**VOLUNTEER MANAGER SUPPORT**

**MINI-GRANT GUIDELINES**

**PURPOSE**

Volunteer management is a professional and high-skilled position. A volunteer manager can be paid or unpaid staff member who recruits, trains or supervises volunteers for an eligible entity. Finding professional development related to engaging volunteers and/or securing funding for such training can be difficult and securing funds to purchase technology that supports this work can also be challenging. In addition, one of the top reasons that volunteer engagement staff leave non-profits is due to inadequate training and resources.

For volunteers, training is an increasingly important aspect of attracting, supporting, retaining and rewarding volunteers. With the diversity of people who volunteer and the variety of roles and activities that they undertake, training provides volunteers with the broad range of skills they need to be effective, competent and confident volunteers. In addition, as we navigate a pandemic, having the technical tools to engage and support volunteers through virtual platforms that create community, track volunteer hours and/or volunteers to video conference have become a vital component to volunteer management.

For this grant, applicants may choose to provide training directly to volunteers and/or to the staff supporting volunteers or purchase technological tools that will help volunteer managers support their volunteers in our virtual and in-person hybrid world.

**POSSIBLE PROJECT IDEAS**

This list is optional and not an exhaustive list of possible grant activities. Other proposed activities are welcomed.

1. For Volunteers
* Adult or Youth Mental Health First Aid: <https://www.mentalhealthfirstaid.org/>
* Diversity and Inclusion: <http://www.racialequitytools.org/home> or <https://equityinthecenter.org/>
* First Aid and/or CPR: <https://www.redcross.org/local/kansas/take-a-class>
* Kansas Leadership Center: <https://kansasleadershipcenter.org/>
* CliftonStrengths: <https://www.gallupstrengthscenter.com/>
1. For Volunteer Managers
* Earn the Certification in Volunteer Administration (CVA): <http://cvacert.org/>
* Attend the National Conference on Service and Volunteerism organized by Points of Light: <http://www.volunteeringandservice.org/register/index.html>
* Attend Nonprofit Management Institute organized by Nonprofit Connect: <https://www.npconnect.org/>
* Project Harmony: Learn how to more effectively work with people in poverty (Online Training): <https://projectharmony.learnupon.com/store/728050-below-the-line-working-with-people-in-poverty-online-training>

**REQUIRED TRAINING COMPONENTS**

For the purposes of this grant, the Commission considers the following definition of training: an organized activity aimed at imparting information and/or instructions to improve the training recipient’s performance or to help them attain a required level of knowledge or skill.Volunteer Manager Support grant applications will include one or two primary components:

1. Training to enhance the volunteer experience in Kansas;

*Activities should lead to an individual’s attainment of a new knowledge or skill to enhance their volunteer experience (CPR, mentor training, mental health first aid, etc.) or the training should lead to improved performance while volunteering (preventing compassion fatigue, for example).*

1. Training to increase the capacity of volunteer managers to better support volunteers

*Activities should lead to the individual’s attainment of a new knowledge or skill to better manage volunteers (volunteer recruitment or ability to retain, for example) or the training should lead to improved performance in managing volunteers (inspiring volunteers, improved communication, etc.).*

As outlined above, applicants may choose to provide training directly to volunteers and/or they may choose to provide training for the individuals managing volunteers in their communities. Funds may be used to hire speakers, purchase training supplies, secure event space, attend professional trainings or conferences, print materials, or other training-related costs.

**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 take place from **April 1, 2023 – October 1, 2023**. Mini-grant award will be announced on March 15, 2023.

**FUNDING INFORMATION**The Kansas Volunteer Commission will make available up to $30,000 in grants. The Commission expects to award grants up to **$5,000** per organization. Applicants will be reimbursed 100% (not to exceed the approved amount) of their costs by **December 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.

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%28ksde.org%29%20%E2%80%93%20https%3A/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.

The Kansas Volunteer 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. Should there be a competition for funds, priority will be given to organizations serving 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 training enhanced the capacity of the volunteer(s) or volunteer manager(s) at the organization.
* Track and report on:
	+ Number of volunteers/volunteer managers trained
	+ Number of training hours offered
	+ Benefit to the individual(s), organization and community
* Submit a final report by November 14, 2023. *The Commission will provide a 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, 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 | February 1, 2023 |
| Application due  | March 1, 2023 |
| Award announcement | March 15, 2023 |
| Grant award start date | April 1, 2023 |
| Grant award end date | October 31, 2023 |
| Final report due | November 14, 2023 |
| Reimbursement date | December 15, 2023 |

**APPLICATION INSTRUCTIONS**

* Grantees should email a complete, signed application to spalubinski@ksde.org.
	+ Include your organization’s name and the phrase “Volunteer Manager Support Mini-Grant Application” in the subject line (Ex. *ABC Youth Mentoring Mini-Grant Application*).
* All 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 spalubinski@ksde.org.

**KANSAS VOLUNTEER COMMISSION CONTACT INFORMATION**

For technical assistance and/or questions about this grant opportunity, please contact Sarah Palubinski at (785) 296-7801 or spalubinski@ksde.org.

**RESOURCES**

* AL!VE: <https://www.volunteeralive.org/>
* Energize Inc: [www.energizeinc.com](http://www.energizeinc.com)
* National Service Knowledge Networks: [www.nationalservice.gov/resources](http://www.nationalservice.gov/resources)
* Points of Light: <http://www.pointsoflight.org/>
* Taproot Foundation: [www.taprootfoundation.org](http://www.taprootfoundation.org)
* VolunteerMatch: <https://www.volunteermatch.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