

2020-2021 South Carolina Volunteer Generation Fund Notice of Funding Opportunity

Who We Are

The United Way Association of South Carolina (UWASC) serves as the alternative administrative agency for the state's Commission on National and Community Service. Through volunteerism and national service programming, UWASC seeks to renew the ethic of civic responsibility for all of South Carolina's citizens. UWASC grants funds to faith-based organizations, community nonprofits, tribal communities, local governments, and educational entities to encourage volunteer engagement that will help address pressing community needs.

Grant Overview

The United Way Association of South Carolina, with funds made available by the Corporation for National and Community Service (CNCS), is proud to announce the South Carolina Volunteer Generation grant competition. CNCS is a federal agency whose mission is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

This South Carolina Volunteer Generation Fund (SC-VGF) grant opportunity aims to provide partner agencies with the necessary financial resources needed to implement evidence-based strategies that will increase their ability to engage and retain volunteers. UWASC will make available grants of up to \$25,000 to an estimated 10 eligible entities. It is expected that the average grant award will be in the \$15,000 range. The use of funding will be limited to expenses that are based on evidence-informed practices that have been found to correlate to strong volunteer engagement and retention. UWASC will provide training and technical assistance to help applicants through the application process. Funding is contingent upon continued funding by CNCS at the amount requested by UWASC.

Examples of funding request categories that would be eligible include, but are not limited to the following:

- Development of a written volunteer generation plan
- Formal partnerships for volunteer recruitment (including the establishment of marketing campaigns)
- Establishment of a volunteer unit within the program or organization
- Creation of volunteer manual/training/curriculum
- Creation of methods to promote regular supervision and communication with volunteers (including enhancements to technology/volunteer portal)
- Liability coverage or insurance protection for volunteers
- Screening and matching volunteers to jobs
- Regular collection of information on volunteer involvement
- Written policies and position description for volunteer involvement
- Training and professional development for volunteers
- Training for paid staff working with volunteers

- Support of staff salaries and benefits for individuals who support the organization's volunteer engagement efforts
- Funds for hiring consultants to improve volunteer engagement practices
- Volunteer-focused conferences
- Translation of volunteer recruitment and training documents
- Contracting with volunteer workshop presenters
- Funding for other evidence-based or evidence-informed strategies used to engage volunteers
- Conducting criminal background checks for volunteers

Grant Period

Volunteer Generation Fund project proposals must be submitted via the online process to the UWASC by Friday, July 31st, 2020 at 5:00pm EDT. The grant period is a twelve-month period beginning October 1, 2020 and ending September 30, 2021.

Priority Funding Areas

UWASC is soliciting proposals from community organizations that propose using volunteers to provide services in the following six (6) CNCS priority areas: 1) Disaster Services 2) Economic Opportunity, 3) Education 4) Environmental Stewardship, 5) Healthy Futures, 6) Veterans and Military Families. For more information, please visit the following:

<https://www.nationalservice.gov/focus-areas>

Organizations that are willing and have the capacity to train other local organizations within their respective communities throughout the year on volunteer management related topics, either virtually or in-person, will receive priority consideration. Special consideration will also be granted for applicants who propose to use SC-VGF funding to support the following activities:

Target Models

Skills-Based Volunteering (highly encouraged)

Applicants that are interested in engaging more skills-based volunteers or developing general volunteers into skills-based volunteers serving in high-value volunteer assignments. Skills-based volunteering leverages the skills, education and experience of professionals to strengthen the infrastructure of organizations, equipping them with the tools needed for capacity building. Skills-based volunteerism can also serve as a pathway to employment by maintaining employability skills or developing new skills of volunteers.

Applicants may also want to consider replicating programs similar to [United Way of the Midland's Blueprint for Nonprofit Leadership](#)—a professional development program focused on developing volunteers for nonprofit board leadership.

Disaster Volunteer Reception and Spontaneous Volunteer Coordination

Applicants that are interested in pre-emptively training volunteers to participate in response efforts in times of disaster or establishing processes for coordinating volunteers during emergency events.

Health

UPDATED MAY, 2020

SOUTH CAROLINA SERVICE COMMISSION



Applicants that are interested in building and mobilizing volunteer coalitions that will be used to assist in addressing the Opioid Crisis epidemic within the state. Applicants interested in training volunteer mental health professionals to respond to the Opioid Crisis epidemic or provide crisis support are also encouraged to apply.

Note: Volunteers recruited for the priority area projects can be a subset of overall volunteers recruited.

Target Communities

UWASC accepts and is willing to fund applications that propose to provide services to any South Carolina community, but specifically seeks to receive applications proposing to serve rural communities and communities located in the following counties that are currently underrepresented by National Service resources.

