# Table of Contents

**PLANNING GRANT DESCRIPTION** .................................................................................. 3  
About Volunteer NH ....................................................................................................... 3  
Purpose of AmeriCorps Planning Grants ...................................................................... 3  
AmeriCorps Focus Areas ............................................................................................... 3  
Volunteer NH Funding Priorities ................................................................................... 5  
**FEDERAL AWARD INFORMATION** ........................................................................... 5  
Period of Performance .................................................................................................. 5  
Maximum Award Amount .............................................................................................. 5  
Planning Grantee Expectations ...................................................................................... 5  
General Planning Grant Timeline .................................................................................. 6  
**ELIGIBILITY & OTHER REQUIREMENTS** ................................................................. 7  
Eligible Applicant ......................................................................................................... 7  
Unique Entity Identifier and System for Award Management (SAM) ......................... 8  
Previous Funding Prerequisite ..................................................................................... 8  
Organizational Capacity Requirements ......................................................................... 8  
Cost Sharing or Matching Requirement ....................................................................... 9  
Content and Form of Application Submission ............................................................. 9  
  *Electronic Application Submission* ........................................................................... 9  
  *Application Content* ................................................................................................. 9  
  *Page Limits* ................................................................................................................ 10  
Other Submission Requirements ................................................................................... 10  
  *Submission of Required Documents* ....................................................................... 10  
  *Late Applications* ...................................................................................................... 11  
**APPLICATION INSTRUCTIONS** ........................................................................... 12  
Review Criteria ............................................................................................................ 12  
Microsoft Form Application .......................................................................................... 12  
  *Narratives* ................................................................................................................. 12  
  *Budget Instructions* ................................................................................................... 15
VOLUNTEER NH
NOTICE OF FUNDING OPPORTUNITY (NOFO)
2023-2024 AmeriCorps Planning Grants

CFDA/Assistance Listing Number: 94.006

Volunteer NH NOFO Contacts:

- Andrea Johnston, Senior Program Officer (andrea@volunteernh.org; 603-410-7768)
- Emily Planchet, Program Officer (emily@volunteernh.org; 603-271-7204)
- Lesley Rossi, Finance & Grants Officer (lesley@volunteernh.org; 603-271-7201)

Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, February 16</td>
<td>Planning Grant Informational Meeting (1pm)</td>
</tr>
<tr>
<td></td>
<td>[Link to Register for the Info Meeting]</td>
</tr>
<tr>
<td>Wednesday, March 1</td>
<td>Intent to Apply Due by 5pm</td>
</tr>
<tr>
<td></td>
<td>[Intent to Apply Link]</td>
</tr>
<tr>
<td>TBD March</td>
<td>AmeriCorps Planning Grant &amp; Budget Training</td>
</tr>
<tr>
<td></td>
<td>Training will be scheduled after March 1.</td>
</tr>
<tr>
<td>Thursday, March 30:</td>
<td>Applications &amp; Additional Documents due to VNH by 5pm</td>
</tr>
<tr>
<td></td>
<td>[Link to Planning Grant application]</td>
</tr>
<tr>
<td>April 17 – 21st</td>
<td>Notification of approval or rejection of application (clarification requests may also accompany notification)</td>
</tr>
</tbody>
</table>

Please note that adherence to the above timeline is required. If any above date needs to be changed, VNH will give as much advance notification as possible.

Accompanying Guidance:
When developing an AmeriCorps grant, organizations should take the [applicable CFR Laws](#) and [AmeriCorps Terms and Conditions](#) into consideration.
About Volunteer NH
Volunteer NH (VNH) is a nonprofit organization that 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.

As New Hampshire’s State Service Commission, Volunteer NH administers its own AmeriCorps State selection process and submits the applications it selects to compete for final review by AmeriCorps.

Purpose of AmeriCorps Planning Grants
AmeriCorps brings people together to tackle some of 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 a cornerstone of our national culture. AmeriCorps program grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position.

The purpose of planning grants is for an organization to spend up-to a year in supporting the development of an AmeriCorps program that will engage AmeriCorps members in evidence-based interventions to solve community problems. Planning grants may not be used to support AmeriCorps members.

Planning grant recipients are generally expected to be prepared to compete for an AmeriCorps program grant in a future grant cycle.

