**PURPOSE**

In 2009, Congress passed the Edward M. Kennedy Serve America Act (SAA), the most sweeping expansion of national service in a generation. The SAA created the Volunteer Generation Fund (VGF) to develop and/or support community-based entities to recruit, manage, and sustain volunteers.

The vision of the Kansas Volunteer Commission is to empower all Kansans to meet community needs through service. The Commission's primary role is to provide resources and leadership to support local initiatives that tackle community needs. As the state service commission, the Commission directs effective national service programs, provides volunteer management training opportunities, promotes civic engagement and supports the work of Mentor Kansas.

The Commission has been granted funds through AmeriCorps to expand the capacity of community-based entities to recruit, engage, and retain historically underrepresented volunteers in order to address critical community issues. Therefore, the Commission seeks to fund capacity-building efforts that remove barriers to engage volunteers from historically underrepresented areas including but not limited to BIPOC, LGBTQI+, veteran and military family communities, as well as persons in rural areas and persons with disabilities.

Awards under thisNOFOwill be made to eligible organizations on a competitive basis.

**GRANT PERIOD**  
Kansas VGF awards will be announced on or before Thursday, December 14, 2023. Grant project period is January 1, 2024 – December 31, 2024.

**WHO MAY APPLY?**Eligible applicants include any community-based entity serving the state of Kansas, including public or private nonprofit organizations, faith-based organizations, federally recognized Native American tribes, public or private schools, institutions of higher education, and government entities.

Applicants must be community-based entities that leverage volunteers and/or mentors. Projects and activities must take place in the state of Kansas.

**All entities must have an Employer Identification Number (EIN), Unique Entity Identification (UEI) Number AND must have an active registration in the System for Award Management (SAM) prior to applying.**

**FUNDING INFORMATION**The Commission will make available up to $120,000 in grants, and award amounts will be up to $15,000 to build the capacity of community-based entities to recruit, engage, and retain historically underrepresented volunteers in order to address critical community issues.. The Commission will select recipients based on their innovative approaches, size and scope of the proposed project and the organization’s demonstrated readiness to implement the proposed project. The Commission will aim to choose only one grantee per community. Applicants understand that this is a monthly cost-reimbursement grant funding opportunity.

Appropriate grant proposal requests could include, but are not limited to:

* Staff time needed to carry out grant activities.
* Establish and organize a mentor or volunteer engagement task force or coalition to address critical needs.
* Develop or redesign websites and social media strategies focused on volunteerism and mentoring.
* Enhance screening or orientation strategies for volunteers and/or mentors.
* Create Justice, Equity, Diversity and Inclusion (JEDI) trainings for staff and volunteers and/or mentors.
* Perform a needs assessment to determine where gaps exist and where continuous improvements can be made.
* Develop and produce a volunteer handbook and training curriculum for new volunteers and/or mentors.
* Develop or improve a website or computer technology for community access to resources.
* Develop and implement leadership trainings for emerging leaders (volunteers and mentors) to address community issues.
* Create a recognition and reward program for volunteers and/or mentors.

**ADMINISTRATIVE REQUIREMENTS**

Grant recipients will be required to:

* Participate in a pre- and post-organizational assessment of the implementation of effective practices as a result of capacity-building services through VGF grant.
* Participate in training and technical assistance sessions which may be held online or at the Commission office in Topeka on the following days:
  + December date TBD, 2023
  + May 23, 2024
* Participate in VGF community calls led by the Commission staff (March, August & October 2024).
* Collect and report data to the Commission:
  + Number of volunteers and/or mentors who were recruited, coordinated or supported during the reporting period.
  + Number of NEW volunteers and/or mentors who were recruited, coordinated or supported during the reporting period.
  + Number of hours leveraged by volunteers and/or mentors during the reporting period.
  + Number of hours leveraged by NEW volunteers and/or mentors during the reporting period.
* Submit bi-annual reports through America Learns which includes progress on performance measures:
  + July 15, 2024
  + January 15, 2025
* Submit Periodic Expense Report (PER) through America Learns on the 10th of every month for reimbursement.
* Include the Commission and AmeriCorps logo on all program materials and publicity.

