**RURAL AND INDIGENOUS COMMUNITIES**

**MINI-GRANT GUIDELINES**

**PURPOSE**

The Rural and Indigenous Communities mini-grant is designed to help rural and indigenous communities develop or enhance volunteer, mentor and civic engagement initiatives. The definition of rural and indigenous communities is provided below under “Eligible Entities”.

Community volunteerism is the ultimate form of civic engagement. When community members give back to the community in which they live, and volunteer their time to improve the lives of their neighbors, it demonstrates a genuine commitment to civic progress and community growth. Establishing volunteer and mentor opportunities in communities is an essential step in stimulating engagement and deepening the connection between residents and the community. (Source: <https://www.civicplus.com/blog/pr/how-to-create-an-effective-volunteer-program>)

This grant is intended to help rural and indigenous communities address and overcome the unique challenges they may face in engaging community members. Projects may enhance initiatives already in place or develop new ones.

Examples of such projects include, but are not limited to:

* Coalition building or mobilizing residents to take action on community issues
* Leadership programs that identify, develop, and mobilize new community leaders
* Supporting youth engagement or volunteerism
* Community sessions to better understand local government and how to get involved
* Volunteer and mentor recruitment and retention campaigns
* Establishing a Citizen Emergency Response Team to respond to natural disasters
* Conducting a needs assessment/mapping of your community

**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.

For this grant, “rural communities” means those locations that have a census population of less than 10,000. “Indigenous communities” means those locations that are connected to federally recognized 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 **October 1, 2023 – April 30, 2024.** Mini-grant award recipients will be notified on or around **September 18, 2023.**

**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 by **June 15, 2024**. 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](Mentor%20Capacity%20Building%20Mini-Grant%20(ksde.org)%20–%20https:/kanserve.ksde.org/resources/commission-mini-grants/mentor-capacity-building-mini-grant) for more information.

* 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.
* Note: the value of volunteer hours is not considered an acceptable source of match.

Recipients will be selected 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. Should there be a competition for funds, priority will be given to organizations serving underrepresented and vulnerable populations as well as those serving in rural areas.

**RESPONSIBILITIES OF MINI-GRANT RECIPIENTS**

Mini-grant recipients will be required to:

* Report how the grant enhanced volunteer, mentor and civic engagement initiatives in the community.
* Include the Kansas Volunteer Commission logo on all program materials and publicity.
* Submit a final report by May 15, 2024. *A form will be provided.*

**FUNDING RESTRICTIONS**

* Funds may not be used for staffing, gift cards, subawards, 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 | August 1, 2023 |
| Application due | September 1, 2023 |
| Award announcement | September 18, 2023 |
| Grant award start date | October 1, 2023 |
| Grant award end date | April 30, 2024 |
| Final report due | May 15, 2024 |
| Reimbursement date | June 15, 2024 |

**APPLICATION INSTRUCTIONS**

* Grantees should email a completed application to [volunteer@ksde.org](mailto:volunteer@ksde.org).
  + Include your organization’s name and the phrase “Rural and Indigenous Communities Mini-Grant Application” in the subject line (Ex. *ABC Rural and Indigenous Communities Mini-Grant Application*).
* All new applicants must submit a signed W-9 form with their application.
* The grant application 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](mailto:volunteer@ksde.org).

**KANSAS VOLUNTEER COMMISSION CONTACT INFORMATION**

For further information/questions about this grant opportunity, for a printed copy of the materials and/or for technical assistance, please contact Sarah Palubinski at (785) 296-7801 or [spalubinski@ksde.org](mailto:spalubinski@ksde.org).

**RESOURCES**

* CivicPlus: <https://www.civicplus.com/blog/pr/how-to-create-an-effective-volunteer-program>
* Community Emergency Response Teams: <https://www.civicplus.com/blog/ps/how-to-set-up-a-community-emergency-response-team>
* Government Alliance on Race & Equity: <https://racialequityalliance.org>
* Minnesota Alliance for Volunteer Advancement: <https://www.mavanetwork.org/content.aspx?page_id=22&club_id=286912&module_id=201958>
* Rural Civic Engagement Project: <https://rdiinc.org/rural-civic-engagement-project/>
* Rural Volunteerism Initiative: <https://www.ruralvolunteer.org/about/>

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