MASSACHUSETTS
AMERICORPS STATE PROGRAMS

FY19-20 REQUEST FOR PROPOSALS
CONCEPT PAPER STAGE
TECHNICAL ASSISTANCE SESSION
AUGUST 2019
WHAT IS AMERICORPS?

AmeriCorps is a national service program that connects more than 85,000 Americans (approximately 2,500 in Massachusetts) each year in intensive service to meet our country’s critical needs, including:

- Tutoring and mentoring youth
- Fighting illiteracy
- Improving health services
- Building affordable housing
- Cleaning parks and streams and other public spaces
- Helping communities respond to disasters
- Building organizational capacity
AMERICORPS GRANT BASICS

• A three-year grant cycle (with annual renewal)
• Requires matching funds
  – 24% minimum, increases over 10 years of grant up to 50% match
• AmeriCorps members must serve only in Massachusetts
• Members can serve at one organization or in a scattered-site model
• A full-time staff person must oversee program
• Must be a minimum team of 10 full-time members (or equivalent)
• AmeriCorps members are not employees and cannot displace current staff
WHAT IS AMERICORPS?

- A team of members addressing compelling needs
- A way to leverage local and federal resources
- Not just a grant or funding source but a *program*
- A way of building organizational capacity to meet community needs
CNCS AMERICORPS FOCUS AREAS: EDWARD M. KENNEDY SERVE AMERICA ACT

- Disaster Services
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Veterans And Military Families
The mission of the Corporation for National and Community Service is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.
The Massachusetts Service Alliance, established in 1991, is a private, nonprofit organization that serves as the governor-appointed state commission on community service and volunteerism.
MSA STRATEGIC PRIORITIES

1. Increase the impact of service and volunteerism in Massachusetts

2. Expand and diversify service and volunteer opportunities in Massachusetts

3. Offer meaningful AmeriCorps experiences
MSA FOCUS AREAS

- Geographic and program diversity
- Effective solutions that meet community needs
- Meaningful member service experiences
- Volunteer generation
- Demonstrable impact
- Early Literacy (Pre-K through Grade 3) using intervention models that have been proven to provide significant gains in a child’s early literacy skills
  - MSA encourages applicants in this area to learn about the Minnesota Reading Corps model as a highly effective early literacy intervention that engages AmeriCorps members; however, other successful models will be considered. More information on the MRC model can be obtained at http://minnesotareadingcorps.org/.
CHART OF NATIONAL SERVICE PROGRAMS

CNCS

AmeriCorps

FEMA Corps
AmeriCorps NCCC
AmeriCorps National

VISTA

Senior Corps

AmeriCorps State

MSA

AmeriCorps Massachusetts
AMERICORPS MEMBERS
ELIGIBILITY AND ROLE
WHO CAN SERVE?
AMERICORPS MEMBER ELIGIBILITY

• An AmeriCorps Member must:
  – be a U.S. citizen, U.S. national or lawful permanent resident of the United States
  – be at least 17 years of age (unless in a specifically designated youth corps)
  – have a high school diploma or equivalent, or agree to obtain a high school diploma or its equivalent before using an education award
  – Undergo a Criminal History Check
MEMBER BENEFITS

- A year of stipended service
- Education award upon successful completion
- Possibility for loan forbearance
- Health care and potential for child care for full-time members
Members are neither volunteers or employees. Americorps members:

- Have a contract with the program
- Commit to a specific term of service
- Must be supervised
- Receive program-specific training and professional development
**SIDE NOTE: AMERICORPS TERMINOLOGY**

<table>
<thead>
<tr>
<th>Correct Terms</th>
<th>Incorrect Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serve or Service</td>
<td>Work</td>
</tr>
<tr>
<td>AmeriCorps Member or Member</td>
<td>Employee/Volunteer</td>
</tr>
<tr>
<td>Position</td>
<td>Job</td>
</tr>
<tr>
<td>Select</td>
<td>Hire</td>
</tr>
<tr>
<td>Service</td>
<td>Employment</td>
</tr>
<tr>
<td>Stipend or Living Allowance</td>
<td>Pay</td>
</tr>
</tbody>
</table>
PROHIBITED ACTIVITIES