**FUNDING RESTRICTIONS**

* The Commission will not fund projects that engage in prohibited activities (see below).
* Grants under this program are subject to applicable Cost Principles under the [Office of Management and Budget (OMB) Circulars](https://www.whitehouse.gov/omb/information-for-agencies/circulars/#Circulars:%20Educational%20and%20Non-Profit%20Institutions%20Documents) A-21 (2 CFR part 220), A-87 (CFR part 225), or A-122 (2 CFR part 230), and the Uniform 6 Administrative Requirements for grants under A-102 (45 CFR part 2541) or A-110 (45 CFR 2543 or 2 CFR part 21).
* Grant funds are meant to supplement and not supplant. **Supplement** means to add to; to enhance; to expand; to increase; to extend; to create something new. **Supplant** means to take the place of; to replace by something else.
* While applicants are allowed to request funding for salaries or a portion thereof, all applicants must demonstrate that they are leveraging requested funds to provide services and activities that could not otherwise be performed by employed workers or current volunteers and that will not supplant the hiring of, or result in the displacement of, employed workers (or current volunteers) or impair the existing contracts of such workers or volunteers.
* If charging staff time to the grant or using staff time as match for the grant, staff **MUST** have a National Service Criminal History Check completed prior to the start of the grant. This includes a National Sex Offender check, Kansas Bureau of Investigation name-based background check and Federal Bureau of Investigation fingerprint background check.
* All entities **MUST** have an Employer Identification Number (EIN) and must be registered and active in the System for Award Management (SAM). To register in SAM, go to <https://sam.gov/SAM/>.

**PROJECT BUDGET**

Submit the Budget Worksheet with your application materials located at [www.KanServe.org](http://www.kanserve.org/).

Grantees will be required to provide a dollar for dollar match. Matching funds can be a combination of cash or in-kind match and must be non-federal funds. *Note: the value of volunteer project hours is not considered an acceptable source of match.* The only exception to this would be pro bono or skill-based volunteers that are leveraged for the project or volunteers that assist in the administration of the project (i.e. accountant, marketing consultant, HR consultant)

**PROHIBITED FUNDS**

**General Activities**

* + Funds may not be used to purchase gift cards, make subawards or pay volunteer stipends.
  + Equipment, defined as tangible, non-expendable personal property having a useful life of more than one year, and/or acquisition cost of $1,000 or more per unit is not allowable.
  + The Commission will not award more than 10% of funding for volunteer recognition items (e.g., t-shirts, mugs, etc.).

**Specific Activities**

Grant funds under this program are federal funds from AmeriCorps, [CFDA No. 94.003](https://singleaudit.org/program/?id=94.003), therefore the Commission will not fund projects that engage in:

* + Political activity and advocacy
  + Religious activity
  + Benefiting for-profit entities
  + Voter registration
  + Abortion services

**APPLICATION INSTRUCTIONS**

* Applications are due close of business (5:00PM) September 25, 2023.
  + Completed applications include: Application & Narrative, Signed W-9 and Budget Form
* All applications must be submitted to [volunteer@ksde.org](mailto:volunteer@ksde.org) with the Subject Header: [Insert Organization Name] VGF Application
  + Please save the completed application in PDF format with the title: [Insert Organization Name] VGF Application
* All applicants must submit a signed W-9 form with their application – you can find a copy at [www.Kanserve.org](http://www.Kanserve.org)
* Awards will be announced on or before Thursday, December 14, 2023.
* Please visit [www.Kanserve](http://www.Kanserve).org to find the grant application and budget worksheet.

**TIMELINE**

August 24, 2023 – Kansas VGF NOFO Released

August 31, 2023 – Technical Assistance Webinar, 10:00-11:00 AM

September 25, 2023 – Applications Due by 5:00PM

September 26 – October 13, 2023 – Grant Review

October 16 – October 20, 2023 – Clarification Period

October 20, 2023 – Clarification Questions Due by 5:00PM

December 14, 2023 – Official Notification of Awards

December TBD – Grantee Training, online or in Topeka

January 1, 2024 – Grantee Start Date

**KANSAS VOLUNTEER COMMISSION CONTACT INFORMATION**

This NOFOis online and available at [www.Kanserve.org](http://www.Kanserve.org). For further information and/or for a printed copy of the materials, or for technical assistance please contact Tierney Kirtdoll at (785) 368-6211 or [tkirtdoll@ksde.org](mailto:tkirtdoll@ksde.org).

**An Equal Employment/Educational Opportunity Agency:**

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

KSDE General Counsel, 900 SW Jackson Ave., Topeka, KS 66612; (785) 296-3201