

Serve Indiana

Day of Service Mini Grants

Our mission is to advance service and volunteerism by informing, connecting, and promoting opportunities and resources that enrich the lives of Hoosiers.

Presenter: Program Officer, Sharvonne A. Williams, MPA



Learning Objectives

By the end of the presentation, you will be able to:

- Learn about the different day of service grants we offer
- Understand the requirements and the process
- How to submit a competitive application

Overview

- ◆ *Serve Indiana*
- ◆ *Day of Service Grants description*
- ◆ *Eligible Applicants*
- ◆ *Grant Amounts / Awards*
- ◆ *Funding Guidelines*
- ◆ *Allowable Expenses*
- ◆ *Unallowable Expenses*
- ◆ *Match Requirement*
- ◆ *Application & Questions*
- ◆ *Project Examples*
- ◆ *Reporting Instructions*
- ◆ *Branding*
- ◆ *Submission Instructions*
- ◆ *Additional Forms*
- ◆ *Deadlines*
- ◆ *Summary of Key Points*
- ◆ *Additional Resources*
- ◆ *Q & A*
- ◆ *Contact Information*

Serve Indiana

- ◆ Serve Indiana is a voice for service and volunteerism in the state.
- ◆ Serve Indiana works closely with the governor appointed members of the Indiana Commission on Community Service and Volunteerism to advance service and volunteerism.



Day of Service Grants Description

- ◆ Mini-grants are being offered to provide resources to coordinate Day of Service projects.
- ◆ The goal of this Mini-Grant program is to demonstrate the power of service, as a solution to community needs.
- ◆ The Corporation for National and Community Service (CNCS) and Serve Indiana strive to ensure all service experiences are meaningful for all participants.

◆ *Serve Indiana encourages Day of Service projects that:*

1

- Demonstrate community connections and use of local resources

2

- Build capacity of local volunteer centers and national service programs through regional networking and co-planning of activities

3

- Increase national service participation and volunteer understanding and commitment to national service and volunteerism.

Day of Service Grants

- ◆ **National Volunteer Week:** National Volunteer Week is about inspiring, recognizing and encouraging people to seek out imaginative 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.

<http://www.pointsoflight.org/signature-events/national-volunteer-week> April 10-16, 2016

- ◆ **National Day of Service and Remembrance:** On this day, we pay tribute to honor the sacrifice of those lost and those who rose in service. Examples include honoring veterans, soldiers, or first responders by collecting donations, assembling care packages, and writing thank you letters. <https://911day.org/> September 11, 2016


CelebrateService
National Volunteer Week
April 10-16, 2016


POINTS OF LIGHT



Day of Service Grants

◆ **Make a Difference Day:** No matter who you are or where you're from, everyone has the power to do something that improves the life of another. Whether it's starting a project that helps one person, or working on one that benefits a whole community, every contribution makes a difference.

<http://makeadifferenceday.com/> October 22, 2016

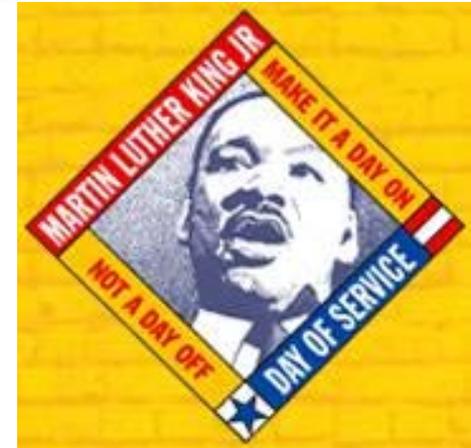
◆ **Family Volunteer Day:** Family Volunteer Day is a day of service that demonstrates and celebrates the power of families who volunteer together to support their neighborhoods, communities and the world.

<http://www.pointsoflight.org/signature-events/family-volunteer-day> November 19, 2016



Day of Service Grants

- ◆ **Martin Luther King Jr. Day of Service:** The MLK Jr. Day of Service empowers individuals, strengthens communities, bridges barriers, creates solutions to social problems, and moves us closer to Dr. King's vision of a beloved community. <http://mlkday.gov/> January 16, 2017



- ◆ **Alternate Day:** Proposals will be accepted for a day of service that aligns with your organization's needs and schedule. Please identify the date and why that day was selected.



Eligible Applicants

- ◆ National service grantees, volunteer centers, nonprofits, K-12 and higher education institutions are eligible to apply.
- ◆ Applicants serving as intermediaries are encouraged to apply and are eligible for a higher grant award based upon the projects proposed.



Amounts / Awards

- ◆ Grants will be awarded based upon project needs, a minimum of \$1,000 and up to \$2,500 depending on the size and scale of the project.
- ◆ Intermediaries are eligible to apply for up to \$10,000 (maximum of \$2,500 for four service projects or more projects at a lower amount per project).
- ◆ The amount of the award will be determined based upon the strength of the application, the financial needs of the project, and evidence of collaboration. All grant awards will be in the form of reimbursement.



