

# **NATIONAL VOLUNTEER WEEK 2018**

## **REQUEST FOR PROPOSALS**

**Proposals due: Friday, January 5, 2018**

ISSUED BY THE MASSACHUSETTS SERVICE ALLIANCE  
WITH SUPPORT FROM THE  
CORPORATION FOR NATIONAL AND COMMUNITY SERVICE



*Please direct any questions about this RFP to Lis Lohmueller at  
[elohmueller@mass-service.org](mailto:elohmueller@mass-service.org).*

Massachusetts Service Alliance  
100 North Washington Street, 3<sup>rd</sup> Floor, Boston, MA 02114 / [www.mass-service.org](http://www.mass-service.org)

**CLICK HERE TO ACCESS THE ONLINE GRANTS SYSTEM AND APPLY.**

The Massachusetts Service Alliance (MSA) is pleased to release a Request for Proposals for National Volunteer Week 2018. MSA seeks to award mini-grants up to **\$3,500** to organizations that either:

1) Engage volunteers in a service project occurring between April 15-21, 2018 (see page 8 of RFP). In addition to meeting an identified community need, this project should also:

- a. engage volunteers for a **minimum of 3 hours of service**;
- b. include a diverse cross-section of the community as volunteers;
- c. provide opportunities for sustained service and ongoing community involvement;

OR

2) Support capacity-building efforts to enhance volunteer programming that either kick off or culminate during National Volunteer Week (*see page 9 of RFP*). These activities can include any type of project that will help the agency attain new volunteers for current or future programming, or efforts that will increase efficiencies of the current internal volunteer program structure. Acceptable initiatives include: volunteer fairs, volunteer software or database implementation, marketing efforts, etc.

These mini-grants represent a wonderful chance to expand service opportunities for people of all ages throughout Massachusetts and to celebrate the power of service as a strategy to meet community needs. Grant funding is contingent on the availability of funds. **Grant payments will be disbursed on a reimbursement basis only.** Requests for reimbursement must be accompanied by all documentation required by MSA.

#### Massachusetts Service Alliance

Established in 1991, the Massachusetts Service Alliance is a private, nonprofit organization that serves as the state commission on community service and volunteerism. Its mission is to catalyze the innovation and growth of service and volunteerism by creating partnerships that maximize resources, expertise, capacity, and impact. Toward this end we: invest public and private funds in community-based organizations in a fair and equitable manner; convene and mobilize individuals, nonprofits, corporations, and government entities to link strategies related to service and volunteerism; build capacity of programs and agencies through training and technical assistance; and advocate for the development and promotion of public policies and private initiatives that incorporate service and volunteerism as effective strategies to address community needs.

#### The Corporation for National and Community Service

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Through its multitude of programs, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action. Through Volunteer Generation Fund (VGF) grants, CNCS seeks to fund effective approaches that expand volunteering, strengthen the capacity of volunteer connector organizations to recruit and retain skill-based volunteers, and develop strategies to effectively use volunteers to solve problems.

## The Initiative

National Volunteer Week (**April 15-21, 2018**) is about inspiring, recognizing, and encouraging people to seek out ways to engage in their communities. It's about demonstrating to the nation that by working together, we have the fortitude to meet our challenges and accomplish our goals. National Volunteer Week embodies the energy and power volunteers evoke on a daily basis as they lead by example—not only by encouraging the people they help, but by motivating others to serve as well.

MSA seeks to award grants up to **\$3,500** to support either 1) service projects that engage volunteers to meet an identified community need; or 2) capacity-building efforts to enhance volunteer programming that either kick off or culminate during National Volunteer Week.

