NOTICE OF FEDERAL FUNDS AVAILABLE
OVERVIEW

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: Volunteer Management Grants
Announcement Type: Initial announcement
CFDA No.:   94.007
Deadline for Application: **September 6, 2007**
Award Announcement: Late Fall

Funding Opportunity Description: The Corporation for National and Community Service (the Corporation) announces the availability of up to $800,000 for grants to support the efforts of national and statewide nonprofit organizations to increase volunteer retention and expand the use volunteers to address societal challenges. Grants may range in size from approximately $50,000 to $200,000.

Today, more than 61 million Americans (or 27 percent) volunteer through nonprofit organizations with another 5 million finding ways to help outside any formal group. Four in five nonprofits use volunteers. However, according to the 2004 Volunteer Management Capacity conducted by the Urban Institute, only 1 in 4 nonprofits effectively manages its volunteer resources.

The report *2007 Volunteering in America: State Trends and Rankings in Civic Life* indicates that approximately 20 million people who volunteered in 2005 did not volunteer in 2006. This represents an estimated loss of an estimated $50 billion dollars worth of volunteers' effort in the nonprofit sector (Independent Sector's values the average volunteer hour at $18.77). While volunteers stop volunteering for various reasons, one significant factor is volunteer satisfaction. Satisfaction may be defined as the gap between expectations and reality. The expectations of today's volunteers are changing. In addition to expecting a well-managed volunteer program and effective communications with staff, today's volunteers – just like paid employees – are more likely to need to clearly see how their contributions result in a positive, measurable difference in someone's life. They need to see the "mission return" for their volunteer time investment. And if they don't, they are more likely to leave.

The purpose of this grant competition is to assist national, regional, and statewide nonprofit organizations in planning for and implementing activities within their networks and communities to:
*   increase volunteer retention;
*   expand current use of volunteers by creating new volunteer roles and recruiting the appropriate volunteers to fill them;
*   improve both the impact of volunteers' activities and how that impact is measured; and
*   develop strategies that sustain the impact and results associated with the project after the conclusion of Corporation funding.

Examples of the types of activities this grant may support include:
- assessing current volunteer use and management practices;
- designing competency-based volunteer roles and descriptions;
- engaging stakeholders in collaborative planning and implementation processes;
- developing new or improved measurement systems to track the impact of volunteers;
- conducting recruitment activities or developing strategic partnerships to attract the appropriate volunteers to fill newly created volunteer roles; and
- implementing volunteer management practices -- such as screening, orientation, training, and recognition -- to increase retention.

Applicants should demonstrate how their proposed project would, over a two-year period, significantly improve retention, expand their current use of volunteers, and help them improve and better measure the impact of their volunteers.

Organizations are encouraged to collaborate with existing volunteer connector organizations in planning and implementing their proposed activities. Volunteer connectors are organizations that specialize in assisting individuals or groups with finding appropriate volunteer opportunities while also providing organizations that use volunteers with services such as recruitment support and training and technical assistance related to volunteer management.

Submission Dates and Times: Please submit an email stating your intent to apply to volunteermanagement@cns.gov by **August 15 by 5:00 p.m. Eastern Time.** This is not required, but helps us plan the review of the applications. This Notice, with the complete application instructions and other relevant material, is available on the Corporation's website at http://www.nationalservice.gov/for_organizations/funding/nofa.asp or by e-mailing volunteermanagement@cns.gov.

The deadline for applications is **5:00 p.m. Eastern Time on September 6, 2007.** Applications submitted by e-mail or fax will not be accepted.

Applications are to be submitted electronically using eGrants, the Corporation's integrated, secure, web-based system for applications. You may access eGrants at http://www.nationalservice.gov/egrants/index.html.

If you cannot submit an application electronically due to technical difficulties or limitations, submit a paper application, together with an electronic version of the application on a CD Rom postmarked by the September 6, 2007 to facilitate data entry into the eGrants system, to the following address: Corporation for National and Community Service, 1201 New York Avenue, N.W., Box Volunteer Management, Washington, D.C., 20525.