Need	Significant Need	High Need
Abbeville	Colleton (Promise Zone)	Allendale (Promise Zone)
Aiken	Barnwell (Promise Zone)	Bamberg (Promise Zone)
Chesterfield	Hampton (Promise Zone)	Cherokee
Edgefield	Jasper (Promise Zone)	Williamsburg
	Florence	
	Chester	
	Darlington	
	Dillon	
	Marlboro	
	Marion	

Eligibility

This opportunity is open to public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within state territories (e.g. cities, counties, state commissions), labor organizations; partnerships and consortia; or Tribal organizations.

Under section 132A(b) of the NCSA, organizations that have been convicted of a federal crime may not receive assistance described in this Notice.

Note that under section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if CNCS is aware that any corporation has any unpaid Federal tax liability which 1) has been assessed, 2) for which all judicial and administrative remedies have been exhausted or have lapsed, and 3) that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, that corporation is not eligible for an award under this Notice1.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 USC 501(c)(4) that engages in lobbying activities is not eligible to apply for CNCS funding.

UPDATED MAY, 2020

Important Dates

Date	Event
May 22, 2020	Application Opens
May 27, 2020	Technical Assistance Call/Webinar #1
June 24, 2020	Technical Assistance Call/Webinar #2
July 22, 2020	Technical Assistance Call/Webinar #3
July 31, 2020	Application Due by 5:00PM EST
August 3 – 31, 2020	Review Process
September 4, 2020	Notice of Intent to Fund

Attending at least one of the Technical Assistance Call/Webinars is strongly encouraged for applicants who wish to be considered for the Volunteer Generation Fund grant. Each information session will last approximately one hour. To register, please use the registration link provided below the session that your organization would like to attend:

Registration Links

Wednesday, May 27th, 2020 at 1:00PM EST – Online/Webinar-based
<https://attendee.gotowebinar.com/register/7409301403206912526>

Wednesday, June 24th, 2020 at 1:00PM EST – Online/Webinar-based
<https://attendee.gotowebinar.com/register/8328445845027703054>

Wednesday, July 22nd, 2020 at 1:00PM EST – Online/Webinar-based
<https://attendee.gotowebinar.com/register/9094544865331819022>

Project Implementation Timeline

September 4, 2020	Notice of Intent to Fund
September 25, 2020	Webinar Training
October 1, 2020	Grant Award
October 1, 2020 – September 30, 2021	Project Implementation
January 1- 29, 2021	Site Visit or Desk Monitoring
February 2021	Conference Attendance
April 2021	In-Person Training (Columbia, SC)
July 2021	Site Visit or Desk Monitoring
September 30, 2021	Project spending must be complete

Programmatic Requirements and Funding Guidance

- Attend two required trainings on project goals, performance measure documentation /reporting, grant compliance expectations, progress reporting, evidence-based principals and the Commission’s Salesforce portal. (Travel funds will be included in grant budget)

UPDATED MAY, 2020

- Attend required conferences, to include the 2020 annual South Carolina Association for Volunteer Administration conference or another conference sponsored in part by UWASC – Travel funds will be included in grant budget for up to (2) staff.
- Successful applicants will be required to remain compliant with grant rules, regulations, and performance expectations and activity participate in an annual site visit or desk audit. Terms and conditions can be found here.

SC-VGF Grants will be awarded as Cost-Reimbursement grants. Grants will be reimbursed for allowable costs accrued by the organization and substantiated by applicable supporting documentation. SCSC will strive to process reimbursement payments with 30 days of receiving a reimbursement request from a grantee; however, this is dependent on the grantee providing accurate information and supporting documentation by the dates specified below. For this reason, all grantees should be prepared to wait up to 90 days for a reimbursement payment to be made.

In alignment with COVID-19 FAQ #24 posted on the [CNCS website](#), **there will be no match requirement** for this competition.

Grantees must submit progress reports and reimbursement request that include all supporting documentation for applicable expenses (e.g. receipts, staff timesheets/payroll, paid invoices, in-kind contribution documentation, etc.) via the Commission's Salesforce portal. All staff listed under the Personnel Section of the Grant Budget Narrative are required to complete timesheets that utilize OMB best practices. Personnel timesheets must:

- Be completed and approved at a minimum of once per month.
- Be signed by both the employee and his or her supervisor.
- Represent the actual time spent conducting activities directly associated with management of the AmeriCorps grant/program.
- Accurately capture the total amount of hours worked on all projects.