AmeriCorps Focus Areas
The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to maximize the impact of investment in national service, AmeriCorps has the following focus areas:

Disaster Services
Grants will support increased and improved disaster services for individuals and communities to prepare and adapt to disasters, including but not limited to, climate change events. Activities
will provide support to increase preparedness for disasters, improve readiness to respond to disasters, support recovery efforts from disasters, and/or assist in the implementation of pre-disaster mitigation and adaptation measures. Grants will support communities and individuals in planning for disasters, in particular engaging disadvantaged communities in the planning process.

**Economic Opportunity**
Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

**Education**
Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students’ preparation for success in post-secondary educational institutions.

**Environmental Stewardship**
Grants will support responsible stewardship of the environment, while preparing communities for challenging climate and environmental circumstances and helping Americans respond to and recover from disruptive events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation and sustainable forest management; cultivate individual and community resilience; and provide reforestation services after floods or fires, such as nature based solutions.

**Healthy Futures**
Grants will provide support for activities that will address the opioid crisis; increase seniors’ ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity.

**Veterans and Military Families**
Grants will improve the quality of life of veterans and improve military family well-being; increase the number of veterans, wounded warriors, military service members, and their caregivers,
families, and survivors served by AmeriCorps programs; and/or increase the number of veterans and military family members engaged in service through AmeriCorps programs.

**Volunteer NH Funding Priorities**

Volunteer NH Priorities, as identified in the State Service Plan, are programs that would seek to address:

- Affordable Housing
- Access to Mental Health Resources
- Food Security

Please see the [AmeriCorps 2023 Competitive Notice of Funding Opportunity](#) to view AmeriCorps’ 23-24 Funding Priorities.

To receive priority consideration, applicants must show that the priority area is a significant part of the planning grant focus and intended outcomes. Planning grants that propose to address one of the above priorities does not guarantee funding.

**FEDERAL AWARD INFORMATION**

**Disclosure:** Publication of this Notice of Funding Opportunity (Notice) does not obligate Volunteer NH to award any specific number of grants or to commit any particular amount of funding. The actual level, timing, and process of grant funding will be subject to the availability of annual appropriations.

**Period of Performance**

Planning grants are for a maximum of one year. Grants should start on **July 12, 2023** (unless the program requests a different start date).

**Maximum Award Amount**

Applicants may apply for a maximum of $75,000.

**Planning Grantee Expectations**

- **Planning Grant Staffing:**
  - It is required that all planning grant staff have at least two points of contact for VNH staff to communicate with (programmatic & fiscal).
    - These points of contact should also have their own eGrants accounts.
- **Program Officer Meetings:**
Planning grantees will be expected to report periodically through in-person and virtual meetings, phone conferences, and emails throughout the grant award with their VNH Program Officer.

- Typically, VNH schedules at least one virtual check-in meeting per month.
- Additionally, planning grantees may be asked to participate in VNH events and meetings. It is expected that all grantees send at least one relevant staff to these meetings/trainings. However, having more than one staff member present is recommended.

**Reporting Deadlines:**
- VNH requires planning grantees to submit quarterly progress reports to help them self-assess their progress throughout the year.
- VNH may require document drafts as well as program application drafts at different points through the year.
- In addition, there are also required monthly financial reimbursement reports in the OnCorps system. All reports must be submitted on time. Any requests for an extension on the deadline should be made well in advance.
- Additional data may be asked for (as applicable).

**Communication:**
- As good communication between Volunteer NH staff and planning grant staff is crucial for the successful completion of the planning grant year, it is expected that all staff respond to requests from VNH in a timely manner. Failure to meet these requirements may result in the loss of the planning grant or in the organization’s eligibility to apply for a program grant.