*Funding priority will be given to:*

- 1) *Organizations that engage volunteers in youth development projects or within programs that serve youth;*
- 2) *Organizations that provide family or intergenerational volunteer opportunities to community members (these service projects intentionally engage volunteers who are family members and/or represent a diverse age range);*
- 3) *Volunteer connector agencies across the state (volunteer connectors include organizations that connect individuals with volunteer opportunities and support organizations in effectively using those volunteers to create meaningful change in local communities).*

Service projects must engage volunteers during National Volunteer Week, April 15-21, 2018. All types of service are encouraged, particularly projects that recruit new volunteers and connect participants to ongoing involvement. For applicants choosing to conduct capacity-building initiatives to increase the number of volunteers at the agency, organizations must construct a cohesive plan for reporting the number of volunteers managed or recruited during the grant period. Grantees will be asked to co-brand with MSA for all communications regarding their National Volunteer Week project including collateral, social media sites, and marketing materials or apparel. All grantees will be expected to register volunteer activities on [Connect & Serve](#) (MSA's online volunteer database), track the numbers of volunteers recruited/managed, and provide outcome measurements from project activities.

Training and technical assistance will be provided to grantees on an individual basis.

MSA seeks to fund projects sponsored by a variety of organizations that reflect the diversity of Massachusetts; in the interest of funding high-quality projects, the total amount of funds to be granted has not been set in advance.

### **Special Note for Prior National Volunteer Week Grantees:**

- **For organizations who received a National Volunteer Week grant last year, MSA will be looking for enhancements in at least one of the following areas: volunteer activities, the recruitment process, an overall increase in number of volunteers engaged during the project, or new organizational partnerships.**

### **Project Timelines**

Proposals must be received no later than 5:00 p.m. on Friday, January 5, 2018. Your application must be submitted through MSA's online grants system, which may be accessed [here](#) or by going to the [www.mass-service.org](http://www.mass-service.org) website.

Applicants will be notified of the status of their grant proposal by the end of January 2018.

The grant period will begin February 14, 2018 and end May 31, 2018. Grant funds expended during this period are eligible for reimbursement.

All project activities must take place in Massachusetts and engage volunteers during National Volunteer Week, April 15-21, 2018.

### **Eligible Bidders**

Eligible applicants are:

- Nonprofit organizations (incorporated with 501(c)(3) status) that have been in existence for at least one year prior to the date on which the organization submits an application;
- State, municipal, and county governments, including departments and agencies therein; and
- Native American tribes.

**Funding priority** will be given to:

- 1) *Organizations that engage volunteers in youth development projects or within programs that serve youth;*
- 2) *Organizations that provide family or intergenerational volunteer opportunities to community members (these service projects intentionally engage volunteers who are family members and/or represent a diverse age range);*
- 3) *Volunteer connector agencies across the state (volunteer connectors include organizations that connect individuals with volunteer opportunities and support organizations in effectively using those volunteers to create meaningful change in local communities).*

### **Restrictions**

Programs already funded through Massachusetts Service Alliance may not replace staff time, service member stipends (AmeriCorps or Commonwealth Corps), or other expenses already covered through existing MSA grants with funds to be provided through grants described in this RFP.

MSA will not fund projects that engage in the following:

- **Charge volunteers to participate in the respective service project;**
- Provide religious instruction, conduct worship services, or engage in any form of proselytizing;
- Assist, promote, or deter union organizing;
- Finance, directly or indirectly, any activity designed to influence the outcome of an election to any public office; or
- Impair existing contracts for services or collective bargaining agreements.

## **Administrative Requirements**

Programs receiving these funds are required to:

- Raise dollar for dollar match to support the project. All programs receiving support will be required to report the resources utilized to match grant funds by line item. Matching funds can be a combination of cash or in-kind match. **(Note: The value of volunteer hours is not considered an acceptable source of match.)** Agencies will need to submit official documentation showing their in-kind or cash matching funds along with their final report.
- Participate in a National Volunteer Week webinar or phone call to review data collection and grant requirements.
- Submit a final report on the project (template provided by MSA) by May 31, 2018.
- Submit a final financial report/request for reimbursement, with all required documentation of expenditures by May 31, 2018. *Only expenses for which proper documentation has been received will be reimbursed.*
- Register volunteer activities on Connect & Serve.
- Track the number of volunteers recruited and activities undertaken.
- Include MSA, National Volunteer Week, and Corporation for National and Community Service logos on all program materials and publicity.