Progress reports and reimbursement requests will be due on the following dates:

Friday, January 8, 2021
Friday, April 9, 2021
Friday, July 19, 2021
Friday, October 8, 2021

Budget requests will be reviewed on a case-by-case basis and the SC Service Commission reserves the right to disallow the use of Community Resiliency Fund for any budget line-items deemed to be inappropriate purchases using federal funds. Inappropriate purchases include, but are not limited to:

- Meals/food purchases for volunteers or staff
- Entertainment
- Profit-generating purchases or activities
- Equipment purchases or capital expenditures that exceed \$5,000
- Property
- Fundraising expenses
- Lobbying, political, or abortion activities/services

SOUTH CAROLINA SERVICE COMMISSION



Successful applicants will be required to complete a background check consistent with the standards for the Corporation for National & Community Service. This includes a National Sex Offender Public Registry (NSOPR) clearance and FBI fingerprint check on all staff members assigned to work on the grant. The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff or volunteer) receiving a salary, living allowance, stipend or education award through a program receiving CNCS funds. This includes staff that receive part of their salary through a grant (CNCS or match side). An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the grant award.

Applications will be submitted online [here](#). You are strongly encouraged to use the guide below to draft your responses in a word processing document prior to the final online submission.

Applicant Information

Name of Agency/Applicant	
Address	
Web site	
Contact Person	
Contact Phone	
Contact Fax	
Contact E-mail	
Federal Identification Number/EIN	
DUNS Number*	
Geographic Areas Affected by the Project	
Delinquent on Any Federal Debt	Yes/No (circle)
If 'Yes' to question above, explain	

*DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: DUNS Request Service. The SC Commission recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants must register with the SAM at www.sam.gov and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. The SC Commission suggests finalizing a new registration or renewing an existing one at least three weeks before the application deadline to allow time to resolve any issues that may arise. Applicants must use their SAM-registered legal name and address on all grant applications to the SC Service Commission. Please ensure that your organization's SAM account is open for "Public View."

UPDATED MAY, 2020

All organizations registered in SAM.gov are required to submit an original, signed notarized letter designating their Entity Administrator at the time of renewal.

Applicants who do not comply with these requirements may be ineligible to receive or maintain an award. See the SAM Quick Guide for Grantees at

https://sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf

Geographic Areas affected by the project:

List the South Carolina counties that will be served by the project.

Delinquent on any federal debt:

This question applies to the applicant organization, not the individual who signs as the authorized representative for the completed application. Categories of debt include delinquent audit allowances, loans, and taxes. If you answered 'Yes' to this question, include your explanation in the text box provided.

EXECUTIVE SUMMARY- 10pt

Required format: Maximum character limit: 1,500, Times New Roman 12-point font, double spaced, one-inch margins.

Please fill in the [blanks] below to complete the executive summary:

[Organization's Mission Statement]

[Name of organization] will recruit or transition [number] general volunteers to skills-based volunteers that will serve a total of [hours] towards meeting pressing community needs in the following South Carolina Counties: [Counties where volunteers will serve]. [Name of organization] currently manages a total of [number of volunteers] that serves approximately [hours] annually.

PROGRAM NARRATIVE- 40pt

Required format: Maximum character limit: 2,000 Times New Roman 12-point font, double spaced, one-inch margins.

Clearly define the community problem/need your organization intends to address.

Outline your organization's current volunteer engagement activities and how the organization would propose to use SC-VGF to further support or expand volunteer activities to address the community problem/need. If the project will fall under any of the funding priorities listed in the RFP, please also specifically describe those activities.

- If applicable, the applicant will describe in detail their current volunteer program and how SC-VGF funds will be utilized to enhance or expand the organization's current activities.
- Describe the proposed project's goals and objectives. The application should identify what community need(s) that is intended to be addressed through capacity building of volunteer programming in one or more of the eligible organizations.
- Provide a timeline of events for your proposed project, including milestones and deliverables.

- Describe the proposed roles of skills-based volunteers and how these volunteers will add value to the community being served by providing unique contributions to address the stated problem/need.
- If the project will be used to support the use of volunteers during disaster events, please outline the proposed activities that these volunteers would participate in and how the organization will support them pre and post disaster.
- Describe what additional skills, resources, or information that your organization hopes to gain as a result of participating in SC-VGF.

ORGANIZATIONAL CAPABILITY - 25pt

Required format: Maximum character limit: 2,000, Times New Roman 12-point font, double spaced, one-inch margins.

Describe the organization's capability to initiate and manage the proposed project.

Organizational Background and Staffing— Describe the organization's experience, staffing, and management structure to initiative, implement, and report impact. As reminder, staff listed on the budget are subject background checks consistent with the standards of the Corporation for National and Community Service.

