

Commonwealth Corps

REQUEST FOR PROPOSALS

Program Year 2008-2009

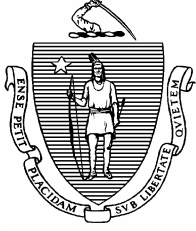
Application due June 27, 2008

The Office of Governor Deval L. Patrick

Administered by
Massachusetts Service Alliance

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THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE DEPARTMENT

STATE HOUSE • BOSTON, MA 02133

(617) 725-4000

DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

May 20, 2008

Dear Friend:

Thank you for taking an interest in the Commonwealth Corps, our exciting new program that encourages grassroots service throughout the state.

Since day one it has been our mission to expand opportunities for all Massachusetts citizens to check back in and serve their communities. We know that a broad range of service opportunities - for citizens of every age, and in every region of the Commonwealth - helps us bring together individuals from all walks of life and restores our statewide sense of community.

The Commonwealth Corps expands opportunities for community service. Full-time, part-time and flex-time options allow students, mid-career professionals and older adults alike the opportunity to get involved and see their stake in their neighborhoods. Commonwealth Corps also gives you the chance to engage with the broadest spectrum of potential volunteers.

We want to connect the energy of our citizens with the service opportunities presented by non-profit organizations and public entities. I invite you to review the enclosed materials concerning the Commonwealth Corps and submit a proposal for consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Deval Patrick", written in a cursive style.

Application Timeline

Mid-May 2008	Requests for Proposals issued by Massachusetts Service Alliance (MSA)
May 22- 29, 2008	Regional Training and Application Assistance Sessions <i>Please see page 25 for registration information on the Training and Application Assistance Sessions.</i>
June 9, 2008	Intent to Apply Forms Due to MSA <i>The Intent to Apply form is not required for proposal submission.</i>
June 27, 2008	PROPOSALS DUE to MSA by 12:00 Noon 100 North Washington St, 3rd Floor, Boston, MA 02114 Submit ONE unbound original and EIGHT stapled copies
Mid-August 2008	MSA notifies all applicants of funding decision
Late-August/Mid-September 2008	Mandatory grantee orientation and training

Please fax this form by to (617) 542-0240 by June 9, 2008

Commonwealth Corps Intent to Apply

Organization Name: _____

Program Name: _____

Contact Person: _____

Address: _____ City: _____

Phone Number: _____ Fax: _____

Email: _____

Section I OVERVIEW

Commonwealth Corps

In 2007, Governor Patrick and his partners in the legislature established the Commonwealth Corps. The mission of the Commonwealth Corps is to engage Massachusetts residents of all ages and backgrounds in direct service to rebuild communities, address unmet community needs, and increase volunteerism. Commonwealth Corps members will work to strengthen the bonds of common purpose and unite people in service for the common good. Corps members will provide direct service, build capacity of local organizations, and recruit, organize and mobilize additional volunteers - building a grassroots movement of volunteers across the Commonwealth dedicated to service. Commonwealth Corps will provide opportunities for skill building and leadership development and will encourage and enhance a lifelong civic vocation for its members. Commonwealth Corps will work with nonprofit organizations, academic institutions, and public entities to reinvigorate civic involvement to help address the Commonwealth's most urgent needs and elevate the ethic of service and civic engagement throughout the Commonwealth.

Corps members will serve up to twelve months in full time or part time capacities, in teams of 3-15, at designated nonprofits and public entities and will reflect the rich diversity of the Commonwealth. What they have in common is a desire to put their talents and ideas to use in the service of their communities and the Commonwealth. The program has been structured to accommodate the needs of diverse members through its part-time and flex-time options, which create opportunities for students, mid-career professionals and older adults.

Commonwealth Corps builds on the strong tradition of community service and civic action in Massachusetts. We hope that the inaugural class of Commonwealth Corps will be inspired by the long tradition of service before them, and will inspire others in turn, because the core belief of the program is not just to serve others, but to serve as an example for others during and after the service year.

Massachusetts Service Alliance

The Massachusetts Service Alliance (MSA), established in 1991, is a private, nonprofit organization that serves as the state commission on community service. Its mission is to catalyze the innovation and growth of service and volunteerism by creating partnerships that maximize resources, expertise, capacity, and impact. MSA furthers the principles and ideals of community service and volunteerism by: investing public and private funds in community-based organizations; convening and mobilizing individuals, nonprofits, and government entities to support and promote service and volunteerism; building capacity of nonprofit agencies for volunteer recruitment and management, and advocating for service and volunteerism as effective strategies to address community needs.

