2024 Serve Indiana National Days of Service Mini-Grant Application

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.

Eligible applicants can apply for funding for: 9/11 National Day of Service and Remembrance (2023) or Martin Luther King Jr. Day of Service (2024). ***Please submit one application for each Day of Service your program wishes to apply for.***

Proposed projects or events *must occur on or around the Day of Service.* Projects may be conducted at a mutually agreed-upon location that is accessible to all volunteers and participants.

Days of Service Descriptions:

Martin Luther King Jr. Day of Service: Martin Luther King, Jr., Day of Service projects should honor Dr. King's life example with projects that increase economic, environmental, educational, or other forms of equity and that meet an important immediate community need or helps to addresses systemic issues. AmeriCorps MLK Day National Day of Service p. 4

9-11 National Day of Service & Remembrance: September 11th National Day of Service and Remembrance projects should honor and pay tribute to those who lost their lives on September 11, 2001 their families, and those who rose in service in response to that tragedy as well as meet an important immediate community need or help to addresses systemic issues. AmeriCorps 9-11 National Day of Service p. 4

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 among various organizations. All grant awards will be in the form of reimbursement. Programs 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).
4. CPR/First Aid/Disaster Preparedness & Response Training for national service participants, in conjunction with Tribute activities (National Day of Service and Remembrance ONLY)

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.

Matching Requirements: Mini-grants require **dollar-for-dollar** matching. Matching funds must match the requested amount of mini-grant funds. For example, if an organization is requesting $2,500.00 in mini-grant funds, the organization must match that with $2,500.00 from a non-federal source.

Funding Authority: Serve Indiana and Indiana Department of Workforce Development. This mini grant comes from Serve Indiana's Commission Support Grant.

Application Deadlines:

- 9/11 National Day of Service & Remembrance (September 11, 2024): **Friday, July 12, 2024, by 5:00pm EST**

- MLK National Day of Service (January 20, 2025): **Friday, November 8, 2024, by 5:00pm EST**

Application Instructions:

1. Online application: https://www.surveymonkey.com/r/2BVTT6S (Questions are listed at the end of this document.)
2. Budget Worksheet (can be seen on page 5 of this application. The Budget Worksheet can be downloaded on the Serve Indiana website. Please upload this to your Survey Monkey application when prompted.)
Please direct questions to Kirstyn Nohlechek at knohlechek@serveindiana.gov

Updated 1/10/2024

Application (to be completed in Survey Monkey):
Section 1: General Information

1. Program Information
    a. Program name
    b. Program Mailing address
    c. Program Director name, email, and phone number (if PD will not be the primary contact for your program's day of service, please provide the name and contact information of the primary contact)
2. Background
    a. Describe the organization's past experience successfully planning Day of Service projects or experience with other community service activities.

3. Day of Service Selection
    - 9/11 Day of Service (September 1 - September 30)
    - MLK Day of Service (January 1 - January 31)

Section 2: Community Need & Project Design

4. Project date(s)
5. The grant amount your program is requesting:
    a. $500
    b. $1,000
    c. $2,500
    d. $5,000
6. 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 include data points relevant to your identified community need(s). This can include articles, references, statistics, or a thorough explanation of how this community need connects to the selected 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 this project relates to the selected day of service (MLK Day or 9/11).
    e. Describe how reflection activities will be incorporated into the project.
    f. Describe how the organization will recruit and engage a diverse pool of community volunteers.
    g. 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.

    h.   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

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

Updated 1/10/2024

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. <mark>**Dollar-for-dollar match is required for this mini-grant.**</mark> 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.

Program Name: _____ Contact Person:_____

Contact Email:_____ Contact phone:_____

Item	Description of use/Source	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

- Having a focus on the proposed day of service/recognition period
- Including Serve Indiana's logo on all program materials and publicity.
- Tagging Serve Indiana in all social media posts.
- Submitting an online end of project report, no later than 45 days after the end of your project, which includes the following information:
    - Number of volunteers (as accurate as possible)
    - Number of volunteer hours (as accurate as possible)
    - How did the project cause a change in attitude, behavior, condition, or skills for the volunteers and/or participants engaged.
    - How did the project benefit the community
    - Share other funding sources supporting the project
    - Images and impact story

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