



Notice of Funding Opportunity & Application Instructions: FY22 Volunteer Generation Fund (VGF) Cohort

Funding Opportunity Title: 2022-2023 Volunteer Generation Fund Announcement

Grant Period: January 1, 2023 – September 30, 2023

Type: Initial Announcement for New Applicants

Federal Agency: AmeriCorps

Assistance Listing 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: Wednesday, October 12, 2022, by 5:00 PM Eastern Time

Official funding decisions will be announced mid-November 2022

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 to increase the capacity of community-based entities to recruit, manage, and support volunteers serving New Hampshire communities.

See below for details:

- Section I. Project Description
- Section II. Federal Award Information
- Section III. Award Information
- Section IV. Application Timeline and Submission Details
- Section V. Application Review Information
- Section VI. Federal Award Administration Information
- Application Instructions
 - Detailed Budget Instructions



SECTION I. PROJECT DESCRIPTION

A. Purpose of Volunteer Generation Funding

A.1. 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.2. 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.3. Volunteer Generation Fund (VGF) Grants

VGF grants will be used to increase the capacity of community-based entities to recruit, manage, and support volunteers serving New Hampshire communities. 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.

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

- Staff time or consultant fees for activities meant to improve the capacity of the volunteer program, including (but not limited to):
 - Developing or enhancing a comprehensive volunteer program handbook.
 - Developing or enhancing webpages or social media strategies focused on volunteerism.



- Developing and/or delivering a training curriculum for new/existing volunteers.
- Working on any of the activity examples listed below.
- Performing a needs assessment and/or piloting new strategies for utilizing volunteerism to address community needs.
- Purchasing software for volunteer recruitment, training, and/or management.
- Purchasing/printing costs of materials to support volunteerism (volunteer handbook, training curriculum, marketing materials, etc.).
- Hosting a volunteer training event (orientation, specific skills required to be a successful volunteer, leadership skill-building, etc.) – excluding food/beverage costs.
- Hosting a volunteer recognition event (event space, speaker fees, etc.) – excluding food/beverage costs.
- Hosting a staff/community training event related to supporting volunteerism (fundamentals of volunteer management, technology used within the volunteer program, etc.) – excluding food/beverage costs.
- Developing or improving a community-based or statewide disaster-focused volunteer plan, 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.

B. Funding Priorities

VNH priorities for this grant competition are:

- Projects 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.
- Organizations that will address activities consistent with the priorities set by our most recent State Service Plan. Volunteer NH's current plan prioritizes proposals and/or organizations that will use volunteers to address community challenges in the following focus areas:
 - **Economic Opportunity:** Affordable housing; workforce development; transportation;



- food insecurity.
- **Education:** After-school programming; Access to higher education and training; emotional support; environmental stewardship learning.
- **Healthy Futures:** Substance misuse; mental health.

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

C. 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.

SECTION II. FEDERAL AWARD INFORMATION

A. 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. Project Period

First year awards will be given for nine months for the project period of **January 1, 2023 through September 30, 2023.**

B.1. Pre-award Costs

Subgrantees will be given the opportunity 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.

C. Type of Award

VGF grants will be awarded on a cost-reimbursement basis. Expenses will be reimbursed quarterly based on reported expenditures on the required financial report.

D. Continuation Funding

Continuation funding may be available at the discretion of VNH and under a separate Notice of Funding Opportunity. Organizations must apply yearly in order to receive funds, and VNH does not expect to subgrant funds to any organization for more than three project periods. All funding is contingent on availability of AmeriCorps funding.

Expected continuation funding structure (subject to change):

- Period 1: January 1, 2023 – September 30, 2023 (9 months)
 - Award range: \$7,500 - \$15,000
- Period 2: October 1, 2023 – September 30, 2024 (12 months)
 - Award range: \$7,500 - \$25,000
- Period 3: October 1, 2024 – September 30, 2025 (12 months)
 - Award range: \$7,500 - \$15,000

SECTION III. AWARD INFORMATION

A. 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)

A.1. Unique Entity Identifier and System for Award Management (SAM)

All applicants **must** register with the System for Award Management (SAM) at <https://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. See the [SAM Quick Guide for Grantees](#) and the [VNH Guide to SAM.gov Registration](#).

SAM registration must be renewed annually. Volunteer NH 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 must use their SAM-registered legal name and physical address on all grant applications to Volunteer NH.**

VNH will not make awards to entities that do not have a valid SAM registration and Unique Entity Identifier. If an applicant has not fully complied with these requirements by the time VNH is ready to make a federal award, VNH may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a federal award to another applicant.

Applications must include an Employer Identification Number (EIN).

Applications must include a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process.