## **Criminal Background Checks**

As stated by the Corporation for National and Community Service, organizations that are awarded the 2018 National Volunteer Week mini-grant must conduct CORI and NSOPW checks on all staff members listed on the grant (regardless of whether paid through grant or matching funds). Additionally, all staff members on the grant who will have planned and unsupervised contact with vulnerable populations (i.e., youth under the age of 18, individuals with disabilities, or senior citizens) will need to complete an FBI fingerprint-based background check in addition to the CORI and NSOPW checks.

Organizations may use National Volunteer Week grant funding to comply with background check regulations set forth by the Commonwealth of Massachusetts and the Corporation for National and Community Service.

*CORI information:*

<http://www.mass.gov/eopss/agencies/dcjis/>

*NSOPW information:*

<http://www.nsopw.gov/>

*FBI Background Check Information* (for individuals working on projects specifically involving vulnerable populations without supervision):

<http://www.fbi.gov/about-us/cjis/background-checks>

*Fieldprint (CNCS approved FBI background check channeler):*

<http://fieldprintcncs.com/> and

[http://www.nationalservice.gov/sites/default/files/resource/Using\\_Fieldprint\\_as\\_an\\_FBI\\_Channeler-A\\_Guide\\_for\\_CNCS\\_Grantees.pdf](http://www.nationalservice.gov/sites/default/files/resource/Using_Fieldprint_as_an_FBI_Channeler-A_Guide_for_CNCS_Grantees.pdf)

## **RFP TECHNICAL ASSISTANCE**

MSA will provide technical assistance for this RFP on an individual basis.

If you have questions regarding this RFP, please contact Lis Lohmueller at:  
[elohmueller@mass-service.org](mailto:elohmueller@mass-service.org).

## **APPLICATION**

Organizations must submit their application through the MSA online grants system by Friday, January 5, 2018 by 5:00 p.m.

To access the online form, click [here](#).

## APPLICATION COMPONENTS

### Completed

### Application Item

Application Cover Page

*Provided in the online grants system*

Project Proposal Narrative

*Please abide by word limitations indicated in the online application*

**CLICK HERE TO ACCESS THE ONLINE GRANTS SYSTEM.**

**Hard copy, email, and fax transmissions will not be accepted.** Any application that is late, not complete and/or does not comply with all submission requirements may not be reviewed.

**Please be prepared to upload the following to your online application:**

- Budget Summary & Narrative Form (*see last two pages of RFP*)
- Most recent audit or 990
- 501(c)(3) letter or Massachusetts ST-2, "Certificate of Exemption"

**APPLICATIONS MUST BE COMPLETED AND SUBMITTED IN THE ONLINE SYSTEM BY:  
5:00 P.M. ON FRIDAY, JANUARY 5, 2018.**

## 1) VOLUNTEER SERVICE PROJECT PROPOSAL NARRATIVE

If applying for a Volunteer Service Project, please use the following instructions when filling out the online application. Narrative should include:

### **Executive Summary**

- A 150 word synopsis that provides a quick overview of the project and anticipated impact/outcomes.

### **Background**

- Briefly describe the organization's:
  - History, mission, overall goals and/or objectives;
  - Experience with managing grants;
  - Past experience successfully planning service projects and/or experience with other community service activities.

