9/11 NATIONAL DAY OF SERVICE
MINI-GRANT GUIDELINES

PURPOSE
The 9/11 National Day of Service and Remembrance is the culmination of an effort originally launched in 2002 by 9/11 family members and support groups, who worked to establish the charitable service day as a forward-looking way to honor 9/11 victims, survivors, and others who rose up in service response to the attacks. In 2009, Congress designated September 11<sup>th</sup> as a National Day of Service and Remembrance and charged AmeriCorps with supporting this effort across the country. With funding from AmeriCorps, the Kansas Volunteer Commission is working with organizations across Kansas to engage volunteers in tribute projects.

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 Indian 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 take place from September 1, 2023 – September 17, 2023. Mini-grant award will be announced on or before August 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 November 15, 2023. 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.
9/11 National Day of Service MINI-GRANT
Application deadline: August 4, 2023

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 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:

- Engage at least 10 volunteers in community service or service-learning projects within the grant period
- Track and report impact of service project including:
  - Number of volunteers
  - Number of volunteer hours
- Submit a final report by September 29, 2023. The Commission will provide a final report form
- Include the Kansas Volunteer Commission logo on all program materials and publicity

FUNDING RESTRICTIONS

- Funds may not be used for staffing, travel costs, gift cards, awards, indirect costs or match on other grants.
- 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, therefore the Commission will not fund projects that engage in:
  - Political activity and advocacy.
  - Religious activity.
  - Benefiting for-profit entities.
  - Voter registration.
  - Abortion services.
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- Grants under this program are subject to applicable Cost Principles under the Office of Management and Budget (OMB) Circulars A-21 (2 CFR part 220), A-87 (CFR part 225), or A-122 (2 CFR part 230), and the Uniform Administrative Requirements for grants under A-102 (45 CFR part 2541) or A-110 (45 CFR 2543 or 2 CFR part 21).

APPLICATION TIMELINE
- July 3, 2023: Application released
- August 4, 2023: Applications are due by 5:00PM
- August 18, 2023: Awards will be announced
- September 1 – September 17, 2023: Grant period
- September 30, 2023: Submit Final Report
- November 15, 2023: Grantees should expect reimbursement of funds

APPLICATION INSTRUCTIONS
- Grantees should email a complete, signed application to volunteer@ksde.org.
  - Include “Mini-Grant Application” in the subject line.
- All new applicants must submit a signed W-9 form with their application.
- All grant materials can be found at 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.

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.

RESOURCES
- AmeriCorps 9/11 website
- 9/11 20th Anniversary website

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