B. 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.

C. 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.

SECTION IV. APPLICATION TIMELINE AND SUBMISSION DETAILS

A. Application Timeline and Important Due Dates



Q&A Opportunity (*strongly recommended*): Wednesday, September 21, 10:00-10:30 AM

- Link to RSVP: https://us02web.zoom.us/meeting/register/tZYsfuqsqDMiGd1k1ec79Y-zVFUIDc_1e11j

Intent to Apply Form due (*mandatory for all applicants*): Wednesday, September 28, 2022, 5 PM

- Link: <https://forms.office.com/r/kK0mhq3BFG>

Grant Training (*mandatory for all applicants*): Thursday, September 29, 10:00-11:00 AM

- Link to RSVP: <https://us02web.zoom.us/meeting/register/tZYof-6oqTlrG9B4JxZkwKVfN5W4d5AYbvyz>

Application due: Wednesday, October 12, 2022, 5:00 PM

Feedback delivered to applicants by: Friday, October 28, 2022

- Including potential requests for clarification

Clarifications due (*if applicable*): Sunday, November 6, 2022, end of day

Official funding decisions announced: Mid-November 2022

Grant start date: Sunday, January 1, 2023

Grant end date: Saturday, September 30, 2023

B. 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/2022/08/FY22-VGF-Cohort-Application-Form.docx>
- VGF Application Budget Template: <https://volunteernh.org/wp-content/uploads/2022/08/FY22-VGF-Blank-Budget-Template-Jan-Sept.xlsx>
 - View a sample budget: https://volunteernh.org/wp-content/uploads/2022/08/FY22-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.

B.1. Application Submission Deadline

Applications are due to mikayla@volunteernh.org (please Cc lesley@volunteernh.org) on **Wednesday, October 12, 2022, by 5:00 PM Eastern Time.**

B.2. 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.

SECTION V. APPLICATION REVIEW INFORMATION

A. 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
Project Design
<ul style="list-style-type: none"> • Goals and Objectives • Project Impact
Organizational Capability
Cost-Effectiveness and Budget Adequacy

A.1. Project Design

Reviewers will assess:

Goals and Objectives

- The extent to which the applicant provides evidence that the community need exists and is significant.



- The extent to which the applicant convincingly links the identified need, proposed interventions, and the anticipated outputs and outcomes.
- The extent to which the project design aligns with the purpose of the Volunteer Generation Fund.
- The extent to which the timeline of activities is reasonable and aligns with the proposed goals and objectives.

Project Impact

- 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.

A.2. Organizational Capacity

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 the applicant has received VGF funding from VNH before)* The extent to which the applicant has met the project objectives and complied with the financial requirements during the past performance period.

A.3. Cost-Effectiveness and Budget Adequacy

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 project narrative.
- The extent to which the budget includes adequate resources to carry out the project effectively.
- The extent to which the application demonstrates that financial and in-kind resources will be obtained to support project implementation.
- Whether the applicant adequately budgets for its required share of costs.



A.4. Risk Assessment

VNH staff will evaluate the risks 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.

SECTION VI. FEDERAL AWARD ADMINISTRATION INFORMATION

A. Award Notices

VNH will make official announcements of funding in mid November 2022. All applicants, successful or not, will be notified of funding decisions via email.

B. Administrative and National Policy

B.1. 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.2. Terms and Conditions

All awards made under this Notice will be subject to the FY 2022 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://www.americorps.gov/sites/default/files/document/FY2022_VolunteerGenerationFundProgram-SpecificTermsandConditions.pdf

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

B.3. National Service Criminal History Check Requirements

Successful applicants will be required to complete an online training and abide by the multi-part background check process consistent with the standards of the AmeriCorps' VGF National Criminal History Check Requirements. It is VNH's policy that all awardees use two channelers, Truescreen and Fieldprint, to conduct the checks.



All staff members assigned to the grant through federal or matching funds must undergo a FBI fingerprint check (using Fieldprint), National Sex Offender Public Website (NSOPW) clearance (using Truescreen), and a State of Residence check (using Truescreen) if they reside outside of New Hampshire before they will be allowed to charge time to the grant.

Learn more about National Service Criminal History Check requirement:
<https://americorps.gov/grantees-sponsors/history-check>

C. Reporting & Other Requirements

Recipients are required to attend periodic meetings & events (see the *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 (please Cc lesley@volunteernh.org) by 5 PM on the day of the application deadline: Wednesday, October 12.

- VGF Application Form: <https://volunteernh.org/wp-content/uploads/2022/08/FY22-VGF-Cohort-Application-Form.docx>
- VGF Application Budget Template: <https://volunteernh.org/wp-content/uploads/2022/08/FY22-VGF-Blank-Budget-Template-Jan-Sept.xlsx>
 - *View a sample budget:* https://volunteernh.org/wp-content/uploads/2022/08/FY22-VGF-Budget_SAMPLE-Jan-Sept.xlsx

Please see below for all other requirements.

SECTION I. APPLICANT INFO & APPLICATION INFO

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

SECTION II. PROJECT FOCUS

Provide the requested information about the focus areas of the proposed VGF-supported project.

SECTION III. EXECUTIVE SUMMARY

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

[Name of the organization] proposes to develop a Volunteer Generation Fund project providing service in [the location(s) the project will serve]. The main project activities will consist of [describe activities]. The goal of the project is to [describe desired project outcomes].

