

Volunteer Tennessee 2027-28 AmeriCorps Application & Submission Guide

Applicant Guide

For New, Recompeting, and Continuation Competitive and Formula Applicants

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1. About This Guide

The **Volunteer Tennessee 2027–28 AmeriCorps Application & Submission Guide** provides instructions for completing the Volunteer Tennessee forms, templates, and other submission steps associated with the 2027–28 AmeriCorps Competitive and Formula funding processes.

This guide is separate from the AmeriCorps State and National [Attachment B: Application Instructions](#), which provides guidance for completing the AmeriCorps application within submission requirements.

Applicants should refer to the [Tennessee AmeriCorps State 2027 Notice of Funding Opportunity \(NOFO\)](#) for application deadlines, eligibility requirements, funding information, and other requirements of the Tennessee funding opportunity.

This guide explains:

- Volunteer Tennessee's Notice of Intent process;
- how Competitive and Formula applications are submitted;
- Volunteer Tennessee Microsoft Forms used during the application process;
- SharePoint access and document submission requirements;
- required Volunteer Tennessee templates and where to submit them;
- the Additional Documents Form; and
- how to confirm that all required Volunteer Tennessee submission components have been completed.

Competitive applicants submit their AmeriCorps application through eGrants. **Formula applicants** submit their AmeriCorps application through the [Volunteer Tennessee 2027-28 AmeriCorps Formula Grant Application](#) in Microsoft Forms and submit designated application materials through SharePoint. This guide explains the Volunteer Tennessee submission process for each.

2. Application Process at a Glance

A complete application includes multiple submission components. Applicants are responsible for completing all components applicable to their competition and applicant type by the published deadline. The primary application submission method differs for Competitive and Formula applicants.

Step 1 - Submit a [Notice of Intent](#) (New and Recompeting Applicants)

Required for New and Recompeting Competitive and Formula applicants. Continuation applicants do not submit a Notice of Intent.

Step 2 - Submit the Relevant AmeriCorps Application

Competitive applicants complete and submit their AmeriCorps application through eGrants. Formula applicants complete and submit their AmeriCorps application through [the Volunteer Tennessee 2027-28 AmeriCorps Formula Grant Application](#) in Microsoft Forms.

Step 3 - Submit Required Supporting Application Materials

Competitive applicants submit application components and supporting materials as directed in [Attachment B: AmeriCorps State and National Application Instructions](#) and this guide. Formula applicants upload required supporting application materials to their designated SharePoint application folder.

Step 4 - Submit Additional Documents and Form

All Competitive and Formula applicants must complete the separate [Volunteer Tennessee AmeriCorps Applicant Additional Documents Form](#) and submit all applicable documents requested through that process.

Step 5 - Complete All Required Components by the Applicable Deadline

All required components relevant to the applicant must be submitted by the corresponding Competitive or Formula application deadline.

3. Applicant Types and Which Instructions Apply to You

Applicant Type	Notice of Intent	Primary Application	Supporting Submissions
New - Competitive	Required	eGrants	Additional Documents Form + other required Competitive materials
Recompeting - Competitive	Required	eGrants	Additional Documents Form + other required Competitive materials
Continuation - Competitive	Not required	eGrants continuation application	Additional Documents Form + other required Competitive materials
New - Formula	Required	Microsoft Forms	SharePoint + Additional Documents Form
Recompeting - Formula	Required	Microsoft Forms	SharePoint + Additional Documents Form
Continuation - Formula	Not required	Microsoft Forms - streamlined applicable portions	SharePoint + Additional Documents Form

4. Before You Begin

- Review the Tennessee [AmeriCorps State 2027 NOFO](#) and attachments A-F.
- Review the applicable federal resources linked in this guide.
- Confirm that the organization meets applicable eligibility requirements and maintains an active SAM.gov registration and valid Unique Entity Identifier (UEI).
- Gather the organization and program information needed to complete the applicable eGrants or Microsoft Forms application.
- Formula applicants: Download the required [FY27 VT Formula Budget Worksheet](#).
- Review [Attachment D: 2027 Performance Measures](#) and [Attachment E: 2027 Applicant Determined Performance Measures](#) and prepare required Performance Measures.
- Identify any evidence or additional documents applicable to the organization.
- Formula applicants: Confirm access to the organization's designated SharePoint application folder by December 15, 2026.

