work and make tactical and strategic adjustments to achieve their goals.

All applicants are required to collect the following performance measure data (as applicable to your project) during the full grant period:

- Number of volunteers recruited, coordinated, or supported during the reporting period
- Number of hours leveraged volunteers served during the reporting period
- Number of individuals who served as leveraged volunteers who are NEW volunteers
- Number of hours leveraged volunteers served during the reporting period that were NEW volunteers.
- Number of community partners and service sites (if applicable)

In addition, all organizations that receive funding will be required to participate in a pre/post assessment related to organizational effectiveness, efficiency, or program scale/reach with respect to volunteer recruitment or management.

## **B. FEDERAL AWARD INFORMATION**

### **1. Estimated Available Funds**

Award amounts will vary, as determined by the scope of the projects. Volunteer NH is anticipating

awarding subgrants ranging from \$10,000 - \$30,000. Volunteer NH may entertain requests above \$30,000, but is unlikely to award grants smaller than \$10,000.

**2. Project Period**

The award amount is given on a year-to-year basis (dependent upon available funds). Organizations must apply yearly in order to receive funds. Continuation funding may be given at the discretion of VNH.

**3. Type of Award**

VGF grants will be awarded on a cost-reimbursement basis.

**C. ELIGIBILITY INFORMATION**

**1. Eligible Applicants**

The following non-federal entities are eligible to apply:

- Indian Tribes (2 C.F.R. §200.54)
- Institutions of higher education (2 C. F.R. §200.54)
- Local governments (2 C.F.R. §200.64)
- Nonprofit organizations (2 C.F.R. §200.70)
- States (2 C.F.R. §200.90)

Entities must have a Dun and Bradstreet Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) to receive an award. See section D.3 for more information.

**2. Cost Sharing or Matching**

A minimum of a dollar-for-dollar match is required for all applicants. Match can be cash or in-kind.

**3. Other Eligibility Requirements**

Applications that propose to engage in activities that are prohibited under CNCS’s statutes, regulations, or the terms and conditions of its awards are not eligible to receive CNCS funding. VNH requires all grantees to send at least one staff member to the Governor’s Conference on Volunteerism as well as other applicable trainings and meetings throughout the year.

**4. Additional Documents**

All applicants must submit the following to be considered for funding

Document	Required for:	Send To:	When Required:	Notes:
Intent to Apply	All Applicants	(N/A - Online Form)	By Wednesday, March 25	Link to ITA: <a href="https://forms.gle/7QZzdeViDHMPtDny9">https://forms.gle/7QZzdeViDHMPtDny9</a>
Financial Management Survey	All applicants	<a href="mailto:emily@volunteernh.org">emily@volunteernh.org</a>	With submission of application	Link to access Financial Management Survey: <a href="https://www.nationalservice.gov/node/108566">https://www.nationalservice.gov/node/108566</a>
Org’s Most Recent Audit	All Applicants	<a href="mailto:Emily@volunteernh.org">Emily@volunteernh.org</a>	With submission of application	

Budget Sheet	All applicants	<a href="mailto:Emily@volunteernh.org">Emily@volunteernh.org</a>	With submission of application.	Link to access: <a href="https://volunteernh.org/wp-content/uploads/2020/03/VGF-Blank-Budget-Template.xlsx">https://volunteernh.org/wp-content/uploads/2020/03/VGF-Blank-Budget-Template.xlsx</a>
Federally Approved Indirect Cost Agreement Letter	All applicants (if applicable)	<a href="mailto:emily@volunteernh.org">emily@volunteernh.org</a>	With submission of <b>application</b>	

## D. APPLICATION AND SUBMISSION INFORMATION

### 1. Address to Request an Application Package

- Applicants can access the VGF Application Template here: <https://volunteernh.org/wp-content/uploads/2020/03/VGF-RFP-Narrative-Template.docx>
- Applicants can access the VGF Budget Template here: <https://volunteernh.org/wp-content/uploads/2020/03/VGF-Blank-Budget-Template.xlsx>

Please see **page one of this document** for all other required documents.

### 2. Content and Form of Application Submission

#### a. Application Content

Complete applications must include the following elements:

- Narrative Sections:
  - Executive Summary:
  - Program Design
  - Organizational Capability
- Budget Sheet

#### b. Page Limits

Applications narratives may not exceed 5 pages, single spaced (Times New Roman, 12 pt. font).

### 3. Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM)

Applications must include a DUNS number **and** an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at the [DUNS Request Service](#). CNCS recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants **must** register with the System for Award Management (SAM) at [www.sam.gov/SAM/](http://www.sam.gov/SAM/) and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. Please go to the General Services Administration (GSA) [SAM Update](#) page for login information: [www.sam.gov/SAM/](http://www.sam.gov/SAM/)

SAM registration must be renewed annually. CNCS suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise.

