



2024 NH Volunteer Engagement Mini-Grant FAQs

These FAQs will be updated as Volunteer NH receives additional questions.

Dates & Deadlines

1. What are the important dates for this funding opportunity?

There will be two opportunities to apply for and receive Mini-Grants in 2024:

First Round:

- **Application Due Date:** May 31
- **Grant Period:** June 7 – July 31
- **Grant Period Extension Allowed Up-to:** September 30
- **Reimbursement Request and Report Due By:** 30 days from grant end date

Second Round (*subject to change*):

- **Application Due:** September 27
- **Grant Period:** October 7 – November 30
- **Grant Period Extension Allowed Up-to:** December 31st
- **Reimbursement Request and Report Due By:** 30 days from grant end date

Please note that all dates may be subject to change.

2. Can I use the funds to plan an event that will take place outside of the listed grant period?

Generally, Volunteer NH expects applicants to conform to the indicated grant period. If circumstances require the project activities to be held past the grant date (such as a training, event, or consultant work), applicants may request an extension to spend awarded funds up-to September 30 (for the first round of funding). However, this request must be made within the application, and Volunteer NH reserves the right to deny the request. Requests for an extension after awards have been made will generally not be granted.

3. We want to apply, but we need some more time to plan. Do you anticipate having this funding available past 2024?

Volunteer NH does anticipate offering other funding opportunities for mini-grants until 2026 (assuming adequate funding). However, please note that the competitions may have different



focuses and eligibility requirements so your organization may not be able to apply for all future competitions.

Funding & Award Amounts

4. Are these grants from a federal source?

Yes, the Volunteer Engagement grants are federal funds. These are pass-through American Rescue Plan funds Volunteer NH received from the State of New Hampshire. All federal requirements for federal grant apply. The Assistance Listing Number is 21.027.

5. What is a cost reimbursement grant?

A cost reimbursement grant is a grant where the organization will be reimbursed for costs AFTER they have been incurred. All purchases must be made prior to the grant end date. A financial report along with receipts will be submitted to Volunteer NH for reimbursement. Only one request for reimbursement will be accepted.

6. Could we request a total of \$4,000 to for two (rather than one) of the categories listed in the NOFO related to volunteerism? For example, requesting \$1,000 for volunteer recruitment and the remaining \$3,000 for a training/orientation event.

No. Funding requests must be for one specific purpose category outlined in the “Eligible Funding Purposes” section of the Notice.

7. Would you consider partially funding any proposals?

We expect to fund full, eligible requests.

8. Is match required for this grant?

No. Match is not required for this grant.

9. How many awards do you anticipate making? Is this funding expected to be competitive?

The number of awards will be based on the available funding and the number and size of requests received. Based on interest and the number of applications received in the last round of funding, we expect this round to be competitive.



SAM.gov Registration

10. What is a SAM.gov account?

The System for Award Management (or sam.gov) is the system that the U.S. Government uses to register entities that wish to apply for federal grants, loans, or contracts.

11. How do I register for SAM.gov?

See the [VNH Guide to SAM.gov](#) for additional information.

If your organization is not currently registered in SAM.gov, Volunteer NH recommends that you begin the process **as soon as possible**, as the process can sometimes be lengthy.

12. Can I apply for a mini-grant if I don't have an active SAM.gov registration?

An entity **MUST** have an active registration in order to receive any federal grant, which includes this funding opportunity. Applicants must be currently registered and the registration must be active (not expired) in order for their application to be considered.

Application Submission

13. How do I submit my grant application?

All applications will be submitted through Volunteer NH's grant and application system:

<https://volunteernh.smapply.io/>

Applicants must make an account for their organization in the system in order to apply. A link to instructions on how to apply can be found [HERE](#)

14. Does the individual submitting the application on behalf of the organization have to be a staff member or can it be a volunteer?

The individual submitting the application is not required to be a staff member. However, the submitter must be authorized to complete and submit the application on behalf of the organization.



Eligible Organizations

15. Are there any requirements around the size of the organization?

Organizations of any size may apply for this funding opportunity. Please see the next question regarding funding prioritization.

16. When determining which organizations to fund, are there categories that you prioritize over others?

The review team will assess applications based on the criteria outlined in the Notice and application, including the expected quality and impact of the proposed project/purchase and alignment with the outlined Volunteer NH funding priorities. All funding decisions are made at the discretion of Volunteer NH.

This opportunity is designed to support effective approaches that expand volunteering, strengthen the capacity of organizations to recruit and retain skill-based volunteers, and develop strategies to use volunteers effectively to solve problems.

17. My organization previously received funding from Volunteer NH. Are we eligible to apply for this funding opportunity?

