Notice of Funding Opportunity
NH Volunteer Engagement Program
FY24 Project Grants

Funding Opportunity Title: FY24 NH Volunteer Engagement Project Grants
Project Period (*Two Years*): October 1, 2024 – September 30, 2026
Budget Period *(Year 1)*: October 1, 2024 – September 30, 2025
Funding Amount (*Per Year*): $15,000 - $25,000
Grantor: Volunteer NH
Funding Source: Coronavirus State and Local Fiscal Recovery Funds passed through the State of NH
CFDA Number: 21.027

Application Deadline: Friday, August 16th by 12:00 PM Eastern Time

Contact: Jamie Browder, *Special Program Assistant*: Jamie@volunteernh.org

Summary:
Volunteer NH invites eligible organizations to apply for a two-year NH Volunteer Engagement Project (VEP) grant. These federal funds will be subgranted through Volunteer NH with the intention of supporting local entities serving New Hampshire communities to develop and execute a project relating to increasing its capacity to recruit, manage, and/or support volunteers.

ABOUT VOLUNTEER NH

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 serve their communities.
- **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.

ABOUT NH VOLUNTEER ENGAGEMENT PROJECT (VEP) GRANTS

Purpose
The purpose of the NH Volunteer Engagement Project (VEP) grants is to develop the capacity for community-based entities to recruit, manage, and support volunteers through a specific and goal-oriented project.

VNH seeks to fund effective projects that:

- Strengthen the capacity of volunteer programs to recruit and retain volunteers.
- Develop strategies to use volunteers effectively to solve problems.
- Expand volunteering.
- Can be developed, executed, and demonstrate progress towards identified goals within two years.

These grants are intended to fund a project that will develop, improve, or expand the organization's capacity to utilize volunteers. They cannot solely supplement current staffing. The application narrative must demonstrate how the proposed project will increase capacity and be sustainable beyond the funding period.

Project Period
The standard project period for this grant is two years. For this application, organizations will provide a detailed project plan (and accompanying budget) for its first year and include plans for how this project will be continued and/or expanded in its second year.

First year awards will be given for 12 months for the project period of **October 1, 2024 through September 30, 2025**. Successful applicants will submit a detailed second year plan and budget in a continuation request at a later date. Funding is contingent on availability of funds and satisfactory performance.

Project Goals
Applicants are required to identify **specific, measurable, and quantifiable goals** that align with the specified project.

As part of Volunteer NH data collection, all applicants will also be asked about general volunteer program data, such as number of volunteers recruited and leveraged. Awardees will need to report this data at regular intervals.

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.

PROJECT & ORGANIZATION ELIGIBILITY INFORMATION

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

1. Nonprofit organizations (2 C.F.R. §200.70)
2. Institutions of higher education (2 C. F.R. §200.54)
3. Local governments (2 C.F.R. §200.64)
4. States (2 C.F.R. §200.90)

Unique Entity Identifier (UEI) 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.

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.

Location-Specific Project Requirement
Only projects serving New Hampshire communities are eligible for funding. Organizations may be physically located outside of NH.

Other Project Eligibility Requirements
All projects must comply with federal requirements related to allowable and compliant activities. This includes complying with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in 2 CFR Part 200.

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.

PROJECT FUNDING PRIORITIES & CONSIDERATIONS

Volunteer NH **may** give additional consideration to the following:

- Organizations that fall underneath one of Volunteer NH's State Service Plan Priorities:
  - Affordable Housing
  - Mental Health
  - Food Security
- Organizations whose **primary** beneficiaries are located in Cheshire, Coos, Grafton, and/or Sullivan county(ies).

- Organizations not previously funded through Volunteer NH grant awards

To receive priority consideration, applicants must show that the priority area is a **significant** part of the program focus and intended outcomes and must include a **high-quality** program design.

Proposing programs that receive priority consideration does not guarantee funding. Conversely, proposing projects not in a priority area does not prevent you from applying.

FINANCIAL & BUDGET INFORMATION

Estimated Available Funds

Subgrant awards amounts will vary based on the scope of the project. Requests for Year 1 should range from a **minimum of $15,000 to a maximum of $25,000.**

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.

Volunteer NH expects to fund Year 2 requests at the same level of funding. Continuation funding is dependent on available funds and satisfactory performance.

Type of Award

NHVEP grants will be awarded on a cost-reimbursement basis. Organizations will first incur the cost, then request reimbursement from Volunteer NH on a quarterly basis.

Cost Sharing or Matching

There is no requirement to provide matching funds for these grants.

