



## NOTICE OF FUNDING OPPORTUNITY

**Funding Opportunity Title:** FY24 NH Volunteer Engagement Mini-Grants (Round One)

**Grant Period:** June 7, 2024 – July 31, 2024

**Grantor:** Volunteer NH

**Funding Source:** Coronavirus State and Local Fiscal Recovery Funds passed through the State of NH

**Assistance Listing Number:** 21.027

### Overview

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**Purpose:** Volunteer NH invites eligible organizations to apply for a NH Volunteer Engagement Mini-Grant for a **specific, one-time need**. These subgrants are meant to increase the capacity of organizations serving NH to recruit, utilize, manage, and retain volunteers.

Eligible projects **MUST** support a volunteer program that addresses one of the following areas (as identified in the [2023–2025 NH State Service Plan](#)):

- **Affordable Housing**
- **Mental Health**
- **Food Security**

**Award Range:** Applicants will request a minimum of \$1,000 and no more than \$4,000.

**Contact:** Lesley Rossi, [lesley@volunteernh.org](mailto:lesley@volunteernh.org) or 603-271-7201.

### Details & Timeline

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**Award Type:** Awards will be made on a **cost-reimbursement** basis. *Organizations will first incur the cost prior to the end of the grant period, then request reimbursement from Volunteer NH by the reporting due date.*

**Application Window:** 8 A.M. Tuesday, May 7, 2024 – 5 P.M. May 31, 2024

*Note: Proposals submitted before or after the application window will not be considered.*

**Funding Decisions:** Funding decisions are made at the discretion of Volunteer NH and are based on the following criteria:



- Availability of funds
- Eligibility of applicant organization
- Completeness of application
- Allowability of costs requested (based on guidance in this Notice)
- Alignment of application project to identified Volunteer NH priority area(s)

**Additional Funding Considerations:**

Volunteer NH may give additional consideration to the following:

- Organizations whose main beneficiaries are historically and/or geographically underserved populations
- Applicant organizations that demonstrate a need for staff and/or resource capacity building
- Organizations not previously funded through Volunteer NH grant awards

Funding decisions will be announced no later than Friday June 7, 2024

**Grant Period:** Grant recipients must make all eligible purchases between June 7, 2024 and July 31, 2024, unless a specific extension has been requested and approved.

**Grant Extensions:** Volunteer NH recognizes that some project activities may take longer than the published grant period (such as a training, event, or consultant work). Applicants may request an extension up-to September 30<sup>th</sup>. 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.

**Reporting Deadline:** A final expense (including all receipts) and a brief programmatic report must be submitted to Volunteer NH by August 31, 2024.

## **Eligible Applicants**

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The following non-federal entities serving New Hampshire communities are eligible to apply:

- Institutions of higher education (2 C. F.R. §200.54)
- State or Local governments (2 C.F.R. §200.64)
- Nonprofit organizations (2 C.F.R. §200.70)



## **Unique Entity Identifier and System for Award Management (SAM)**

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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.

SAM registration must be renewed annually.

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

Applicants that do not comply with these requirements **are ineligible** to receive an award. See the [VNH Guide to SAM.gov](#).

As this process can be lengthy, Volunteer NH **STRONGLY** encourages interested organizations to begin the registration process as soon as possible.

## **Eligible Funding Purposes**

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The purpose of these grants is to increase the capacity of organizations to recruit, retain, and manage volunteers. As such, requested projects or purchases must directly support the volunteers and the volunteer program **only**. Projects that support the organization's general needs will not be funded. Additionally, as a capacity building grant, projects and purchases requested through this grant must be **new**. Requests to fund a training the organization already hosts or to purchase additional time on volunteer management software that the organization already uses will not be funded.

**Organizations will request \$1,000 - \$4,000 in funding for any ONE of the following purposes:**

- **Volunteer Management Technology:** Purchasing new software or other technology, including supplies, related to volunteer management. Subscription reimbursements are limited to one year only.
- **Volunteer Recruitment Costs:** Costs associated with recruiting volunteers, including developing, producing, and distributing outreach campaigns and materials. This could include developing video/radio ads, social media campaigns, print media, etc. Outreach must be solely for volunteer recruitment, not general program outreach.



- **Volunteer Training(s):** Costs associated with training volunteers (orientations, specific skills, leadership, etc.) including consultant and trainer fees, manual development, material printing, technology, space rental, etc.
- **Volunteer Manager Training:** Costs associated with providing additional professional development training or certifications for your Volunteer Manager. Costs could include registration/travel to a professional development conference, costs to obtain Volunteer Management classes and certifications, etc.)
- **Volunteer Program Development/Improvement:** Costs (including purchases & consultant fees) associated with performing a program evaluation, needs assessment, or piloting new strategies for utilizing volunteerism to address community needs.

*Costs that will **not** be considered for funding include:*

- *Staff time*
- *Volunteer stipends*
- *Mileage reimbursement for volunteers*
- *Purchasing food and/or beverages*
- *Volunteer recognition supplies and events*
- *Training or subscriptions that your organization already pays for*
- *Regular program costs (purchasing supplies used to carry out the organization's activities, etc.)*
  - *Example of an **allowed** cost: purchasing marketing materials to recruit volunteers to sort donations*
  - *Example of an **unallowed** cost: purchasing storage bins to hold donations*
- *Any costs that are not tied directly to volunteerism*
  - *Example of an **allowed** cost: paying a consultant to create volunteer policies and procedures*
  - *Example of an **unallowed** cost: paying a consultant to create general policies and procedures for the organization*

Additionally, all projects must comply with federal requirements related to allowable and compliant activities. Though grants are non-AmeriCorps funded, as New Hampshire's State Service Commission, 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](#).



## Application

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To apply to this Notice, applications will need to make an account in Survey Monkey Apply:  
<https://volunteernh.smapply.io/>

In addition to demographic and contact information, as well as a submitted budget, applicants will need to provide information such as:

- Mission and activities of the applicant organization, including how your volunteers support this mission
- The identified specific eligible funding purpose (*outlined above*)
- A detailed description of what the funding will support (including the need for this specific project, the goals, the deliverables, etc.)
- Description of how funding this project will increase your organization's capacity to recruit, retain, and/or manage volunteers.

The link to view all the application questions is included below.

## Important Documents & Resources

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- [Application Questions](#) (Word) - **for planning purposes only**
- [Application Platform](#) (Survey Monkey Apply)
  - System will accept submissions only between 8 AM Tuesday, May 7 – 5 PM Friday, May 31, 2024
  - Instructions on how to register and start an application can be found [here](#).
- [VE Mini-Grant Budget Template](#) (*Download*)
  - [Sample Budget #1](#)
  - [Sample Budget #2](#)
- [VE Mini-Grant FAQs](#)

## Additional Benefits

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In addition to funding, successful applicants will have access to Volunteer NH staff for support as needed. Staff will also offer an interactive overview of Volunteer NH resources, such as AmeriCorps and [Get Connected](#), our volunteer-matching database. Organization staff are encouraged to join the [NH Volunteer Engagement Network \(NHVEN\)](#) a statewide group of volunteer managers who meet to collaborate, share resources, and attend training.



## **Federal Award Administration Information**

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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](#).

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

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*Volunteer NH is a nonprofit organization established in 2000, and is governed by a Board of Directors appointed by the Governor and approved by the Executive Council. Volunteer NH 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. To learn more, visit our website: [www.volunteernh.org](http://www.volunteernh.org)*