Organizational Oversight— Describe the organization's capability to provide fiscal compliance oversight. Describe the experience and infrastructure the organization has in managing similar projects, grants, day-to-day operational support, and collecting data. Briefly describe the role of any staff listed in the budget, as it pertains to the proposed program. Describe how the organization will prevent and detect compliance issues.

Describe the organization's partnerships that will benefit this project and contribute to its success. Be sure to explain the role of partners and the intended outcome of their role in this project.

COST EFFECTIVENESS AND BUDGET ADEQUACY- 15pt

Funds awarded to sub-grantees are intended to be used for capacity building activities to develop or strengthen volunteer programs. Grants are cost reimbursement only and may include the following budget categories:

- A. Personnel and Fringe Benefits – funds may be used to hire new personnel or support existing personnel for up to (2) personnel positions to develop a volunteer program or build capacity of a current program to include a skills-based volunteering component.
- B. Travel – funds may be requested to attend required UWASC trainings, conferences and/or summits for up to (2) personnel charging time to the grant.
- C. Supplies – funds may be requested for training material supplies directly related to the grant. This may include training manuals, training equipment, etc.
- D. Contracts & Consultants – funding may be requested to contract for professional services needed to implement your volunteer program.
- E. Training – funding may be requested for training of staff or personnel charged to this grant if it directly related to their project, is considered reasonable and necessary as it pertains to training of volunteer management staff, and it builds upon core competencies of best practices for effective volunteer management. 'Train-the-trainer' type trainings will be considered for funding if the intended goal is then train volunteers to transition them from general to skills-based

volunteers. Funding can be requested for volunteers for the purpose of converting them from general volunteers to skilled volunteers capable of high value volunteer assignments.

- F. Other Program Operating Costs – funding may be requested for background checks for up to (2) staff personnel charging time to this grant. This category would also include funding for software which is directly related to the recruitment, support, management, retention and activity tracking of volunteers.

You are required to upload your budget using the template provided in the instructions. Applicants should demonstrate they have developed a budget that is adequate to support the proposed project while remaining in compliance with federal standards and the overall goals of the VGF project. Grant Review Committee members will use the following criteria when reviewing grant budgets:

- Are the costs included in the budget reasonable, prudent, and necessary in order to implement the proposed project?
- Are the costs included in the budget directly associated with the organization's volunteer generation project and not related to other organizational activities that would fall outside of the scope of the VGF proposal?
- Does the budget contain detailed and accurate calculations that clearly demonstrate how each funding request was determined?

Refer to the federal cost principles [here](#) for information on allowable costs in federal grants.

Performance Measures - 20pt

All SC-VGF grantees will be required to document and report on the following performance measures. Please indicate your organization's target goals for the following criteria

- 1) As a result of receiving SC-VGF funds, [number] general and skills-based volunteers will be managed.
- 2) As a result of receiving SC-VGF funds [number] hours of service will be contributed by the total number of volunteers who were managed.
- 3) As a result of receiving SC-VGF funds, [number] of organizations will receive capacity building services.
- 4) As a result of receiving SC-VGF funds, [number] of organizations will report that capacity building services provided helped make them to become more effective.

Note: Capacity-building services are referring to training provided by the applicant to community organizations on volunteer management related topics pertaining to the proposed project.

Please describe the system(s) that the organization will utilize to accurately track and report the data associated with the criteria listed above.

Supplemental Documentation

- A copy of the organization's most recent IRS Form 990 (Only applicable to organizations with 501c3 status)

- A copy of the organization's most recent audit report. If no audit report is available, please submit the organization's most recent financial statement.
- Financial Management Survey, plus additional questions of interest like # of staff, if you receive any other CNCS funds.

https://www.nationalservice.gov/sites/default/files/documents/Financial_Management_Survey_FMS_%20OMB_3045-0102_Expires_May2021_PDF.pdf

Application Scoring Criteria

UWASC encourages all organizations who consider applying to submit complete, high-quality applications. The above sections will be scored by outside reviewers based on their completeness and overall presentation. Scores will be combined from each section and totaled to determine the overall score. Scores will be considered when determining applicants to advance in the application process.

Document Submission Checklist

Application
Budget template
Supporting Documents

Prohibited and Unallowable Activities

Certain activities may not be supported with these grant funds. The prohibited activities include the following:

- Lobbying
- Inherently religious activities (such as religious instruction, worship or proselytizing)
- Providing abortion services or referrals
- Employee displacement
- Providing benefit to a for profit entity
- Organized fundraising (including campaigns, endowment drives, solicitation of gifts and bequests or other activities to raise capital or obtain contributions)
- Acquisition of real property or construction costs
- Purchase of vehicles or equipment

For additional information, click [here](#).