# Rural and Indigenous Communities Mini-Grant Guidelines

## PURPOSE

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: [How to Start a Volunteer Program in Your Community - civicplus.com](https://www.civicplus.com/blog/pr/how-to-create-an-effective-volunteer-program/))

The rural and indigenous communities mini-grant is designed to help rural and indigenous communities develop or enhance volunteer, mentor and/or civic engagement initiatives. Also, 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.

For this grant, “rural communities” applies to locations that have a census population of less than 10,000 and “indigenous communities” applies to locations that are connected to federally-recognized Native American tribes.

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

Entities that are eligible to apply are 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 **August 1, 2024 – January 31, 2025.** Mini-grant award recipients will be notified on or around **July 15, 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 by **March 17, 2025**. 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 include documentation for match expenses in final reports.
* Grantees will be required to complete an online training, [Mini-Grant Match](https://ksde.zoom.us/rec/share/Z5QsyZtM7M8yPEmH3w6P7RbncQ86_0s-P5spKEkOlb8Y-zM7iiFthhpO-2kKZK6L.TwWbvLu_e8za7QEU?startTime=1709237051000).
* 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.*

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.

## RESPONSIBILITIES OF MINI-GRANT RECIPIENTS

Mini-grant recipients will be required to:

* Watch the [Mini-Grant Match](https://ksde.zoom.us/rec/share/Z5QsyZtM7M8yPEmH3w6P7RbncQ86_0s-P5spKEkOlb8Y-zM7iiFthhpO-2kKZK6L.TwWbvLu_e8za7QEU?startTime=1709237051000)online training.
* Report how the grant enhanced volunteer, mentor and/or civic engagement initiatives in the community.
* Include the Kansas Volunteer Commission logo on all program materials and publicity.
* Submit a final report by February 10, 2025. *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 by or around | May 31, 2024 |
| Application due by | July 1, 2024 |
| Award announcement by or around | July 15, 2024 |
| Grant award period start date | August 1, 2024 |
| Grant award period end date | January 31, 2025 |
| Final report due | February 10, 2025 |
| Reimbursement by or around | March 17, 2025 |

## 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 Org.* 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 [Rural & Indigenous Mini-Grant (ksde.org)](https://kanserve.ksde.org/resources/commission-mini-grants/rural-indigenous-mini-grant).
* All applicants will receive confirmation of receipt of their application within one business day. If you do not receive confirmation of receipt, please email [tkirtdoll@ksde.org](mailto:tkirtdoll@ksde.org).

## CONTACT INFORMATION

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

## RESOURCES

* [How to Start a Volunteer Program in Your Community - civicplus.com](https://www.civicplus.com/blog/pr/how-to-create-an-effective-volunteer-program/)
* [How to Set Up a Community Emergency Response Team (CERT) - civicplus.com](https://www.civicplus.com/blog/ps/how-to-set-up-a-community-emergency-response-team/)
* [Racial Equity Alliance - racialequityalliance.org](https://www.racialequityalliance.org/home)
* [Rural Volunteerism (Minnesota Alliance for Volunteer Advancement) - mavanetwork.org](https://www.mavanetwork.org/content.aspx?page_id=22&club_id=286912&module_id=201958)
* [Rural Civic Engagement Project (Rural Development Initiatives) - rdiinc.org](https://rdiinc.org/rural-civic-engagement-project/)
* [About the Rural Volunteerism Initiative | Toolkit for Working with Rural Volunteers - ruralvolunteer.org](https://www.ruralvolunteer.org/about/)

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