



2021 Youth Civic Engagement Grant Notice of Funding Availability and Application Instructions

Applications Due Tuesday, September 8, 2020 @ 3:00 p.m. CDT

Volunteer Tennessee announces the availability of Commission Support Grant funds to award as Youth Civic Engagement Grants. Commission Support Grant funds are to support the operations of state commissions in implementing their duties as required by the National and Community Service Act of 1990, as amended and the Edward M. Kennedy Serve America Act. Volunteer Tennessee seeks applications from organizations that will use service-learning to carry out these responsibilities in local communities in Tennessee.

Youth Civic Engagement Grants are designed to involve young people between the **ages of five and seventeen** in service-learning projects that simultaneously support student development and meet community needs in areas such as the environment, education, healthy futures, disaster services, and other unmet needs. Volunteer Tennessee encourages a local partnership model, which could include one or more Local Education Agencies and one or more community partners.

Award amounts. Applicants may apply for a minimum of **\$5,000** and a maximum of **\$40,000**. Typical awards are between \$5,000 and \$10,000. A **50% match (non-federal)** – cash or in-kind – of the total budget is required for Youth Civic Engagement funding. For example, an applicant requesting \$5,000 in federal funds through this application must document at least \$5,000 in matching funds, which is 50% of the program total cost of \$10,000. Any unobligated funds may be made available to applicants for supplemental funding.

Project period. The project period is one year: January 1 to December 31, 2021. Continuation funding for subsequent years is not guaranteed and is dependent upon availability of funding and satisfactory performance.

Eligible applicants. Non-profit organizations, public and private schools, institutions of higher education, and local governments are eligible to apply. Applicants must be registered within the State of Tennessee. Successful applicants will have demonstrated expertise in meeting educational needs of youth. In addition, the organization must have been in existence for at least one year before applying for a grant.

Application and technical assistance webinar. Volunteer Tennessee will offer a webinar to introduce potential applicants to Volunteer Tennessee and to go into detail about the Notice on **Friday, August 21 at 10:00 a.m. CDT**. Please email Volunteer.Tennessee@tn.gov to register for the webinar. Please visit our website www.volunteertennessee.net to access a recording following the webinar. Volunteer Tennessee strongly encourages new and re-competing applicants to attend the webinar.

Proposal Submissions. Specific programmatic requirements are detailed in the instructions below. **Proposals must include the following components:**

- I. Title Page**
- II. Program Narrative**
- III. Budget Form with Detail**
- IV. Performance Measure Worksheet**
- V. Signed Certifications and Assurances Form**
- VI. Completed Financial Management Survey**
- VII. Most Recent Audit**

Submissions will be accepted by **email only**. Please submit each component as a separate PDF, MS Word, or MS Excel document. If files are too large to send in one email, you may send multiple emails or an email with an appropriate link to download larger files. Facsimiles will not be accepted or reviewed. Type and single-space the submission package in not less than 12-point font size with one-inch margins. **You must follow the page limits specified below.** Please do not submit appendices or other documents not specifically requested, as they will not be accepted. Volunteer Tennessee will not review any submission that does not comply with all of the above requirements except under extenuating circumstances as determined by Volunteer Tennessee.

Submissions are due to Volunteer.Tennessee@tn.gov no later than **Tuesday, September 8, 2020 by 3:00 p.m. CDT**. Applicants should receive a confirmation email within 3 business days of submission. If you do not receive confirmation after 3 business days, please email Volunteer.Tennessee@tn.gov to inquire about receipt of your application. See page 8 for a complete funding process timeline.

PROPOSAL INSTRUCTIONS

I. Title Page Instructions (attachment 2)

1. Application Type: Check one box to indicate the type of legal applicant. If none of the boxes apply, please type in a description of the legal applicant in the space marked "Other."
2. Legal Applicant Information: Supply all requested information. Notification of grant awards will be sent to this address.
3. Program Information: Supply all requested information. If the legal applicant is also the organization that will operate the program, supply only the program name, the name of the program director (if known) and the director's phone number. If no one has been selected to direct the program, enter the name of the person who can be contacted to discuss the programmatic aspects of the program.
4. Budget: Include the federal dollar amount requested, the agency-pledged match amount and the total program cost for 2021. These amounts must be the same as the amounts in the completed Budget Form attachment 3. Non-federal agency match of 50% (cash or in-kind) is required.
5. Grant Period: Anticipated funding availability is January 1 to December 31, 2021. Program activities may not take place prior to January 1, 2021.
6. Counties to be served: Indicate all counties that will be served by the program activities using requested funds.
7. Certification: Enter the name and title of the official **who has the legal authority to commit the organization to accept federal funding and to execute the proposed project** (i.e. contract signatory). This should be the same person who signs the Assurances and Certifications (attachment 5). **Please note:** Because the proposal will be emailed, you should scan and email the signed Title Page.