**General Planning Grant Timeline**
Below is a general guideline of when milestones should be completed during the planning grant year. In the application narrative, organizations should discuss how they have the necessary staffing and buy-in from leadership to achieve these goals.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
<th>Documents Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>• Monthly 1:1 Meetings with VNH Program Officers</td>
<td>• Draft “Community Need” section of Program Application</td>
</tr>
<tr>
<td></td>
<td>• Monthly financial reimbursement reports</td>
<td>• Q1 Progress Report</td>
</tr>
<tr>
<td>Quarter 1</td>
<td>• Take assigned On3Learn Webinars on essential AmeriCorps topics.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Do research on proposed community need and areas affected (to determine best service areas)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Research organizations in the area doing similar work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Based off research, start determining best interventions for AmeriCorps members</td>
<td></td>
</tr>
</tbody>
</table>
| Quarter 2 | Continue community and stakeholder engagement  
| Determine AmeriCorps member activities and slot types  
| Continue determining host site (if applicable)  
| Start identifying possible performance measure targets and data collection methods.  
| Start solidifying possible sources of match  
| Start completing a member recruitment plan  
| “Intervention” section of your AmeriCorps Program Application  
| Q2 Progress Report |
| Quarter 3 | Attend AmeriCorps Budget & Grant Writing training  
| Complete draft policies on data collection, member eligibility, code of conduct, stipend payments, etc.  
| Submit program application to VNH’s Formula Competition  
| Draft Member Recruitment Plan  
| Draft Data Collection Plan (and tools)  
| Draft Member/Site Supervisor Training Agenda  
| Draft Member Handbook  
| Complete program application for submission to VNH.  
| Q3 Progress Report |
| Quarter 4 | Solidify all program components, including host sites, activities  
| If selected for program funding, complete all necessary program documents and policies.  
| Finalized (or almost finalized) Member Service Agreement, Member handbook, program policies, member recruitment plan, timekeeping, data collection plan and tools, member training materials  
| Create accounts with Criminal History Check vendors |

**ELIGIBILITY & OTHER REQUIREMENTS**

**Eligible Applicants**
The following types of non-Federal entities (all of which are defined in 2 CFR 200.1) are eligible to apply:
- Institutions of higher education
- Local & state government
- Nonprofit organizations

All Planning Grantees funded through this competition must intend to serve New Hampshire
communities.

**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/](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.

SAM registration must be renewed annually. Applicants must use their SAM registered legal name and physical address on all AmeriCorps grant applications.

**The legal applicant’s name and physical address in eGrants must match the applicant’s SAM-registered information EXACTLY (including hyphens, capitalizations, etc.).**

Applications must include an Employer Identification Number.

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

You can learn more about Sam (and how to register) [here](https://www.sam.gov/SAM/).

**Previous Funding Prerequisite**

Previously receiving funds from AmeriCorps or another federal agency is **not** a prerequisite to apply to this Notice.

**Organizational Capacity Requirements**

Volunteer NH typically requires that the applicant organization have **independently audited/reviewed financial statements** or a **Single Audit** (if applicable). If an organization does not have audited financial statements, they must certify their intent to complete this requirement during the planning grant year in order to apply for an AmeriCorps operational grant. The applicant organization will also certify whether they have experience in managing state and/or federal grant funds.

In addition, to help VNH determine an applicant’s capacity to manage AmeriCorps funding, all Planning Grant applicants must fill out the **Operational and Financial Management Survey** as well as the **Intent to Apply**. Volunteer NH Staff will review these documents to determine an applicant’s capacity to receive a planning grant.
Cost Sharing or Matching Requirement
Planning grants are cost-reimbursement based. Planning grants are required to match funds at 24%. The applicant’s match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission.

Law requires that grantees that use other Federal funds as matching funds for an AmeriCorps grant to report those amounts and sources to AmeriCorps on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

Content and Form of Application Submission

Electronic Application Submission
Organizations will first submit an application in Microsoft forms, which will be reviewed by a committee of Volunteer NH staff and outside reviewers. If the committee recommends that the grant should be approved, organizations will be asked to submit a final application in eGrants, AmeriCorps’ web-based application system. Instructions on how to create an account and submit the final application will be given at that time.

Application Content
The initial (non-eGrants) application will consist of the following sections:
- Organization Info
- General Project Info
- Narrative Sections:
  - Executive Summary
  - Program Design:
    - Community Need
    - Possible AmeriCorps Member Activities
    - Planning Process Description
  - Organizational Capability
    - Organizational Staffing
    - Organizational Experience
  - Cost-Effectiveness & Budget Adequacy
- Required Additional Documents
- Budget (Excel template provided)

1 Section 121(e)(5) of NCSA (42 U.S.C. §12571(e)).
Page Limits
For the initial application (submitted through Microsoft Forms), the narrative sections (Executive Summary, Program Design, Organizational Capability, and Cost Effectiveness & Budget Adequacy) should generally be between 5-7 pages if written out separately in a word document (normal margins, 11 pt. Calibri, 1.5 line spacing). However, Volunteer NH may allow for additional pages if further information is needed.

