NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title: FY25 NH Volunteer Engagement Mini-Grants (Round Two)
Grant Period: April 7, 2025 – July 15, 2025
Grantor: Volunteer NH
Funding Source: Coronavirus State and Local Fiscal Recovery Funds passed through the State of NH
Assistance Listing Number: 21.027

Overview

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, train, manage, and retain volunteers.

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

Contact: Jamie Browder, Special Program Assistant; Jamie@VolunteerNH.org

Details & Timeline

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.

Organizations may only submit **one** reimbursement request.

There is no match requirement for this grant.

Application Window: 8 A.M. February 26, 2025 – 4 P.M. March 21, 2025
Note: Proposals submitted before or after the application window will not be considered.

Mini-Grant Info Session: Interested applicants are welcome to view a 2024 Mini-Grant Info Session (though please note that there may have been updates in this *Notice).*

Link to view: https://www.youtube.com/watch?v=0Rjs9AxN-0g

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 and quality of application
- Allowability of costs requested (based on guidance in this *Notice*)

Additional Funding Considerations:
Volunteer NH may give additional consideration to the following:

- Applicant organizations that demonstrate a need for staff and/or resource capacity building
- Organizations not previously funded through Volunteer NH grant awards
- Organizations and/or projects that fall within one of Volunteer NH's State Service Plan Priorities (Mental Health, Affordable Housing, Food Security)
- Organizations whose primary beneficiaries are located in Coos County

Funding decisions will be announced no later than **Friday, March 28, 2025**

Grant Period: Grant recipients must make all eligible purchases between April 7, 2025 – July 15, 2025.

Grant Extensions: Unless given express permission by Volunteer NH, applicants may **not** request an extension for this round of Mini-Grants. All expenses must be incurred by July 15, 2025.

Reporting Deadline: A final expense (including all receipts) and brief programmatic report must be submitted to Volunteer NH by August 15, 2025.

Eligible Applicants

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)

Please note that you may use a fiscal agent/sponsor to apply for this opportunity. If you would like to use a fiscal sponsor/agent, please reach out to Volunteer NH.

Funding Limitations

The following organizations are not eligible to apply for this funding opportunity:

- Those that received a FY24 NH Volunteer Engagement Project Grant
- Those that received a FY25 Round I Mini-Grant

Organizations are limited to receiving **one** Mini-Grant **per calendar year**.

Unique Entity Identifier and System for Award Management (SAM)

All applicants **MUST** provide a Unique Entity Identifier (UEI) with the System for Award Management (SAM) in order to receive an award. A full SAM registration is no longer required by Volunteer NH for this funding opportunity, unless the subrecipient is a direct recipient of other federal awards.

The UEI must be provided at the time of application and can be obtained at https://www.sam.gov/.

As the process to obtain a UEI may take some time, Volunteer NH highly recommends starting the process as soon as possible.

Eligible Funding Purposes

The purpose of these grants is to increase the capacity of organizations to recruit, retain, train, 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.

All grant activities, including trainings and consultant work, must occur during the grant period.

Volunteer NH retains the right to deny reimbursement for item(s) that do not fall under the express purpose of the grant or are otherwise unallowable.

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

- **Volunteer Management Technology**: Purchasing technology, including supplies, related to volunteer management.
    - Recurring volunteer management software subscription costs are not eligible purchases under this grant. Only start-up costs associated with implementing new software/technology will be allowed.
- **Volunteer Outreach Costs:** Costs associated with outreach to recruit 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.

Ineligible Funding Purposes

All costs must be allowable based on federal guidelines including costs outlined in the Uniform Grants Guidance (2CFR Part 200).

Specific costs that are not allowed under this funding include:

- Staff Salaries
- Volunteer stipends or mileage reimbursement
- Mileage reimbursement for volunteers
- Purchasing food and/or beverages
- Volunteer projects whose main purpose is fundraising (e.g. explicitly training volunteers/board members on fundraising techniques, recruiting volunteers to fundraise/volunteer at fundraising events)
- Volunteer recognition supplies and events
- Gifts or Incentives (e.g. gift cards, tabling swag, recruitment/retention gifts)
- Individual volunteer background checks

- Training or subscriptions that your organization already pays for
- Regular program costs (purchasing supplies used to carry out the organization's and/or the volunteers' 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

If your budget contains any of the items above, it is likely that your application will not be considered for funding.

Prohibited Activities
Additionally, 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.

Application

To apply to this Notice, applications will need to make an account in the Volunteer NH Online Application System: 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 the specific purchase(s), 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

Please visit the FY25 Round II Volunteer Engagement Mini-Grant page on the Volunteer NH website (https://volunteernh.org/news-opportunities/funding-opportunity-fy25-mini-grants-round-ii/) to view the important documents, resources, and links including:

- **Application Questions** - for reference ONLY
- **Application Platform** (Volunteer NH Online Application System)
- **Volunteer NH Online Application System User Guide**
- **Mini-Grant Budget Template** (*Download*)
- **Sample Mini-Grant Budgets**
- **Mini-Grant FAQs**

Additional Benefits

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

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 2CFR Part 200.

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

About Volunteer NH

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