Volunteer Tennessee strongly recommends drafting and saving narrative responses outside the applicable submission system before entering final responses. Applicants should use the AmeriCorps State and National Application Instructions alongside this guide when preparing their application. Formula applicants are encouraged to review the [copy of the Microsoft Forms application](#) and the [copy of the Volunteer Tennessee AmeriCorps 2027-28 Funding Applicant Additional Documents + Information Microsoft form](#) in advance using the link provided in these instructions.

5. Application Submission Requirements

Competitive and Formula applicants must complete all required Volunteer Tennessee and AmeriCorps submission components. Competitive applicants submit the primary application through eGrants. Formula applicants submit the primary application through Microsoft Forms and required supporting application materials through SharePoint. All applicants must also complete the Additional Documents Form. Submission of one required component does not replace another.

Application Deadlines:

Timeline for Competitive and EAP Grant Applicants

10/16/26	Draft Competitive (new, re-competing, and continuation) and EAP (new) Grants applications due to Volunteer Tennessee by 3:00 p.m. CT.
12/21	Final draft of Competitive (new, re-competing and continuation) and EAP (new) applications to Volunteer Tennessee by 3:00 p.m. CT. Verification of SAM registration due from all AmeriCorps Competitive applicants. Pre-Award Risk Assessment information and verification of SAM registration due from new AmeriCorps Competitive and EAP Applicants.
8/1	Earliest program start date

Timeline for Formula Applicants (New/Recompeting Applicants)

12/11/26	AmeriCorps Formula Notice of Intent due to Volunteer Tennessee
2/5	Formula applications due to Volunteer Tennessee by 3:00 p.m. CT. Pre-Award Risk Assessment information due from new AmeriCorps Formula Applicants. Verification of SAM/CCR registration due from all AmeriCorps Formula Applicants.
5/17	Inform applicants of Formula funding decision and provide Application Feedback to funded programs.
5/21	Acceptance of funding due to Volunteer Tennessee via e-mail.
5/28	Formula Programs submit budget and performance measure corrections, if needed. — Begin Formula contract development Supplemental funding requests due to Volunteer Tennessee via e-mail.
8/1	Earliest program start date

Applicants should not wait until the deadline to submit their application, upload required documents, or complete required Forms. Volunteer Tennessee will apply the late-application provisions established in the NOFO.

6. Narrative and Page Limits

Competitive applicants: Follow the narrative and Logic Model page limits established in the AmeriCorps State and National Application Instructions and confirm page counts through eGrants before submission.

Formula applicants: Combined narrative responses should not exceed the equivalent of 11 double-spaced pages. Formula applicants should use 12-point font and one-inch margins when drafting responses outside Microsoft Forms to monitor overall narrative length.

Formula applicants: Individual narrative questions have specified character limits. These character limits are maximums and are intended to provide flexibility in determining where additional detail is most appropriate. Applicants are not expected to use the full character limit for every response.

All applicants should be clear and succinct; directly explain how the proposed program meets each applicable criterion; avoid jargon, boilerplate, rhetoric, and exaggeration; avoid defining the community problem merely as the absence of the proposed solution; define acronyms; and avoid assuming reviewers already know the organization, program, partners, or community.

7. Completing Your AmeriCorps Application Narrative

Competitive Applicants: Submit the AmeriCorps application narrative through eGrants and use the AmeriCorps State and National Application Instructions for application content, narrative guidance, page limits, and eGrants submission requirements.

Formula Applicants: Complete the [Volunteer Tennessee 2027-28 AmeriCorps Formula Grant Application](#) narrative through [Microsoft Forms](#). The Form uses branching, so applicants receive questions relevant to their applicant type. Applicants should use [Attachment B: AmeriCorps State and National Application Instructions](#) for substantive application guidance and this guide for Tennessee-specific Formula submission requirements.

The Formula Application is organized to correspond with the applicable FY27 AmeriCorps selection criteria. Formula applicants should review the copy of the Form in advance and draft responses outside Microsoft Forms before submission. The Tennessee Formula process differs from the federal eGrants process in several areas as noted below.

7.1 Narrative and Selection Criteria

Applicants should use [Attachment B: AmeriCorps State and National Application Instructions](#) when developing narrative responses. The FY27 scored application structure is:

Program Design - 50 Points

Community & Logic Model - 20 Points

Formula applicants do not submit a separate Logic Model. The Community & Logic Model criterion is addressed through the applicable narrative questions in the Formula Grant Application.

Evidence Tier - 12 Points

Evidence Quality - 8 Points (Reviewer-Assessed)

Evidence Quality is assessed by reviewers based on the application and applicable supporting evidence. Applicants do not complete a separate Evidence Quality narrative.

