



Volunteer Generation Fund (VGF) Notice of Funding Opportunity

Funding Opportunity Title: 2021-2022 Volunteer Generation Fund Announcement

Grant Period: January 1, 2022 – September 30, 2022

Type: Initial Announcement for New Applicants

Federal Agency: AmeriCorps

CFDA Number: 94.021

Disclosure: Publication of this Notice of Funding Opportunity does not obligate Volunteer NH to award any specific number of grants or commit to any particular amount of funding.

Application Deadline: Friday, October 15, 2021, by 5:00 PM Eastern Time

Official funding decisions will be announced Monday, November 15 – Friday, November 19, 2021

Summary:

Volunteer NH invites eligible organizations to apply for a nine-month Volunteer Generation Fund (VGF) grant. These federal AmeriCorps funds will be subgranted through Volunteer NH with the intention of supporting local entities serving New Hampshire communities to recruit, manage, and support volunteers.

See below for details:

- Section A. Program Description
- Section B. Federal Award Information
- Section C. Award Information
- Section D. Application Timeline and Submission Details
- Section E. Application Review Information
- Section F. Federal Award Administration Information
- Application Instructions
 - Detailed Budget Instructions



A. PROGRAM DESCRIPTION

A.1. Purpose of Volunteer Generation Funding

A.1.a. AmeriCorps

AmeriCorps, a federal agency, brings people together to tackle the country's most pressing challenges through national service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service to others a cornerstone of our national culture.

A.1.b. Volunteer NH

Volunteer NH (VNH) envisions our state as a place where people volunteer together to build strong and connected communities. We bring our vision to life by engaging those communities to solve local challenges through volunteerism.

The dedicated team of Volunteer NH staff, Board members, and partners work together every day to:

- Connect volunteers with opportunities to tackle food insecurity, support survivors of domestic violence, and more.
- Celebrate outstanding volunteer contributions.
- Train volunteers, volunteer managers, and volunteer champions to partner in addressing community needs.
- Steward AmeriCorps resources to tackle our nation's most pressing challenges right here in New Hampshire.

Learn more at VolunteerNH.org.

A.1.c. Volunteer Generation Fund (VGF) 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 programs 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 programs to recruit, manage, support and retain individuals to serve in high quality volunteer assignments.

Appropriate grant proposals could include (but are not limited to) expenses related to:

- Developing or enhancing a comprehensive volunteer program handbook.



- Developing and/or delivering a volunteer training curriculum.
- Developing or redesigning websites and social media strategies focused on volunteerism.
- Upgrading volunteer management software and training those who will use it.
- Developing and/or delivering leadership training for emerging volunteer leaders to address local challenges.
- Performing a needs assessment and/or piloting new strategies for utilizing volunteerism to address community needs.
- Providing training opportunities in your community or statewide related to volunteerism (recruitment, retention, etc.).
- 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.
- 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.

Note: Purchasing recognition supplies and materials is allowed, but no more than 10% of the overall budget can be used for this purpose.

A.2. Funding Priorities

VNH 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.
- Initiatives that strive to create an equitable and inclusive environment for volunteering to grow and thrive in a manner that is reflective of the communities being served.



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.

A.3. 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 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:
- Other performance measures (optional – please include any other, self-determined performance measures that you intend to track)

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

B.1. Estimated Available Funds

Subgrant awards amounts will vary based on the scope of the project. Requests should range from a minimum of \$7,500 to a maximum of \$15,000. Funding is limited and Volunteer NH reserves the right to fund an applicant at an amount less than what was requested. Submission of an application is not a guarantee of funding.

B.2. Project Period

First year awards will be given for nine months for the project period of **January 1, 2022 through September 30, 2022**. Organizations must apply yearly in order to receive funds. Continuation funding may be given at the discretion of VNH and under a separate Notice of Funding Opportunity.



B.2.a. Pre-award Costs

Subgrantees will be given the opportunity to apply for pre-award costs in order to obtain compliant National Service Criminal History Checks prior to the start of the grant period. Allowed costs will be limited to the cost of criminal history checks only. See budget instructions for estimated costs.

B.3. Type of Award

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

C. AWARD INFORMATION

C.1. Eligible Applicants

The following non-federal entities serving New Hampshire communities 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)

C.1.a. 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/ 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/

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.

