

FALL
Service
DAYS



2012 Fall Service Days Grant Competition

Overview & Instructions



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Overview

Serve DC is the District Government agency dedicated to promoting service as an innovative, sustainable solution to address community needs. Serve DC supports communities across the District through grant funds from the Corporation for National and Community Service and the Department of Homeland Security and promotes the District's spirit of service by engaging residents in meaningful volunteer opportunities and facilitating strategic partnerships.

Serve DC engages District communities and residents through the following program areas:

Emergency Preparedness: Serve DC works to ensure community safety by recruiting and engaging District residents to respond and assist in the event of an emergency and providing free training opportunities to ensure residents play a leading role in making their communities safer, stronger and better prepared to address threats of terrorism, crime and disasters.

National Service: Serve DC is the DC Commission on National and Community Service, one of more than 50 State Service Commissions that administer federal Corporation for National and Community Service funds and coordinate national service initiatives in the District. Serve DC manages the AmeriCorps State national service program, which provides ongoing service opportunities and addresses local community needs.

Special Initiatives: Serve DC promotes the District's spirit of service through community outreach and engagement. Serve DC manages a portfolio of episodic service days, connects residents with meaningful volunteer opportunities, and establishes partnerships and collaboration among community- and faith-based organizations, the private sector and the local and federal government.



2012 Grant Competition

Serve DC is pleased to announce a Request for Applications for the 2012 Fall Service Days Grant Competition. Serve DC will award mini-grants to support community service projects organized for the 2012 Fall Service Days, which include the 9/11 National Day of Service and Remembrance (September 11, 2012) and National Disability Employment Awareness Month (October 2012). Grants worth up to \$5,000 will be awarded.

Eligibility

To be eligible to apply for the 2012 Fall Service Days grant competition, applicants must be a local nonprofit organization, public school, university, community group, faith-based organization, state or local unit of government, or public organization. **Applicants must plan to conduct the service projects within the District of Columbia.** Applicants must complete and submit all sections of the grant application by the stated deadline.

An organization described in Section 501 (c) (4), of the Internal Revenue Code, 26, U.S.C. 501 (c) (4), that engage in lobbying activities is **not** eligible to apply, serve as a host for the project, or act in any type of supervisory role in the program. **Individuals are not eligible to apply.**

Amount of Grants

Serve DC is accepting applications from eligible organizations to receive federal funds from the Corporation for National and Community Service to support local service projects around disability inclusion. The grant amount will vary by circumstance, need and project model. Awards will be made up to \$5,000 per applicant. There is no match requirement for this grant.

Multiple applicants cannot apply for the grant for the same project. Partnering organizations must submit one application if working on one project.

*Pending approval of federal funding.

Review Criteria

Reviewers for the 2012 Fall Service Days grant competition will include Serve DC staff and a Serve DC Commissioner or a Disability Inclusion Advisory Committee member. The most competitive applications will factor in all or most of the following components: potential for the project to serve as model of service; collaboration among community agencies and stakeholders; a cost-effective budget that shows strong community commitment; past work in implementing successful days of service focused on the disability community; inclusion of persons with disabilities in the volunteer aspect of project and a closeout event with a reflection component

Scoring System (Total 50 Points):

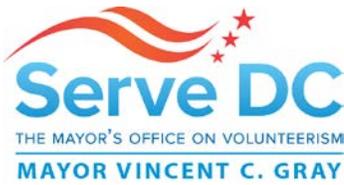
Past Events: 10 points

General Project Description: 10 points

Event Essentials: 10 points

Data Collection Techniques: 10 points

Budget/Cost Effectiveness: 10 points



Project Participant Requirements

Event Essentials

Serve DC seeks to develop a District-wide model of service that engages persons of all backgrounds regardless of disability, race, national origin or religion to tackle critical community needs through service.

As such, applications are required to have the following elements for each service day:

1. **Service Project:** Project design must include specific service activities that address critical community needs. The service activities must engage persons of all backgrounds. Special attention must be made to engaging persons with disabilities in service. A minimum of 20 volunteers should be engaged for each service day.
2. **Closeout Event:** All applicants must create a closing event to celebrate and recognize the service activities accomplished. Applicants may distribute modest tokens of appreciation, such as certificates of completion. All recognition efforts must relate directly to the service activity. The closeout should express the importance of the project with community representatives and provide information on 2012 Fall Service Days and impact of the project. The closeout must include a reflection component that ties the direct action with community need.

Applicant Guidelines

- All proposed projects must occur on the day of Tuesday, September 11, 2012 or the weekend before (please give a justification) and a day in October, 2012. Ongoing projects can continue during the gap between those dates.
- Attend one of two information sessions: Monday, May 14, 2012 or Wednesday, May 30, 2012
- Serve DC materials and messaging must be displayed at all project/event sites. Please note that anything with the Serve DC logo must have prior approval from Serve DC Communications staff.
- Grantees must acknowledge Serve DC as a 2012 Fall Service Days funder in all related publications.
- All service projects must include the two *Event Essentials* listed above.

