Corporation for NATIONAL & COMMUNITY SERVICE
Volunteer Generation Fund
#10VG118289

VOLUNTEER FLORIDA
THE GOVERNOR'S COMMISSION ON VOLUNTEERISM & COMMUNITY SERVICE

BEST Neighborhoods

Volunteer Florida
Build **E**ngage **S**ustain **T**ransform
Neighborhoods Grant

Mar 2011 – Sep 2011
Proposal Guidance & Forms

THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMATS (BRAILLE, LARGE PRINT, AUDIOTAPE, ELECTRONIC AND HARD COPY) UPON REQUEST. PLEASE CONTACT US AT (850) 921-5172 (VOICE/TTY) WITH YOUR REQUEST.

WHAT IS NEIGHBORING?

Neighboring is a model of community engagement. It is an asset-and-empowerment-based approach to volunteering that engages low-income people, families and residents* to find innovative, sustainable solutions that address local challenges. Neighboring views low income people as assets and experts of their own life experiences, not just clients. Neighboring uses volunteering as a tool to empower, mobilize and build essential connections to facilitate positive changes within communities.

The Volunteer Florida BEST Neighborhoods Grant simply acknowledges that all people have something to contribute to the improvement of their communities. Neighboring encompasses programs such as developing after-school mentoring programs, organizing transportation programs for seniors, establishing a neighborhood wellness center or check-in service for elderly people, organizing area youth in a lawn mowing service for neighbors who are ill, disabled or recovering from surgery. Neighboring programs include organizing and leading a public safety Neighborhood Watch group, establishing a community garden and organizing neighborhood beautification projects. Volunteer Florida's efforts will encourage, enhance, and invigorate what is already happening, and provide resources to create opportunities to strengthen communities through volunteerism and service.
**Residents are youth, seniors, disabled, non-traditional volunteers and those not asked to serve in the past.*

PURPOSE

During the inaugural year of the three-year* ***Volunteer Generation Fund*** grants program, Volunteer Florida will make available to eligible organizations, as described below, $250,000 in sub-grants, ranging from $5,000 to $25,000, for implementation of the Volunteer Generation Fund initiative, Build-Engage-Sustain-Transform (BEST) Neighborhoods Grant. The purpose of this initiative is to train Grantees to use Asset-based Community Development and the Neighboring concept, to build and transform communities, and grow the capacity of local organizations with volunteers (including veterans and persons with disabilities) from diverse backgrounds.
**Contingent upon Federal funding.*

This proposal is for a six-month period, beginning March 1, 2011 and ending September 30, 2011. The purpose of these grants will be: 1) to expand the capacity of volunteer connector organizations to recruit, manage, and retain volunteers to serve in *measurable* volunteer assignments, including those aligned with special days of service, such as the 9/11 Day of Service and Remembrance; 2) to establish *measurable* outcomes, including the number of both new and retained volunteers managed and supported by these grants, as well as the types and amounts of projects carried out by such volunteers, and 3) to increase the number of people serving as volunteers dedicated to addressing important needs in communities through the Neighboring concept.

This program is designed to address needs in Florida counties with poverty levels of 16% or higher, and counties affected by the Deepwater Horizon Oil Spill named in Executive Order Number 10-106 on April 30, 2010, Amended on May 20, 2010. Grantees must establish programs addressing one or more of the following areas: **Environment, Economic Recovery, Disaster Preparedness, Human Needs and Education** in any community in the following counties:

ALACHUA	HENDRY	
BAY	HERNANDO	
BRADFORD	HIGHLANDS	
BROWARD	HILLSBOROUGH	
CALHOUN	HOLMES	
CHARLOTTE	JACKSON	
CITRUS	JEFFERSON	PALM BEACH
COLLIER	LAFAYETTE	PASCO
COLUMBIA	LEE	PINELLAS
DESOTO	LEON	PUTNAM
DIXIE	LEVY	SANTA ROSA
ESCAMBIA	LIBERTY	SARASOTA
FRANKLIN	MADISON	SUWANNEE
GADSDEN	MANATEE	TAYLOR
GILCHRIST	MARION	UNION
GLADES	MIAMI-DADE	WAKULLA
GULF	MONROE	WALTON
HAMILTON	OKALOOSA	WASHINGTON
HARDEE	OKEECHOBEE	

FUNDING AMOUNTS & MATCH REQUIREMENTS

This grant opportunity will be administered as follows:
Grants will be awarded to organizations at the following levels:

- $25,000, $8,000 and $5,000 each, for a total of $250,000.
- Grantees are required to provide a 10% in-kind and/or cash match*.
- **Grantees are required to provide documentation of match utilized with their requests for reimbursement.**

Cash match may NOT be from Federal sources.