• AmeriCorps members and the volunteers they recruit/coordinate may not engage in specific prohibited activities. As outlined in AmeriCorps Provisions, those include:
  – Attempting to influence legislation
  – Participating in protests, petitions, boycotts, or strikes
  – Promoting or deterring union organizing
  – Impairing existing contracts for services or collective bargaining agreements
  – Engaging in political activities to influence outcome of an election or to advocate for or against political parties, candidates, or elected officials
  – Conducting religious instruction or worship services
  – Providing a direct benefit to a for-profit
  – Being involved in voter registration drives
  – Providing or making referrals for abortion services
PROHIBITED ACTIVITIES

All prohibited activities outlined in the AmeriCorps Regulations/Terms and Conditions and Application Instructions (all to be released later for 20-21).

Find a complete list here:


Note: Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so.
APPLYING FOR AMERICORPS

TIMELINE AND APPLICATION COMPONENTS
ELIGIBLE APPLICANTS

• Public or private non-profit organizations including:
  – labor organizations
  – community organizations
  – faith-based organizations
  – institutions of higher education
  – state agencies
  – government entities within the state (e.g., cities, counties)
  – Indian Tribes

• Partnerships or consortiums of the above
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16, 2019</td>
<td>AmeriCorps Concept Paper RFP Released</td>
</tr>
<tr>
<td>August 26, 2019</td>
<td>Technical Assistance Session</td>
</tr>
<tr>
<td>September 6, 2019</td>
<td>Online Intent to Apply due (optional, strongly encouraged):</td>
</tr>
<tr>
<td></td>
<td><a href="https://www.tfaforms.com/4757314">https://www.tfaforms.com/4757314</a></td>
</tr>
<tr>
<td>September 16, 2019</td>
<td>Submission of Concept Paper due by 12:00 P.M. EST:</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.tfaforms.com/331606">http://www.tfaforms.com/331606</a></td>
</tr>
<tr>
<td>Early October</td>
<td>Community review of all Concept Papers</td>
</tr>
<tr>
<td>Mid-October 2019*</td>
<td>Notification of status</td>
</tr>
<tr>
<td>November 2019*</td>
<td>Draft of Full Applications due to MSA</td>
</tr>
<tr>
<td>Late January 2020</td>
<td>MSA submits applications to CNCS</td>
</tr>
<tr>
<td>April-May, 2020</td>
<td>Notification of Competitive Award</td>
</tr>
<tr>
<td>May/June 2020</td>
<td>Notification of Formula Award</td>
</tr>
</tbody>
</table>
GENERAL SUBMISSION INFORMATION

I. Executive Summary

II. Program Narrative

III. Performance Measure Worksheet and Logic Model Worksheet

IV. Budget

V. Authorization, Assurances and Certifications

VI. Additional Required Information (to upload)
   a. Organizational Chart
   b. Most recent audit (A-133, if applicable)
   c. Proof of eligibility
      i. 501(c)3 letter or MA Certificate of Tax Exemption (ST-2 or ST-4)
SUBMISSION REQUIREMENTS

• Applications will be submitted online – no hard copies or email submissions accepted
• Submission link to online application portal can be found on the online RFP
• Each section will have character limits, no page limits
• Concept paper submissions must be received by MSA by 12 PM on Monday, September 16, 2019
TO CONSIDER: PROGRAM SIZE/STRUCTURE

• AmeriCorps members may:
  – Serve in teams, pairs, or individually
  – Serve in a single neighborhood, city-wide, regionally, or state-wide
  – Serve through one organization or be placed with service partner organizations

• Describe how many members will serve at each site

• Program should be large enough to make a significant impact in a community.
TO CONSIDER: PROGRAM IMPACT

• What about the identified problem will change as a result of AmeriCorps members’ service?
  – Anticipated change by the end of the three-year grant cycle
  – Measure and report on impact annually
  – Measurable annual outputs and outcomes as a result of primary service activities
  – Logic Model
TO CONSIDER: COMMUNITY ENGAGEMENT