### **Project Design**

- Describe the identified community need(s) and/or agency need to be addressed and a strategy to impact them through a National Volunteer Week project.
- Provide a description of the project including:
  - the overall objective;
  - projects date(s) and location;
  - a detailed list or schedule of events/activities volunteers will partake in;
  - roles for volunteers;
  - number of new volunteers to be engaged/managed.
- Describe how the organization will recruit and manage a diverse pool of community volunteers, especially new volunteers not previously involved with the sponsoring organization(s).
- Describe how the organization will publicize the event to community partners, potential sponsors, and the media to increase volunteerism in Massachusetts.
- Describe how the organization will partner with other agencies or groups in the local community to assist with project development and/or volunteer recruitment.
- Explain how the organization plans to maintain contact with volunteers recruited for National Volunteer Week and continue to engage them after the project has been completed.
- **Describe the plan and process for collecting data (number of volunteers, participants, number of volunteer hours, etc.) and evaluating your project.**
- If you are a recurring grantee: please address how you will enhance at least one of the following areas: volunteer activities, the recruitment process or overall increase in number of volunteers engaged over the course of the week, or new organizational partnerships

### **Project Goals and Outcomes**

- State one clear and measurable goal for each of the following:
  - desired outcome (change or benefit) for the engaged volunteers
  - desired outcome (change or benefit) for the community being served
- Describe how success will be measured.

## 2) CAPACITY BUILDING INITIATIVE PROPOSAL NARRATIVE

If applying for a Capacity Building grant, please use the following instructions when filling out the online application.

Narrative should include:

### **Executive Summary**

- A 150 word synopsis that provides a quick overview of the initiative and anticipated impact/outcomes.

### **Background**

- Briefly describe the organization's:
  - History, mission, overall goals and/or objectives;
  - Experience with managing grants;
  - Past experience planning events and managing volunteers.

### **Project Design**

- Briefly describe the organization's current engagement of volunteers and roles that they play
- Provide the agency need for volunteer program enhancement
- Provide a description of the capacity-building initiative(s) taking place during the grant period including:
  - overall objective;
  - proposed activities to increase or enhance the agency volunteer program
  - dates of activities and/or events taking place during National Volunteer Week and throughout the grant period
  - anticipated number of new volunteers obtained through proposed capacity-building efforts
- Describe how the capacity-building efforts will increase the organization's impact on the community
- Detail any community partners that will be involved in capacity-building activities
- Describe the plan for collecting data
  - Please note that MSA will require an additional 4-month follow up report in mid-September to determine the success of the capacity-building efforts (including: number of new volunteers managed by the agency; number of volunteer hours; etc.)
- If you are a recurring grantee: please address how you will enhance at least one of the following areas: volunteer activities, the recruitment process or overall increase in number of volunteers engaged over the course of the week, or new organizational partnerships

### **Project Goals and Outcomes**

- State one clear and measurable goal for each of the following:
  - desired outcome (change or benefit) for the agency's volunteer program
  - desired outcome (change or benefit) for the community/constituents being served
- Describe how success will be measured
  - as of May 31, 2018 (grant close out date)
  - as of September 28, 2018 (4 month follow-up)

## PROJECT REPORTING

Final project reports will, at a minimum, include the following:

- Number of participants;
- Total number of volunteers managed;
- Number of **new** volunteers managed;
- Number of youth engaged as volunteers;
- Number of youth served through service project;
- Number of total hours served by all volunteers;
- Number of agencies served during the week;
- Number of community partners; and
- Service project outcomes.

## PROJECT BUDGET

The Massachusetts Service Alliance anticipates awarding up to **\$3,500** to grantees depending on the size and scope of the proposed project. Grantees will be required to provide a dollar for dollar match to support the project.

All programs receiving support will be required to report the resources utilized to match grant funds by line item. Matching funds can be a combination of cash or in-kind match. (Note: The value of volunteer or service member project hours is not considered an acceptable source of match.)

**Upload the Budget Summary Form and Budget Narrative Form to your online application.**

See instructions on the following page.