Grants are made on a cost-reimbursement basis. **Grantees will be required to provide proper documentation of expenditures for each month.**

FUNDING AVAILABILITY AND SOURCE

Volunteer Florida, the Governor's Commission on Volunteerism and Community Service was established in October 1993, to fulfill the National and Community Service Trust Act of 1993. The Florida Legislature enacted Volunteer Florida into law in 1994 (Florida Statute 14.29). The mission of the organization is to strengthen communities through volunteer service. In carrying out its mission, Volunteer Florida partners with community and faith-based organizations, non-profits, businesses, government entities, school boards, colleges and universities. Oversight of Volunteer Florida is the responsibility of a board of commissioners composed of a diverse, bipartisan group of citizens actively involved in volunteer service. Commissioners are appointed by the Governor and confirmed by the Senate to serve three-year terms. Each year Volunteer Florida awards and administers AmeriCorps funding that is received from the Corporation for National & Community Service.

The **Corporation for National and Community Service** is a federal government agency that encourages Americans of all ages and backgrounds to engage in community-based service to meet the nation's educational, public safety, environmental and other human needs. In doing so, the Corporation fosters civic responsibility, strengthens the ties that bind us together as a people, and provides educational

opportunity for those who make a substantial commitment to service.

Volunteer Florida's BEST Neighborhoods grant is funded as a 2010 Volunteer Generation Fund grant through Grant #10VG118289, from the Corporation for National and Community Service. All grant awards are contingent upon funding from the Corporation for National and Community Service.

PROGRAM DELIVERABLES

The goals of the BEST Neighborhoods grants are to prepare communities to effectively recruit, utilize and retain maximum benefit from the contributions of all types of volunteers, including marginalized populations, and to lay the groundwork for measurable and sustainable programs by training volunteer leaders within neighborhoods and communities.

Successful grantees will accomplish the following:

- Grants totaling $250,000 will be awarded to volunteer connector organizations in eligible counties in Florida at the following levels, $25,000, $8,000 and $5,000 with which to accomplish measurable program deliverables.** All grantees are required to provide a 10% in-kind and/or cash match.
- Participate in mandatory training prior to beginning their project.
- Conduct a basic Asset-based Needs Assessment survey of the neighborhood or community and provide an assessment of the current landscape of volunteerism in the communities they serve to be used as a baseline.
- Develop strategies for recruiting, training, managing, and retaining new and current volunteers from diverse populations, including veterans and persons with disabilities.
- Develop measurable volunteer roles, based on the Asset-based Needs Assessment outcomes, to attract and retain volunteers.
- Develop and lead projects, (based on the grant level.)
  Projects are based on Grantee award:
  $25,000 = 6 projects
  $8,000 = 3 projects
  $5,000 = 1 project
- Host volunteer Project Leader training, or other volunteer management training approved by Volunteer Florida and provide certificates of completion for participants.
- Create a BEST Neighborhood Council, engaging residents directly impacted by the project.
- Host activities on one special day of service, such as Join Hands Day, 9/11 Day of Service and Remembrance or a locally designed day of caring/service.
- Host a disaster preparedness or mitigation program. This may range from hosting a basic, educational training, or readiness event to a more advanced program.
- Engage at least 50 volunteers in projects that address the needs of each community, such as, but not limited to, weatherizing or hardening homes, assisting local law enforcement with community safety, landscaping and beautification projects, establishing a child-care network, after-school mentoring program, creating a financial literacy program for low-income families, or establishing a respite care site for seniors and people with disabilities.
- Follow –up with volunteers and assess, through a survey designed by Volunteer Florida, retention of new and returning volunteers.
- Document project results.

- Create a program to recognize project volunteers.
- Submit monthly reports due by the 15th of each month, as well as a final report.
- Monthly reports will measure new and returning volunteers and demographics of the community.
- Program period will begin upon execution of the BEST Neighborhood grant contract and terminate on September 30, 2011. The final report will be due no later than October 15, 2011.

*****Volunteer Florida reserves the right to allocate funds based on Reviewers recommendations and availability.***

SUCCESSFUL PROGRAM OUTCOMES AND MEASURES

- Develop, or partner with an organization to establish an internal operational system and financial management system that will provide organizational sustainability.
- Engage local partners in a collaborative process of planning and implementation for increased impact of volunteers in meeting critical needs.
- Supply job descriptions for all volunteer roles to attract and retain volunteers.
- Establish BEST Neighborhoods, engaging a minimum of 50 resident volunteers (per project) in addressing the unique needs of the neighborhood or community.

Through the BEST Neighborhoods Grants, local networks of government, voluntary, and private sector organizations will be strengthened as volunteers are trained to lead and the community recognizes the benefits of engaging volunteers from all backgrounds, including veterans and individuals with disabilities. A strong partnership will develop between government, faith-based groups, non-profit agencies and the Grantees. Volunteers from varied backgrounds will find meaningful and stimulating opportunities to help their neighborhoods and their community.

