**Juneteenth Day of Service Mini-Grant Guidelines**

**PURPOSE**

Juneteenth, officially named Juneteenth National Day of Observance, is a holiday commemorating the end of slavery in the United States. Juneteenth was first celebrated on June 19, 1866 in Galveston, Texas, nearly nine decades after the founding of our Nation and more than two years after President Lincoln signed the Emancipation Proclamation. The Juneteenth Day of Service is an opportunity to empower individuals to promote equity and justice through community-based projects as well as recognize and celebrate African-American culture and achievements.

These mini grants offer eligible entities grant funding to effectively recruit and engage volunteers in meaningful service activities OR to deliver a service-learning activity that relates to Juneteenth. A service-learning activity is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility and strengthen communities. Preference will be given to applicants that engage one other community partner in the planning, collaboration, or execution of the event. Service activities should engage a minimum of 10 volunteers and paid staff may not count as volunteers.

**ELIGIBLE ENTITIES**

The following entities are eligible to apply: public or private nonprofit organizations, including faith-based and other community organizations; school districts, institutions of higher education; government entities within states or territories (e.g., cities, counties); labor organizations; partnerships and consortia; and Native American tribes. **All projects 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.**

**GRANT PROJECT PERIOD**

Projects under this proposal should occur from **June 1, 2024 – June 30, 2024.** Mini-grant award recipients will be notified on or around **May 6, 2024.**

**FUNDING INFORMATION**

The Kansas Volunteer Commission will make available up to $30,000 in grants and expects to award up to **$5,000** per eligible entity. Applicants will be reimbursed 100% (not to exceed the approved amount) of their costs. This is a cost-reimbursement grant funding opportunity that will be paid upon submission of the project report and documentation of expenditures. Only those expenses incurred after the grant starts will be eligible for reimbursement.

There is a dollar-for-dollar cost match requirement. This means if an applicant requests $4,500 for this grant, they must include a $4,500 match. See [Mini-Grant FAQ](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fkanserve.ksde.org%2Fdocs%2Fdefault-source%2Fkvc-library%2F2023-mini-grant-faq.docx%3Fsfvrsn%3D54bbfd18_3&wdOrigin=BROWSELINK) for more information.

* Grantees will be required to complete an online training on *Understanding Match Documentation*. Training will be provided with grant packet.
* Grantees will be required to include documentation for match expenses in final reports.
* Matching funds may be a combination of cash or in-kind match and must be non-federal funds. *The value of volunteer hours is not considered an acceptable source of match.*

The Commission will select recipients based on the quality of application, the need and impact of the proposed activities, and the organization’s demonstrated readiness to implement the proposed project. Priority funding will go to projects that engage underrepresented populations.

**RESPONSIBILITIES OF MINI-GRANT RECIPIENTS**

* Watch the [Mini-Grant Matchtraining video](https://ksde.zoom.us/rec/share/Z5QsyZtM7M8yPEmH3w6P7RbncQ86_0s-P5spKEkOlb8Y-zM7iiFthhpO-2kKZK6L.TwWbvLu_e8za7QEU?startTime=1709237051000).
* Engage at least 10 volunteers in community service or service-learning projects within the grant period.
* Track and report impact on scale, diversity, community outcomes and outreach efforts of your service programs including:
	+ Number of volunteers leveraged
	+ Number of volunteer hours leveraged
	+ Impact to the community
* Engage media and/or elected officials, when possible and appropriate.
* Include the Commission’s logo on all program materials and publicity.
* Submit a final report by **July 10, 2024.** *The Commission will provide a form.*

**FUNDING RESTRICTIONS**

* Funds may not be used for staffing, travel costs, gift cards, awards, or indirect costs.
* Match funds must be incurred during the project period.
* Grant funds are intended to supplement, 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.
* 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.
* 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).

**APPLICATION TIMELINE**

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| Grant guidelines released | March 22, 2024 |
| Application due  | April 22, 2024 |
| Award announcement | May 6, 2024 |
| Grant award start date | June 1, 2024 |
| Grant award end date | June 30, 2024 |
| Final report due | July 10, 2024 |
| Reimbursement date | August 15, 2024 |

**APPLICATION INSTRUCTIONS**

* Grantees should email a complete, signed application to volunteer@ksde.org.
	+ Include “Mini-Grant Application” in the subject line.
* All applicants must submit a signed [W-9 form](https://drive.google.com/file/d/1wAzUkX42mU8VFbH8Xo4EeRjEcCmKcMev/view) with their application.
* All grant materials can be found at [www.kanserve.org](http://www.kanserve.org).
* All applicants will receive confirmation of receipt of their application within one business day. If you do not receive confirmation of receipt, please email volunteer@ksde.org.

**CONTACT INFORMATION**

For technical assistance and/or questions about this grant opportunity, please contact Tierney Kirtdoll at tkirtdoll@ksde.org or (785) 368-6211.

**RESOURCES**

* [A Proclamation on Juneteenth Day of Observance, 2021 | The White House - whitehouse.gov](https://www.whitehouse.gov/briefing-room/presidential-actions/2021/06/18/a-proclamation-on-juneteenth-day-of-observance-2021/)
* [Governor Laura Kelly Signs Proclamation Recognizing Juneteenth - governor.kansas.gov](https://governor.kansas.gov/governor-laura-kelly-signs-proclamation-recognizing-juneteenth/)
* [Brief History of Juneteenth - youtube.com](https://youtu.be/VbJfZ9mda3s?si=-2pq6OnumH1SofV7)
* [Celebrating Juneteenth | Learning for Justice - learningforjustice.org](https://www.learningforjustice.org/the-moment/june-17-2020-celebrating-juneteenth)
* [Juneteenth Day of Service - youtube.com](https://www.youtube.com/watch?v=EPOTfhhl4FM&t=26s)
* [Juneteenth Provides Time to Reflect, Rejoice, and Remember | AmeriCorps - americorps.gov](https://americorps.gov/blogs/2022-06-17/juneteenth-provides-time-reflect-rejoice-remember)

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