APPLICATION TIMELINE AND SUBMISSION DETAILS

Application Timeline and Important Due Dates

Grant Overview & Q&A opportunity *(strongly recommended)*: Tuesday, July 23 at 2pm; Register here: https://us02web.zoom.us/meeting/register/tZ0pdugopz0sHNQoBRgEFxpi6H6h3c0XxhS2#/r

egistration

The recording will be available on the Volunteer NH website (www.VolunteerNH.Org).

Application due in the Volunteer NH Online Application System: Friday, August 16, 2024, 12:00 PM Eastern Time

Tentative Funding Decisions: Friday, August 30th

- All funding decisions will be contingent on adequate responses to any clarifications.

Year I Period: October 1, 2024 - September 30, 2025

Year II Period: October 1, 2025 - September 30, 2026*

**Continuation requests for Year II will be submitted in August 2025.*

Submission Instructions
All applications and additional documents must be submitted through Volunteer NH's Online Application System (https://volunteernh.smapply.io/).

In addition to the narrative questions, applicants will also upload:

- NHVE Project Budget Template
- Organization's most recent audit (if applicable)

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. Requests should be emailed to Jamie Browder (Jamie@VolunteerNH.org). Volunteer NH reserves the right to deny submitted requests.

FUNDING DECISION INFORMATION

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

- Availability of funds

- Eligibility of applicant organization
- Alignment to outlined Volunteer NH priority areas.
- Completeness of application
- Allowability of costs requested (based on guidance in this Notice and applicable regulations)
- Quality of the proposed project and its alignment to purpose of the NH Volunteer Engagement Project grants.
- The organization's program and financial capacity to steward a federal grant.*

*All organizations will answer questions pertaining to their capacity in the application.

AWARD INFORMATION

Award Notices
All applicants, successful or not, will be notified of funding decisions via email.

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 Part 200.

Subgrant Agreement
In addition, all awardees will be required to sign a Subgrant Agreement with Volunteer NH, which further outlines grant requirements. These requirements include co-branding with the VNH logo.

Reporting & Other Requirements
Required Events/Trainings: Recipients are required attend periodic meetings & events. These meetings can include (but are not limited to):

- **NH Volunteer Engagement Network Meetings** (held quarterly via Zoom)
- **FY24 VE Project Awardee Trainings** (held 1-2 times a year in-person at the Volunteer NH Office)
- **Governor's Conference on Volunteerism** (held annually in May/June in the Manchester area)

Required Reports: Recipients will be required to submit pre/post-tests, semi-annual programmatic reports, and quarterly financial reports during the life cycle of the award. All

reports must be accurate, complete, and submitted on time. Reporting due dates will be outlined in the subgrant agreement.

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. Regardless of the project, all applicants will report on data that can include number of volunteers and number of hours served by volunteers at an organization.

Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future funding.

APPENDIX 1: Application Narrative Questions *(Reference)*

***NOTE**: These questions are for **reference only**. All applications must be submitted through the Volunteer NH Online Application System.*

APPLICANT INFO & APPLICATION INFO

1. Organization Legal Name:

2. What is your organization type? (Your organization type must be one of the following to be eligible to submit an application.)
    a. Nonprofit Organization
    b. Local Government Agency
    c. State Government Agency
    d. Educational Institution

3. Does your organization have a current and valid SAM.gov registration? (The applicant must have a valid Sam.gov registration by the time of award.)
    a. Yes, we have a valid Sam.gov registration
    b. We are currently in the process of registering (or renewing our registration) in Sam.gov

4. SAM.Gov expiration date.

5. Organization's Sam.gov Universal Entity Identifier (UEI):

6. EIN

7. What is your organization's physical address?

8. Does your organization have a different mailing address?
    a. Yes
    b. NO

9. What is your organization's mailing address (if different)?

10. Primary Contact Name:

11. Primary Contact Phone:

12. Primary Contact Email:

13. What is your total funding request (The dollar amount here should match the amount on your uploaded budget)?

EXECUTIVE SUMMARY

Please follow the template below **exactly** to complete a one-paragraph summary of the proposed program. (800 character limit including spaces)

[Name of the organization] proposes a NH Volunteer Engagement Project that supports volunteer service in [the location(s) the program is/will serve]. The main project activities will consist of [describe activities]. The goal of the project is to [describe desired project outcomes].

ORGANIZATION MISSION & VOLUNTEERS

Briefly describe your organization's mission and main activities. This information should include:

- Area(s) where the organization operates;
- Who/what the organization serves (and why); and
- How your organization currently uses volunteers to support this mission.