II. Program Narrative [Maximum 10 pages – single spaced] – see pages 6-7 for funding criteria for the program narrative. **Applications must address ALL of the points in A-C below.**

A. Program Design

School and community-based service-learning programs encourage youth to learn and develop through active participation in thoughtfully organized service projects, which are conducted in and meet the needs of, the community. Service-learning fosters civic responsibility, analytical

and job skills, teamwork, and self-esteem. It includes educational components about issues being addressed and the community in which the service experience is taking place, and provides structured time for the participants to reflect on their service experience, thus promoting self and community awareness. School and community-based programs that institutionalize service-learning as a regular part of their programming will discover its power to engage youth in addressing a variety of community needs.

1) Compelling Community Need(s).

- Describe the compelling community need(s) that you will address within the target community. Service-Learning is a means of meeting a community need (e.g. hunger, homelessness, etc.), so **do not** describe the absence of a particular service or activity as your community need. Provide citations that document the stated need.
- Explain why you selected this need as your focus.
- **If your program will operate at multiple sites**, demonstrate a need in each community you propose to serve.

2) Description of Activities

- a) After selecting one or both priority areas below, describe your proposed activities for each priority and how these activities will meet the community need. The narrative should include a clear commitment to using the service-learning model (see Appendix 4) to involve young people between the ages of five and seventeen. **Applications must address at least one priority area below:**
 - i. **First Lady Maria Lee's Tennessee Kids Serve Summer Challenge:** Volunteer Tennessee will fund programs that utilize service-learning to recruit, enroll, and support rising K-6 students as part of First Lady Maria Lee's Tennessee Kids Serve Summer Challenge (<https://www.tn.gov/firstlady/tennessee-serves/tennessee-kids-serve-summer-challenge.html>) for the summer of 2021. See “IV. Performance Measure Worksheet” below and Appendix 3 for performance measure options for this priority.
 - ii. **Civic Engagement:** Volunteer Tennessee will fund school- and community-based programs that use evidence-based or evidence-informed service-learning curricula that engage youth in civic engagement activities, particularly through virtual, remote, or other safe practices that follow local reopening guidelines. Applicants should consider partnering with local AmeriCorps programs on civic engagement service-learning activities. See Appendix 2 for AmeriCorps program listings. See “IV. Performance Measure Worksheet” below and Appendix 3 for performance measure options for this priority.
- b) Explain how the proposed program will use service-learning as an integral part of activities to meet the identified need (as appropriate, cite research-based evidence that supports the proposed program model).
- c) Describe how the service-learning activities will meet the Service-Learning Standards for Quality Practice (see Appendix 4).
- d) Explain how program staff will be prepared and supported to facilitate the service-learning cycle (investigation, preparation, action, reflection, demonstration) with participants, and how it will incorporate youth voice.

- e) Describe how your agency can provide or secure effective technical assistance to implement the proposed activities.

3) Measurable Outputs and Outcomes

Successful applicants must address at least one of the program priority areas above and must include at least one aligned performance measure (output paired with outcome) that corresponds to the proposed priority. Refer to attachment 4 for the Performance Measure Worksheet and Appendix 3 for suggested performance measure options.

- Based on your selected priority area(s), briefly describe the measurable outputs and outcomes that will achieve your priority area(s) and how service-learning will be used to meet these outcomes.
- Describe the systems and tools that you will use to track outputs and outcomes.

B. Organizational Capacity

Strong administrative and financial systems are needed to provide the detailed documentation required for federal grant accounting. Some smaller agencies find that new internal control systems, including more detailed staff timekeeping, are needed to meet stringent accountability requirements. New grant recipients may be required to attend financial management training.

Grant recipients will participate in at least one statewide grantee meeting hosted by Volunteer Tennessee.

In this section of the grant application, please describe how your agency will address the “Organizational Capacity” criteria on page 6 below.

C. Budget/Cost Effectiveness

Briefly discuss how the proposed budget will address the “Budget/Cost Effectiveness” criteria on pages 6-7 below. Please note the source and amount of all matching funds and the agency’s plan to acquire additional funding as needed.