NOTE: Publication of this announcement does not obligate the Corporation to award any specific number of grants or to obligate the entire amount of funds available, or any part thereof, for grants under the Volunteer Management Grant program.

FULL TEXT OF ANNOUNCEMENT

I. FUNDING OPPORTUNITY DESCRIPTION
A. Funding Opportunity Description

The mission of the Corporation for National and Community Service is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Last year, the Corporation engaged more than 3.8 million Americans of all ages and backgrounds in improving communities through a wide array of service opportunities in education, the environment, public safety, homeland security, and other needs. The Corporation's main programs include Senior Corps, AmeriCorps – State and National, VISTA, and NCCC – and Learn and Serve America.

For the five-year period 2006-2010, the Corporation has identified five strategic focus areas in which our programs are already leading the way and where we intend to make an even more profound difference: Mobilizing More Volunteers, Ensuring a Brighter Future for All of America's Youth, Engaging Students in Communities, Harnessing Baby Boomers' Experience; and Supporting Disaster Preparedness and Response.

Volunteering is a cost-effective way for our nation to meet critical unmet needs. The Corporation wants to accelerate the growth of volunteering so that by 2010, 75 million Americans will be contributing their time and talents to meeting community needs.

The purpose of this grant competition is to assist national, regional, and statewide nonprofit organizations in planning for and implementing activities within their networks and communities to:
- increase volunteer retention;
- expand current use of volunteers by creating new volunteer roles and recruiting the appropriate volunteers to fill them;
- improve both the impact of volunteers' activities and how that impact is measured; and
- develop strategies that sustain the impact and results associated with the project after the conclusion of Corporation funding.

Examples of the types of activities this grant may support include:
- assessing current volunteer use and management practices;
- designing competency-based volunteer roles and descriptions;
- engaging stakeholders in collaborative planning and implementation processes;
- developing new or improved measurement systems to track the impact of volunteers;
- conducting recruitment activities or developing strategic partnerships to attract the appropriate volunteers to fill newly created volunteer roles; and

- implementing volunteer management practices -- such as screening, orientation, training, and recognition -- to increase retention.

We are especially interested in funding national and regional nonprofit organizations that engage local affiliates/chapters, as well as regional and state-based collaborations or consortia that use, supply, or help connect volunteers in their respective states.

A national or regional nonprofit organization applying for this grant could propose to use the requested funds to sub-grant to local affiliates to conduct the type of activities described above; or to support the development and implementation of national strategies that would support local affiliates throughout its network. A regional or statewide organization could propose developing a collaborative initiative among organizations throughout the region or state to better leverage their collective resources toward the stated purpose of this grant competition.

The award amount may range from approximately $50,000 to $200,000 and may vary based on the capacity of the applicant and the scope of the proposed project. The project period will be for up to two years.

Performance measures will be negotiated during the award process. Applicants are encouraged to consider metrics that demonstrate the success of the project. For example:
1. measurement of new volunteer roles created and filled;
2. the number of new volunteers recruited on board at the end of the project period; and
3. increased retention rates.

B. Authority
These funds will be available under Section 198 of the National and Community Service Act of 1990 (42 U.S.C. § 12653).

II. Award Information
A. Number of Awards and Award Amount
Grants in the approximate range of $50,000 to $200,000 may be awarded.

B. Award Period and Future Funding
The successful applicant may have up to two years to conduct the project.

The Corporation cannot commit to making additional funds available for Volunteer Management Grants in subsequent years, and has no obligation to provide additional funding beyond the period of the grant.

C. Type of Funding Instrument
The type of funding instrument is a grant.

III. Eligibility Information
A. Eligible Applicants

The Corporation wants to ensure that all eligible organizations are able to compete on an equal basis for federal financial assistance. Eligible applicants include, but are not limited to nonprofit organizations, including national intermediaries; state commissions on service; volunteer centers; institutions of higher education; national or regional education agencies; educational institutions; faith-based and other community organizations; and private foundations. We encourage applications from organizations not currently receiving Corporation funding as well as from organizations that are now receiving funds under the programs of the Corporation, including AmeriCorps, Learn and Serve America, and Senior Corps.