OVERALL PROJECT DESCRIPTION

Provide a description of the project. This description should include:

- Overall purpose of the project (*what you want to accomplish and why*);
- Specific activities;
- An explanation of why you think the project will be successful.

PROJECT CAPACITY & SUSTAINABILITY

Provide an explanation on the following:

- How this specific project will increase your organization’s capacity to support its mission through volunteerism; and
- What the long-term sustainability of the proposed project is. In other words, how will the project and capacity building gains continue beyond the funding period?

PROJECT TIMELINE:

Describe the specific activities and milestones (per quarter) you would like to accomplish in the

first and second year. The format will look like this:

Year 1

Quarter	Specific Activities	Anticipated Benchmark(s)	Comments
Q1 (Oct. – Dec.)			
Q2 (Jan. – Mar.)			
Q3 (Apr. – Jun.)			
Q4 (Jul. – Sept.)			

Year 2

Quarter	Specific Activities	Anticipated Benchmark(s)	Comments
Q1 (Oct. – Dec.)			
Q2 (Jan. – Mar.)			
Q3 (Apr. – Jun.)			
Q4 (Jul. – Sept.)			

Goals:

Provide **at least one** specific, quantifiable goal for Year 1 of the Project. This goal must be in alignment with the overall purpose of your project and should demonstrate a change in your organization's capacity. You can also include program/organizational goals (such as people served) as long as you can demonstrate that improvements are a direct result of the project's activities.

Examples could include:

- # of new volunteers recruited
- # volunteers receiving training
- Percentage of volunteers retained
- # of volunteers reporting improved satisfaction with the volunteer program

Year 2 goals will be reported in the continuation request.

1. Goal 1 (Required)
2. Goal 2 (Optional)
3. Goal 3 (Optional)

4. Additionally, explain how you will track the above goal(s) and how you will be able to ensure accuracy of goal data when reporting.

Organizational Capacity

Describe your organization's capacity to successfully execute this project, including:

- The organizational infrastructure to successfully provide programmatic and fiscal oversight, day-to-day operational support, and data collection.
- The positions responsible for carrying out the project deliverables; including whether your organization plans to hire staff or consultant(s).
- Whether this project has the support of its Board of Directors and key stakeholders.

By submitting this application I certify that no activities in my proposed project are prohibited under 45 CFR § 2520.65.

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

- I Certify

DEMOGRAPHICS

Answer the following questions about the demographics of your organization. Please note that your answers may be taken into consideration when determining funding.

- For the current fiscal year, what is your revenue budget?
  - Less than $25,000
  - $25,000 – $75,000
  - $75,001 - $150,000
  - $150,001 - $250,000
  - $250,001 - $500,000
  - $500,001 - $750,000
  - $750,001 - $1,000,000
  - More than $1,000,000

- How many paid staff does your organization employ?
  - No paid staff
  - 1-5
  - 6-10
  - 11-20

- 21-50
- 51+

- How many years has your organization been in existence?

- Does your organization work towards one of the following priority areas as a PRIMARY part of its mission? Please choose only one
  - Mental Health
  - Food Security
  - Affordable Housing
  - None of these

- What county(ies) does your organization serve (choose all that apply)?
  - We operate statewide
  - Belknap
  - Carroll
  - Coos
  - Cheshire
  - Grafton
  - Hillsborough
  - Merrimack
  - Rockingham
  - Strafford
  - Sullivan

- How many volunteers does your organization engaged in 2023? *If unknown, input "0"*

- How many hours did all volunteers serve in 2023? *If unknown, input "0"*

- Has your organization received federal funding in the last five years?

- Has your organization received any of the following grants from Volunteer NH?
  - No, we have never received a grant from Volunteer NH
  - AmeriCorps Planning Grant
  - AmeriCorps Operational/Program Grant
  - Volunteer Generation Fund (VGF) Mini-Grant
  - Volunteer Engagement (VE) Mini-Grant

- Volunteer Generation Fund (VGF) Cohort Grant
- Other

ORGANIZATIONAL FINANCIAL AND MANAGEMENT SURVEY

Policies & Procedures

1. Check each written policy that the organization currently has. Please do not check a policy that is not documented in writing. Should the applicant receive funding from Volunteer NH, full copies of the policies and procedures may be requested for monitoring purposes.
    a. Personnel/Employee Handbook
    b. Financial/Internal Controls
    c. Timekeeping
    d. Travel Guidance
    e. Procurement
    f. Conflict of Interest (applicable to employment/purchasing)
    g. Document retention

2. Does the organization have a dedicated staff member for financial management?
    a. Yes, at least one full-time finance staff
    b. Yeas, at least one part-time finance staff
    c. No, we utilize an outsourced accounting firm
    d. No, we utilize a volunteer (such as a Board Treasurer)
    e. No

3. Does the organization utilize an automated accounting system?

4. Can the organization's accounting system separate the receipts and payments of a federal grant from the receipts and payments of the organization's other activities supported by separate funding streams?