III. Budget Form with Detail (attachment 3)

Please use the attached Budget Form with Detail (Excel format) required by the State of Tennessee. Please see pages 9-12 for the budget instructions and an example. Note that some items require detailed descriptions. Funding may be used for staff, travel, materials, supplies, related space and other direct costs. There is a limit on indirect costs. No more than 5% of the federal share and 10% of the grantee share can be allocated to indirect costs. The Budget detail should show how each line item cost was calculated and the specific purpose of the line item.

Applicants may apply for a minimum of **\$5,000** up to a maximum of **\$40,000** to support priority areas i and/or ii for the period January 1 to December 31, 2021. A **50% match (non-federal)** – cash or in-kind – of the total budget is required. For example, an applicant requesting \$5,000 in federal funds through this application must provide \$5,000 in matching funds, which is 50% of the program total cost of \$10,000 (\$5,000 federal + \$5,000 match). Please describe the source of all matching funds.

IV. Performance Measure Worksheet (attachment 4)

Successful applicants must address at least one of the program priority areas in section II above and **must submit a completed Performance Measure Worksheet** that identifies aligned performance measures (output paired with outcome) along with need, inputs, intervention, anticipated outputs and outcomes, and tracking tools that correspond to the selected priority

area(s). Refer to attachment 4 for the Performance Measure Worksheet and Appendix 3 for instructions on Performance Measures. In particular, applicants should consider using performance measure pairs ED1 with ED5, ED7, ED10, ED11, ED26 and/or ED27 as a primary performance measure. If your application proposes more than one performance measure, please complete a separate Performance Measure Worksheet for each one. You may use applicant-determined performance measures that are consistent with the format in the Performance Measure Worksheet and that have specific outputs paired with outcomes.

V. Assurances and Certifications (attachment 5)

Please read carefully the enclosed Assurances and Certifications (attachment 5). This will be included in your final contract as part of the commitment. **Please note: This form must be signed by an authorized official from your agency who has legal authority to make the assurances and certifications.**

VI. Completed Financial Management Survey (attachment 6)

Your financial officer or other qualified staff must complete and sign the Financial Management Survey (attachment 6). Be sure to include all supporting documents requested in the Survey.

VII. Most Recent Audit

Please submit an electronic copy of the agency's **most recent audit**. This information will be used to assess organizational capacity and cost effectiveness of the program proposed.

Funding Criteria

The Volunteer Tennessee Review Team will evaluate proposals based on the following criteria:

Program Design (60%)

- Well-documented compelling community need(s).
- Well-designed activities with measurable outputs and outcomes that meet community needs.
 - Plan to use service-learning to support the First Lady's Tennessee Kids Serve Summer Challenge; and/or
 - Plan to use service-learning to engage youth in civic activities.
- Commitment to using the service-learning model to meet community needs.
- Youth leadership opportunities.
- Ability to provide or secure effective technical assistance.
- Clear and measurable performance measure outputs and outcomes.

Organizational Capacity (25%)

- Track record of effectiveness.
- Ability to provide sound programmatic and fiscal oversight.
- Sound track record in the issue area(s) to be addressed by the project.
- Well-defined roles and well-designed plans for staff and administrators.
- Sound track record of single program contact person or strong qualifications for new point person.
- Well-designed plans or systems for self-assessment, evaluation and continuous improvement.
- Sound track record in timely reporting and proper invoice submission.

Budget/Cost Effectiveness (15%)

- Adequate budget to support program design, including 50% match from non-federal sources.

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- Commitment of applicant organization/host agency to securing resources for program implementation and/or sustainability.
- Cost-effective within program guidance.
- Sound federal/state grants monitoring track record with few or no findings.

The Review Team will use this application and other relevant documentation in its review.

Accompanying Documents and Forms to this Notice

2. Youth Civic Engagement Grant Title Page
3. Budget Form with Detail
4. Performance Measure Worksheet
5. Assurances and Certifications
6. Financial Management Survey

Appendices

1. Tennessee 2019-2021 State Service Plan
2. Tennessee AmeriCorps Program Directory (List of AmeriCorps programs in Tennessee)
3. Youth Civic Engagement Performance Measure Instructions
4. K-12 Service-Learning Standards for Quality Practice

Additional Information about this Notice

To learn more about this funding opportunity, visit the Funding Opportunities page on Volunteer Tennessee’s web site www.volunteertennessee.net. For any questions, please contact Volunteer Tennessee at Volunteer.Tennessee@tn.gov.