• Volunteer Generation
  – Utilize non-AmeriCorps community volunteers to expand the reach of the program
  – Role(s) of volunteers
  – Members’ roles in recruiting and supporting community volunteers
  – State the number of volunteers your program will leverage

• Partnerships and Collaborations
  – Identify stakeholders in the AmeriCorps program, including existing or planned partnerships/collaborations
  – Identify stakeholders’ role in implementing/evaluating program
A. Program Design (80%)
   1. Theory of Change and Logic Model (35%)
   2. Evidence Base (20%)
   3. Member Supervision (10%)
   4. Member Experience (10%)
   5. Culture that Values Learning (5%)

B. Organizational Capability (20%)
   1. Organizational Background and Staffing (10%)
   2. Compliance & Accountability (10%)
   3. Evaluation Summary/Plan (0%)
Add the proposed program information to the text below exactly as it is written.

The [Name of the organization] will have [number of] AmeriCorps members who will [what the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] that will be engaged in [what the leveraged volunteers will be doing]. This program will focus on the CNCS focus area of [Focus Area(s)].* The CNCS investment of $[amount of request] will be matched with $[amount of projected match], $[amount of local, state, and federal funds] in public funding and $[amount of non-governmental funds] in private funding.

* If the program is not focused on CNCS’ focus areas, omit this sentence.
THEORY OF CHANGE AND LOGIC MODEL

• Problem/Need: Describe the community needs the AmeriCorps members will be addressing. Describe how this need aligns with your organization’s mission.

• Intervention: Describe the proposed intervention/member activities including the roles of AmeriCorps members and (if applicable) the roles of leveraged volunteers.
  – Describe how the proposed intervention/member activities will lead to the outcomes identified in your theory of change
  – Explain how the AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.
  – Ensure all elements of the logic model are aligned
LOGIC MODEL

• A summary of the community problem outlined in the narrative.
• The inputs or resources that are necessary to deliver the intervention.
• The core activities that define the intervention or program model that members will implement or deliver. The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).
• The measurable outputs that result from delivering the intervention (i.e., number of beneficiaries served.) Identify which National Performance Measures will be used as output indicators.
• Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.
EVIDENCE BASE

Four-tiered evidence levels:

- **Pre-preliminary evidence**
  - The applicant presents evidence that it has collected quantitative or qualitative data from program staff, program participants, or beneficiaries that have been used for program improvement, performance measurement reporting, and/or tracking.

- **Preliminary evidence**
  - The applicant presents an initial evidence base that can support conclusions about the program's contribution to observed outcomes. The evidence base consists of at least one non-experimental study conducted on the proposed program (or another similar program that uses a comparable intervention).

- **Moderate evidence**
  - A reasonably developed evidence base that can support causal conclusions for the specific program proposed by the applicant with moderate confidence. The evidence base consists of one or more quasi experimental studies conducted on the proposed program (or another similar program that uses a comparable intervention) with positive findings on one or more intended outcomes OR two or more non-experimental studies conducted on the proposed program with positive findings on one or more intended outcomes OR one or more experimental studies of another relevant program that uses a similar intervention.

- **Strong evidence**
  - An evidence base that can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.
MEMBER SUPERVISION

• Describe a member supervision plan that ensures members will receive adequate support and guidance throughout their terms of service, including planned frequency and structure (such as 1:1 or group), being sure to identify who will supervise the AmeriCorps members.

• Explain how program staff will monitor service sites regularly throughout the year to ensure that members are engaged in appropriate service and to manage the site partner relationship.

• For scattered site models:
  – Explain how site staff will be oriented and trained to supervise members.
  – Describe how they will ensure that members are appropriately supervised at sites and not engaged in prohibited activities
  – Describe the process used by program staff throughout the year to manage member service at scattered sites

• Members cannot supervise other members
MEMBER EXPERIENCE

• Describe how AmeriCorps members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
• Describe how AmeriCorps members will have access to meaningful service experiences and opportunities for reflection.
• Describe what opportunities AmeriCorps members will have to establish connections with each other and the broader National Service network and to build esprit de corps.
• Explain how will you recruit AmeriCorps members from the communities in which the programs operate.