Grant Stipulations

- The grant period begins Wednesday, July 25, 2012 and ends on Friday, November 9, 2012.
- Participation in the Grantee Orientation and Training Session on July 25, 2012 at 3:00pm.
- Complete a project description prior to event to ensure projects are listed on the Serve DC website.
- Complete and return the W-9 and Master Supplier Forms to Serve DC.
- Each grantee must submit a final report and financial reimbursement request by Friday, November 9, 2012. The financial request must include a record of expenditures with receipts.
- Photos and videos are strongly suggested. A Serve DC staff member may be onsite to take additional photos.
- Serve DC reserves the right to terminate a grant if an organization makes misrepresentations, misappropriates funds or does anything inconsistent with the activities funded.
- Grantees must alert Serve DC of any significant organizational or programmatic changes, particularly if those changes will prevent successful completion of the event.



Application Instructions

Applicants are required to complete Serve DC's specific application instructions. Applications should be typed in a separate Microsoft Word document in Times New Roman, 12-point font, double spaced and double sided. Answers to questions should be complete and original questions should be retyped before the answer. Completed budget sheets for each service day should be attached to the application. **Incomplete or illegible applications will be disqualified.**

Seven copies of the full application and budget sheets should be submitted before the deadline.

DEADLINE: 12:00pm; Friday, June 8, 2012

Please include the following information on the cover page of the application: Organization Name, Project Coordinator, Email, Address, Phone and Amount Requested.

Questions

1. Has your organization conducted a service day event that highlighted the disability community in the past?
 - a. If yes, please describe in 500 words or less your experience in organizing and implementing these activities. Please include the average number of volunteers engaged.
 - b. If you respond no, but have led a similar event, please feel free to share that information.

2. General Project Description for 9/11 National Day of Service and Remembrance:

Please describe the type of service project planned, including activities and community need addressed by the project.

- a. Include the number of partners.
- b. Include the estimated number of total volunteers.
- c. Include description of how disability inclusion will be incorporated into the project.
- d. Include the start and end time of the project.

3. Data Collection Techniques for 9/11 National Day of Service and Remembrance:

Please describe in detail how quantitative and qualitative data will be gathered to evaluate the outcome of the proposed activities. Please provide examples of evaluation tools.

4. Essential Elements for 9/11 National Day of Service and Remembrance:

All 2012 Fall Service Days events supported by this grant must adhere to the *Event Essentials*. Please describe in detail how your project will include 1) Service Project and 2) Closeout Event. Please limit responses to 2 pages.

5. General Project Description for National Disability Employment Awareness Month:

Please describe the type of service project planned including activities and community need addressed by the project.



- a. Include the number of partners.
- b. Include the estimated number of total volunteers.
- c. Include description of how disability inclusion will be incorporated into the project.
- d. Include the start and end time of the project.

6. Data Collection Techniques for National Disability Employment Awareness Month:

Please describe in detail how quantitative and qualitative data will be gathered to evaluate the outcome of the proposed activities. Please provide examples of evaluation tools.

7. Essential Elements for National Disability Employment Awareness Month:

All 2012 Fall Service Days events supported by this grant must adhere to the *Event Essentials*. Please describe in detail how your project will include 1) Service Project and 2) Closeout Event. Please limit responses to 2 pages.

Applications will be judged on the level of responsiveness on Past Events, General Project Description, Event Essentials, Data Collection Techniques, and Budget/ Cost Effectiveness.

Budget Requirements

Applicants must submit a separate budget sheet for the 9/11 National Day of Service and Remembrance and National Disability Employment Awareness Month. These budgets must be detail oriented, and itemized line items should list specific costs and values. The maximum amount of an applicant's request should not exceed \$5,000.

Salaries and/or stipends are not allowable expenses for the 2012 Fall Service Days Grants. As this competition is focused on volunteer service, it is the expectation that trainers, leaders or staff will volunteer their time for the service project.

Allowable line items include: supplies, venue, marketing and outreach, transportation, refreshments and other. Budget expenditures must fall within federal and local guidelines for CNCS Disability Inclusion programming. Applicants will receive a budget sheet template at the required technical assistance sessions.

W-9 and Master Supplier Information Collection Template

Complete the attached W-9 and Master Supplier Information Collection Template forms and return with the application.

For the W-9, under the section Taxpayer Identification Number (TIN), in the box marked Employer Identification Number, enter the corresponding number of your fiscal agent or the organization that will receive the check for your proposed 2012 Fall Service Days Grant. Applications will be considered incomplete without the W-9 and Master Supplier Information Collection Template forms. Only one copy of this form is needed.



Questions & Additional Information

If you have any questions regarding Serve DC's 2012 Fall Service Days Grant Competition, please contact:

Sarah Watkins
Training & Disability Inclusion Program Officer
(202) 727-7937
Sarah.Watkins@dc.gov

Please send completed application to:

Sarah Watkins
Serve DC – The Mayor's Office on Volunteerism
Frank D. Reeves Municipal Center
2000 14th Street, NW Suite 101
Washington, DC 20009

Fax: (202) 727-7937

DEADLINE: 12:00pm EST; Friday, June 8, 2012



Signature Page

Contract

If my organization receives a 2012 Fall Service Days Grant, I understand that all funds will be made payable to the designated organization and are strictly for the uses agreed upon with Serve DC – The Mayor’s Office on Volunteerism. I further understand that Serve DC retains the authority to make and award grants at its sole discretion. I am aware of the obligations expected of grantees and am prepared to see that my organization or I fulfill these requirements. Except where prohibited by law, I grant permission to Serve DC to use my or my organization’s name, photograph or project for related publicity.

Applicant Organization:

Applicant Name Printed:

Applicant Signature:

Date:

Time Stamp:
