

Volunteer Generation Fund

Summer of Service: Request for Proposals



Overview: The Volunteer Louisiana Commission is making funding available to nonprofits, schools, local governments, and faith-based organizations in Louisiana. The goal of these grants is to support summer service projects that 1) meet critical community needs, especially disaster recovery efforts, 2) engage community volunteers and 3) implement best volunteer management practices. The Commission makes available an online Volunteer Management System (VMS) at VolunteerLouisiana.gov to recruit and manage volunteers for these and other opportunities. The Commission also offers training and technical assistance on effective volunteer management and use of the VMS.

Available Funds and Match Requirements:

1. At least \$60,000.00 in funding is available to nonprofits, schools, government agencies, and faith-based organizations operating in the state of Louisiana. \$15,000.00 is the maximum award and any request over \$5,000 must demonstrate significant volunteer engagement and community impact.
2. Grant funds may be used to purchase goods, services, tools, equipment, supplies and food/water for the project. Grants may not be used to pay salaries or other administrative or operational costs.
3. Grantees must provide a 20% match to the Award Amount. Funds may be cash or in-kind, federal funds excluded. Match can be reviewed by Volunteer Louisiana Staff and the applicant to identify appropriateness.
4. All funds are disbursed on a reimbursement basis after project completion.

Requirements:

1. Deadline for proposals is 5pm May 26, 2017 and funding decisions will be announced by May 31, 2017.
2. Projects may begin any time after announcement of award and must be completed on, or prior to, September 1, 2017. Projects may also include more than one event or day of service to meet the identified need. Partnerships are strongly encouraged. Reimbursement Requests must be submitted by September 20, 2017 in order to be processed and reimbursement made before funding is no longer available to Volunteer Louisiana.
3. Organizations must complete a Volunteer Management Best Practices assessment and training with Volunteer Louisiana. Multiple in-person and online training sessions will be offered throughout the year, and dates and times will be posted as soon as they are confirmed. Organizations are not required to complete the training prior to submitting and application. **Note: Organizations that completed a Volunteer Management Best Practices after October 1, 2016 with Volunteer Louisiana are not required to do so again.**
4. All quality proposals are welcome, but priority consideration will be given to proposals focused on disaster recovery.
5. Grantees must submit a Final Report, including a roster of volunteers, the total number of hours served and description of three Best Practices, as well as a Reimbursement Request to receive funds.

Note: Volunteer Louisiana's VMS (www.volunteerlouisiana.gov) is available to all applicants and to any nonprofit, government agency, school, or faith-based organization in Louisiana. The VMS can be utilized to register your organization, post your opportunities, and manage your volunteers at no cost.

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**2017 Volunteer Generation Fund Summer of Service
Proposal Cover Sheet**

Applicant Information	
Organizations Name:	Address:
Phone:	Email:
Project Title:	Project Dates:
Amount Requested:	Projected Number of Volunteer:
Alternative Match Requested? ____ Yes ____ No	Project Site Address:
Authorized Representative (Individual who will sign the Grand Agreement):	Authorized Representative Title:
Authorized Representative's Signature:	

Proposals should be emailed to:

**Kori Chisham
Director of Communications and Volunteer Outreach
Volunteer Louisiana Commission
Email: kchisham@crt.la.gov**

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Narrative Instructions

Provide a 1-3 page project narrative that includes:

- A description of your project, the area it serves, and how it meets an important need in your community
- A description of how your project aligns with disaster response (if applicable)
- A description of the number of volunteers you will recruit, how you will recruit them, and how they will be utilized
- A description of how the budget supports the recruitment, engagement, and/or retention of volunteers
- A description of project partners and their roles
- A project timeline

Volunteer Project Budget

Project Materials/Supplies

Item	Qty	Unit Cost	Grant Amount	Match Amount	Total Amount
Totals					

Refreshments

Item	Qty	Unit Cost	Grant Amount	Match Amount	Total Amount
Totals					

Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Grant Amount	Match Amount	Total Amount
Totals					

Totals					
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