Funding Priority - 4 Points

AmeriCorps Volunteer Experience - 6 Points

Organizational Capability - 25 Points

Organizational Background & Staffing - 15 Points

AmeriCorps Volunteer Supervision - 10 Points

Cost-Effectiveness & Budget Adequacy - 25 Points

AmeriCorps Volunteer Recruitment - 7 Points

AmeriCorps Volunteer Retention - 10 Points

Data Collection - 8 Points

7.2 Key Formula Process Differences

Formula Logic Model: Formula applicants do not submit a separate Logic Model. The Community & Logic Model criterion is addressed through narrative questions in the Formula Grant Application.

Formula Performance Measures: Basic Performance Measure information is collected in Microsoft Forms; completed [FY27 VT Performance Measure Templates](#) are uploaded to SharePoint.

Formula Budget and Narrative: The Budget and Budget narrative are collected through the [FY27 VT Budget Worksheet](#).

8. Performance Measures

Performance Measures are required but are not separately scored. Competitive and Formula applicants must complete Performance Measures in accordance with [Attachment D: Performance Measures](#) and [Attachment E: 2027 Applicant-Determined Performance Measure Supplement](#) and the requirements applicable to their submission method.

Competitive applicants complete and submit Performance Measures through eGrants as directed in the AmeriCorps State and National Application Instructions.

Formula applicants provide basic Performance Measure information in Microsoft Forms and upload the completed [FY27 Performance Measure Template](#) their designated SharePoint application folder by the application deadline.

9. Budget and Budget Narrative

Competitive applicants complete the budget in eGrants in accordance with the AmeriCorps State and National Application Instructions. Formula applicants must prepare the required budget using the [FY27 VT Budget Worksheet](#).

Formula applicants should not substitute another budget format unless specifically authorized by Volunteer Tennessee. The completed Formula budget and budget narrative must be uploaded to the applicant's designated SharePoint application folder by the application deadline.

10. Required Supporting and Additional Documents

10.1 Formula SharePoint Application Documents

Document	Who Submits	Submission Method
Formula Budget and Budget Narrative	Formula applicants	SharePoint
Performance Measures	All Formula applicants	SharePoint
Evidence Documents	Formula applicants - as applicable	SharePoint
Other supporting application materials identified in the instructions	Formula applicants - as applicable	SharePoint

For Formula applicants, uploading a document to SharePoint does not replace submission of the Microsoft Forms application or the Additional Documents Form.

10.2 Additional Documents Form

The [Additional Documents Form](#) is a separate required component for Competitive and Formula applicants. Applicants must complete the Volunteer Tennessee AmeriCorps Applicant Additional Documents Form and provide all applicable information and documentation requested through that process.

The Additional Documents Form and all required additional documentation must be submitted by the applicable Competitive or Formula application deadline.

11. Continuation Applicant Instructions

Competitive and Formula continuation applicants do not submit a Notice of Intent and should not unnecessarily change their previously approved application. Volunteer Tennessee and AmeriCorps expect programs to maintain a consistent program design throughout the three-year project period.

Competitive continuation applicants should follow the continuation instructions in [Attachment B: Application Instructions](#) and complete the applicable eGrants requirements. Formula continuation applicants will identify whether they are requesting changes to the currently approved program and complete the applicable questions presented through Microsoft Forms branching. Applicants proposing changes must provide the requested explanation and update affected Performance Measures, budget materials, and other supporting documents as applicable.

Requirements to update materials when necessary to align with current-year guidance apply.

12. Final Review and Submission Checklist

- ☐ Primary application narrative submitted through the applicable system: eGrants for Competitive or Microsoft Forms for Formula.
- ☐ Budget completed/submitted using the applicable Competitive or Formula process.
- ☐ Performance Measures completed/submitted using the applicable Competitive or Formula process.
- ☐ Applicable evidence documents submitted using the required submission method.
- ☐ Other required supporting application documents submitted using the required submission method.
- ☐ Additional Documents Form submitted with all applicable required documentation.
- ☐ Copies of the submitted application and supporting materials retained by the applicant.

An application is not complete until all required components applicable to the applicant have been submitted by the deadline.

13. After Submission

Volunteer Tennessee will review submitted applications for compliance and eligibility and conduct the application review process. Applicants may be contacted for clarification or additional information as permitted by the NOFO. Following review and funding decisions, selected applicants may be required to make budget, Performance Measure, or other application corrections before award and contract development.

Important dates can be found in this document in the [Application Submission Requirements](#) section the [2027 Tennessee AmeriCorps State Notice of Funding Opportunity](#).