In 2007-2008, MSA distributed more than \$8 million in federal and state funds for national and community service programs. In addition to the programs that will be awarded grants based on this RFP, there are 23 Mentoring Initiative programs and 20 AmeriCorps programs funded by MSA.

Technical Assistance

The Massachusetts Service Alliance provides training and technical assistance to all of its funded programs in a variety of ways. All programs are invited to participate in community workshops sponsored by MSA that are geared towards building the capacity of nonprofit agencies. Workshops focus on topics such as program development, program sustainability, and the effective use of volunteers. MSA will also assist programs through training specific to Commonwealth Corps sponsors as they expand their organizational capacity to engage Commonwealth Corps members in service and educate the public about the impact of corps-based volunteer programs.

Section II GENERAL INFORMATION

Definitions

Member - a Massachusetts resident, who is at least 18 years old and has agreed to complete a term of service with a Corps Sponsor. This is not a paid employee, but a stipended volunteer.

Corps Sponsor (or Corps sponsoring agency) - a non profit organization, academic institution, public agency, or Native American tribe that is awarded funding to implement and manage a Commonwealth Corps program.

Program Frameworks

Type of program

Corp Sponsors will be expected to recruit a **diverse corps of members** seeking an intensive service experience. Members should be Massachusetts residents from diverse backgrounds and experiences.

Commonwealth Corps programs will be varied in their focus and structure and the program has been designed to allow for maximum flexibility. Below are several examples of how a Commonwealth Corps program may be designed.

Example #1

An organization in Holyoke is approved to host a corps of 15 members who will serve full-time throughout the school year and will provide direct tutoring services during and after school to elementary school children at a particular school in Holyoke. They will also provide more intensive services during school vacation periods. The organization will recruit volunteers with an interest in literacy and education and will provide appropriate training to volunteers on topics such as effective tutoring strategies, behavior management, and an overview of the Holyoke Public School system.

Example #2

A local school district is approved to host a corps of 6 members who will serve individually on a part-time basis in each of its six schools as a community service-learning coordinator. Individuals who are interested and/or have experience working with youth, community organizations, and educational programs will be recruited. Initial training will be provided in service-learning methodology, building community partnerships and other topics will be provided. Members will come together as a group on a monthly basis for additional training throughout the school year and will work together to plan a community-wide volunteer project to culminate the year's activities.

Example #3

A coalition of community development corporations (CDC) come together and submit a joint application to host 10 members who will serve with their agencies. The service provided by members will vary according to the site's needs but may include volunteer recruitment and management, fundraising and development, and community outreach. Each CDC will recruit its own member who can fulfill their specific needs and training will be tailored to meet the requirements of each service position. All of the agencies will bring their members together every other month for joint training and networking sessions.

In this situation, one organization will serve as the lead applicant and submit the application on behalf of all organizations. Members will be recruited locally by each CDC; however the lead applicant will serve as the main contact with the Massachusetts Service Alliance and will take the lead on submitting progress reports and reimbursement requests to MSA.

Example #4

Commonwealth Corps Request for Proposals 2008-2009

A college in Worcester is approved to host a corps of 15 members that will be recruited from the accounting department to provide free tax preparation services and advice to low-income individuals in the area. Members will also look to recruit additional volunteers to provide similar services. Commonwealth Corps members will serve on a part-time basis throughout the academic year. Members must have a baseline level of knowledge of how to complete tax returns and will learn additional skills through their required college courses. Members will be supervised by a tax professor at the college who has his/her CPA license and will review and approve all tax forms before they are completed.

Program Size

Corps Sponsors may apply to host a minimum of 3 members and a maximum of 15 members.

Agencies that wish to apply for fewer than 3 members are strongly encouraged to partner with one or more agencies to apply jointly. One agency must act as a lead applicant and will serve as the main contact with MSA; however staff members from all agencies are encouraged to attend trainings and events offered to Corps Sponsors.