5. Can the organization's accounting system summarize expenditures from a federal grant according to different budget categories such as salaries, supplies, travel, etc.?

6. Does the organization currently use timesheets (or other time & effort certification) to track 100% of individual staff time spent on different grants/projects?

7. If no, is the organization willing to track project/grant time through timesheets for staff being charged to this grant? (This is a requirement of the grant).
    a. Yes
    b. No
    c. N/A (no staff time budgeted)

8. Does the organization have sufficient cash flow to operate on a reimbursement bases? Reimbursements are made quarterly.

9. Has the organization experienced cash flow deficits at any point in the previous 2 years?

10. Has an audit been performed on the organization's financial statements in the last 2 years? (If yes, a copy of the audited financial statements, including the auditor's report, must be uploaded with the application.

11. Does the organization meet the threshold to undergo a federal single audit under 2 CFR 200.501? If yes, a copy of the audit must be uploaded with the application.

12. Please provide any additional information/explanation regarding the above responses that would be useful for Volunteer NH to know.

13. I certify that the above information is complete and correct to the best of my knowledge and ability.
    a. I certify

APPENDIX II: Detailed Budget Instructions

Please reach out to lesley@volunteernh.org if you have any questions regarding the budget.

View the VE Project Budget Template and sample budgets here

Provide a detailed budget for the upcoming year in the budget worksheet – link above:

- **The budget worksheet must be uploaded in Excel and submitted with your application.**
- Add/delete lines as necessary.
- Only edit fields in the worksheet highlighted in blue.
- Do not include fractional amounts (cents).
- Please review the sample budgets provided (*additional tabs in the Budget Template*).

All of the amounts you request must be for a particular purpose **and** clearly tie to the project narrative submitted in the application. It should be clear to reviewers how the costs support the proposed project. Be as descriptive as possible. The budget is meant to be a roadmap of your project. Consider all potential costs when budgeting to ensure maximum flexibility during project implementation. Only costs directly related to the proposed project are allowed. Costs supporting the general operations or mission of the organizations should not be included in the budget.

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 be charged to the grant. The budgeted amount will calculate automatically.

B. Personnel Fringe Benefits – You may budget for fringe benefits related to the budgeted personnel expenses. Enter the fringe rate as a percentage (%).The budgeted amount will calculate automatically.

C. Staff Travel - Describe the purposes for which staff will travel. Costs allowable are mileage reimbursement, transportation, lodging, subsistence, and other related expenses for local and outside the project area travel. Only domestic travel is allowable.

D. Supplies – Include the funds for the purchase of project related consumable supplies and materials. This can include recruitment, technology, and training supplies for volunteers. Supplies related to general programming or volunteer activities should not be included.

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

E. Contractual and Consultant Services - You may include costs for consultants related to the project's operation. This could include consultants that provide volunteer training, recruitment services, website design, etc. Please list each consultant separately with a brief description of their purpose for the grant.

G. Other Program Operating Costs – These costs include things that do not fit into any of the above categories, such as software/technology subscriptions, registration fees, recruitment/outreach costs, and space rental. Overhead costs for project staff that are not part of the organization's indirect/admin costs, are allowed. 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.

- **All applicants must budget $70 for at least one relevant staff member to attend the annual Governor's Conference on Volunteerism (to take place May 2025).**

SECTION II. Administrative/Indirect Costs

Include costs in this section if your organization chooses to use the De Minimis rate OR if your organization has a Federally Approved Indirect Cost Rate. **If you do not utilize either method or choose not to claim costs for this opportunity, please leave this section blank.**

A. 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 the 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. If using this method, please calculate 10% of the Section I Subtotal.

B. 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 Rate Type for which your organization has current documentation on file, i.e. Provisional, Predetermined, Fixed, or Final indirect cost rate. You may claim a rate lower than your approved rate. Enter the rate that you are claiming in the Rate % field. A copy of your federally approved rate agreement must be uploaded with the application.

Please reach out to lesley@volunteernh.org if you have any questions regarding the budget.