All narrative responses should answer the questions thoroughly without any superfluous information.

For approved applicants requested to submit through eGrants, Volunteer NH typically holds grantees to an 8-page limit for narratives (as prints out in eGrants, and including the Face sheet).

It is HIGHLY RECOMMENDED that programs write their narratives in a different document and copy and paste into the form.

Other Submission Requirements
Submission of Required Documents
Applicants are required to submit the documents below by the application submission deadline. Non-online documents must be emailed to andrea@volunteernh.org.

Failure to submit the required additional documents may have a negative effect on the assessment of your application and/or on the determination of the application’s eligibility to advance for review.

Please do not submit any items that are not requested in this Notice and Guidance.

<p>| General Documents |
|-------------------|----------------|---------------|----------------|
| Document          | Send To:       | When Required:| Notes:         |
| Intent to Apply   | N/A – this is a Microsoft Form | March 1       | Link: <a href="https://forms.office.com/r/Q4ikci6xFR">https://forms.office.com/r/Q4ikci6xFR</a> |</p>
<table>
<thead>
<tr>
<th>AmeriCorps Planning Grant Application</th>
<th>N/A – this is a Microsoft Form</th>
<th>March 30</th>
<th>Link: <a href="https://forms.office.com/r/CENZGXMjA">https://forms.office.com/r/CENZGXMjA</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Operational and Financial Management Survey</td>
<td>N/A – this is a Microsoft Form</td>
<td>With submission of application</td>
<td>Link: <a href="https://forms.office.com/r/qTaxFzgc6U">https://forms.office.com/r/qTaxFzgc6U</a></td>
</tr>
<tr>
<td>Most Recent Audit or Reviewed Financial Statements (if available)</td>
<td><a href="mailto:andrea@volunteernh.org">andrea@volunteernh.org</a></td>
<td>With submission of application</td>
<td></td>
</tr>
<tr>
<td>Budget Template</td>
<td><a href="mailto:andrea@volunteernh.org">andrea@volunteernh.org</a></td>
<td>With Submission of Application</td>
<td>Budget Template Links: <a href="#">General Budget Template</a> OR <a href="#">Budget Template for orgs with a Federally approved indirect cost rate</a> MUST be submitted in Excel.</td>
</tr>
</tbody>
</table>

**Required Documents, As Applicable to Your Organization**

| Federally Approved Indirect Cost Letter (if applicable) | [andrea@volunteernh.org](mailto:andrea@volunteernh.org) | With submission of application | |

**Late Applications**

All applications received after the submission deadline published in this Notice are presumed to be non-compliant. Organizations can request extensions before the due date, but Volunteer NH reserves the right to deny the request.
APPLICATION INSTRUCTIONS

Review Criteria
Volunteer NH urges applicants to submit high quality applications that carefully follow the guidance in this Notice and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

Microsoft Form Application
To complete the application, go here: https://forms.office.com/r/CENZGXMNjA.

You can view all the form questions in advance here: https://volunteernh-my.sharepoint.com/:b:/g/personal/vnhcloud_volunteernh_org/Ebbu3uWrVktAmGbOWl4v8KYB0uJiVDNm0HmARTOxje5C8w?e=TvbbEZ

The Application will consist of the following sections:
1. Organization Info
2. General Project Info
3. Executive Summary & Program Design
4. Required Additional Documents

Please note that for the Organizational Info & General Project Info Sessions, you will need the following (in addition to typical organizational data):
- Programmatic & Fiscal contacts for questions regarding the submitted application
- The date you would like the planning grant to begin (if funded)
  o Unless otherwise requested, the start date will be July 12, 2023.
- The names/emails of the fiscal/programmatic staff (or consultants, if known) who would oversee the planning grant throughout the year, if funded.

Narratives
The narrative section of the application is your opportunity to convince reviewers that your planning grant application meets the selection criteria as outlined here.

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in the Notice and Application Instructions, You MUST include a brief discussion of each bullet as it pertains to your application. Failure to fully address a question below may result in rejection of your application.
Executive Summary

Please fill in the blanks of these sentences to complete the Executive Summary. DO NOT deviate from the template below.