We expect the successful applicants will demonstrate how these grants and the proposed project will have a large-scale scope and leverage significant impact within their organization's network or amongst a group of collaborating organizations. Organizations are encouraged to collaborate with existing volunteer connector organizations in planning and implementing their proposed activities. Volunteer connectors are organizations that specialize in assisting individuals or groups with finding appropriate volunteer opportunities while also providing organizations that use volunteers with services such as recruitment support and training and technical assistance related to volunteer management.

We encourage submissions from organizations with little or no experience with federal grants, where our investment could dramatically improve volunteer management capacity and infrastructure. We encourage applicants to apply that have not received Corporation funding in the past. Eligible faith-based and other community-based organizations are encouraged to apply.

Organizations that currently operate a Corporation-funded program or are applying for other Corporation funding are eligible applicants. However, applicants must differentiate between this grant's proposed activities and those of the currently-funded program or pending application.

B. Cost Sharing or Matching
There is a 33% required non-federal match for this grant**.** The match may be cash or in-kind and must be raised within the grant period. There may be a preference for proposals that exceed the required match ratio. The matching funds must be expended on the successful applicant's approved project.

> For example, a project costing $120,000 would require an applicant to match with $40,000 from a non-federal source (cash and/or in-kind contributions).

The match can come from funds or resources provided by the grantee, subgrantee, or from state and local government resources.

C. Other Eligibility Requirements
Lobbying: Any organization described in Section 501 (c) (4) of the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to

apply, serve as a host site for member placements, or act in any type of supervisory role in Corporation programs.

IV. Application and Submission Information

A. Address to Request Application Package

This *Notice*, the application instructions, and other relevant materials are available at http://www.nationalservice.gov/for_organizations/funding/nofa.asp or by emailing volunteermanagement@cns.gov.

To submit your application, access eGrants (http://www.nationalservice.gov/egrants/index.asp), the Corporation's integrated, secure, web-based system for applications.

B. Content and Form of Application Submission

Your narrative should provide a well-designed plan with a clear and compelling justification for awarding the requested funds. The narrative should cover the two year project period for which you are requesting approval. Please address the following elements in your narrative. The narrative should be no more than 25,000 characters total.

For the purposes of this grant competition, we are using the following previously approved application instructions. They were used for an earlier competition and are deemed appropriate for this one because of program similarities. When responding to the questions regarding program design, organizational capacity, and budget/cost-effectiveness, keep in mind the purposes of this particular grant competition and respond accordingly. For example, the term "community need" may be interpreted to encompass "the need for an increased retention of volunteers" in the community. Thus, we encourage you to interpret the phrases below as they relate to increasing volunteer retention, expanding the use of volunteers, improving the impact of volunteers and how these elements are measured. You should also address your proposed strategy for sustaining the impact of your proposed project beyond the period of the grant.

Program Design

1. Describe your organization, its role in the community, and the community need(s) that the organization seeks to address through this grant.
2. Describe your approach to addressing the need or problem described in the background section. Your strategy should address the following:
   a. What are your proposed project's target goals and objectives to make a difference in the community? What are the expected outcomes and how will they be measured? Target goals may include demonstrating an increased capacity for volunteer management in nonprofit organizations resulting in a measurable impact on the community served.
   b. What is the logical connection between the community need(s) you describe and the approach you are proposing?
   Why will this approach be successful and why is it more promising than other alternative approaches?

3. How will you use existing and additional community resources, such as other service or community organizations, community volunteers, to implement your approach? How will the program collaborate with organizations on a national, statewide or regional scale?
4. Describe in detail the activities of the proposed program and provide a timeline for the activities.