Note: Members’ participation in AmeriCorps should be a meaningful and defining experience.
CULTURE THAT VALUES LEARNING

- Describe how the applicants board, management, and staff collect and use information, including performance data, for learning and decision making.
COMMITMENT TO AMERICORPS IDENTIFICATION

• Describe the organization’s commitment to AmeriCorps identification including the following:
  – How the program participants will know that they are AmeriCorps members;
  – How the communities where they serve will know that they are AmeriCorps members;
  – How the staff will ensure that members will wear the AmeriCorps logo daily;
  – How the program will ensure members are prepared to speak about their AmeriCorps experience to members of the community.
ORGANIZATIONAL CAPABILITY

• Organizational Background and Staffing
  – Adequate staffing (program and fiscal)
  – Provide sound program and fiscal oversight
  – Select and oversee site partners (if applicable)
  – Support appropriate program and fiscal staff positions
  – Manage a federal grant

• Compliance and Accountability
  – Structures to detect program and fiscal compliance issues
  – Systems in place to detect risk or non-compliance at service sites, if applicable
  – Accountability, if issues arise
EVALUATION SUMMARY OR PLAN

• Different requirements based on status as:
  – First-time applicants
  – First-time recompeting applicants
  – Applicants recompeting for subsequent funding

• See page 15 of the RFP for guidelines depending on this status
MEMBER SERVICE YEARS

- Programs must request at least 10 Member Service Years (MSYs)
- Recommended minimum: 15-20 Member Service Years

<table>
<thead>
<tr>
<th>TERM OF SERVICE</th>
<th>MINIMUM HOURS</th>
<th>MSY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>1700</td>
<td>1.000</td>
</tr>
<tr>
<td>Reduced Full Time</td>
<td>1200</td>
<td>.700</td>
</tr>
<tr>
<td>Half Time</td>
<td>900</td>
<td>.500</td>
</tr>
<tr>
<td>Reduced Half Time</td>
<td>675</td>
<td>.3810</td>
</tr>
<tr>
<td>Quarter Time</td>
<td>450</td>
<td>.2646</td>
</tr>
<tr>
<td>Minimum Time</td>
<td>300</td>
<td>.2116</td>
</tr>
</tbody>
</table>
PROGRAM SIZE/STRUCTURE

• EXAMPLE:
  - 20 full-time members = 20 MSY
  - 40 half-time members = 20 MSY
  - 76 quarter-time members = 20.14 MSY
  - 10 full-time, 5 part-time, and 29 quarter-time = 20.185 MSY

• If different types of members, clearly explain the roles and activities associated with each
MEMBER ACTIVITIES

Over the course of their service:

• At least 80% of member service hours must be direct service

• Up to 20% of member service hours may be in education, training, or other member development activities

• 10% of member service hours, considered direct service, may be in fundraising activities directly related to the member’s service
LOGIC MODELS

• Theory of Change: “If...then”
• If = program design
  – Inputs
  – Activities
  – Outputs
• Then = program results
  – Outcomes: Short term, medium-term, long-term
## Logic Model

<table>
<thead>
<tr>
<th>Project Resources</th>
<th>Core Project Components</th>
<th>Evidence of Project Implementation and Participation</th>
<th>Evidence of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INPUTS</strong></td>
<td><strong>ACTIVITIES</strong></td>
<td><strong>OUTPUTS</strong></td>
<td><strong>OUTCOMES</strong></td>
</tr>
<tr>
<td>Resources that are necessary to deliver the program activities, including the number of locations/sites and number/type of AmeriCorps members.</td>
<td>The core activities that define the intervention or program model that members will implement or deliver, including duration, dosage and target population.</td>
<td>Direct products from program activities.</td>
<td>Changes in knowledge, skills, attitudes, and opinions (measurable during the grant year).</td>
</tr>
<tr>
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<td>Changes in behavior or action (may or may not be measurable during the grant year).</td>
</tr>
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<td>Direct products from program activities.</td>
<td>Changes in their condition or status in life (may or may not be measurable during the grant year).</td>
</tr>
</tbody>
</table>