“[Name of Organization] proposes to develop an AmeriCorps program which will engage AmeriCorps members in [AmeriCorps member activities] in [geographic locations where member activities will take place] and will focus on the AmeriCorps area of [identify the relevant AmeriCorps focus areas].”

Program Design

Each application must clearly describe a plan for developing a project that will effectively deploy AmeriCorps members to solve a significant community problem. Describe why you are applying for a planning grant and what you hope to achieve during the one-year planning period.

1. Community Need
   - Describe the community need you plan to address with your AmeriCorps program
   - Provide relevant, recent, and reliable evidence (including data from reports and studies) that the need exists and is prevalent in the identified communities.

2. Possible AmeriCorps Activities
   - Briefly describe what AmeriCorps members would do to address the identified community need including:
     - Where AmeriCorps members would serve (neighborhoods, towns, cities, counties) as well as organizations they could be placed at (known as “host sites”)
     - What services would the members provide and to whom (populations, demographics, etc.) would they provide it?
     - How would the proposed service benefit the populations and the communities served?
     - Why is AmeriCorps service the best solution to the identified community need?

3. Planning Process Description
   - Provide a description of your planning process that will address how you will use the planning period to develop your capacity to effectively manage an AmeriCorps program including, but not limited to:
     - Meeting the planning grant timeline items
     - Securing match
Identifying community members, organizations, future stakeholders, and potential partners in the planning grant process.

4. Organization Capability: Staffing
   • *(For the primary programmatic & fiscal contacts identified earlier in the application)*
     Describe what each contact’s specific role will be in the process, including how they will meet the planning grant expectations outlined earlier in this NOFO. If any staff/consultants have prior AmeriCorps experience, please describe.
   • Describe your organization’s current and management structure. How will that structure adapt to support the planning and eventual launch of the proposed AmeriCorps program?

5. Organizational Capability: Experience
   • Describe your organization’s experience and/or expertise both in the proposed area of programming and its experience with the community you propose to serve.
   • Describe your organization’s experience administering federal, state, local, and/or private funds.
   • Detail the policies, systems, and processes your organization has for sound programmatic and fiscal oversight (or plans to develop this capacity).

6. Cost Effectiveness & Budget Adequacy
   • Discuss the adequacy of your budget to support the planning process (including your match). If there are any specific items in the budget that may be seen as unusual, you may explain their inclusion here.
     o In the application, you will certify that all items in your budget will be used solely for planning grant activities and will not be used for any other purpose (e.g. to buy general supplies for your organization or to fund other projects not related to the planning grant).

Additional Documents:
   • Applicants will be asked to certify whether they have already submitted, or will submit before the deadline, all required documents.
     o Please note that the documents should be submitted at the same time of application.
Budget Instructions

All applicants will first submit their budgets using one of two Budget templates.

If your organization DOES NOT have a federally-approved indirect cost rate, you will use this template: https://volunteernh.org/wp-content/uploads/2023/02/Planning-Grant-Budget-Template.xlsx

If your organization DOES have a federally-approved indirect cost rate, you will use this template: https://volunteernh.org/wp-content/uploads/2023/02/Planning-Grant-Budget-Template_ICR.xlsx

All templates should be submitted in Excel.

A. Match Requirements

Program requirements, including requirements on match are located in the AmeriCorps Regulations and summarized below.

- You must match with cash or in-kind contributions at least 24% of the project’s total Operating Costs (Section I) plus Administrative Costs (Section II).
- The acceptable sources of matching funds are federal, state, local, and/or private sector funds in accordance with applicable AmeriCorps requirements.
- In the “Source of Funds” field that appears at the end of Budget Section III, 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, State/Local, or Federal) 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.

Note: AmeriCorps legislation permits the use of non-AmeriCorps federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees who use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to AmeriCorps. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. Grantees who use federal funds as match will be required to report the sources and amounts to Volunteer NH.

B. Preparing Your Budget
Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as, audit requirements, including the need to provide audits to the Clearinghouse if expending over $750,000 in federal funds. The OMB Uniform Guidance can be found on-line at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

Section I. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount,” “AmeriCorps Share,” and “Grantee Share” for Parts A-G, for the planning grant year, as follows:

A. Personnel Expenses
   - List each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award.
     - Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either AmeriCorps or Grantee share.
   - Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers.
   - You may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff.