Organizational Capacity

1. Describe the experience and infrastructure your organization has in managing programs and grants similar to the one proposed in this application, including ensuring federal grant compliance. Who are the key staff responsible for program and fiscal oversight, and what experience will they bring to program?
2. What experience does your organization have with recruiting and managing volunteers? What capacity does your organization currently have to recruit and manage volunteers?
3. Describe your plans and your capacity (current and anticipated) to implement continuous improvement systems to provide data and information on the success of the project.

Budget/Cost-Effectiveness

1. Explain how the proposed program budget reflects the program's goals and design.
2. Detail the amounts and sources for the proposed non-Federal cash match required for the grant. Identify the amounts and sources of any other in-kind contributions to this project. Applicants must provide the required match requirement stated in this Notice of Funding Availability.

Authorization, Assurances, and Certifications (eGrants "Authorize and Submit" Section). Read the authorization, assurances, and certifications carefully. Complete each section of the Authorize and Submit section.

Budget (eGrants "Budget" Section)

The budget should be sufficient to perform the tasks described in the proposal narrative for the entire grant period. Do not include unexplained amounts, amounts for miscellaneous or contingency costs, or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar. Refer to the Federal cost principles at http://www.whitehouse.gov/omb/circulars/index.html for information on allowable costs in Federal grants.

We recommend you prepare your project budget off-line before entering it into eGrants. eGrants will create the budget and the budget narrative automatically from the detailed budget information you entered.

Budget Categories are:
a. Project Personnel Expenses
b. Personnel Fringe Benefits

      c. Travel
      d. Equipment
      e. Supplies
      f. Contractual and Consultant Services
      g. Training
      h. Evaluation
      i. Other Support Costs
      j. Indirect Costs

Survey on Ensuring Equal Opportunity for Applicants
The Corporation and other Federal agencies are collaborating with the White House Office of Faith-Based and Community Initiatives (FBCI) to conduct a survey of organizations that have received Federal funding. The purpose of this voluntary information collection is to compile statistics on the types of organizations that apply to the Corporation for funds, such as number of employees, budget size, and self-identification as a faith-based/religious organization or a non-religious community-based organization.

There are two ways to complete the survey: 1) while preparing your application; and 2) after submitting your application.

    1) To complete the survey while preparing your application, go to the eGrants Main Menu, click on Enter Survey on Ensuring Equal Opportunity, provide the requested information, and submit.

    2) If you submit your grant application without completing the survey, a pop-up box will appear and ask you if you would like to complete the survey. You may select Yes, No, or Remind Me Later. If you select "Remind Me Later," you will be asked to fill in the survey next time you attempt to submit an application to the Corporation for National and Community Service.

This form is for applicants that are nonprofit private organizations (not including private universities). All information from the attached survey will be confidential and the responses will be aggregated in-house for a summary report. Information provided on your form will not be released and will not be considered in any way in making funding decisions.

If you are submitting a paper application, the survey forms and instructions are found in Appendix G.

2. **Equal Opportunity Survey:** Applicants are asked to complete the Survey on Ensuring Equal Opportunity for Applicants. You can find this Survey at http://www.nationalservice.gov/for_organizations/funding/nofa.asp.

3. **Universal Identifier:** Applications must include a Dun and Bradstreet Data

Universal Numbering System (DUNS) number on the Standard Form 424. The DUNS number is an identifier that helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number does not replace your Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at www.dnb.com.

The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however, we suggest registering at least 30 days in advance of the application due date. Expedited DUNS numbers may be obtained by telephone at a cost of $99 by calling the DUNS number request line. Applications without DUNS numbers or with invalid DUNS numbers are subject to potential rejection.

C. Submission Dates and Times

Please submit an e-mail stating your intent to apply for a Volunteer Management Grant at volunteermanagement@cns.gov by **5:00 p.m. Eastern Time on August 15, 2007.** This is not required, but helps us plan the review of the applications.

The deadline for applications is **5:00 p.m. Eastern Time on September 6, 2007.** Applications submitted by e-mail or fax will not be accepted.

Applications are to be submitted electronically using eGrants, the Corporation's integrated, secure, web-based system for applications. You may access eGrants at http://www.nationalservice.gov/egrants/index.html.