Term of Service

Members can serve up to 12 months as a full or part-time volunteer focused on direct service and indirect service. Terms of service are broken down as follows:

Type of Member	Hours Per Service Term	Stipend
Full-time	1,600	\$10,000
Part-time	800	\$5,000
Flex-time	400	\$2,500

*Flex-time members may serve in a full time capacity for a shorter duration of time, i.e. summer programs, school vacations, etc. They can also serve a reduced amount of time per week over the course of a longer term. These arrangements will be attractive to older members, college students who are home for the summer, or Corps Sponsors that may provide services in programs which do not operate in a full-time capacity such as after-school programs that meet only twice per week.

Section III ORGANIZATIONAL REQUIREMENTS

Eligible Bidders

Grants will be awarded to organizations that are seeking to establish a new program or to expand an existing program to meet a demonstrated need in the Commonwealth of Massachusetts.

Eligible applicants are:

- Nonprofit organizations (incorporated with 501(c)(3) status) that have been in existence for at least one year prior to the date on which the organization submits an application;
- State, municipal, and county governments, including departments and agencies therein;
- Academic Institutions; and
- Native American tribes.

Restrictions

Applicants may request funding for a project already funded or pending funding from MSA for the 2008-2009 program year as long as the application demonstrates that the proposed Commonwealth Corps program would significantly expand the organization's services beyond its current capacity.

MSA will not fund programs that engage in the following:

- Provide religious instruction, conduct worship services or engage in any form of proselytization;
- Assist, promote, or deter union organizing;
- Finance, directly or indirectly, any activity designed to influence the outcome of an election to any public office; or
- Impair existing contracts for services or collective bargaining agreements.

Grant Requirements

Programmatic Responsibilities

Organizations receiving support from MSA are required to:

- Recruit and select a diverse corps of members;
- Train, supervise and support corps members;
- Orient and train site supervisors (if applicable);
- Maintain financial management systems for tracking grant funds

Administrative Responsibilities

Organizations receiving support from MSA are required to:

- Submit a mid-year and a final programmatic progress report;
- Submit mid-year and final financial reports;
- Attend a mandatory grantee orientation meeting and trainings (max: three);
- Host a site visit by MSA staff; and
- Complete grant disbursement requests when requesting payments and supply supporting documentation.

Disability Access

MSA is committed to making its programs accessible to people with disabilities. Organizations should make every reasonable effort to ensure that their programs are accessible including, but not limited to, access to facilities and implementation of policies that are supportive of people with disabilities.

Criminal Background Checks

MSA is committed to ensuring the safety of program participants and beneficiaries. Organizations must comply with all applicable state laws, including that those require criminal background checks (CORI and SORI) for all potential members and volunteers during the screening process for whom this is applicable.

Other Applicable Statutory and Administrative Provisions

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All programs must comply with state laws regarding Drug Free Work Place, Non-Discrimination and Grievance Procedures. The grantee must also comply with all other applicable state statutes, executive orders, regulations, and policies governing the program.

Section IV FUNDS

Funds Availability

Funding for the 2008-2009 program year has been allocated by the Massachusetts Legislature; however, future funding is contingent upon appropriation.

Portfolio Diversity

The Commonwealth Corps seeks to fund a wide range of agencies that will engage a diverse corps of members who will perform a variety of services across Massachusetts. Agencies of all sizes are encouraged to apply.

Projects meeting the following criteria will be given preference: (1) projects addressing a well-established unmet community need; (2) projects articulating measurable goals, including an assessment of the impact on the corps members and on the targeted community; (3) projects providing services to communities and organizations throughout the Commonwealth; (4) projects not using corps members to replace previously budgeted positions or to reduce overtime, hours of work or opportunities for advancement for employees or members of corps sponsors; and (5) projects falling within 1 or both of the following categories: (i) direct service projects that give corps members opportunities to provide direct services addressing unmet community needs including, but not limited to, tutoring or mentoring, providing health care education, providing services to the homeless, enhancing historic, cultural, and natural resources of the Commonwealth, enhancing environmental restoration, enhancing emergency preparedness and response; or (ii) volunteer-generating projects that give corps members the opportunity to recruit, train and support volunteers to participate in civic projects and to meet unmet community needs. Applicants may also propose that members would provide capacity building services, such as developing an organization's fundraising plan to diversify its funding base or serving as a volunteer manager for an agency to expand its capacity to provide services to clients.

Terms of Grant

MSA will consider grant requests to build a corps of 3 to 15 members from qualified organizations.