Applicants that do not comply with these requirements may become ineligible to receive an award. See the SAM Quick Guide for Grantees at: [www.sam.gov/SAM/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](http://www.sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf).

#### 4. Submission Dates and Times

##### a. Application Submission Deadline

Applications are due **Friday, April 10, 2020 by 5:00 p.m. Eastern Time.**

##### b. Late Applications

VNH will generally not accept late applications. Applicants with extenuating circumstances may submit a request in writing for an extension BEFORE the application is due.

#### E. APPLICATION REVIEW INFORMATION

##### 1. Review Criteria

Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. Reviewers will assess the quality of applications by using the selection criteria described below and will rate them accordingly. They will also consider the weights assigned to each criterion.

Categories/Subcategories	Percentage
<b>Program Design</b>	<b>50</b>
• Goals and Objectives	25
• Program Impact	25
<b>Organizational Capability</b>	<b>35</b>
<b>Cost-Effectiveness and Budget Adequacy</b>	<b>15</b>

##### a. Program Design

Reviewers will assess:

###### Goals and Objectives (25 percent)

- the extent to which the applicant convincingly links the identified need, proposed interventions, and the anticipated outputs and outcomes.
- the extent to which the program design aligns with the purpose of the VGF.
- whether the proposed interventions and activities are evidence-informed.

###### Program Impact (25 percent)

- the extent to which the applicant demonstrates that the proposed project is likely to have a notable, positive impact as measured by the magnitude of the effect on the need(s).
- the extent to which the objectives and outcomes to be achieved by the proposed project are clearly specified and measurable.

- the applicant’s plan to measure and collect data on performance outcomes and outputs.

**b. Organizational Capability (35 percent):**

Reviewers will assess:

- the extent to which the organization has the experience, staffing, and management structure to plan, implement, and evaluate the proposed project.
- the extent to which the organization has the necessary plans and infrastructure to provide programmatic and fiscal oversight, day-to-day operational support, and data collection
- the applicant’s track record raising funds to support service activities and initiatives likelihood of effectiveness of the applicant’s plan for securing partners and community support for, and involvement in, the proposed project.
- (if you have received VGF funding from VNH before) the extent to which you have met the program objectives and complied with the financial requirements during the past performance period.

**c. Cost-Effectiveness and Budget Adequacy (15 percent):**

Reviewers will assess:

- the extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.
- the extent to which the budget is clear and in alignment with the program narrative.
- the extent to which the budget includes adequate resources to carry out the program effectively.
- the extent to which the program demonstrates that financial and in-kind resources will be obtained to support program implementation.
- whether the applicant adequately budgets for its required share of costs.

**Risk Assessment**

VNH staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant’s ability to manage federal funds. This evaluation is in addition to the assessment of the applicant’s eligibility and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If VNH determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award.

**F. FEDERAL AWARD ADMINISTRATION INFORMATION**

**1. Federal Award Notices**

VNH will make unofficial announcements of funding by May 8<sup>th</sup>. Once VNH has received the official funding announcement from CNCS in early July, VNH will be able to give final funding announcements. All applicants, successful or not, will be notified of funding decisions via email.

**2. Administrative and National Policy Requirements**

**a. Uniform Guidance**

All awards made under this Notice will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in 2 CFR Parts 200 and 2205.

### **b. Terms and Conditions**

All awards made under this Notice will be subject to the FY 2020 CNCS General Terms and Conditions, and the FY 2020 Program Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Specific Terms and Conditions for each of its programs is available at [/www.nationalservice.gov/resources/terms-and-conditions-cnsc-grants](http://www.nationalservice.gov/resources/terms-and-conditions-cnsc-grants).

In addition, all awardees will be required to sign a Subgrant Agreement with VNH which further outlines grant requirements.

### **c. National Service Criminal History Check Requirements**

Successful applicants will be required to complete an online training and the three part background check process consistent with the standards of the Corporation for National & Community Service's VGF National Criminal History Check Requirements. This check includes a National Sex Offender Public Registry (NSOPR) clearance, State of New Hampshire check (and State of Residence check, if different than NH), and FBI fingerprint check on all staff members assigned to grant through federal or match funds.

It is VNH's policy that all awardees use two channelers, Truescreen and Fieldprint, to conduct the checks.

To learn more about National Service Criminal History Check requirement, click here:

<https://www.nationalservice.gov/resources/criminal-history-check>

### **3. Reporting**

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Once the grant is awarded, recipients will be expected to have data collection and data management policies, processes, and practices that provide reasonable assurance that they are reporting high quality performance measure data. At a minimum, recipients should have policies, processes, and practices that address the following five aspects of data quality for themselves:

- the data measures what it intends to measure
- the data reported is complete
- the recipient collects data in a consistent manner
- the recipient takes steps to correct data errors
- the recipient actively reviews data for accuracy prior to submission.

Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future funding.



## 2020 VGF Application Instructions

All applications may not exceed 5 pages, single spaced (12 pt. Times New Roman). Applications and budget sheet must be emailed to [Emily@volunteernh.org](mailto:Emily@volunteernh.org) by 5pm of the application deadline.

- To access the **Application Narrative Template**: <https://volunteernh.org/wp-content/uploads/2020/03/VGF-RFP-Narrative-Template.docx>
- To access the **VGF Budget Template**: <https://volunteernh.org/wp-content/uploads/2020/03/VGF-Blank-Budget-Template.xlsx>

### Application Contents:

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined in the Notice. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit funding priorities and special considerations articulated in the regulations or the Notice.
- **Be clear and succinct.** Do not use jargon, boilerplate, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria.
- **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don't make assumptions.** Even if you have received funding from CNCS in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries.
- **Avoid overuse of acronyms.**
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

The application consists of the following:

#### **I. Executive Summary:**

Please complete the template below EXACTLY:

**[Name of the organization]** proposes to develop a Volunteer Generation Fund program providing service in **[the location(s) the program will serve]** that will focus on the CNCS focus area of capacity building while increasing volunteerism. The CNCS investment of **[\$[amount of request]** will be matched with **[\$[amount of projected match], \$[amount of local, state, tribal, and federal funds]** in public funding and **[\$[amount of non-governmental funds]** in private funding.

#### **II. Goals & Objectives**

Applicants should address the following in this section:

- The proposed community problem (note: “community” could be a geographic region, a specific population of people, or a combination of both)
- Evidence that the community problem exists and is significant (statistics and relevant data should be cited)
- What, if any, current efforts are being made by the organization to address this area(s).
- The organization’s need(s) for increased capacity to address the unmet community need, including additional volunteers, management capacity, improved practices, etc. [The organizational need should not be described in terms of funding needed, but rather those activities or changes that would expand the agency’s capacity.]
  - Note: the applicant will be scored on the ability to convincingly link the identified need, proposed interventions, and the anticipated outputs and outcomes).
- A realistic timeline (in a readable format) of the implementation of the proposed interventions throughout the 12-month period. Timeline should include each program development and implementation task, the month it will be carried out, and the person or position responsible for each task is concisely described including:
  - recruitment efforts and interim volunteer recruitment targets likely to result in achievement of the 12-month goal,
  - the training and support activities for volunteers and paid staff,
  - the data collection efforts necessary to meet the quarterly reporting requirements, and
  - any other key program elements funded or included as local match.

### **III. Program Impact**

Applicants should address the following in this section:

- Data that the proposed project is likely to have a notable, positive impact as measured by the magnitude of the effect on the need(s).
- What the measurable and specified objectives and outcomes of the proposed project are.
  - Applications should include the following goals (as applicable):
    - Number of volunteers recruited, coordinated, or supported during the reporting period
    - Number of hours leveraged volunteers served during the reporting period
    - Number of individuals who served as leveraged volunteers who are NEW volunteers
    - Number of hours leveraged volunteers served during the reporting period that were NEW volunteers.
    - Number of community partners and service sites (if applicable)
- How the proposed interventions are achievable.
- The plan to measure and collect data on performance outcomes and outputs.

### **IV. Organizational Capability**

The applicant should address the following in this section:

- How the organization’s experience, staffing, and management structure is capable of planning, implementing, and evaluating the proposed project.
- Whether the organization has the necessary plans and infrastructure to provide programmatic and fiscal oversight, day-to-day operational support, and data collection
- The organization’s track record regarding raising funds to support service activities

- and initiatives
- The likelihood of success regarding the applicant’s plan for securing partners and community support for, and involvement in, the proposed project.
- (If you have received VGF funding from VNH before) the extent to which you have met the program objectives and complied with the financial requirements during the past performance period.

### Detailed Budget Instructions:

#### Cost Effectiveness and Budget Adequacy

**Note:** There are **no narratives** associated with this section. All requirements must be reflected in the budget worksheet (the link to download can be found on the first page).

Reviewers will look to see 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.

As you prepare your budget:

- All the amounts you request must be for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation, identifying the number of persons involved with an event, the cost per person or unit, and/or the annual salary cost.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Use the VGF Blank Budget Template (link can be found on the first page of this document) to prepare and submit your budget.

#### SECTION I. Program Operating Costs

**A. Personnel Expenses** – Include the portion of principal staff time attributed directly to the operation of the project. List each staff position and a brief statement of responsibilities for each in the ‘Position/Title’ field. For each position, also include the annual salary, and the percentage of staff time that will apply to the grant.

