

Volunteer Generation Fund Q&A

Where can I find details about requirements and the application timeline?

Please visit: <https://volunteernh.org/news-opportunities/notice-of-funding-opportunity-2021-2022-volunteer-generation-fund-vgf-grant/>

You can contact Mikayla Collins with questions at mikayla@volunteernh.org or 603-271-7200.

What should the Letter of Intent include?

Rather than submitting a letter of intent, we ask that you complete this Intent to Apply form by 5 PM on September 24: <https://forms.office.com/r/C5Xdec5Sc5>

The form will collect basic information about your organization, our primary contact, and whether your proposed project will be related to any of our priority areas.

Do you know how many organizations can be funded and the total grant pool?

We anticipate funding 4 new projects of \$7,500 - \$15,000, but this will be determined by size of the requests and the amount of funding available after the current VGF grant period ends on September 30, 2021.

Can you use the grant to fund a Volunteer Coordinator position?

Yes. Grant funds can be used to create a new position or cover any portion of new/existing staff time spent working on the project. Please note:

- All staff with time included in the grant (federal share or match) must undergo a 3-part Criminal History Check. See Notice of Funding Opportunity for more information.
- VGF grants are intended to increase the capacity of the organization in the long-term, so there should be a sustainability plan in place for how the work will continue without this funding.

What does funding staff time mean? Does it mean paying an employee who manages or works with volunteers?

Yes, and it could also mean paying an employee who is working to support the volunteer program in other ways such as marketing volunteer opportunities or creating training materials.

Can this funding be used for outreach? For example, could we buy branded clothing for our volunteers as a recognition & outreach mechanism? Or pay for marketing materials for volunteer fairs?

Yes – however, purchasing items such as clothing that would need to be re-purchased on a regular basis for any new volunteers is seen as a recognition cost. In order to promote sustainability, a maximum of 10% of your budget can be used for recognition costs.

Marketing costs are also allowable and would not be limited to the 10% restriction.

How many years could an organization receive this funding for?

Volunteer NH will consider continuation funding requests one year at a time for a maximum of three years of funding per organization.

Will the Criminal History Checks be conducted through Volunteer NH?

No, but there are specific vendors that subgrantees are required to use. More information will be provided to successful applicants.

How often do the Criminal History Checks need to be done? We've done them for AmeriCorps a few years ago – would those still be valid?

They only need to be done once per employee included in the grant unless there has been a 120+ day break in employment. However, anyone who has not undergone a Criminal History Check for a Volunteer NH grant but believes that their check was compliant will need to work with Volunteer NH to determine whether another check will be required.

Can you elaborate on the DUNS number and SAM registration requirement?

All applicants must have an active Dun and Bradstreet Universal Numbering System (DUNS) number and SAM registration prior to an award being made. Volunteer NH recommends beginning this process as soon as possible if you do not currently meet the requirement. The following instructions are also found in the Notice of Funding Opportunity:

- 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](#).
- After obtaining a DUNS number, all applicants **must** register with the System for Award Management (SAM) at 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.