Funds are authorized for the period **September 1, 2008** through **June 30, 2009**. Funding is granted for one year, but programs will be eligible for a second year of funding contingent on appropriation from the legislature and satisfactory progress and performance in the first year. Programs will be required to submit a continuation application to be awarded a second year of funding. After a two-year cycle of funding, programs will have to reapply as "new" for funding.

Funding

Grants funds are intended for Commonwealth Corps member supports costs, such as stipends, fringe benefits including health care, and completion bonuses, as well as a portion of the organization's administrative costs.

Corps sponsors will have to match 20% of the budget to support the program.

All programs receiving support will be required to report the resources utilized to match grant funds by line item. Matching funds can be a combination of state or federal cash or in-kind match.

Applicants may include administrative costs up to 14% of the total request from MSA.

Administrative costs include but are not limited to the following:

- Costs for staff time spent providing orientation, training, and supervision of Commonwealth Corps members;
- Costs for financial, accounting, auditing, and contracting functions;
- Costs for insurance that protects the entity that operates the program;

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- The portion of the salaries or benefits of the program coordinator or administrative staff equal to time not spent in support of specific program objectives;
- Utilities; and
- Other costs not directly attributable to the program funded through this award.

Budget Categories

The Corps Sponsor budget will be tracked in four categories:

1) Member Stipends - Based on the number of members and the number of hours a member has committed to completing over the course of the service year. This could be full-time, part-time or flex-time commitment. Member stipends will be subject to state and federal tax withholdings.

Applicants may request funds to cover the cost of member stipends up to the amounts listed below.

Type of Member	Hours Per Service Term	Stipend
Full-time	1,600	\$10,000
Part-time	800	\$5,000
Flex-time	400	\$2,500

Applicants may choose to supplement the member's stipend with additional agency resources that may count towards the matching requirement. The maximum allowable stipend may not exceed twice the amounts listed above (i.e., maximum of \$20,000 for full-time service, \$10,000 for part-time service, \$5,000 for flex-time service).

2) Member Completion Bonus - These bonuses can be awarded for amounts up to 20% of the member's base stipend. For these purposes, the base stipend equals the amount listed in the above chart. The bonus will be issued to members upon successful completion of a service term. Successful completion denotes two satisfactory performance evaluations, (both mid and end of year) and the completion of contracted service requirements. Bonuses may be reduced for disciplinary issues related to unexcused absences, tardiness, failure to notify a host organization of inability to serve, etc. MSA will require Corps Sponsors to submit an outline of their bonus policy for approval. Commonwealth Corps Sponsors can cover the full amount of a member's completion bonus through the grant.

3) Member Healthcare Subsidy - Up to \$3,600 per full-time member for healthcare costs can be billed to the Commonwealth Corps grant. This amount will offset costs associated with providing healthcare for full-time members in accordance with Massachusetts State Law. Full-time members may choose to waive access to healthcare if they are covered under another healthcare plan that meets Massachusetts requirements. If applicable, any remaining costs may be included as part of the 20% Corps Sponsor match to the Commonwealth Corps grant.

4) Administrative Costs - Corps Sponsors can request up to 14% in administrative costs per member base stipend. These costs represent a portion of utilities, rent, supplies, CORI checks and other project related costs associated with the member's service. Corps sponsors may not allocate costs to the administration line that are prohibited for state funding (e.g., certain entertainment expenses.)

Matching Funds

Corps Sponsor must match Commonwealth Corps funding at a minimum of 20%. Matching funds can be a combination of cash and in-kind expenses and must be used for costs, goods or services not covered by Commonwealth Corps funding. These costs include but are not limited to: healthcare benefits in excess of \$3,600 per full-time member, member fringe benefit costs - 7.65% for FICA and any worker's

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compensation insurance associated with member service positions, space, supplies, furnishings, training, computer and telephone access or any other expense that is a necessary part of the member service experience that has not been charged to another category of the budget. In-kind matching funds, goods or services must be documented in accordance with generally accepted accounting principles and will be tracked on reimbursement request submissions.