**B. Personnel Fringe Benefits** – Include costs of benefit(s) for each project staff. You can identify and calculate each benefit or show cost as a percentage of all salaries. If a fringe benefit amount is over 30%, please list covered items separately.

**C. Travel** - Describe the purposes for which staff will travel. Costs allowable are transportation, lodging, subsistence, and other related expenses for local and outside the project area travel. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily

per diem, and similar supporting information. The standard mileage reimbursement should not exceed the federal mileage rate unless a result of the applicant's policy and justified in the budget narrative. Only domestic travel is allowable.

Volunteer NH expects all applicants to include funds in this line item for travel for staff to attend VNH meetings and trainings (typically will occur in Concord, NH).

**D. Equipment** – Equipment is not an allowable cost under this sub-award.

**E. Supplies** – Include the funds for the purchase of consumable supplies and materials that does not fit the definition above. You must individually list any single item costing \$1,000 (one thousand) or more.

**F. Contractual and Consultant Services** - You may include costs for consultants related to the project's operations. Consultants used for evaluation should be included in H. Evaluation below. Where applicable, indicate the daily rate for consultants.

**G. Training** – You may include the costs associated with training of staff working directly on the project, especially training that specifically enhances staff project implementation and professional skills. Where applicable, indicate the daily rate for consultants.

All applicants must budget \$70 per relevant staff member to attend the annual Governor's Conference on Volunteerism. The language should be "staff attendance at the Governor's Conference on Volunteerism (#) staff X \$70 registration fee = \$"

**H. Evaluation** - Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Section A. Personnel. This does not include the daily/weekly gathering of data to assess progress toward project objectives but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

**I. Other Program Operating Costs** – Allowable costs include:

- Criminal History Checks for any employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Volunteer NH requires the use of channelers Fieldprint (FBI check) and Truescreen (NSOPW and State check(s)) for criminal history checks. Programs must budget a minimum of \$81 per covered position for the checks (this is the minimum cost for staff that live and work in NH). However, additional costs vary for staff and members that do not live in NH or did not reside in NH at the time of application, which should be taken into consideration. State-specific Truescreen costs can be found here:

<https://www.nationalservice.gov/resources/criminal-history-check/criminal-history-check-state-state>.

- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet, postage, copying, and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organization's indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.

## **SECTION II. Administrative/Indirect Costs**

### **1. Definitions**

Indirect costs are an allowable budget item in CNCS grants. IAW 2 CFR §200.414 Indirect (F&A) costs, grantees have the option of using an indirect cost rate which has been negotiated with, and approved by, their cognizant federal agency; or a non-federal entity, except those receiving more than \$35 million in direct federal funding, which has never received a federally negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Grantees may also charge certain administrative costs directly as outlined in 2 CFR §200.413 Direct costs.

### **2. Calculating Administrative/Indirect Costs**

CNCS allows applicants to include administrative (indirect) costs in budgets. Based on qualifying factors, applicants have the option of using a federal or state approved indirect cost rate, a 10% de minimus rate of modified total direct costs, or may claim certain administrative costs directly as outlined in 2 CFR 200.413.

However, under section 121(d) of the NCSA and CNCS' regulations at 45 CFR 2517.710, **no more than five percent of CNCS award funds** may be used to recover indirect/administrative costs on VGF grants.

#### **A. De Minimis Rate of 10% of Modified Total Direct Costs**

Organizations who have never, at any point in time, held a federally negotiated indirect cost rate and who receive less than \$35 million in direct federal funding, may indefinitely use a de minimis rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in the MTDC and use of this option can be found at 2 CFR 200.414 (f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

#### **B. Federally Approved Indirect Cost Rate Method**

If you have a federally approved indirect cost rate, this method must be used and the rate will constitute documentation of your administrative costs. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved indirect cost rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to use your entire indirect cost rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

As specified in your indirect cost rate agreement, apply your rate against the direct costs in your budget, including both the CNCS and Grantee’s shares (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

**Source of Funds.** Enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private or State/Local) for your entire match. (The total amount in the Source of Funds field should match the total amount in the budget narrative exactly.) Define all acronyms the first time they are used.

## Budget Template

The template included here is for **your information only**. Please complete the Budget using the Budget Template: <https://volunteernh.org/wp-content/uploads/2020/03/VGF-Blank-Budget-Template.xlsx> .

<b>Budget and Itemized Expenses</b>	<b>Grant \$\$</b>	<b>Cash Match</b>	<b>In-kind Match</b>	<b>Total</b>
Project Personnel Expenses:				
Subtotal:				
Personnel Fringe Benefits:				
Subtotal:				
Travel:				
Subtotal:				
Supplies:				
Subtotal:				
Contractual and Consultant Services:				
Subtotal:				
Training:				
Subtotal:				
Data Collection/Evaluation:				
Subtotal:				
Other Program Operating Costs:				
Subtotal:				

