

### NOTICE OF FEDERAL FUNDS AVAILABLE

**Federal Agency Name:** Corporation for National and Community Service  
**Funding Opportunity Title:** Summer of Service for Middle- School Aged Youth  
**Announcement Type:** Initial Announcement  
**CFDA No.:** 94.007  
**Deadline for Application:** **October 10, 2007, 5:00 P.M. Eastern Time**  
**Award Announcements:** Late Fall

**Funding Opportunity Description:** The Corporation for National and Community Service (the Corporation) announces the availability of up to \$900,000 for grants to support summer of service activities. Summer of service activities are defined as high quality, supervised, volunteer activities in multiple locations during the summer (out-of-school) months. The participants will be middle school youth (typically 10 to 14 years old) from disadvantaged circumstances in urban and rural areas. The purpose of this competition is to stimulate new or expanded service-learning opportunities in the summer programming of youth-serving organizations that already serve large numbers of youth from disadvantaged circumstances at multiple sites. Service learning opportunities are designed so that the youth meet unmet needs in their communities.

Organizations of any type are eligible to apply, except for lobbying organizations described in Section 501(c) (4) of the Internal Revenue Code (see Section II.B of the NOFA). Eligible applicants must propose programs that are expected to have an impact on the national, multi-state, or state level. The successful applicant must be experienced in working with and planning activities for middle-school age youth. The applicant must demonstrate: (1) ability to engage large numbers of youth in the program; (2) ability to provide youth from disadvantaged circumstances with meaningful service-learning opportunities within their communities; (3) experience working with youth from disadvantaged circumstances in out-of-school settings; (4) ability to serve youth in the geographic location for which the program is designed, and; (5) ability to apply the principals of service-learning (<http://www.servicelearning.org>). Applicants must demonstrate how the program design aligns with standards set by local school boards for such programs.

Grants may range in size from approximately \$100,000 to \$200,000. The Corporation will make approximately 6 awards covering a period not to exceed one year inclusive of May-August 2008.

As part of its five-year strategic plan, the Corporation has set a goal of engaging 3 million more youth, particularly those from disadvantaged circumstances, in service by 2010. According to recent research conducted by the Corporation, youth from disadvantaged circumstances who engaged in service demonstrated greater civic engagement and have an increased sense of personal empowerment<sup>1</sup>. Yet, we know that youth from disadvantaged circumstances are significantly less likely to volunteer than youth from non-economically disadvantaged circumstances (43% versus 59% respectively).

Youth participating will be expected to:

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<sup>1</sup> Spring, K et all (2007) *Leveling the Path to Participation: Volunteering and Civic Engagement among Youth from Disadvantaged Circumstances* Corporation for National and Community Service

- Perform a minimum of 50 hours of volunteer project planning, implementation, and reflection with an adult or older person's supervision, over a 2 to 8 week period between May and August, 2008
- Address unmet needs in the communities in which they live through high-quality, supervised, volunteer activities based on a service-learning model that engages participants in structured, hands-on projects while helping participants develop personal, civic, and/or academic skills
- Receive the President's Volunteer Service Award in recognition of their volunteer service

The successful applicant will be expected to:

- Engage youth in identifying, developing and reflecting on the service activities; (more information on service learning models is available at <http://www.servicelearning.org>)
- Design structured hands-on, team-based projects
- Implement these projects in a way that creates awareness of and excitement for the power of youth to contribute in meaningful way to the communities in which they live.

Successful applicants will tell us how many youth they are currently serving through their programs and how many they plan to serve through the Summer of Service programs. In addition, successful applicants will become certifying organizations for the President's Volunteer Service Award (PVSA) and must use the PVSA as the official recognition for youth who perform a minimum of 50 hours of volunteer service in their Summer of Service Program.

Grantee success will be measured by (a) the number of program participants who perform a minimum of 50 hours of youth-led service and who receive the President's Volunteer Service Award, and (b) the total number of hours served by youth through the Summer of Service program, and other performance measure (s) to be determined during negotiations.

Preference may be given to applications that (a) serve larger numbers of youth; (b) include a mentoring component that connects service to a sustained mentoring relationship; (b) include youth who are homeless or in foster care as participants; (c) engage the same group of youth in volunteer activity beyond the summer months; (d) demonstrate the ability to collaborate with existing youth-serving organizations in planning and implementing their proposed activities, including coordinating effective communication and participation among all partners.

Examples of types of appropriate applicants and project designs include:

- A national organization with 20 affiliate clubs serving 35,000 youth in five states, that plans to provide a variety of service opportunities to middle- school age youth as part of a supervised, comprehensive summer camp;
- A regional network of social service agencies that plan to provide residential summer programming for youth with disabilities;
- A statewide network of after-school program providers that serve 14,000 youth that plan to provide a continuum of program opportunities to youth during the summer months, and
- A consortia including a national mentoring organization and ten state volunteer centers that plan to provide opportunities for mentors and their mentees to engage in service projects together once a week throughout the summer months.

Examples of types of activities this grant may support are: planning for a Summer of Service Program, including activities related to building and sustaining related partnerships; adding or expanding activities connected with the community service component of a summer program including preparation, recognition and reflection; youth participant and staff recruitment; transportation costs related to the service activities; staff time and training related to the service activities; and other activities directly related to the planning and implementation of the student summer service activities.

**A. Authority**

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

**I. Award Information**

**A. Number of Awards and Award Amount**

Grants in the approximate range of \$100,000 to \$200,000 may be awarded.

**B. Award Period and Future Funding**

The successful applicant may have up to one full year to conduct the project.

The Corporation cannot commit to making additional funds available for Summer of Service 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.

**II. Eligibility Information**

The Corporation wants to ensure that all eligible organizations are able to compete on an equal basis for federal financial assistance. Organizations of any type are eligible to apply, except for lobbying organizations described in Section 501(c)(4) of the Internal Revenue Code (see Section II.B of the NOFA). Eligible applicants must propose programs that are expected to have an impact on the national, multi-state, or state level. New or expanded service-learning opportunities in the summer programming of youth-serving organizations that serve large numbers of youth from disadvantaged circumstances at multiple sites will be considered. We encourage applications from organizations not currently receiving Corporation funding as well as from organizations that are now receiving Corporation funds, including AmeriCorps, Learn and Serve America, and Senior Corps.

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.

**A. Cost Sharing or Matching**

There is a 33% required non-federal match for this grant. The match may be cash or in-kind. 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, sub-grantee, or from state and local government resources. Other Corporation funds may not be used as match this grant.

**B. 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.

**III. Application and Submission Information****A. Address to Request Application Package**

This *Notice*, and other relevant materials are available at [http://www.nationalservice.gov/for\\_organizations/funding/nofa.asp](http://www.nationalservice.gov/for_organizations/funding/nofa.asp) or by emailing [summerofservice@cns.gov](mailto:summerofservice@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 one year project period for which you are requesting funding. 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 previously approved application instructions (located below). They are deemed appropriate for this competition 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 the purposes of this grant competition:

- “*community need*” is defined as meaningful opportunities for disadvantaged youth to serve their communities; and
- “*volunteers*” refers to youth participants serving in the Summer of Service program

**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

### **C. Using eGrants**

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>.

- We suggest that you prepare and save your application as a word processing document prior to inputting it into eGrants.
- Use only uppercase letters for all section headings and other information you would like to highlight in your narrative. Bold face, bullets, underlines, or other types of formatting, charts, diagrams, and tables will not copy into eGrants. Do not use any of these in your application whether using eGrants or submitting by paper.
- Remember to follow the character limits. We use character limits rather than page limits because of the structure of eGrants. Characters include letters, punctuation, and spaces in the document. Your word processing software can provide a character count.

If you cannot submit an application using eGrants 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 Summer of Service, Washington, D.C., 20525.

If a problem arises when you are creating your account, preparing or submitting your application, you must contact the eGrants Helpdesk at 888-677-7849 or email at [egrantshelp@cns.gov](mailto:egrantshelp@cns.gov), prior to the 5:00 p.m. ET on October 10, 2007, to explain your technical issue and receive an eGrants ticket number. The eGrants Help Desk is staffed Monday – Friday 8:00 am to 6:00 pm.

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.

### **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.

**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](http://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.

#### **D. Submission Dates and Times**

Please submit an e-mail stating your intent to apply for a [Summer of Service Grant](#) at [summerofservice@cns.gov](mailto:summerofservice@cns.gov) by **5:00 p.m. Eastern Time on September 19, 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 October 10, 2007**. Applications submitted by e-mail or fax will not be accepted.

#### **E. 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](http://www.whitehouse.gov/omb/grants/spoc.html).

#### **F. 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/](http://www.whitehouse.gov/OMB/circulars/).

### **IV. Application Review Information**

The successful applicant(s) will be selected based on the degree to which they demonstrate:

1. Large numbers of youth served;
2. High level experience working with and planning quality programs for this age group;
3. Clear and feasible plan for the Summer of Service activities that meets all of the elements stated in the purpose of the grant and Page 1 of this announcement;
4. Organizational capability to implement the proposed program design;
5. Cost effectiveness and capacity to leverage Corporation funds; and
6. Adequacy of budget to support proposed project.

Preference may be given to applications that include one or more of the following:

1. Serve a large number of youth;
2. Inclusion of a mentoring element in the program design. (Mentoring is defined as an intentional, sustained relationship between an older, more experienced person and a younger, less experienced person for the purpose of social, academic, or career enhancement.);
3. Inclusion of youth who are homeless or in foster care as program participants;
4. Models that engage local partner (s) in the design and implementation of the program; and
5. Models that propose to engage the same group of youth in volunteer activity beyond the summer months.

## **V. 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.

## **VI. Agency Contacts**

This *Notice* is available at [http://www.nationalservice.gov/for\\_organizations/funding/nofa.asp](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 [summerofservice@cns.gov](mailto:summerofservice@cns.gov)



**VII. 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:*** September 12, 2007

***Time:*** 2:00pm - 3:00 P.M. Eastern Time

***Call Leader:*** MR BRENDAN MURPHY

***Dial-In Number:*** 888-455-0603

***Verbal Passcode:*** MURPHY CALL

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](http://www.nationalservice.gov/for_organizations/funding/nofa.asp) for the replay information.

**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).