Sample Budget Requests

The following examples illustrate several possible configurations of a Commonwealth Corps funding request:

<p>Sample #1: Full-Time Members</p> <p>A Corps Sponsor may request up to a total of \$17,000 per full-time member.</p> <table border="0"> <tr> <td>Full-time member stipend</td> <td>\$10,000</td> </tr> <tr> <td>Administrative costs @ 14%</td> <td>\$ 1,400</td> </tr> <tr> <td>Completion bonus (20% of \$10,000)</td> <td>\$ 2,000</td> </tr> <tr> <td>Total full-time member costs</td> <td>\$13,400</td> </tr> <tr> <td>Full-time member healthcare subsidy</td> <td>\$ 3,600</td> </tr> <tr> <td>Total request per full-time member</td> <td>\$17,000</td> </tr> <tr> <td>20% required match</td> <td>\$ 3,400</td> </tr> </table>	Full-time member stipend	\$10,000	Administrative costs @ 14%	\$ 1,400	Completion bonus (20% of \$10,000)	\$ 2,000	Total full-time member costs	\$13,400	Full-time member healthcare subsidy	\$ 3,600	Total request per full-time member	\$17,000	20% required match	\$ 3,400	<p>Sample #2: Part-Time Members</p> <p>A Corps Sponsor may request up to a total of \$6,700 per part-time member.</p> <table border="0"> <tr> <td>Part-time member stipend</td> <td>\$5,000</td> </tr> <tr> <td>Administrative costs @ 14%</td> <td>\$ 700</td> </tr> <tr> <td>Completion bonus (20% of \$5,000)</td> <td>\$1,000</td> </tr> <tr> <td>Total part-time member costs</td> <td>\$6,700</td> </tr> <tr> <td>20% required match</td> <td>\$1,340</td> </tr> </table>	Part-time member stipend	\$5,000	Administrative costs @ 14%	\$ 700	Completion bonus (20% of \$5,000)	\$1,000	Total part-time member costs	\$6,700	20% required match	\$1,340
Full-time member stipend	\$10,000																								
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Total part-time member costs	\$6,700																								
20% required match	\$1,340																								
<p>Sample #3: Flex-Time Members</p> <p>A Corps Sponsor may request up to a total of \$3,350 per flex-time member.</p> <table border="0"> <tr> <td>Flex-time member stipend</td> <td>\$2,500</td> </tr> <tr> <td>Administrative costs @ 14%</td> <td>\$ 350</td> </tr> <tr> <td>Completion bonus @ 20% of \$2,500</td> <td>\$ 500</td> </tr> <tr> <td>Total flex-time member costs</td> <td>\$3,350</td> </tr> <tr> <td>20% required match</td> <td>\$ 670</td> </tr> </table>	Flex-time member stipend	\$2,500	Administrative costs @ 14%	\$ 350	Completion bonus @ 20% of \$2,500	\$ 500	Total flex-time member costs	\$3,350	20% required match	\$ 670	<p>Sample #4: Combination of member types</p> <p>A Corps Sponsor may request a combination of full, part, and flex-time members.</p> <table border="0"> <tr> <td>2 full-time members (up to \$17,000 each)</td> <td>\$34,000</td> </tr> <tr> <td>2 half-time members (up to \$6,700 each)</td> <td>\$13,400</td> </tr> <tr> <td>3 flex-time members (up to \$3,350 each)</td> <td>\$10,050</td> </tr> <tr> <td>Total member costs (3.75 FTE)</td> <td>\$57,450</td> </tr> <tr> <td>20% required match</td> <td>\$11,490</td> </tr> </table>	2 full-time members (up to \$17,000 each)	\$34,000	2 half-time members (up to \$6,700 each)	\$13,400	3 flex-time members (up to \$3,350 each)	\$10,050	Total member costs (3.75 FTE)	\$57,450	20% required match	\$11,490				
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Section V APPLICATION CHECKLIST

Completed	Application Item	Page Limit
_____	Title Page *	2
_____	Abstract	1
_____	Program Narrative	10 Total Pages (double-spaced)
_____	Needs Statement	
_____	General Program Design	
_____	Member Management	
_____	Organizational Capacity	
_____	Objective Worksheets *	At Least 2
_____	Budget Summary Form *	1
_____	Budget Narrative Form *	1-2

Additional Attachments Needed (For Original Unbound Only)

_____	Organizational Chart
_____	Organizational Audit <i>(Include ONE copy of your organization's most recent A133/A128 audit and ONE copy of your organization's audited financial statements. If your organization is not required to complete an audit please attach the most current copies of your organization's Form 990. These audits should have been conducted during the previous twelve months.)</i>
_____	Verification of Eligibility <i>(Attach a copy of the 501(c)(3) letter and the Massachusetts ST-2, "Certificate of Exemption".)</i>

* A template is included in this RFP. Applicants may re-create forms as long as they contain the same information.