Funding Guidelines

- ◆ Applicants are encouraged to consider the following:
- ◆ Funds must be used to support elements of a service project
- ◆ Projects should demonstrate collaboration among multiple organizations such as higher education institutions, volunteer centers, youth service organizations, and/or national service programs.
- ◆ Projects should be designed to create sustainable change and/or build capacity within an organization.

Projects must focus on education, health, clean energy/environmental stewardship, economic opportunity, disaster preparedness, supporting veterans and military families, and/or public safety.



Allowable Expenses

- ◆ Mini-grant funds must be used to support essential volunteer project materials that correlate with the volunteer project activities outlined in the project description section of the application.

Allowable expenses include, but are not limited to, the following items:

- ◆ Environmental clean-up supplies (i.e. gloves, rakes, shovels)
- ◆ Building supplies (i.e. lumber, nails, hammer)
- ◆ Educational supplies (i.e. books, markers, scissors)
- ◆ Marketing materials for volunteer recruitment (i.e. printing posters, website updates)

Unallowable Expenses

- ◆ Mini-grant funds may not be used to support consumable goods which are not necessary to the outcomes of the project.

Unallowable expenses include, but are not limited to, the following items:

- ◆ Food/snacks and water for volunteers
- ◆ T-shirts for volunteers or event participants

Match Requirement

- ◆ Grantees must provide a 25% match for grant funds.
- ◆ Match funds should be itemized on the Budget Worksheet, and should not include staff salaries.
- ◆ Items that are unallowable for grant funding can be included in match budget.
- ◆ Federal funds cannot be used for match.



Application & Questions

- ◆ Background
- ◆ Project Design (relate specifically towards the Day of Service)
- ◆ Project Goals and Outcomes
- ◆ Budget Explanation

Project Examples

- ◆ Martin Luther King, Jr. Community Festival was designed to bring diverse groups of people together to celebrate Dr. Martin Luther King's life while helping to create his vision of "beloved community" with service opportunities.
- ◆ A hands-on tree planting project for Earth Day was designed to increase biodiversity on campus; which also provided a living environmental laboratory for the future.
- ◆ Hosting a day filled with activities to commemorate the National Day of Service and Remembrance which included landscaping projects, writing gratitude and encouragement cards to active duty military and members of the local police and fire departments.
- ◆ Packing 100 hygiene kits for homeless veterans and the distribution of hygiene kits to shelters.

Reporting Instructions

- ◆ Grant recipients must provide Serve Indiana with a completed final report within one month after the project. Keep in mind that the grant reimbursement process cannot begin until the report is submitted. If your report is not submitted by the deadline, your grant agreement will be voided and no funding will be awarded.

Final project reports will include the following:

- ◆ Number of participants/recipients served
- ◆ Total number of volunteers engaged
- ◆ Number of new volunteers recruited, and plans to continue to engage new volunteers
- ◆ Number of total hours served by all volunteers
- ◆ Number of community partners
- ◆ Project outcomes
- ◆ Project photos

Reporting Instructions

- ◆ The following documentation is to be provided separately:
- ◆ Documentation of your event. Photos from the event that can be used for publication and recognition are required. Photos should be saved in .jpg format, and have descriptive captions. Please secure proper permission for sharing these photos. This could also include media publications, videos, event registration, a listing of special guests and/or elected officials, etc.
- ◆ Inspiring/moving stories, quotes, or other qualitative information about the event
- ◆ Invoice documenting actual expenditures for the project as well as receipts for ALL materials used for the event, regardless of whether they are purchased with grant funding
- ◆ Final Report Budget Actual including a revised budget narrative reflecting the budgeted cost versus actual expenditures
- ◆ Request for Funds form (emailed when grant is awarded)

Branding

- ◆ All Day of Service materials (posters, websites, and social media posts) must include the Serve Indiana logo as recognition of funding. If T-shirts are purchased with funds from other sources, the Serve Indiana logo should be included in the design. Logos will be provided at the time of award announcement.



Submission Instructions

- ◆ Online application:
<https://www.surveymonkey.com/r/CV9FLGK>
- ◆ Budget Worksheet (Exhibit A):
<http://www.in.gov/serveindiana/volunteer/2406.htm#role>
Submit to swilliams@serveindiana.gov
- ◆ Registered Bidder: This is required. Instructions here:
<http://www.in.gov/idoa/2464.htm>
- ◆ Vendor Registration: Complete a W9 and direct deposit form and submit as soon as possible to swilliams@serveindiana.gov



Additional Forms

- ◆ *Grant Application Questions (to be answered in Survey Monkey)*
- ◆ *Budget Worksheet*
- ◆ *Bidder Profile Registration*
- ◆ *W9*
- ◆ *Direct Deposit*

Summary of Key Points

- ◆ Serve Indiana is a voice for service and volunteerism in the state.
- ◆ The goal of this Mini-Grant program is to demonstrate the power of service, as a solution to community needs.
- ◆ 4 Mini Grants cycles are available

Contact Information

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