Organizations that have received previous funding from Volunteer NH may submit an application for a Mini-Grant. However, in its mission to provide resources to a greater amount of organizations, Volunteer NH may take past funding into consideration when making grant decisions.

18. My organization primarily works with AmeriCorps Seniors volunteers. Are we eligible to apply for funding to recruit additional volunteers?

Yes. AmeriCorps Seniors grantees are eligible to apply for this opportunity.

Eligible Projects

19. Are there types of activities or projects that Volunteer NH will not fund?

Yes. All projects must comply with federal requirements related to allowable activities. Volunteer NH will not fund any projects that involve, or give the appearance of involvement in, Prohibited Activities, as outlined in the 45 CFR § 2520.65.



You can read the full list of Prohibited Activities [here](#).

20. How closely does the requested project have to relate to affordable housing, mental health, and/or food security?

The relation should be easily identifiable and explainable. If you are unsure, you can reach out to Lesley (lesley@volunteernh.org) with your specific questions.

Below are some examples of situations that **would** be allowed:

- You are an affordable housing organization that wants to use the grant funds to host a new training for your volunteers on the rights of tenants.
- You are a food security organization that has different types of volunteer groups (admin, food pantry, outreach, board members, etc.) and want to buy new volunteer management software to be able to manage all your volunteers' hours.
- You are a youth organization that doesn't directly fall underneath one of the three categories, but want to use the grant funds to send your volunteer manager to a train-the-trainer event so the Volunteer Manager will be certified in mental health first aid and be able to train the volunteers on it as well.
- You are a mental health organization that wants to provide a series of trainings to your admin volunteers in order for them to more easily learn a new technology (MS Office, etc.) in order to increase the capacity of your organization.

21. Can you give me some examples of eligible project ideas?

The following are some examples of how this funding could be used (within the specific categories):

- **Volunteer Management Technology:**
 - Purchasing a new volunteer management software and subscription (*though the subscription can only be for one year*)
 - Purchasing tablets for volunteers to check and out of their assigned activities.
 - Purchasing laptops for your volunteers to conduct their volunteer assignments.
- **Volunteer Recruitment Costs:**
 - Paying for boosted social media posts that advertise your open volunteer positions.
 - Paying a consultant to create a promotional video/radio ad that highlights your volunteer program that you can use when recruiting (as well as paying to post it on Youtube, TV, radio, etc.)
 - Paying for the creation and/or printing of flyers to recruit volunteers.



- **Volunteer Training(s):**
 - Paying for the creation and printing of volunteer manuals
 - Hosting a new training for your volunteers (including paying for space, training supplies, etc.)
 - Paying the registration fee(s) (and necessary travel expenses) for your volunteer(s) to attend a training or conference in a relevant topic.
- **Volunteer Manager Training:**
 - Paying for the classes and exams needed for your volunteer manager to get their “Volunteer Administrator” certification.
 - Paying for your Volunteer Manager to attend a relevant professional development conference (including travel expenses), such as the “Points of Light” conference.
- **Volunteer Program Development/Improvement:**
 - Paying for a consultant to perform an evaluation or needs assessment on your current volunteer program.
 - Pay for a consultant to develop a new volunteer program area or activities in order to pilot them.

22. Can I use the funds to pay monthly service fees for software?

The payment must occur within the grant period, but you may pay an annual subscription fee up front.

23. Can I pay for multiple years of service fees if I make one payment up front?

No. You may only pay for up to one year of service fees with this grant.

24. Can we pay a consultant to create a webpage for our organization?

Yes, as long as the webpage is only related to a volunteer program/initiative. This funding cannot be used to pay for general organizational costs.

25. Would we need to have a specific consultant in mind when applying? Will the consultant need to be approved by Volunteer NH?

No. If your proposal includes consultant work, it will be up to your organization to identify a consultant and work with them to complete the project within the grant period. That said, it would be beneficial for you to research relevant consultants and the rates they charge in order to inform your application.



26. We are creating multi-purpose marketing materials for our organization. Can we apply for funds to cover the portion of the costs attributable to volunteer recruitment efforts?

Yes. Please be clear in your request as to how you are determining the portion of the costs that is eligible.

27. Can we purchase materials (such as thank-you cards) for our volunteer appreciation week? Or branded clothing for volunteers to wear?

No, this funding is not intended to purchase any form of gifts for volunteers.

28. Can we use these funds to purchase hardware, such as laptops specifically for volunteers to use for signing in and for completing their assigned projects?

Yes, as long as the hardware is specifically intended for volunteers, this would fall under the category of "Volunteer Management Technology".