Note: The applicant may determine page limits for individual sections of the program narrative. Please remember that the total length of the program narrative may not exceed 10 pages. MSA reserves the right to disregard proposals that exceed the 10 page limit or are single-spaced.

Section VI SUBMISSION AND SELECTION PROCEDURES

Submission Requirements

The application must be typed, double-spaced, in not less than 12-point font size, with one-inch margins, and is not to exceed 10 pages of narrative. The proposal must follow the order outlined in the instructions. **Applicants must submit one (1) unbound, single sided original and eight (8) stapled copies of the complete application (double or single-sided).** Please do not place applications in folders, binders, etc.

Fax transmissions will not be accepted. Any application that is not complete and/or does not comply with all requirements may not be reviewed.

Submission Procedures Deadline

Submit the "Intent-to-Apply" form to MSA by June 9, 2008.
(Recommended but not required)

**Applications must be received by MSA no later than
12:00 PM (Noon) on June 27, 2008**
Massachusetts Service Alliance
100 North Washington Street, 3rd Floor
Boston, MA 02114

Review and Selection Process

The Massachusetts Service Alliance will select applications using an extensive, multi-stage process that includes a review by a community panel with final selection and approval by the Commonwealth Corps Commission.

During the community review process, we use outside people including community service practitioners, educators, administrators, national service participants, members of both the business and non-profit sectors, and specialists in the areas of environment, public safety, education, and other human needs to evaluate the quality of applications. Performance of programs that have previously received funding by MSA will be taken into consideration during the review process.

Section VII APPLICATION INSTRUCTIONS

Abstract (1 page)

The program abstract should be a one-page summary or description of your program. The abstract must include the following information:

- Name of the host organization;
- Name of the program;
- The projected number of members and profile;
- A description of the program's main activities; and
- A description of the program's goals and outcomes.

Program Narrative (10 pages)

This portion of the application may not exceed **10 typed, double-spaced** pages. When preparing the narrative section of your proposal, please ensure that each section has the appropriate heading and the narrative fully answers the questions in each section.

1. Statement of Unmet Community Need

- Describe the unmet community need(s) that your Commonwealth Corps program will address.
- Describe how those needs were identified.
- Describe the program's goals and outcomes as they relate to the identified community need. Please be specific. These goals should be measurable within the grant period, realistic, and should relate to the needs described above. (Note: These goals will be described in more detail on the objective worksheets submitted as attachments.)

2. General Program design

a) Description of Activities and Member Roles

- Provide a description of the activities you propose to address the defined community need.
- Describe members' roles in these activities.
- Outline your program structure including where members will serve (for example, at the applicant organization or at local service sites).
- Explain how the types of member slots you are requesting (for example, full-time, half-time, flex-time, etc.) align with program design and activities.

b) Volunteer Generation

- Describe the role of members planning and implementing volunteer projects.
- Describe the role of members in volunteer recruitment and support.
- Describe how your program will use volunteers to expand the reach of the program in the community.

c) Capacity Building

- Describe how your program will enhance the capacity of your organization, service sites, and, as applicable, other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations.
- Explain members' roles in your capacity-building activities.

3. Member Management

a) Member Recruitment and Recognition

- Describe your plans for recruiting members for your program.
- Describe the criteria you will use to select your members.
- Describe how you will actively seek a corps that is diverse and that includes members from the communities to be served.
- Describe your plan for recognizing members' achievements.
- Discuss how you will retain members in your program and ensure their successful completion of a full term of service.

b) Member Development, Training and Supervision

- Describe your plans for orienting members to the community, their placement site, and to the service they will perform.
- Describe how you will train members to ensure they are prepared for service.
- Describe a member supervision plan that ensures members will receive adequate support, guidance and supervision throughout their terms.

c) Ethic of Service and Civic Responsibility

- Demonstrate how you will incorporate structured opportunities for participants to reflect on, and learn, from their service in order to promote a lifelong ethic of service and civic responsibility.

4. Corps Sponsor Capacity

- Explain how the proposed program supports your organization's mission.
- Describe the staff roles and responsibilities for the proposed program.
- Describe your organization's experience managing volunteer programs.
- Describe your organization's experience managing grants.
- Describe your organization's strategies for building community support for the program to increase sustainability.
- If applicable, identify and describe the role of any organizational partners involved in the program.