SECTION IV. 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 NEW leveraged volunteers:
- Other performance measures (optional)

SECTION V. NARRATIVE

A. Goals & Objectives

Applicants should address the following in this section:

- Identification of a community need.
 - The need should not be described in terms of funding needed, but rather a need for intervention that will help the community served to prosper.
 - The community could be a geographic region and/or a specific population.
- Evidence that the community need exists and is significant, citing relevant data.
- What, if any, current efforts are being made by the organization to address this need.
- Explanation of a proposed VGF project that will increase the organization's capacity to address the unmet community need.
 - The proposal should be written with long-term capacity building in mind.

B. Project Timeline

Applicants should produce a realistic timeline for the proposed interventions throughout the 9-month period. The timeline should include all development and implementation tasks, the month(s) they will be carried out, and the person/people responsible for each task.

Relevant interventions will include:

- Recruitment efforts and interim volunteer recruitment targets likely to result in the achievement of set goals.
- Training and support activities for volunteers and staff.
- Data collection efforts necessary to meet reporting requirements.
- Any other key project activities.

The timeline should be in one of the two formats identified below.

Option 1: Table Format

Include columns for task, time period, person responsible, and data collection / other notes) - see example below.



Task	Time Period	Person Responsible	Data Collection / Other Notes
Research online training software options and select the best choice for program needs	Jan. - Feb.	Director of Education and Training; Volunteer Manager	
Translate existing content to an online-friendly format for training of volunteer advocates.	Mar. - Apr.	Director of Education and Training; Volunteer Manager	Include plans to track training hours for our custom goal: 40 new volunteers will each complete the 35 training hours required to serve as an advocate
Recruit 20 new volunteers for spring training cohort	Mar. - May.	Volunteer Manager	Track number of volunteers recruited

Option 2: List Format

A bulleted list with task, time period, person responsible, and data collection / other notes) - see example below.

Evaluate existing volunteer training materials/processes and identify necessary improvements

- Time Period: Jan. 2023
- Person Responsible: Volunteer Manager
- Data Collection / Other Notes: VM will attend budgeted conference

Develop a training calendar that aligns with program execution

- Time Period: Jan. - Feb. 2023
- Person Responsible: Volunteer Manager; Program Coordinator
- Data Collection / Other Notes:
 - Include plans to test volunteer knowledge for our custom goal: 100% of active volunteers will be competent in knowledge necessary for their role
 - Track number of volunteers supported

Recruit 20 new volunteers for spring programming

- Time Period: Feb. - Mar. 2023
- Person Responsible: Volunteer Manager



- Data Collection / Other Notes: Track number of volunteers recruited

C. Outputs & Outcomes

Please list primary outputs (projects) which you expect to lead to specific and measurable outcomes (results). Applicants should expect to track and report on this data throughout the grant period, if funded.

Use the following format: Output x will lead to outcome y

Example

Formalized volunteer training will lead to:

- Improved volunteer retention (by 15%)
- Clients reporting increased levels of satisfaction (by 10%)

D. Project Impact

Applicants should elaborate on Application Instructions Section IV (Performance Measure Goals) and Section V.A (Narrative: Outputs & Outcomes) by addressing the following in this section:

- Data showing that the proposed project is likely to have a notable, positive impact as measured by the magnitude of the effect on the identified need(s).
- How the proposed interventions will lead to specific and measurable outputs and outcomes.
- The plan to measure and collect data on outputs and performance outcomes.

E. Organizational Capacity

Applicants 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.
- The plans and infrastructure that will allow the organization 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 organization's plan for securing partners and community support for, and involvement in, the proposed project.

SECTION VI. OTHER DETAILS

A. Project Support (optional)



If there are any particular resources (trainers, conferences, association memberships, etc.) that Volunteer NH could provide to improve the project's chance of success, the applicant should describe them in this section.

SECTION VII. CERTIFICATION

The applicant should certify that they understand the requirement to comply with the provided links and all applicable Federal and State Terms and Conditions.

SECTION VIII. CLARIFICATIONS

Leave this section blank when submitting the initial application.

Detailed Budget Instructions:

Provide a detailed budget for the upcoming year in the VGF Application Budget Template:

<https://volunteernh.org/wp-content/uploads/2022/08/FY22-VGF-Blank-Budget-Template-Jan-Sept.xlsx>

- *View a sample budget:* https://volunteernh.org/wp-content/uploads/2022/08/FY22-VGF-Budget_SAMPLE-Jan-Sept.xlsx

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 project 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.

Please Note: **In-kind match** is the value of **non-cash** contributions donated to your organization **by a third party**. This could include property, equipment, supplies, and services. **Cash match** is anything paid



for **by your organization** in support of the grant, like staff time, travel, or indirect costs.

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 stated in 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.**
- All grant-funded supplies, materials, and publications to be used for outreach, recruitment, and recognition that are on the VGF share of the budget **must include** the Volunteer NH and AmeriCorps logos. Please indicate that the logos will be included in the budget description.

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 the 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 for at least one relevant staff member (or volunteer in a leadership role) to attend the annual Governor's Conference on Volunteerism. The budget may include attendance for more than one person if desired, and their position is not required**



to be listed in the budget.

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. **Applicants must budget a minimum of \$37 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

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 VGF share of the budget. Any residual costs from an approved rate above the 5% limit 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.