C.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. Grant applicants must describe the expected source of their cash or in-kind share in their application.

AmeriCorps has issued a match waiver on FY 2021 Volunteer Generation Fund awards. Volunteer NH is requiring applicants to budget the full amount of match at this time. If a subapplicant is unable to meet the budgeted match, they can submit for a match waiver at any point during the grant period and still have access to their full federal VGF award.

C.3. Other Eligibility Requirements

Applications that propose to engage in activities that are prohibited under AmeriCorps's statutes (including [45 CFR §2520.65](#) and [45 CFR § 2540.100](#)), regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding.

D. APPLICATION TIMELINE AND SUBMISSION DETAILS

D.1. Application Timeline and Important Due Dates

Q&A opportunity (*strongly recommended*): Tuesday, September 14, 2021, 1 PM or Tuesday, September 21, 2021, 11 AM (two options)

- Link to RSVP for 9/14, 1-2 PM:
https://us02web.zoom.us/meeting/register/tZ0uduuoqz0oGNUb2fLpuqZmi8EbiS_I6EEH
- Link to RSVP for 9/21, 11 AM – 12 PM:
<https://us02web.zoom.us/meeting/register/tZlsd-yurD4qGtQMQt58Bct8zVOnUjU0ywt>

Intent to Apply Form due (*mandatory for all applicants*): Friday, September 24, 2021, 5 PM

- <https://forms.office.com/r/C5Xdec5Sc5>

Grant Training (*mandatory for all applicants*): Thursday, September 30, 2021, 1 PM

Application due: Friday, October 15, 2021, 5:00 PM Eastern Time



Feedback delivered to applicants: Monday, October 25 - Friday, October 29, 2021

- Including potential requests for clarification

Clarifications due (if applicable): Friday, November 5, 2021, 5 PM

Official funding decisions announced: Monday, November 15 – Friday, November 19, 2021

Grant start date: Sunday, January 1, 2022

Grant end date: Friday, September 30, 2022

D.2. Submission Instructions

Applicants must submit the following to mikayla@volunteernh.org (please Cc lesley@volunteernh.org):

- VGF Application Form: <https://volunteernh.org/wp-content/uploads/2021/08/FY21-VGF-Application-Form.docx>
- VGF Application Budget Template: <https://volunteernh.org/wp-content/uploads/2021/08/FY21-VGF-Blank-Budget-Template-Jan-Sept.xlsx>
 - View a sample budget: https://volunteernh.org/wp-content/uploads/2021/08/FY21-VGF-Budget_SAMPLE-Jan-Sept.xlsx
- Organization's most recent audit, if applicable
- Applicant Operational and Financial Management Survey: https://americorps.gov/sites/default/files/document/OFMS-Control-Number-3045_0102_FY20%20%282%29.docx

Please contact mikayla@volunteernh.org (or 603-271-7200) with programmatic questions or lesley@volunteernh.org (603-271-7201) with fiscal questions.

D.2.a. Application Submission Deadline

Applications are due to mikayla@volunteernh.org (please Cc lesley@volunteernh.org) on **Friday, October 15, 2021, by 5:00 PM Eastern Time.**

D.2.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



E.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
Program Design	50
• Goals and Objectives	25
• Program Impact	25
Organizational Capability	35
Cost-Effectiveness and Budget Adequacy	15

E.1.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.

E.1.b. Organizational Capacity (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
- The 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.

E.1.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.

E.2. 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

F.1. Award Notices

VNH will make official announcements of funding by close of business on Friday, November 19, 2021. All applicants, successful or not, will be notified of funding decisions via email.

F.2. Administrative and National Policy

F.2.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](#).

F.2.b. Terms and Conditions

All awards made under this Notice will be subject to the FY 2021 Terms and Conditions for Volunteer Generation Fund Grants. These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the Terms and Conditions are available

at: <https://americorps.gov/sites/default/files/document/2021VGFPProgramSpecificTCsFINAL20210819.pdf>

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

F.2.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 AmeriCorps' 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.

Learn more about National Service Criminal History Check requirement:

<https://americorps.gov/grantees-sponsors/history-check>

F.3. Reporting & Other Requirements

Recipients are required attend periodic meetings & events (See budget instructions for estimated costs). Recipients will also be required to submit a variety of reports, including quarterly spending reports for cost reimbursement, 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.



