



AMERICORPS WEEK 2011
SERVICE PROJECT INITIATIVE

REQUEST FOR PROPOSALS

ISSUED BY THE MASSACHUSETTS SERVICE ALLIANCE

Applications due by 12:00 p.m. on Monday, March 28, 2011

*Please direct any questions about this RFP to Kristen Nelson at
(617) 542-2544 x 221 or knelson@mass-service.org.*

Massachusetts Service Alliance
100 North Washington Street, 3rd Floor, Boston, MA 02114
www.mass-service.org

The Massachusetts Service Alliance (MSA) is pleased to release a Request for Proposals for its AmeriCorps Week Service Project Initiative. MSA seeks to award approximately 6 - 10 grants, generally in the range of \$5,000 - \$10,000 each, to support service projects that highlight current AmeriCorps programs, as well as heighten awareness of AmeriCorps in Massachusetts.

Grant payments made will be disbursed on a reimbursement basis. Requests for reimbursement must be accompanied by documentation of expenses. Grants awarded under this Initiative will be for the period of April 18, 2011 – June 3, 2011.

Massachusetts Service Alliance

The Massachusetts Service Alliance, established in 1991, is a private, nonprofit organization that serves as the state commission on community service and volunteerism. Its mission is to catalyze the innovation and growth of service and volunteerism by creating partnerships that maximize resources, expertise, capacity, and impact. Toward this end we: invest public and private funds in community-based organizations in a fair and equitable manner; convene and mobilize individuals, nonprofits, corporations, and government entities to link strategies related to service and volunteerism; build capacity of programs and agencies through training and technical assistance; and advocate for the development and promotion of public policies and private initiatives that incorporate service and volunteerism as effective strategies to address community needs.

AmeriCorps Week Service Projects

AmeriCorps Week is a recruitment and recognition event designed to bring more Americans into service, salute AmeriCorps members and alums for their powerful impact, and thank the community partners who make AmeriCorps possible. AmeriCorps Week provides an opportunity for AmeriCorps members, alums, grantees, program partners, and friends to shine a spotlight on the work done by members in communities across the country -- and to motivate more Americans to join AmeriCorps or volunteer in their communities.

The goal of the Massachusetts Service Alliance's AmeriCorps Week Service Project Initiative is to increase awareness of the value of AmeriCorps service as a strategy to meet community needs in Massachusetts. AmeriCorps Week service projects should engage a wide-ranging set of individuals, including current AmeriCorps State, National Direct, and/or VISTA members, as well as AmeriCorps alumni and community volunteers. Projects funded under this Initiative should spotlight current AmeriCorps programs and/or projects, the benefits of AmeriCorps service, and the opportunities AmeriCorps offers to prospective members. All events should occur during AmeriCorps Week* (May 14 – 21, 2011), and must take place in Massachusetts.

**NOTE: Due to the national date change of AmeriCorps Week, projects previously scheduled to take place May 7 - 14 will be eligible for funding under this RFP.*

RFP Technical Assistance

MSA will provide technical assistance for the RFP on an individual basis. If you have questions, regarding this RFP please contact Kristen Nelson at 617-542-2544 ext. 221 or email knelson@mass-service.org.

Eligibility

Eligible grantees must be either:

- an AmeriCorps State program in Massachusetts;
- an AmeriCorps National Direct program with a current operating site in Massachusetts;
- an AmeriCorps VISTA corps sponsoring agency; or
- an AmeriCorps alumni organization.

Restrictions

Programs already funded through the Massachusetts Service Alliance may not replace staff time or other expenses already covered through existing MSA grants with funds to be provided through mini-grants described in this RFP.

MSA will not fund projects that engage in the following:

- Provide religious instruction, conduct worship services or engage in any form of proselytizing;
- 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.

Administrative Requirements

Programs receiving these funds are required to:

- Submit a final report on the project (template provided by MSA) by June 3, 2011.
- Submit a final financial report/request for reimbursement, with all required documentation of expenditures by June 3, 2011. Only expenses for which proper documentation has been received will be reimbursed.
- Participate in a grant management conference call prior to grant allocation.
- Register community-wide volunteer activities on Connect and Serve, MSA's statewide online volunteer portal.
- Track the number of volunteers recruited and activities undertaken.
- Include MSA logo on program materials and publicity.

Criminal Background Checks

Organizations must comply with all applicable state laws regarding criminal background (CORI) and/or sexual offender (SORI) checks for volunteers and staff.

Expenses connected with CORI and/or SORI checks are considered allowable uses of these grant funds, to the extent that they are required in order for the project to comply with applicable laws. (See budget narrative instructions.)