2021 Reporting Requirements

Financial reports are due at least quarterly. Invoices may be submitted as frequently as monthly and can serve as the required financial report. A mid-year progress report is also required. A final progress report will be due with closeout documentation.

<u>Report</u>	<u>Period</u>	<u>Due Date</u>
▪ 1st Financial Report	January 1– March 31, 2021	April 15, 2021
▪ 2nd Financial Report	April 1 – June 30, 2021	July 15, 2021*
▪ Mid-Year Progress Report	January 1- June 30, 2021	July 15, 2021
▪ 3rd Financial Report	July 1 – September 30, 2021	October 15, 2021
▪ Final Financial/Progress Report	October 1 – December 31, 2021	January 14, 2022**

Final reports include the 4th Financial Report (any expenses and match not reported earlier) and a Final Progress Report for the entire grant period summarizing progress through December 31, 2021.

*The State of Tennessee’s fiscal year begins on July 1. As a result, grant recipients may need to submit an accrual memo for any anticipated expenses within Period 2 (April 1-June 30, 2021) that will not be invoiced by July 1, 2021.

**Final progress (not financial) report may be due earlier as part of continuation funding application.

Youth Civic Engagement Grant Funding Timeline: 2020-2021

August 7, 2020	Notice of Funding Availability and Application Instructions released.
August 21	Application Technical Assistance Session at 10:00 a.m. CDT – Webinar.
September 8	Grant Applications due to Volunteer Tennessee by 3:00 p.m. CDT.
September 9	Staff and Review Team receive applications for review.
September 23	Review Team scores due to Volunteer Tennessee.
September 25	Staff review complete, including recommendation to the Volunteer Tennessee Executive Committee.
September 29	Executive Committee conference call to make funding decision.
September 30	Inform applicants of funding decision and provide application feedback to funded organizations if changes are needed.
October 1-5	Develop contracts.
October 2	Acceptance of funding due to Volunteer Tennessee via e-mail and required changes completed by funded organizations.
October 6	Agency contracts distributed to funded organizations for signature.
October 13	Signed agency contracts due to Volunteer Tennessee.
October 16	Volunteer Tennessee Board confirms Grant funding decision.
January 1, 2021	Contract Start Date.
December 31, 2021	Contract End Date.

GRANT BUDGET INSTRUCTIONS AND EXAMPLE

The Grant Budget and budget line-item detail information must be sufficiently specific to accommodate proper controls and expenditure reviews. All line-items are required— In line-items that WILL be funded, replace the zeros (“0.00”) associated with each line-item as appropriate. If a line-item will NOT be funded, leave the associated, “0.00” dollar amount.

PERSONNEL line-items— **DETAIL REQUIRED**— “Salaries”; and “Benefits & Payroll Taxes”— may be combined into one line-item with one total as follows; however, each staff member should have a separate line in the budget line-item detail tab:

3	Total Personnel	0.00	0.00	0.00
	Salaries			
	Benefits & Payroll Taxes			

PROFESSIONAL FEE/ GRANT & AWARD line-item— **DETAIL REQUIRED**—If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate).

If the grant provides for service unit/milestone rate payments (in which the payment rates are equal to the amount that the State has determined to be the reasonable and necessary cost for the associated unit or milestone), specify each service unit/milestone in the Professional Fee/ Grant & Award line-item detail schedule (clearly explain the unit/milestone of service and the associated rate).

NON-PERSONNEL line-items— **DETAIL REQUIRED**— “Supplies”; “Telephone; Postage & Shipping”; “Occupancy”; “Equipment Rental & Maintenance”; “Printing & Publications”; and “Travel/ Conferences & Meetings”— should be described by line-item in the budget line-item detail tab as follows:

5	Non-Personnel	0.00	0.00	0.00
6	Supplies			
7	Telephone			
8	Postage & Shipping			
9	Occupancy			
10	Equipment Rental & Maintenance			
11, 12	Printing & Publications			
	Travel/ Conferences & Meetings			

INTEREST line-item— **DETAIL REQUIRED**— If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate).

DEPRECIATION line-item— **DETAIL REQUIRED**— If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate).

OTHER NON-PERSONNEL line-item— **DETAIL REQUIRED**— If this line-item is funded, attach to the grant budget a schedule providing specific, back-up detail and reference the detail schedule in the line-item (use the line-item detail model as appropriate). **For all staff included in the budget (federal share or grantee participation) who will have contact with vulnerable populations, please include costs of background checks per**

http://www.nationalservice.gov/sites/default/files/documents/fy13_12_1005_48.pdf.