**Short-Term**  | **Mid-Term**  | **Long-Term** |

Changes in knowledge, skills, attitudes, and opinions (measurable during the grant year). | Changes in behavior or action (may or may not be measurable during the grant year). | Changes in their condition or status in life (may or may not be measurable during the grant year). |
LOGIC MODEL → PERFORMANCE MEASURES

• Submit a Logic Model and at least one corresponding Performance Measure worksheet
  – Logic model should reflect activities of all members and capture the impact of the entire program
  – A performance measure captures a quantifiable aspect of program

• Programs may have more than one PM worksheet if additional needs served through program (e.g., member development).
PERFORMANCE MEASURES

• Performance measure worksheets should align with the narrative
• Format is different from the Logic Model, will convey the same content
• CNCS uses similar format in online grants system
• Not evaluated separately in the Community Review
NATIONAL PERFORMANCE MEASURES

- Within CNCS focus areas
- Not mandatory (unless opting-in to Education focus area)
- CNCS will prioritize programs utilizing national measures
- MSA will provide assistance on performance measures to programs invited to submit full application
- More info on national performance measures can be found at:
  https://www.nationalservice.gov/resources/performance-measurement
PERFORMANCE MEASURE WORKSHEETS

• Problem statement: a description of the specific unmet need, problem, or issue in the community that your AmeriCorps program will address
• Intervention: Program model, including design and dosage
• Instruments: The instruments that will be used to collect data
• Targets (number, not percentage)
• Output: The measurable evidence of the services activities delivered by your program
• Outcome: The measurable intermediate change that will occur as a result of the service activities
<table>
<thead>
<tr>
<th><strong>Problem Statement (brief 1-2 sentence statement)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Described Intervention (small paragraph describing type of intervention, design and dosage of intervention – intensity, frequency, duration)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>OUTPUT:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert National Performance Measure Number/Title Here OR Insert Applicant Determined Measure Title Here</td>
</tr>
<tr>
<td>Output Target (enter number of beneficiaries – do not use percentages)</td>
</tr>
<tr>
<td>Output Measured By (unit of measure or population, i.e. children, miles, etc.)</td>
</tr>
<tr>
<td>Output Instrument (enter data collection tool and method, define the minimum dosage necessary to be counted as successful)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>OUTCOME:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert National Performance Measure Number/Title Here OR Insert Applicant Determined Measure Title Here</td>
</tr>
<tr>
<td>Outcome Target (enter number of beneficiaries – do not use percentages)</td>
</tr>
<tr>
<td>Outcome Measured By (unit of measure or population, i.e. children, miles, etc.)</td>
</tr>
<tr>
<td>Outcome Instrument (enter data collection tool and method, define the minimum dosage necessary to be counted as successful)</td>
</tr>
</tbody>
</table>
## TYPES OF GRANTS

<table>
<thead>
<tr>
<th>OPERATING GRANTS</th>
<th>EDUCATION AWARD PROGRAMS (EAP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization receives federal funds for program/member support costs</td>
<td>Organization supports most program/member costs through non-CNCS funds</td>
</tr>
<tr>
<td>Maximum CNCS request per MSY is $15,192*</td>
<td>Maximum CNCS request per MSY is $800</td>
</tr>
<tr>
<td>Members receive living allowance</td>
<td>Members do not receive living allowance</td>
</tr>
<tr>
<td>Members eligible for education award</td>
<td>Members eligible for education award</td>
</tr>
<tr>
<td>Financial match requirement</td>
<td>No match requirement</td>
</tr>
</tbody>
</table>

All grantees must follow the AmeriCorps Regulations, Provisions, and MSA Addendum to the Provisions
BUDGET – OPERATING GRANT

• Maximum CNCS funding request $15,192 per MSY
• Minimum 10 MSYs
• Items should correspond to what is described in the narrative
• Show calculation for each line item
• CNCS evaluates programs on cost effectiveness and budget adequacy
• Not evaluated separately in the Community Review process
BUDGET SECTIONS

• Operational
  – Staff, staff benefits, training, travel, etc.