Application Instructions

Application narratives may not exceed 5 pages, single spaced (Calibri, 11 pt. font). Applications and budget sheet must be emailed to mikayla@volunteernh.org by 5 PM on the day of the application deadline.

- Applicants can access the VGF Application Template here: <https://volunteernh.org/wp-content/uploads/2021/08/FY21-VGF-Application-Form.docx>
- Applicants can access the VGF Budget Template here: <https://volunteernh.org/wp-content/uploads/2021/08/FY21-VGF-Blank-Budget-Template-Jan-Sept.xlsx>
 - View a sample budget: https://volunteernh.org/wp-content/uploads/2021/08/FY21-VGF-Budget_SAMPLE-Jan-Sept.xlsx

Please see **section D of this document** for all other requirements.

APPLICANT INFO & APPLICATION INFO

Provide the requested information about the organization, appropriate contacts, and grant request.

EXECUTIVE SUMMARY

Please follow the template below **exactly** to complete a one-paragraph summary of the proposed program. (1,000 character limit including spaces)

[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 AmeriCorps focus area of capacity building while increasing volunteerism. The main project activities will consist of [describe activities]. The goal of the project is to [describe desired project outcomes].

NARRATIVE

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 9-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 9-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.

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).
- How the proposed interventions are achievable.
- The plan to measure and collect data on performance outcomes and outputs.

Organizational Capacity

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 previously received VGF funding from VNH)* the extent to which you have met the program objectives and complied with the financial requirements during the past performance



period.

PERFORMANCE MEASURE GOALS

Please set the following performance measure goals:

- Number of volunteers to be recruited, coordinated, or supported during the reporting period:
- Number of hours to be served during the reporting period by leveraged volunteers:
- Number of leveraged volunteers who are to be NEW volunteers:
- Number of hours to be served during the reporting period by leveraged volunteers who are NEW volunteers:
- Other performance measures (optional)

Detailed Budget Instructions:

Provide a detailed budget for the upcoming year in the budget worksheet – link above. Submit the budget worksheet in Excel.

Your detailed budget must provide a full explanation of associated costs including their purpose, justification, and the basis of your calculations. Itemize each cost and present the basis for all calculations in the form of an equation, identifying the number of persons involved with the event, the per person/unit cost, and/or the annual salary cost. The budget should be sufficient to perform the tasks described in your program narrative. All of the amounts you request must be for a particular purpose. Do not include unexplained amounts, amounts for miscellaneous or contingency costs, or unallowable expenses such as entertainment costs. Costs may include travel necessary to meet grant and grantee obligations. Do not include fractional amounts (cents). Add lines as necessary.

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 as a whole (both VGF and Grantee share).

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.

D. Supplies – Include the funds for the purchase of consumable supplies and materials. You must individually list any single item costing \$1,000 (one thousand) or more.

- **No more than 10% of the overall budget can be used to cover the cost of recognition supplies and materials.**

E. Contractual and Consultant Services - You may include costs for consultants related to the project's operations.

F. 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.**

G. Other Program Operating Costs – These costs may include office space rental, utilities, and telephone and Internet expenses that are specifically used for participants, directly involve project staff, and are not part of the organization's indirect cost/admin cost. If costs are shared with other projects or activities, you must prorate the costs equitably. List each item and provide a justification in the budget.

- Criminal History Checks are required 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://americorps.gov/sites/default/files/document/05_01_21_VendorPriceTAT_OM.xlsx



*Please note only staff on the budget that have not previously undergone a compliant national service criminal history check.

SECTION II. Administrative/Indirect Costs

Indirect costs are an allowable budget item in AmeriCorps 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 receiving less than \$35 million in direct federal funding that does not have a *current* 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.

Volunteer NH will allow VGF subgrantees to claim administrative costs in this section **ONLY** if their organization currently uses one of the following two methods to recover indirect costs. There is a 5% limit for Administrative/Indirect costs being charged to the AmeriCorps share of the budget. Any residual costs from an approved rate above the 5% can be charged to the grantee share.

- **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.

- **De Minimis Rate of 10% of Modified Total Direct Costs**

Organizations that do not have a current a federally negotiated indirect cost rate (including provisional rate) and that 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.

Please reach out to lesley@volunteernh.org if you plan to budget for administrative costs in this section or if you have any questions related to charging administrative costs to your award.



SECTION III. 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.