CAPITAL PURCHASE line-item— This line-item is not allowed for Youth Civic Engagement grants.

INDIRECT COST (ADMINISTRATIVE COST) line-item— Optional: add percentage associated with this line-item as necessary (e.g., 5%). Delete the instruction, “[[(PERCENT)]]” from the budget if a percentage is not detailed.

TOTAL line-item— The Grant Contract column total must equal the maximum liability of the Grant.

DETAIL INFORMATION— The attachment of detail information for selected line-items is required (as detailed above).

DO NOT include the reference, “(detail attached)” in a line-item:

- that is NOT funded; and
- for which no detail is required or attached.

It is optional to add detail information to further define ANY line-item by attaching to the grant budget a schedule providing specific, back-up detail and referencing the detail schedule in the subject line-item (use the line-item detail model as appropriate).

NOTE— Budget line-items described with the terms: “*contracts*,” “*contracted services*,” “*other*,” “*professional services*,” or “*miscellaneous*” will NOT be approved unless sufficiently specific explanatory information is detailed in the budget.

GRANT BUDGETS MUST BE TYPEWRITTEN.

REFER ALSO TO THE EXAMPLE GRANT BUDGET ON THE FOLLOWING TWO (2) PAGES.

**ATTACHMENT 1 - EXAMPLE
GRANT BUDGET - EXAMPLE**

GRANTEE: TN Hospital Association

PROGRAM AREA: Critical Access Hospital Program

Refer to Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A for further definition of each expense object line-item in the model budget format. Policy 03 can be found on the Internet at: <http://www.state.tn.us/finance/rds/ocr/policy03.pdf>

THE FOLLOWING IS APPLICABLE TO EXPENSE INCURRED IN THE PERIOD: 4/2/13 through 12/31/14

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1	Salaries	\$70,000.00	\$70,000.00	\$140,000.00
2	Benefits & Taxes	\$31,500.00	\$31,500.00	\$63,000.00
4, 15	Professional Fee/ Grant & Award (detail attached)	\$198,300.00	\$198,300.00	\$396,600.00
5	Supplies	\$1,000.00	\$1,000.00	\$2,000.00
6	Telephone	\$500.00	\$500.00	\$1,000.00
7	Postage & Shipping	\$150.00	\$150.00	\$300.00
8	Occupancy	\$2,000.00	\$2,000.00	\$4,000.00
9	Equipment Rental & Maintenance	\$2,000.00	\$12,000.00	\$14,000.00
10	Printing & Publications	\$780.00	\$2,780.00	\$3,560.00
11, 12	Travel/ Conferences & Meetings (detail attached)	\$12,000.00	\$0.00	\$12,000.00
13	Interest (detail attached)	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals	\$0.00	\$0.00	\$0.00
17	Depreciation (detail attached)	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel (detail attached)	\$0.00	\$0.00	\$0.00
20	Capital Purchase (detail attached)	\$0.00	\$0.00	\$0.00
22	Indirect Cost	\$0.00	\$0.00	\$0.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$318,230.00	\$318,230.00	\$636,460.00

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LINE-ITEM DETAIL FOR: PROFESSIONAL FEE/ GRANT & AWARD	GRANT CONTRACT	GRANTEE MATCH	AMOUNT
Network Consulting for Hospital Feasibility Study, 10 hospitals @ \$10,000 ea.	\$50,000.00	\$50,000.00	\$100,000.00
Market Analysis Tool, upon completion 383 hours @\$400	\$38,300.00	\$38,300.00	\$76,600.00
Emergency Medical Service, Training and Education, 10 hospitals @ \$6,000.00 ea.	\$60,000.00	\$60,000.00	\$120,000.00
Community/Patient Satisfaction Survey, 10 hospitals @ \$5,000.00 ea	\$50,000.00	\$50,000.00	\$100,000.00
TOTAL			\$396,600.00

LINE-ITEM DETAIL FOR: Travel Conferences/Meetings	GRANT CONTRACT	GRANTEE MATCH	AMOUNT
Rural Health Policy Institute, 10 registrations @ \$200	\$2,000.00	\$0.00	\$2,000.00
Routine Travel, 10 staff x 425 miles each x \$.47	\$2,000.00	\$0.00	\$2,000.00
Consultants, 8 Trips to Nashville @ \$1,000.00 ea.	\$8,000.00	\$0.00	\$8,000.00
TOTAL			\$12,000.00

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