• Member Support
  – Living allowances, FICA, health insurance, etc.

• Administrative Costs
  – Administrative costs
  – Commission fee (2%)
BUDGET ITEMS

Required:
• Living allowance for full time members
• Health insurance for full time members
• Criminal history checks for ALL members and any staff on grant (CNCS or match funds)
• 2% Commission Fee

Not required:
• Unemployment for members (unallowable)
• Education award – separate CNCS Trust
• Childcare – separate CNCS Trust
## Member Living Allowance

<table>
<thead>
<tr>
<th>Term of Service</th>
<th>Minimum Number of Hours</th>
<th>Minimum Living Allowance</th>
<th>Maximum Living Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>1700</td>
<td>$13,992</td>
<td>$27,984</td>
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<tr>
<td>Half Time</td>
<td>900</td>
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<td>$4,938</td>
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### SAMPLE BUDGET OVERVIEW

<table>
<thead>
<tr>
<th>Section</th>
<th>CNCS</th>
<th>GRANTEE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section I</strong></td>
<td>$40,987</td>
<td>$77,814</td>
<td>$118,801</td>
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<tr>
<td><strong>Section II</strong></td>
<td>$247,670</td>
<td>$32,170</td>
<td>$279,840</td>
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<tr>
<td><strong>Section III</strong></td>
<td>$15,183</td>
<td>$0</td>
<td>$15,183</td>
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<tr>
<td><strong>Total</strong></td>
<td>$303,840</td>
<td>$109,984</td>
<td>$413,824</td>
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</table>

% Share
- 73%
- 27%

20 FT members × $15,192 (per MSY) = $303,840 (maximum CNCS request)

Minimum match: 24% (cash and in-kind)
MATCHING REQUIREMENTS

- Cash or in-kind contributions
- Federal*, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements

* In rare cases, federal funds may be used to match CNCS resources. Prior written approval must be obtained from other federal agency.
BUDGET – EDUCATION AWARD PROGRAM (EAP)

• $800 per Member Service Year
• Not required to pay living allowances
• Required to follow all AmeriCorps Regulations for grant, program, and member management
• Program is reimbursed based on enrollment/retention of members
• No matching requirement – program is not required to document match for reimbursement
## BUDGET – EDUCATION AWARD PROGRAM (EAP)

<table>
<thead>
<tr>
<th>PURPOSE</th>
<th>CALCULATION</th>
<th>TOTAL AMOUNT</th>
<th>CNCS SHARE</th>
<th>GRANTEE SHARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Grant Request</td>
<td>47.5 x $800</td>
<td>$38,000</td>
<td>$38,000</td>
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</tbody>
</table>

**EXAMPLE:**

95 half-time members = 47.5 MSYs x $800/MSY = $38,000 maximum CNCS request
TYPES OF AWARDS

Competitive

- Funds awarded by CNCS
- MSA submits Full Applications to CNCS
- Submissions compete nationally against all single- and multi-state applicants

Formula

- Federal funds given to MSA based on AmeriCorps federal allocation and state population
- Application process the same, sometimes additional opportunity to apply in the spring
SUBMISSION REQUIREMENTS
(ONLINE SUBMISSION)

• MSA will not review:
  – Any application that fails to meet all Concept Paper submission requirements
  – Any application that does not request the minimum number of Member Service Years (MSYs)
  – Supplemental materials such as brochures, newsletters, etc.
WRITING THE CONCEPT PAPER: TIPS

• Follow the directions in the RFP
• Don’t make assumptions
• Ask someone unfamiliar with your program/organization to review your narrative
• Proofread!
• Use correct terminology (i.e. serve instead of work)
• Contact MSA with any questions
CONTACT INFORMATION

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