CORI information:

[http://www.mass.gov/?pageID=eopsagencylanding&L=3&L0=Home&L1=Public+Safety+Agencies&L2=Criminal+History+Systems+Board+\(SCHSB\)&sid=Eeops](http://www.mass.gov/?pageID=eopsagencylanding&L=3&L0=Home&L1=Public+Safety+Agencies&L2=Criminal+History+Systems+Board+(SCHSB)&sid=Eeops)

SORI information:

[http://www.mass.gov/?pageID=eopsagencylanding&L=3&L0=Home&L1=Public+Safety+Agencies&L2=Sex+Offender+Registry+Board+\(SORB\)&sid=Eeops](http://www.mass.gov/?pageID=eopsagencylanding&L=3&L0=Home&L1=Public+Safety+Agencies&L2=Sex+Offender+Registry+Board+(SORB)&sid=Eeops)

APPLICATION CHECKLIST

Completed

Application Item

- _____ Application Cover Page
- _____ Project Proposal Narrative
Not more than 4 pages, typed, double-spaced, 12-point Times New Roman font.
- _____ Budget Summary Form
- _____ Budget Narrative Form

Submit one unbound original and three stapled copies.
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 submission requirements may not be reviewed.

Please attach the following to the original copy only:

- ___ Organizational chart
- ___ Most recent audit or 990
- ___ 501(c)(3) letter or Massachusetts ST-2, "Certificate of Exemption"

Submit to:

Massachusetts Service Alliance
Attention: Kristen Nelson
100 North Washington Street, 3rd Floor
Boston, MA 02114

Applications must be received by 12:00 p.m. on Monday, March 28, 2011.

APPLICATION COVER PAGE

Organizational Information				
Organization Name:				
Address:				
Phone Number:				
AmeriCorps Week Project Title:				
Project Contact Person:			Phone Number:	
Email:			Fax:	
Amount Requested for this Project: \$				
Anticipated # of volunteers from the following groups:				
AmeriCorps State members	AmeriCorps National Direct members	AmeriCorps VISTA members	AmeriCorps Alumni	Non-AmeriCorps volunteers

PROJECT PROPOSAL NARRATIVE

Please follow the instructions below. **All narratives must be typed, double-spaced, and in 12-point Times New Roman font, and may not exceed 4 pages.**

Service projects must take place during AmeriCorps Week* (May 14 – 21, 2011), and should be designed to help educate community members and leaders about the nature and value of the service performed by AmeriCorps members and alums in our state.

**NOTE: Due to the national date change of AmeriCorps Week, projects previously scheduled to take place May 7 - 14 will be eligible for funding under this RFP.*

Narratives should include:

1. Identification of the sponsoring agency. Sponsors may be:
 - a. an AmeriCorps State or National Direct program operating in Massachusetts;
 - b. an AmeriCorps VISTA corps sponsoring agency;
 - c. an AmeriCorps alumni organization;
 - d. an AmeriCorps program in collaboration with other local nonprofit organizations, National Service programs and/or volunteer connector agencies;
 - e. two or more AmeriCorps programs.
2. Brief description of the sponsoring agency's history with the AmeriCorps program.
3. Identification of partner agencies including volunteer connectors and service sites.
4. Identification of a community need to be addressed.
5. Brief description of the service project, including roles for volunteers.
6. Role(s) of AmeriCorps members in recruiting, supporting, and/or recognizing non-AmeriCorps volunteers.
7. Brief description of how you plan to engage volunteers, including other AmeriCorps State members, AmeriCorps National Direct and VISTA members, AmeriCorps alumni, and community volunteers.
8. How the service project will help to:
 - a. Raise awareness of the benefits and opportunities of AmeriCorps service;
 - b. Highlight the service provided by the sponsoring AmeriCorps program(s);
 - c. Serve as a marketing, PR, and/or recruitment tool for AmeriCorps programs in Massachusetts.
9. One goal describing the desired outcome (change or benefit) for the community, and how success will be measured.
10. One goal describing a desired outcome for how the project will benefit the recruitment efforts of the sponsoring AmeriCorps program(s) (for either members or non-member volunteers), and how success will be measured. *[Note: success may be measured in terms of systems, materials produced, or strategies tested. It is not expected nor likely that actual impact on recruitment will be achieved by the end of the grant period.]*

PROJECT REPORTING

Final project reports will, at a minimum, include the following:

- Total number of AmeriCorps members engaged
- Total number of AmeriCorps alumni engaged
- Total number of community volunteers engaged
- Total number of project participants
- Number of hours served
- Number of partners
- Service project outcomes

PROJECT BUDGET

The Massachusetts Service Alliance anticipates awarding AmeriCorps Week Project Initiative grants in the range of \$5,000.00 - \$10,000.00.