### Use of Funds

Funds are intended for program development, including:

- Project coordination.
- Volunteer recruitment, screening, orientation and training, recognition and reward.
- Expenses associated with background checks are allowable expenses, to the extent that they are required in order to comply with requirements set forth by Massachusetts State Law and the Corporation for National and Community Service.
- Materials needed for the service project or capacity building initiative implementation.
- Costs associated with transportation and other reasonable out-of-pocket expenses directly related to development of the project.
- Record-keeping or other activities to help organizations connect the project volunteers to future volunteer opportunities.
- Communication materials and activities and to share project results with the community.

Prohibited Use of Funds:

- **Volunteer or service member (AmeriCorps or Commonwealth Corps) payments or stipends**
- Equipment
  - *Equipment, defined as tangible, non-expendable personal property having a useful life of more than one year, and/or acquisition cost of \$1,000 or more per unit is not allowable. MSA will not award more than \$700 for volunteer appreciation items (i.e., t-shirts, mugs, hats, etc.).*

## Budget Form Instructions

### Budget Summary Form

- Column A – The total dollar amount by line item (category) of the project.
- Column B – The dollar amount by line item (category) for which you are applying.
- Column C – The dollar amount by line item (category) that you are contributing to the project.

### Budget Narrative Form

*All line items over \$500 need a detailed description of how amount was derived, including cost per unit.  
(Number of Units x Price per Unit = Total Amount)*

1. Program Staff – Professional staff that provide direct services to the project. In the description column, please include the individual staff's full-year salary and FTE rate (the percentage of time individual staff spends working directly on the grant) **OR** hourly rate as well as number of hours per week and number of weeks assigned to this project. Please note that each staff salary should be pro-rated to reflect the grant period (February 14 - May 31, 2018).
  - Programs already funded through Massachusetts Service Alliance may not replace staff time or other expenses already covered through existing grants, with funds to be provided through grants described in this RFP.
  - Funds may not be used to pay volunteers or AmeriCorps or VISTA members additional stipends for service performed in connection with National Volunteer Week projects.
2. Fringe Benefits – Benefits that are offered to staff. These must be consistent with organizational policies for all staff. The fringe benefit rate must be included in the description of fringe costs, as well as what is included in the rate: taxes, FICA, workman's comp, disability, health, life, etc.
3. Consultants & Contractual Services – Services that cannot be provided by any full or part-time staff employed by the organization.
4. Supplies – Project and volunteer support related materials. Each material must have its own line item and a description.
5. Travel – Costs for any official business related to the project. Please include per mile costs. MSA cannot reimburse above the rate of .535/mile.
6. Occupancy – Costs of space for staff, meetings, etc.
7. Communication – Telephone, postage, advertisement, delivery costs, etc. needed for the project.
8. Other – Special costs related to the individual project. Costs not listed in any of the above categories. Note these must be detailed in the budget narrative.

## Budget Summary Form

Organizational Information	
Legal Name of Agency:	
Fiscal Contact (FC):	
FC Address:	
FC Telephone:	FC Email:

Complete the summary budget below.

LINE ITEM	A Total (B+C)	B Request	C Match
1. Staff			
2. Fringe Benefits			
3. Consultants & Contractual Services			
4. Supplies & Materials			
5. Travel			
6. Occupancy			
7. Communication			
8. Other			
<u>Total Budget</u>			

I certify that the information contained in this application is correct and complete and that the applicant agency has authorized me, as its representative, to file this application.

Typed Name:	Title:
Signature:	Date:

## Budget Narrative Form

LINE ITEM	REQUEST	MATCH	DESCRIPTION
1. Staff			
Subtotal			
2. Fringe Benefits			
Subtotal			
3. Consultants & Contractual Services			
Subtotal			
4. Supplies & Materials			
Subtotal			
5. Travel			
Subtotal			
6. Occupancy			
Subtotal			
7. Communication			
Subtotal			
8. Other			
Subtotal			
<b>TOTAL BUDGET</b>			

Date submitted: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_