



2024 Serve Indiana Day of Service Mini-Grant Application for Project Funding

Purpose:

Serve Indiana is a voice for service and volunteerism in the state. Therefore, 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. Serve Indiana encourages Day of Service projects that (1) demonstrate community connections and use of local resources, (2) build capacity of local national service programs through regional networking and co-planning of activities, and (3) increase member and volunteer understanding and commitment to national service and volunteerism.

Grant Amounts

Grants will be awarded based upon project needs. Grants will be awarded in sums of \$500, \$1,000, \$2,500, and \$5,000. 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 between the organization (non-profits and schools) and the community. All grant awards will be in the form of reimbursement. Organizations may request one of these grant amounts.

Financial Guidance

Mini-grant funds **WILL BE COST-REIMBURSEMENT**, upon completion of service projects and submission of required documentation. **Funds may be used for payment of the following expenses:**

1. Supplies and materials necessary to complete the project.
2. Duplication (copying) of directional handouts materials.
3. Transportation expenses for small groups of volunteers and members to/from project site. (Ex: 20 participants in 4 autos x 90 miles ea. @ .44/mi.=Total).

The use of in-kind donations and match funds for transportation and other service project-related expenses is encouraged.

- Grant Funds cannot be used for staffing, personnel costs, organizational operating expenses, honoraria, or fees for speaking.
- Grant Funds cannot be used to inhibit or advance religion in a material way; funds may not be used to fund religious instruction, worship, or proselytizing.
- Grant Funds cannot be used to participate in or endorse activities that are likely to include advocacy for or against political parties, platforms, candidates, proposed legislation, or elected officials.
- Grant funds cannot be used for food or beverages.
- Grant funds cannot be used for the printing of T-Shirts or other day of service gear.

Funding Authority: Serve Indiana, Indiana Department of Workforce Development.



Matching Requirement: Serve Indiana mini-grants require **dollar-for-dollar matching**. Match funds must match the amount the organization is requesting in mini-grant funds. For example, if an organization is requesting \$2,500.00 in mini-grant funds, they must match with \$2,500.00 of their own non-federal funds.

Application Deadlines:

General Days of Service Mini-Grant applications will be accepted on a rolling basis through 2024, or until funds run out. Applications are required to be submitted at least **60 days prior** to the selected day of service for an organization. If your application is submitted less than 60 days before your selected day of service, your project will not be considered for mini-grant funding. Applications will be pulled from Survey Monkey as needed pending application submission.

Application Instructions:

1. Online application: <https://www.surveymonkey.com/r/8G8HMZM> (Questions are listed at the end of this document.)
2. Budget Worksheet (can be seen on page 5 of this application. The Budget Worksheet alone can be downloaded on the Serve Indiana website. Please upload this to your Survey Monkey application when prompted.)

Additional Information:

If your application is approved for a mini-grant from Serve Indiana, your organization will need to be a state vendor in order to be reimbursed. To become a state vendor, you will need to submit a W-9 form and a Direct Deposit form to the state. It typically takes **45-90 business days** for an organization to be able to do business with the state and can take longer depending on various findings and discrepancies that must be resolved prior to creating a contract with the state. If your application is selected for funding, you will be required to promptly submit these documents to Donna Pedersen with the Department of Workforce Development at dpedersen1@dwd.in.gov within 3 business days of award notification. **If your organization does not submit these documents within three business days of award notification or discrepancies are not resolved in order to create a contract with the state, you will not receive mini-grant funding.**

Note: If your organization is a grantee of Serve Indiana via AmeriCorps, you have already gone through this process and will not need to complete these additional steps.

Please direct questions to Kirstyn Nohlechek at knohlecek@serveindiana.gov



Application (to be completed in Survey Monkey):

Section 1: General Information

1. Organization Information
 - a. Organization name
 - b. Organization Mailing address
 - c. Primary contact name, email, and phone number
2. Background
 - a. Describe the organization's past experience successfully planning Day of Service projects or experience with other community service activities.
3. Project date(s)
4. The grant amount your program is requesting:
 - a. \$500
 - b. \$1,000
 - c. \$2,500
 - d. \$5,000

Section 2: Project Design

5. Project Design (relate specifically towards the Day of Service)
 - a. Describe the identified community need(s) to be addressed and a strategy to impact them through the Day of Service project. Please provide relevant evidence of the identified community need(s). This evidence can be in the form of statistics, articles, references, or a thorough explanation of how the community need(s) relates directly to your day of service.
 - b. Describe how community need(s) were identified.
 - c. Provide a brief description of the service project, including the overall objective, location, description of activities, the roles for volunteers and number of new volunteers to be engaged.
 - d. Describe how reflection activities will be incorporated into the project.
 - e. Describe how the organization will recruit and engage a diverse pool of community volunteers.
 - f. Describe if/how the organization will partner with the other agencies or groups in the local community to assist with project development or volunteer recruitment.
 - g. Describe the plan and process for collecting data (number of participants, number of volunteer hours, etc.) and evaluating the project.

Section 3: Goals and Outcomes

6. State a desired outcome (change or benefit) for the community being served.
7. State a desired outcome (change or benefit) for the engaged volunteers.
8. Describe how success of your day of service will be measured.
9. Describe data collection tools that will be used.
10. Describe how the project addresses the community's need in a sustainable way.



Section 4: Budget Proposal



Please outline the full cost of the project and show which expenses will be covered by this grant and other sources in the budget. **Matching is required for this mini-grant.** In each category, please provide a brief explanation.

Budget Worksheet Application

This budget worksheet is to be completed with as much detail as possible. Please be sure to indicate the price per unit for all items, regardless of whether the item is requested to be funded through the grant.

Please complete the following worksheet by listing any and all expected. Please be specific in listing the item required and its source. When listing the price for the item, please indicate the total cost for the quantity requested, not the cost per item.

Organization Name: _____ Contact Person: _____

Contact Email: _____ Contact phone: _____

Item & Source	Description of use	Quantity	Price Per Item	Total Cost	Grant Funds Requeste	Matching or In-Kind	Source of Matching or In-Kind Funds

Total Budgeted:	\$
Total Requested:	\$



Additional Requirements of the Day of Service Mini-Grant

- If awarded, you will submit W-9 and Direct Deposit forms to the Department of Workforce Development within 3 business days of award notification. (This does not apply to AmeriCorps Programs). More information can be found on Page 2 of this document.
- Having a thorough description of day of service activities
- Including Serve Indiana's logo on all program materials and publicity.
- Tagging Serve Indiana in all social media posts.
- A final project report due to Serve Indiana 45 days following your day of service, including a request for funds to be reimbursed.

By submitting your application, you agree to the above requirements of the Day of Service mini-grant project.