Submit the Budget Summary Form and Budget Narrative Form with your application.

See instructions on the following page.

Use of Funds

Funds are intended for program development, including:

- Project coordination.
- Volunteer recruitment, screening, orientation and training, support, recognition and reward. Expenses associated with CORI or SORI background checks are allowable expenses, to the extent that they are required in order to comply with Massachusetts law or best practices in volunteer management.
- Curriculum materials or consultants to support educational components for service participants as appropriate to the activities described in the proposal.
- Costs associated with transportation and other reasonable out-of-pocket expenses directly related to participation in the project.
- Record-keeping or other activities to help organizations connect AmeriCorps Week project volunteers to future volunteer opportunities.
- Activities to celebrate success and/or share results with the community.
- Costs associated with supplies for volunteer support and recognition activities will only be reimbursed up to 5% of the total grant award. *(In limited cases, based on the scope and size of the project, requests for a higher percentage will be reviewed for consideration.)*

In general, funds awarded under this grant program should not be used to provide stipends, allowances, or any other financial support to volunteers or service participants. However, in limited cases, stipends for volunteers may be allowed. If your proposal includes such stipends, a clear rationale must be provided in the project description.

Equipment, defined as tangible, non-expendable personal property having a useful life of more than one year, and/or acquisition cost of \$1,000 or more per unit is not allowable.

Budget Form Instructions

Budget Summary Form

- Column A – The total dollar amount by line item (category) of the project.
- Column B – The dollar amount by line item (category) for which you are applying.
- Column C – The dollar amount by line item (category) that you are contributing to the project.

Budget Narrative Form

All line items over \$500 need a detailed description of how amount was derived, including cost per unit.

(Number of Units x Price per Unit = Total Amount)

1. Program Staff – Professional staff that provide direct services to the project. In the description column, please include the individual staff's full-year salary and FTE rate (the percentage of time individual staff spends working directly on the grant) **OR** hourly rate as well as number of hours per week and number of weeks assigned to this project. Please note that each staff salary should be pro-rated to reflect the grant period of April 18, 2011 to June 3, 2011.

Programs already funded through Massachusetts Service Alliance may not replace staff time or other expenses already covered through existing grants, with funds to be provided through mini-grants described in this RFP. Additional time of AmeriCorps program staff may be funded through this RFP, provided that the staff time already charged to AmeriCorps or other MSA grants is already being fully drawn down.

Funds may not be used to pay AmeriCorps or AmeriCorps VISTA members additional stipends for service performed in connection with AmeriCorps Week projects.

2. Fringe Benefits – Benefits that are offered to staff. These must be consistent with organizational policies for all staff. The fringe benefit rate must be included in the description of fringe costs, as well as what is included in the rate: taxes, FICA, workman's comp, disability, health, life, etc.
3. Consultants & Contractual Services – Services that cannot be provided by any full or part-time staff employed by the organization. Massachusetts Service Alliance funds paid to individuals for consultant services under this grant will not exceed \$750.00 per day (exclusive of any indirect expenses, travel, supplies, etc.). Grantees can exceed this rate using matching funds.
4. Supplies – Project related materials. Each material must have its own line item and a description.
5. Travel – Costs for any official business related to the project. Please include per mile costs. MSA cannot reimburse above the rate of .51/mile.
6. Occupancy – Costs of space for staff, meetings, etc.
7. Communication – Telephone, postage, advertisement, delivery costs, etc. needed for the project.
8. Other – Special costs related to the individual project. Costs not listed in any of the above categories. Note these must be detailed in the budget narrative.

Budget Summary Form

Organizational Information	
Legal Name of Agency	
Executive Director	
Federal ID	
Fiscal Contact (FC)	FC Email:
FC Address	
FC Telephone:	FC Fax:

Complete the summary budget below.

LINE ITEM	A Total (B+C)	B Request	C Other
1. Staff			
2. Fringe Benefits			
3. Consultants & Contractual Services			
4. Supplies & Materials			
5. Travel			
6. Occupancy			
7. Communication			
8. Other			
Total 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 Narrative Form

LINE ITEM	REQUEST	OTHER	DESCRIPTION
1. Staff			
Subtotal			
2. Fringe Benefits			
Subtotal			
3. Consultants & Contractual Services			
Subtotal			
4. Supplies & Materials			
Subtotal			
5. Travel			
Subtotal			
6. Occupancy			
Subtotal			
7. Communication			
Subtotal			
8. Other			
Subtotal			
TOTAL BUDGET			

Date submitted: _____ Contact Person: _____ Phone #: _____