Section VIII
ATTACHMENTS

TITLE PAGE (1)

Legal Name of Applicant Agency _____

Employer Identification Number _____

Executive Director (ED)

ED Address _____

ED Telephone _____ ED Fax _____

ED

Email _____

If different from above:

Program Director (PD)

PD

Address _____

PD Telephone _____ PD Fax _____

PD

Email _____

Program

Name _____

Has the organization received federal funds? YES, Number of Years _____ \$ Amount _____ NO

Has the organization received state funds? YES, Number of Years _____ \$ Amount _____ NO

How many years has your organization engaged volunteers? _____

Does your organization currently run a corps-based volunteer program? Yes No

Has your organization received funding from MSA? _____

If so, please indicate program (mentoring, AmeriCorps, youth council, etc.). _____

Number of members requested for 2008-2009: _____

Total Request: _____ Total Program Budget: _____ Total Agency Budget: _____

I certify that the information contained in this application is correct and complete and that the applicant agency has authorized me, as its representative, to file this application. I, hereby, agree to the administrative requirements set forth in this RFP.

Typed Name:	Title:
Signature:	Date:

TITLE PAGE (2)

(Please answer each question completely. If you need more room attach another sheet of paper.)

What systems are in place to ensure sound fiscal management (internal control procedures, accounting system, accounting for and reporting on expenses)?

Please list your organization's annual budgets for last year, this year, and next year's proposed budget. Explain any variances in the past, present and projected organizational budgets summaries.

Briefly explain your plan to meet the matching requirements for this grant. Commonwealth Corps funding can be matched with state or federal money including in-kind donations.

INSTRUCTIONS FOR COMPLETING OBJECTIVES

Annual objectives are statements concerning what will change as a result of the program during the year. They should reflect essential program goals. Include in the application only those objectives that are at the core of the program's mission. Your objectives should be directly linked to the information provided in the program narrative.

Objectives must be measurable within the ten-month grant period. You must complete at least 3 objectives, one for each category.

Components of an Objective

A strong objective is composed of five parts: *activity, result, measure, standard, and beneficiaries*. The forms on the following pages isolate each component to ensure that the objective contains all of the necessary information.

1. *Activity* - A statement that describes who does what, when/how often and with whom.
2. *Result* - Reflects the impact of your program on the community. It should answer, "What will happen because we did this activity?"
3. *Measurement of Success* - Indicates who and what will change, as well as how much, for each measure you choose.
4. *Instruments* - Helps determine the impact of services. Instruments should include the tools for collecting and documenting information connected to the results.
5. *Beneficiaries* - Reflects, reasonably the number of individuals you plan to reach with your activity. Only include those who are directly affected.

A blank objective worksheet can be found on page 21.

OBJECTIVE WORKSHEET

Please fill in the information for each section.
General Info
Objective Title:
Category (choose one): <input type="checkbox"/> Community Need <input type="checkbox"/> Member Civic Engagement <input type="checkbox"/> Volunteer Generation
Activities
Describe the service activity that corps members will be engaged in:
How many Corps members will be participating in this activity?
How many days per week (on average) will this activity occur?
How many hours per day (on average) will this activity occur?
When does this activity begin?
When does this activity end?
Results and Measurement
Explain the change you expect as a result of the above activity:
What is the measurable change that you are expecting? (e.g. % change, # of participants)
Instrument
Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol).
Beneficiaries
Estimate the number of people this will serve (e.g. corps members, community members, clients served)

OBJECTIVE WORKSHEET - SAMPLE

Please fill in the information for each section.
General Info
Objective Title: Literacy Tutoring
Category (choose one): <input checked="" type="checkbox"/> Community Need <input type="checkbox"/> Member Civic Engagement <input type="checkbox"/> Volunteer Generation
Activities
Describe the service activity that corps members will be engaged in: Corps members will tutor middle school children in the Dorchester area. Corps members will focus on improving basic reading skills.
How many Corps members will be participating in this activity? 8
How many days per week (on average) will this activity occur? 4
How many hours per day (on average) will this activity occur? 2
When does this activity begin? November 2008
When does this activity end? May 2009
Results and Measurement
Explain the change you expect as a result of the above activity: Students who have been tutored will show an increase in reading skill and ability.
What is the measurable change that you are expecting? (e.g. % change, # of participants) 70% of students tutored will be reading at grade level.
Instrument
Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol). Start of year reading assessment tests. End of year assessments
Beneficiaries
Estimate the number of people this will serve (e.g. corps members, community members, clients served) Each corps member will tutor 4 students, for a total of 32 students being tutored.