APPLICANT ELIGIBILITY ONE *proposal per Applicant*

Applicants may be any community or faith-based organization that maintains a 501(c)(3) non-profit status, or government entity. The applicant(s) must be an organization that mobilizes people and resources to deliver creative solutions to community problems by offering programs and services that:

- Connect people with opportunities to serve.
- Build the capacity for effective local volunteering.
- Promote volunteering.
- Develop and participate in strategic initiatives that mobilize volunteers to meet local needs.
- Build or establish partnerships and collaboration among organizations working in the neighborhood or community.

Applicants must also:

- Demonstrate accessibility to technology-based tracking systems necessary to collect and report data that demonstrates measurable results.

Volunteer Florida encourages all Applicants to make every effort to include volunteers of diverse backgrounds and ages and to make a special effort to recruit military veterans and persons with disabilities. Reasonable accommodations must be made to allow persons with disabilities access to volunteer opportunities. Grantees are urged to find opportunities to partner with existing AmeriCorps and other national service programs where possible.

REPORTING REQUIREMENTS (MONTHLY)

Grantees are required to report volunteer census data and progress toward completion of program objectives each month. Progress reports should describe activities toward meeting program measures, quarterly objectives, trainings conducted or coordinated, recruitment of volunteers and budgeting.

Reports are due on the 15th of the month

	Period Covering	Due Date
Monthly Report	March, April, May June, July, August, September	15th of following month
Final Report	February 2011 – September 2011	October 15, 2011

PROPOSAL REVIEW CRITERIA

Volunteer Florida will select proposals using Volunteer Florida staff, Neighboring experts, and volunteer peer reviewers. **Proposals will be scored on a 100-point scale.**

Volunteer Florida will review proposals for adherence to federal and state contractual funding requirements. Volunteer Florida may conduct clarifying interviews in person or through conference calls prior to final approval.

Of special importance is the Applicant's demonstration of:

- Initiative to partner with neighborhoods and community efforts in eligible counties.
- Ability to connect low-income people and residents** with volunteer opportunities.
- Recognizing and utilizing low-income people and resident populations as valuable resources in their neighborhoods.
- Ability to develop and implement a recruitment plan targeting underserved neighborhoods.
- Initiative in becoming part, or offering support to the local emergency management network.
- Community sustainability and investment through cash and in-kind match.
- Commitment to train volunteer managers and project leaders.
- Development of innovative programs that use Neighboring as a sustainable solution to address local challenges.
- Access to a technology-based tracking system to collect and report data that demonstrates measurable results.
- An internal operational system and a financial management system that will provide organizational sustainability.

**Residents include non-traditional and those not asked to serve in the past.*

PROPOSAL ASSISTANCE

Visit www.volunteerflorida.org/BEST. Two Technical Assistance Conference calls to assist potential applicants in their preparation of a complete and competitive proposal have been scheduled for **Tuesday, December 21, 2010** at **4:00 PM EST** and **Thursday, January 6, 2011 at 10:00 AM EST.** Call-in information is located www.volunteerflorida.org/BEST.

Following the Technical Assistance Conference Call, a Frequently Asked Questions (FAQs) listing will

be posted at www.volunteerflorida.org/BEST.

INTENT TO APPLY

Volunteer Florida encourages potential applicants to register its intent to apply for funding. Registration is not a prerequisite for submitting a proposal, nor does it obligate the organization to submit a proposal. Intent to apply registration is located at www.volunteerflorida.org/BEST.

SUBMISSION INSTRUCTIONS

Grant proposals should be single-space, 12-point font, with 1-inch margins and a maximum of 7 pages total, and contain the following:

Cover Sheet & Organizational Capacity (15 points – 1 page)
Form and instructions provided. Describe your capacity to implement and manage the proposed program, including Applicant's ability to manage the proposed program and fiscal experience and oversight. The proposal must be signed by an authorized representative of the Applicant.

Proposal Narrative (60 points – one to three pages)
Use the proposal narrative to explain how your organization will meet the objectives listed in the Program Deliverables.

Required Letters of Support & Commitment (10 points – 2 pages)
All proposals are required to include two (2) letters of support and commitment, printed and signed on letterhead, from organizations such as social clubs, homeowners' associations, faith-based groups, the Executive Director of a partnering organization or a local government official (County Commissioner, Mayor). This letter may include a description of any cash or in-kind match to be provided, including use of space, expertise, equipment and materials for training.