B. Personnel Fringe Benefits
   - Under “Description,” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position.
     - Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K.
   - You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item.
     - If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost.
Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates, but are absorbed into the personnel expenses (salary) budget line item.

C. Staff Travel
- Describe the purpose for which program staff will travel.
- Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff.
  - Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.
    - Reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.
- Please itemize the costs.
  - For example: “One staff member will attend the annual Northeast Regional Conference. $50 ground transportation + (1 day) X $400 lodging + $35 per diem = $485”

D. Supplies
- Include the description, purpose and amount of funds to purchase consumable supplies and materials.
- You must individually list any single item costing $1,000 or more.

E. Contractual and Consultant Services
- Include costs for consultants related to the project’s operations, except training consultants, who will be listed in Sections F, below.
- There is not a maximum daily rate.

F. Training
- Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc.
- If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.
- Per VNH policy, programs are expected to budget $70 registration cost per appropriate staff member to attend the Governor’s Conference on Volunteerism. Please include this item in your budget.
G. Other Program Operating Costs
Allowable costs in this budget category could include when applicable:

- Criminal history checks: Applicants are allowed, but not required, to budget criminal history checks for applicable staff.
- Office space rental not included in the organization’s indirect cost allocation pool.
  - 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 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

Definitions
Administrative costs are general or centralized expenses of the overall administration of an organization that receives AmeriCorps funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization’s indirect cost rate agreement. Such costs are generally identified with the organization’s overall operation and are further described in Office of Management and Budget Uniform Guidance.

Volunteer NH will elect to retain a share of the 5% of federal funds allocated to indirect costs available to programs. Volunteer NH will retain 2% from all subrecipients, computed from each month’s periodic expense report (PER).

Options for Calculating Administrative/Indirect Costs (choose either A, B, OR C)
Applicants choose one of three methods to calculate allowable administrative costs – a Corporation-fixed percentage rate method, a federally approved indirect cost rate method, or a de minimis method. Regardless of the option chosen, the AmeriCorps share of administrative costs is limited to 5% of the total AmeriCorps funds actually expended under this grant. Do not create additional lines in this category.

A. Corporation-Fixed Percentage Method
Five/Ten Percent Fixed Administrative Costs Option
The Corporation-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the Corporation-fixed percentage rate method, you may charge, for administrative costs, a fixed 5% of the total of the AmeriCorps funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures. These calculations are included in the budget template.

1. To determine the maximum AmeriCorps share for Section II that a program can retain use the following calculation:

\[ (\text{Section I AmeriCorps Total} \times 0.0526) \times (0.60) = \text{Subgrantee Portion} \]

Enter this amount as the AmeriCorps share for Section II A – Corporation Fixed Amount.

1. To determine the Grantee share for Section II: Multiply the total (both AmeriCorps and grantee share) of Sections I by 10% (0.10) and enter this amount as the grantee share for Section II A – Corporation Fixed Amount.

2. To determine the amount of administrative funds to be retained by Volunteer NH use the following calculation:

\[ (\text{Section I CNCS Total} \times 0.0526) \times (0.40) = \text{Commission Portion} \]

Enter this amount as the AmeriCorps share for Section II A – Commission Fixed Amount.

**B. Federally Approved Indirect Cost Rate**

If you have a federally approved indirect cost rate, this method must be used and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share payable by AmeriCorps. 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 IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). AmeriCorps does not restrict the overall indirect cost rate claimed. It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the AmeriCorps and Grantee shares, as prescribed by your established rate agreement (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.

2. To determine the AmeriCorps share: Multiply the sum of the AmeriCorps funding share in Section I by 0.0526. This is the maximum amount you can claim as the AmeriCorps share of indirect costs. This calculation should be noted in the text description. Please also note that Volunteer NH retains 2% of the federal funds.

3. To determine the Grantee share: Subtract the amount calculated in step 2 (the AmeriCorps share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

C. 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 (except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who receive less than $35 million in direct federal funding, may indefinitely use a de minimus rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in 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.

Source of Funds
In the “Source of Funds” field that appears at the end of Budget Section II, 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, State/Local, or Federal) 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.
- The total amount of Source of Match should equal the Grantee Share amount.