If you cannot submit an application electronically due to technical difficulties or limitations, submit a paper application, together with an electronic version of the application on a CD Rom postmarked by the day after the application deadline to facilitate data entry into the eGrants system, to the following address: Corporation for National and Community Service, 1201 New York Avenue, N.W., Box Volunteer Management, Washington, D.C., 20525.

Due to delays in delivery of regular U.S. Postal Service (U.S.P.S.) mail to government offices, there is no guarantee that your application will arrive in time to be considered. We therefore suggest that if you are submitting a paper application, you use U.S.P.S. priority mail or a commercial overnight delivery service to ensure that you meet the deadline. Also, submit an explanation as to why you could not submit electronically. We will accept applications that are hand delivered to the Corporation by the application deadline. We will not review applications submitted by facsimile or e-mail.

D. Intergovernmental Review

Applicants under this program are subject to Executive Order 12372 "Intergovernmental Review of Federal Programs." All applicants are required to submit a copy of their application to their State Single Point of Contact (SPOC) offices, if they have one. To determine if your state has a SPOC, the U.S. Office of Management and Budget maintains a current listing at www.whitehouse.gov/omb/grants/spoc.html.

E. Funding Restrictions
Grants under this program are subject to the applicable Cost Principles under OMB Circulars A-21, A-122, A-87 or FAR 31.2 at www.whitehouse.gov/OMB/circulars/.

V. Application Review Information
The successful applicant(s) will be selected based on the degree to which they demonstrate:
1. Demonstrated knowledge and awareness of effective volunteer management practices;
2. Experience in recruiting and engaging volunteers;
3. Clarity and feasibility of plan, including alignment between problem, solution, and outcomes;
4. Ability to actively engage a broad network (national, regional, or statewide);
5. Organizational capability to carry out proposal and sustain the impact over time;
6. Cost effectiveness and capacity to leverage Corporation funds; and
7. Adequacy of budget to support proposed project.

VI. Award Administration Information
A. Anticipated Announcement and Award Notices
We anticipate announcing selections under this *Notice* by late fall. Selected applicants are approved to negotiate with the Corporation for a grant award. During the negotiation period, you must satisfactorily resolve any questions or issues identified during the review of your application before the Corporation will award your grant.

Grants will be awarded following the successful conclusion of negotiations. The negotiated project start date may not occur prior to award date.

B. Administrative and National Policy Requirements
Corporation regulations and other specific conditions are incorporated in the Notice of Grant Award (NGA). The NGA incorporates the approved application as part of a binding commitment under the grant.

C. Reporting
Grantees are required to supply annual performance and bi-annual financial reports.

VII. Agency Contacts
This *Notice* is available at http://www.nationalservice.gov/for_organizations/funding/nofa.asp. The TTY number is 202–606-3472. For further information or for a printed copy of this *Notice,* call the Special Initiatives Hotline at (202) 606-7507. Or send an e-mail to volunteermanagement@cns.gov.

VIII. Additional Information
Technical Assistance: The Corporation will host a technical assistance call to answer questions from potential applicants about funding opportunities soon after the publication

of this *Notice.* Applicants are strongly encouraged to participate in the technical assistance call. The call information is as follows:

Date: Tuesday, August 7, 2007
Time: 3:00pm - 4:00pm Eastern
Call Leader: Femi Estrada-Petersen
Dial-In Number: 800-857-3059
Verbal Passcode: Volunteer

This call will be recorded and available for replay. Please go to the Corporation's website, http://www.nationalservice.gov/for_organizations/funding/nofa.asp for the replay information.

For additional information on volunteer management practices and effective volunteer retention strategies, visit http://www.nationalserviceresources.org/volunteerweek/.

Public Burden Statement: The Paperwork Reduction Act of 1995 requires the Corporation to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 CFR 1320.5(b)(2)(i)). This collection is approved under OMB Control #: 3045-0108 (Expiration Date: 07/31/2008).