Completed Budget Form & Budget Narrative (15 points – 1 page)
The form should show how the sub-grant will be used. $500 must be allocated for travel to participate in a required Neighboring and Volunteer Management Training conducted by Volunteer Florida. You may use the remaining funds in whatever categories you choose for the operation of the program. However, funds may not be used to provide volunteer stipends or monetary incentives. The *Budget Narrative* (half page) should provide a detailed explanation of costs in each line item including budgeted match. Matching funds are required. Grantees must provide 10% in-kind and/or cash match. Grantees will be required to provide documentation of budgeted match with their requests for reimbursement.

SUBMISSION DEADLINE

Facsimile and electronic copies will not be accepted. **An original and five (5) unbound copies of the proposal must be submitted by 5:00 p.m. EST, Tuesday, January 18, 2011 to:**

Attn: VGF B.E.S.T. Neighborhoods
Volunteer Florida
Elliot Building
401 South Monroe Street
Tallahassee, Florida 32301

Budget Form Instructions:

1. Select a sub-grant amount, $25,000, $8,000 or $4,000.
2. Enter the budgeted funds for each line item, totaling no more than the total amount selected ($25,000, $8,000 or $4,000). Remember to include the required 10% match. Cash match can include expenses paid by the Grantee or a local partner agency. Documentation for cash expenditures includes invoices, cancelled checks and receipts. In-kind match includes expenses other than cash provided by Grantee or a partner organization. In-kind match commonly includes training, office space and donated items.
    a. *Personnel.* Include expense for employees whose activities directly relate to the program.
    b. Fringe Benefits. Include benefits for the employees listed in 2a.
3. Travel. Costs associated with transportation, lodging, subsistence and other expenses for staff travel. Budget must include $500 to cover travel to attend the mandatory training.
4. Equipment. Individually list all items of $250 or more.
5. Supplies. Include expenses for supplies, equipment (less than $250) and materials needed to operate the program. Single items over $100 should be listed individually in the budget narrative.
6. Other. Expenses included in this section should be listed and justified in the budget narrative.
7. Total each expense type (Funding Requested, Cash Match, In-kind Match).

CONTACT INFORMATION

All correspondence, questions and other communications regarding these proposal instructions or the review of proposals should be directed to:

Mary Register, Project Manager
maryregister@volunteerflorida.org
850-414-7400 • 850-212-7515

Volunteer Florida's B.E.S.T. Neighborhoods Grant

Volunteer Generation Fund #10VG118289

**This is a Form. Use the "tab" key on your computer or click to navigate through the fields.*

Proposal No (office use): WEBSITE:

ORGANIZATION: FEID NO:

DIRECTOR AND/OR PRESIDENT: Name and Title

PROJECT CONTACT PERSON: Name and Title

PROJECT CONTACT EMAIL: PHONE: XXX-XXX-XXXX FAX:XXX-XXX-XXXX

ADDRESS: CITY, COUNTY, & ZIP:

Project Name	GRANT FUNDS REQUESTED	LOCAL MATCH	TOTAL PROJECT BUDGET
County & City to be served:	$0.00	$0.00	$0.00

ORGANIZATIONAL CAPACITY:

To the best of my knowledge and belief, all data in this proposal is true and correct. The governing body of this organization has duly authorized this proposal and we will comply with all applicable state and federal laws and regulations, and hold the Corporation for National & Community Service and Volunteer Florida harmless against all claims of whatever nature arising out of our performance of work under this proposal to the extent allowed and required by law.

Name of Authorized Representative	Date	Phone Number
	12/29/2010	**XXX-XXX-XXXX**
Title	Signature	E-mail

BEST Neighborhoods

BUDGET (15 points)

Funds Requested: Click here to Select Amount

(Projects are based on Grantee award: $25,000 = 6 projects; $8,000 = 3 projects; $5,000 = 1 project)

	GRANT FUNDS	MATCH FUNDS	TOTAL
2a. Personnel *(if applicable)*			
2b. Fringe Benefits *(if applicable)*			
3. Travel *(must include $500 for 3-4 people to travel to mandatory centralized training)*			
4. Equipment *(computers, office equipment, machinery required for project(s))*			
5. Supplies *(brooms, shovels, office supplies, etc. required for project(s))*			
6. Other *(as described in budget narrative)*			
7. Total			

Budget Narrative – (Half Page)
The narrative should provide a detailed explanation of costs in each line item including budgeted match.

COMPLETED PROPOSAL CHECKLIST (7 Pages Maximum)

- ☐ Cover Sheet & Organizational Capacity (1 page)
- ☐ Proposal Narrative (1-3 pages)
- ☐ Required Letters of Support (2 pages)
- ☐ Budget &Budget Narrative (1 page)

Miscellaneous Details

- **Application Deadline Tuesday, January 18, 2011, 5:00 PM EST**
- Single-spaced, 1" margins and 12-point font. *Double-sided printing is preferred, but not required.*
- Original and 5 copies, single staple top-left corner, of application required. ***Facsimile and electronic copies will not be accepted.***