BUDGET FORM INSTRUCTIONS

Budget Form:

1. Member Support Costs
 - Stipends - programs may request funding to support member stipends up to the following amounts:
 - Full-time - \$10,000
 - Part-time - \$5,000
 - Flex-time - \$2,500
 - Completion bonus - programs can award a completion bonus to members up to 20% of member stipend upon successful completion of service term
 - Health Care - Programs may request funding to support health care costs for full-time members up to \$3,600 per member.

2. Administrative- programs may request funds to cover administrative costs up to 14% of the MSA's total contribution. Administrative costs may include, but is not limited to.....
 - Costs for staff time spent providing orientation, training, and supervision of Commonwealth Corps members;
 - Costs for financial, accounting, auditing, and contracting functions;
 - Costs for insurance that protects the entity operating the program;
 - The portion of the salaries or benefits of the program coordinator or administrative staff equal to time not spent in support of specific program objectives;
 - Utilities; and
 - Other costs not directly attributable to the program funded through this award.

BUDGET FORM

Organizational Information	
Legal Name of Agency:	
Executive Director:	
Employer ID:	
If different from above: Fiscal Contact:	FC Email:
FC Address:	
FC Telephone:	FC Fax:

Complete the budget below.

LINE ITEM	REQUEST	MATCH	DESCRIPTION
Member Stipend			
Subtotal			
Member Fringe Benefits			
Subtotal			
Member Health Care Costs			
Subtotal			
Member Completion Bonus			
Subtotal			
Program Staff			
Subtotal			
Staff Fringe Benefits			
Subtotal			
Consultant & Contractual Fees			
Subtotal			
Supplies			
Subtotal			
Member Travel			

Commonwealth Corps Request for Proposals 2008-2009

Subtotal			
Staff Travel			
Subtotal			
Other			
Subtotal			
Administrative Costs			
Subtotal			
TOTAL BUDGET			

Total Request	
Total Match	
Total Program Budget	

I certify that the information contained in this application is correct and complete and that the applicant agency has authorized me, as its representative, to file this application.

Typed Name:	Title:
Signature:	Date:

BUDGET FORM - SAMPLE

Organizational Information	
Legal Name of Agency: ABS Children's Organization	
Executive Director: John Doe	
Employer ID: 12-3456789	
If different from above: Fiscal Contact:	FC Email:
FC Address:	
FC Telephone:	FC Fax:

Complete the budget below.

LINE ITEM	REQUEST	MATCH	DESCRIPTION
Member Stipend			
3 Full-time members @ 10,000	30,000		
4 part time members @ 5,000	20,000		
Subtotal	50,000		
Member Fringe Benefits			
Taxes, Disability, FICA			
Subtotal			
Member Health Care Costs			
3 fulltime members @ 2,000	6,000		
Subtotal	6,000		
Member Completion Bonus			
3 FT bonuses @ 2,000	6,000		
4 PT bonuses @ 1,000	4,000		
Subtotal	10,000		
Program Staff			
Program Coordinator		11,666	35% of the program coordinators annual salary (\$40,000) time for a 10 month period
Subtotal		11,666	
Fringe Benefits			
Taxes, health, disability, FICA		1,041	Fringe is calculated at 12.5% of the salary
Subtotal		1,041	
Consultant & Contractual Fees			
Subtotal			
Supplies			

Commonwealth Corps Request for Proposals 2008-2009

Subtotal			
Member Travel			
T passes		4,130	Passes @ \$59/mth X 7 members X 10 months
Subtotal		4,130	
Staff Travel			
Mileage reimbursement		485	100 miles/month X 10 months X .485 per mile
Subtotal		485	
Other			
Subtotal			
Administrative Costs			
14% of stipend request	7,000		Rent, administrative asst salary, utilities for 10 month period
Subtotal	7,000		
TOTALS	73,000	17,322	

Total Request	73,000
Total Match	17,322
Total Program Budget	90,322

I certify that the information contained in this application is correct and complete and that the applicant agency has authorized me, as its representative, to file this application.

Typed Name:	Title:
Signature:	Date: