

2024-25 AMERICORPS PLANNING GRANT REQUEST FOR PROPOSALS Info Session



Presented by Élyse Chay, RFP Manager

Questions? Email ServeWisconsin@Wisconsin.gov

[Serve Wisconsin website](#)

- AmeriCorps overview
- Request for Proposals and Documents
- Important Dates
- Reminders
- Support



The Basics



- AmeriCorps is a federally funded program
- AmeriCorps' mission
- AmeriCorps members serve through an approved national service position
 - Some AmeriCorps members receive a living allowance, health insurance and other benefits while serving
 - Earn an education award upon successful completion

AmeriCorps Grants

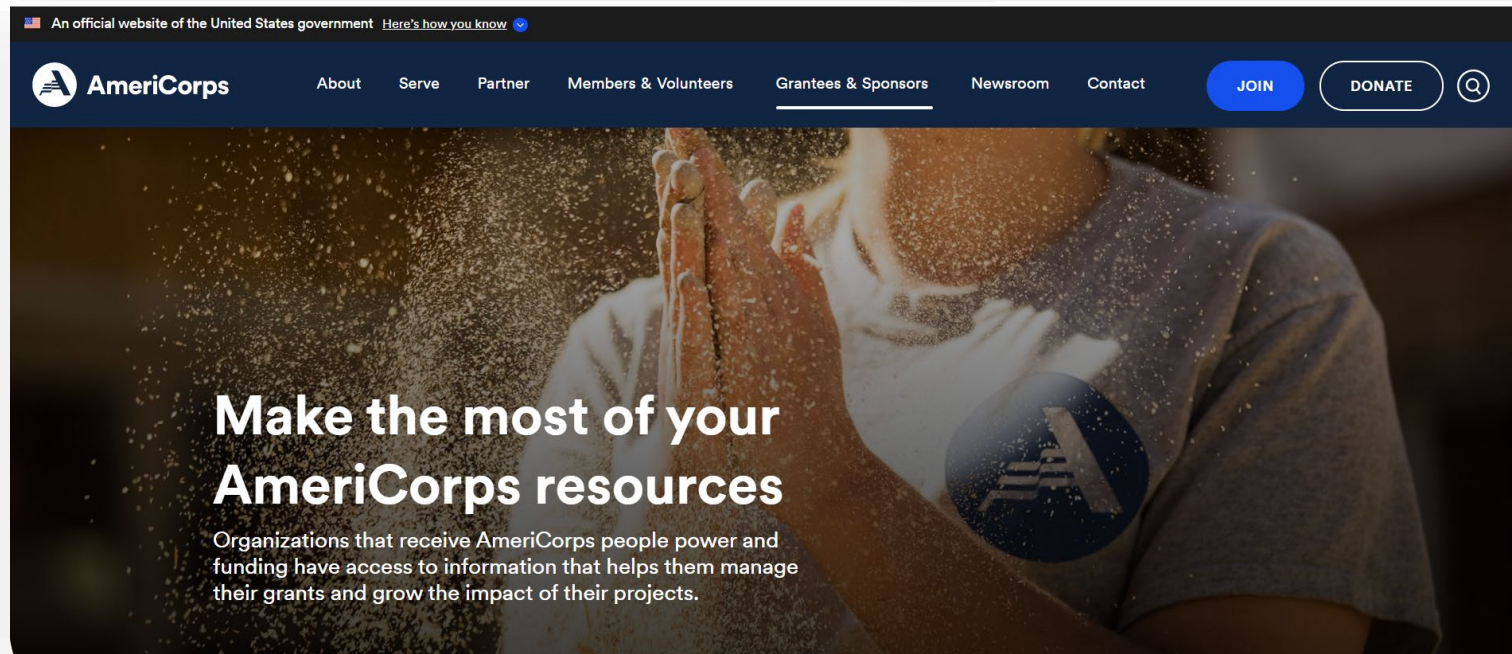


- ❑ AmeriCorps grants create AmeriCorps positions
- ❑ Funding is NOT to pay for general organizational expenses or fundraising costs
- ❑ Funding is only for costs directly related to the proposed project and member support costs

New to AmeriCorps?



- ❑ [AmeriCorps.gov](https://www.americorps.gov)
- ❑ [AmeriCorps Resources and Tools](#)
- ❑ [Serve Wisconsin website](#)



Who can apply?



- ❑ Public or private nonprofit organizations, including faith-based and other community organizations
- ❑ Institutions of higher education
- ❑ Local governments within Wisconsin
- ❑ Indian Tribes

**Staff counting time towards the project and all future AmeriCorps members must pass a National Service Criminal History Check*

- ~ Organizations convicted of federal crime are disqualified ~
- ~ 501(c)(4) lobbying organizations are not eligible to apply ~

How to Apply



- ❑ Determine if an AmeriCorps program would be a good fit
- ❑ Submit a mandatory [Notification of Intent to Apply](#) survey by February 22nd at midnight
- ❑ Obtain UEI by registering (or update) your organization with the [System for Award Management](#)
- ❑ Write a high-quality proposal that is responsive to the Request for Proposals
- ❑ Submit application and required additional documents to ServeWisconsin@wisconsin.gov by March 12 at 4:30pm

Beginnings



- Purpose of Planning Grant Request for Proposals
 - ▣ Serve WI goal
 - ▣ Goal for your organization
- Up to \$75,000 and zero AmeriCorps members
- Project period of one year



Request for Proposals



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AmeriCorps
Stories



Formula Planning Grant

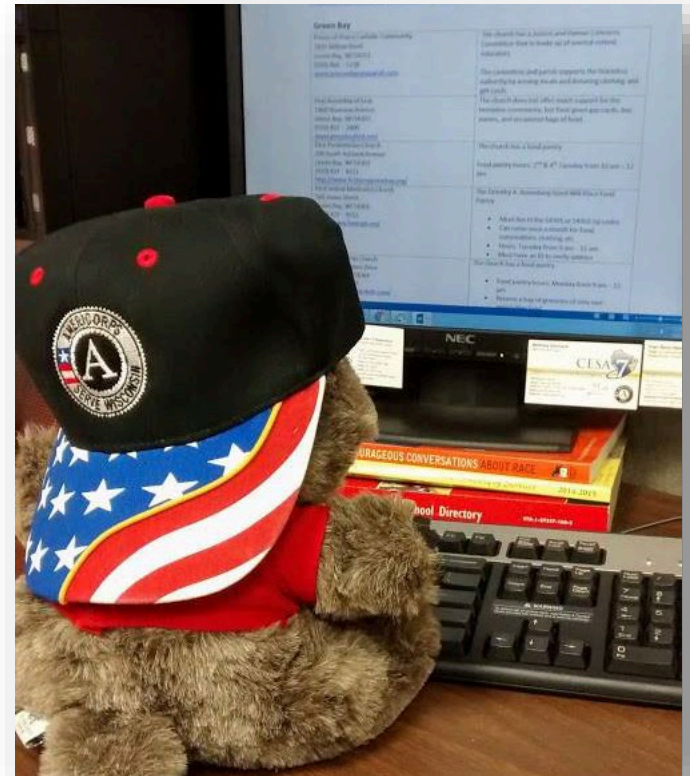
Organizations are often interested in creating an AmeriCorps program, but could use some time to fill out their plan. The AmeriCorps Formula Planning Grant Request for Proposals (RFP) was created to reduce organizations' barriers to creating a new AmeriCorps program. Grantees receive direct technical assistance from Serve Wisconsin and up to 12 months of funding to plan and launch a new AmeriCorps program.

Planning grant activities may involve work to establish a new program in Wisconsin or to replicate a successful existing program model in new, unserved or underserved areas of the state. Organizations use planning grants to become better prepared to compete for an AmeriCorps program grant in the

Application



- ❑ Narrative requirements thoroughly described in RFP
- ❑ Address ALL criteria in those sections
- ❑ Do not assume the reviewers know your organization
- ❑ Be succinct and clear in your descriptions
- ❑ Do not include information that is not requested



Application



- ❑ Describe the community issue that your future AmeriCorps program will address
- ❑ Describe how you imagine your future AmeriCorps program will operate
- ❑ Describe the activities for the planning year and create a proposed timeline
- ❑ Describe your organization's capacity to successfully operate a future AmeriCorps program
- ❑ Create a budget proposal

Tips



- ❑ Lead from your program strengths, and be explicit
- ❑ Avoid circular reasoning – the problem you describe should not be defined as the lack of the solution you are proposing
- ❑ Explain how – explicitly describe how the proposed project will meet the criteria
- ❑ Use an impartial proofreader/reviewer

Prohibited Activities



- ❑ AmeriCorps programs, members, and volunteers must adhere to rules related to activities prohibited under federal Law
- ❑ Your program design cannot include any of these activities
- ❑ You will need to train staff, supervisors, members, and volunteers on the prohibited activities
- ❑ You can find the list of prohibited activities in:
 - ✓ Appendix 4: Glossary
 - ✓ Code of Federal Regulations: [45 CFR §2520.65](#)

Prohibited Activities



- Prohibited activities include non-duplication and non-displacement
 - ▣ AmeriCorps members may not engage in activities that are currently or were previously handled by your staff members or volunteers
 - ▣ AmeriCorps programs may not duplicate the same services offered in the region
- AmeriCorps programs should be bringing new services or expanding existing services to the community
- When in doubt, ask. Findings of duplication or displacement may result in a disallowance of funds!

Submit Your Proposal



- Application (word processing document)
- Additional Documents
- Budget



For a planning grant to be considered, your application should explain your project ideas that you intend to expand on and research during the planning grant year. The planning grant is not intended as a year of funding for your organization to determine what AmeriCorps members could do at the organization.

AmeriCorps Budget



- ❑ Some required expenses include:
 - ❑ Maximum request of \$75,000
 - ❑ Travel to Serve Wisconsin-approved training (\$2,000)
 - ❑ 2% Administrative fee that Serve Wisconsin retains
 - ❑ Consultant fees
 - ❑ Staff time
 - ❑ NO member-related costs
- ❑ Match is required
 - ❑ At least 24%
 - ❑ Grantee match can come from cash and/or in-kind sources
 - ❑ Must be documented
 - ❑ Except under special permission, may not come from federal sources

Application Review



2024-2025 AmeriCorps Planning Grant Review Form

Legal Applicant/Program Name: <input type="text"/>	Reviewer Number: <input type="text"/>
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Executive Summary (Required – 0 points)

Criteria	Satisfactory Answer: Y/N
<p>Review the required template for Executive Summaries below. Did the applicant follow the template for the Executive Summary?</p> <p>The <i>[Name of the organization]</i> proposes to develop an AmeriCorps program serving in <i>[the locations the AmeriCorps members will serve]</i>. The AmeriCorps investment will be matched with <i>[\$amount of projected match]</i>, <i>[\$amount of local, state, and federal funds]</i> in public funding and <i>[\$amount of non-governmental funds]</i> in private funding. No AmeriCorps members will be needed to execute this plan.</p>	YES <input type="checkbox"/> NO <input type="checkbox"/>

Need (10 points)



Criteria	Satisfactory Answer: Y/N	Comments including both strengths and weaknesses
The problem the applicant plans to address with an AmeriCorps program is described and there is support the need exists	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/>

Proposal Assessment



If your proposal successfully passes staff review...

- Program Evaluation & Development Committee Review
 - Applicants give 5-minute presentation at April 30th meeting and answer questions
 - Committee will use staff recommendation, fit in Wisconsin's portfolio, and your presentation to determine funding recommendation
- WI National & Community Service Board Review – May 15th

AmeriCorps Review



- Prior to submission to the federal level, Serve WI staff will work with you to amend your proposal based on:
 - Staff Review
 - Committee and Board Recommendations

- Applications and additional documents are submitted to the AmeriCorps federal agency by Serve Wisconsin

- The AmeriCorps federal agency has their own Review Process

What's next?



- ❑ Begin planning grant start-up: consultant outreach, planning grant timeline, etc.
- ❑ Contract will be between your organization and WNCSSB/State of Wisconsin
- ❑ The planning year must start on August 15 or September 1, 2024
- ❑ The planning year must complete on August 14 or August 31, 2025

Important Dates



- ❑ February 5 – Request for Proposals released
- ❑ February 22 – Notice of Intent to Apply Due
- ❑ March 8 – Last day for questions
- ❑ March 12 – Application & Additional Documents deadline
- ❑ April 2 – Applicants receive clarifications and revisions
- ❑ April 30 – PE&D Committee Meeting
- ❑ May 2 – All application revisions complete and in eGrants
- ❑ May 9 – WNCS Board Meeting

Reminders



- ❑ Stick to the instructions in the Request for Proposals
- ❑ Explain acronyms and abbreviations
- ❑ No prohibited activities
- ❑ This is a planning grant. You don't need it all figured out, but you do need a general idea of what you'd like future AmeriCorps members to be doing
- ❑ Page limits are important!

Support

The image is a screenshot of the On3 Learn website. At the top left is the On3 Learn logo, with 'On' in green, '3' in blue, and 'Learn' in purple. A navigation menu is centered at the top with links for HOME, WHO WE ARE, COURSE OFFERINGS (highlighted in green), PRICING, FAQs, and CONTACT US. Below the menu is a hero image of a laptop keyboard and desk with the text 'Planning Grant Series' overlaid in green. A paragraph below describes the series as 12 programmatic and 3 fiscal focus areas. A link 'Register for all 15 focus areas here' is provided. A note says 'Coming soon - An additional course is in development that focuses on special fiscal topics.' At the bottom are three preview cards: 'How To Planning Grant Series' (with a photo of a modern office), 'GENERAL GRANT AND COOPERATIVE AGREEMENT TERMS AND CONDITIONS' (with a colorful abstract background), and 'The National & Community Service Act 1990' (with a photo of a classical building).

On3 Learn

HOME WHO WE ARE **COURSE OFFERINGS** PRICING FAQs CONTACT US

Planning Grant Series

This Planning Grant Series is composed of 12 programmatic and 3 fiscal focus areas intended to help you develop effective systems and processes to ensure compliance and high-quality programming; develop the foundation for an evidence-informed program; and understand and be able to communicate clearly to internal and external stakeholders the purpose and requirements around AmeriCorps.

[Register for all 15 focus areas here](#)

Coming soon - An additional course is in development that focuses on special fiscal topics.

How To Planning Grant Series

GENERAL GRANT AND COOPERATIVE AGREEMENT TERMS AND CONDITIONS

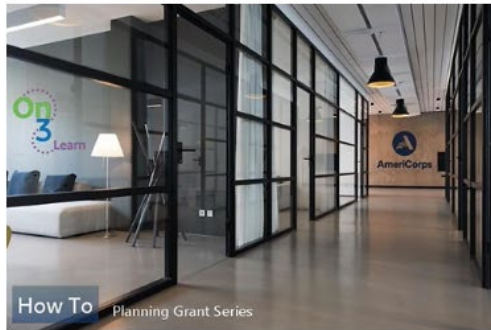
"The recipient is accountable to AmeriCorps for its operation of the program and the use of AmeriCorps award funds. The recipient must expend award funds in a manner consistent with the cost principles in 2 CFR and in a reasonable manner, and it must record accurately the service activities and outcomes achieved under the award. Although recipients are encouraged to seek the advice and opinion of AmeriCorps on special problems that may arise, such advice does not diminish the recipient's

The National & Community Service Act 1990

"The Congress finds the following:

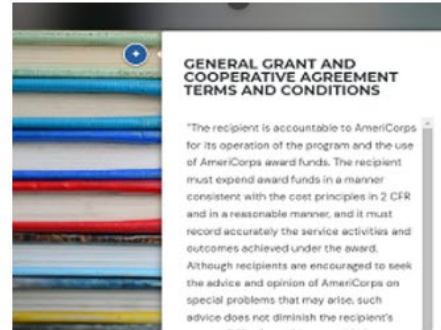
- (1) Throughout the United States, there are pressing unmet human, educational, environmental, and public safety needs.
- (2) Americans desire to affirm common responsibilities and shared values, and join together in positive experiences that transcend race, religion, gender, age, disability, region, income, and education.
- (3) The rising costs of postsecondary education are putting higher education out of reach for an increasing number of

Support



Welcome

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The Fundamentals

[Learn More](#)



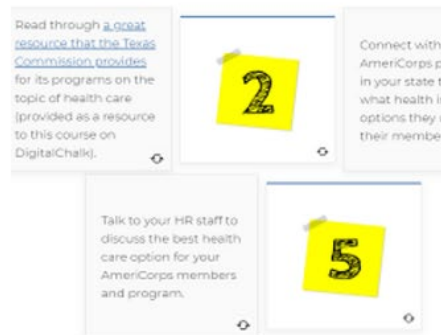
AmeriCorps 101

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AmeriCorps Members 101

[Learn More](#)



AmeriCorps Member Benefits 101

[Learn More](#)

Ask yourself and others the following questions:



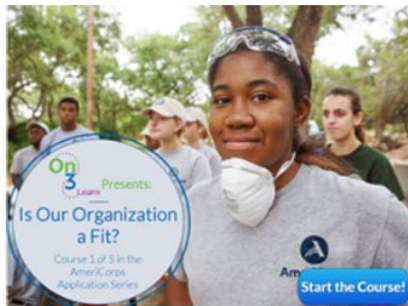
- What are the results you are trying to achieve?

Your Program Design

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Support

Course Offerings



Is Our Organization a Fit?

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Understanding the Overall Application and Narrative

[Learn More](#)



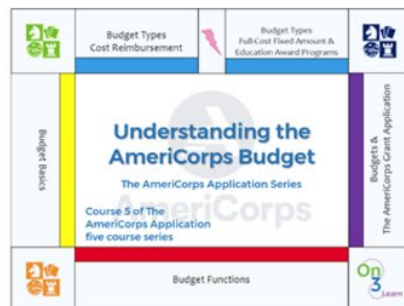
A course to help you become a program design superhero!

Developing Logic Models

[Learn More](#)



Selecting and Developing Performance Measurements



Understanding the AmeriCorps Budget

Resources



Wisconsin
Evaluation
Collaborative



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Wisconsin Evaluation Collaborative (WEC)

conducts and supports program evaluations within education and community systems through partnerships with school districts, professional associations, state agencies, education-based community organizations, and Cooperative Educational Service Agencies (CESAs).

We are a community of evaluators with diverse content and methodological expertise from across WCER and the School of Education at UW-Madison. In addition to the network of experienced evaluation professionals, WEC includes an outreach clinic that provides services to small projects through applied training of graduate students in evaluation and research methods.

What's New at WEC

Resources



Serve Wisconsin

@servewisconsin9732 · 47 subscribers · 206 videos

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Wisconsin AmeriCorps Opening Ceremony 2023

48 views · 2 months ago



Joe and Audrey Leisgang - Volunteer of the Year (East Central WI) - 2023 Governor's...

9 views · 6 months ago



Sally Ann Brickner - Volunteer of the Year (East Central Wisconsin) - 2023 Governor's...

13 views · 6 months ago



Margie Zutter - Recognition of retirement from RSVP of Dane County - 2023...

12 views · 7 months ago



Maddie Frohmeier
Volunteer of the Year - Southeast Wisconsin

Governor's Service Awards



Jake Martin
Volunteer of the Year - Southeast Wisconsin

Governor's Service Awards



Iris Firgens
Volunteer of the Year - Northeast Wisconsin

Governor's Service Awards



Debra Newago Proulx
Volunteer of the Year - Northwest Wisconsin

Governor's Service Awards

Resources



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AmeriCorps
Stories



The S-Files Podcast Series

Welcome to The S-Files, which is your look into the impacts and stories of AmeriCorps members and volunteers serving throughout the State of Wisconsin. Each episode, we will be digging into their Service Stories, or S-Files, to learn about the people and programs whose service is meeting critical needs across Wisconsin and enriching the lives of the people and communities they serve.

The S-Files launched in October 2021, with new episodes published every few weeks. Episodes can be listened to below, accessed on various podcast hosting sites, or you can subscribe to follow our service stories by visiting [The S-Files Podcast Series website](#).

EPISODE PLAYLIST - 25 MOST RECENT EPISODES (NEWEST IN PLAYER)

THE S-FILES • EPISODE 48
Leading the Sober Strong program while serving w...

00:00 | 31:22

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MORE EPISODES

Leading the Sober Strong program while serving with MCHS Recovery Corps 32 min



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Resources



- ❑ [Serve Wisconsin Planning Grant Request for Proposals](#) webpage
- ❑ [On3Learn](#) courses - for free
- ❑ [Serve Wisconsin YouTube](#) channel
- ❑ [Wisconsin Evaluation Collaborative](#)
- ❑ Questions to ServeWisconsin@Wisconsin.gov

Thank you for your interest!