



## **Community Service Endorsement Request for Proposals**

### **Overview:**

The Volunteer Louisiana Commission is requesting proposals for initiatives that promote, support, or strengthen the Community Service Diploma Endorsement within your school community. (For more information about the Community Service Diploma Endorsement and eligibility of schools to participate, visit the Louisiana Department of Education website at <http://www.louisianabelieves.com/courses/diploma-endorsements>)

The focus of the grant request can be to:

1. cover promotional costs (funds used to create and distribute materials to educate and promote the Endorsement among students),
2. cover project costs (funds used to design, promote and execute specific episodic service projects for students to participate in; earning hours toward the Endorsement),
3. a combination of both. Eligible organizations include a school, school system or a nonprofit with an ESTABLISHED partnership with a school, or school system.

The goal of this RFP is to fund quality projects in multiple regions of the state. Grants of up to \$1,000.00 will be awarded to schools through the Volunteer Generation Fund sponsored by Volunteer Louisiana and Corporation for National and Community Service.

### **Timeline:**

1. February 12, 2016: Deadline for proposal submission
2. February 15-17, 2016: Proposals are reviewed
3. Feb 18-19, 2016: Clarification period
4. February 22, 2016: announcement of funding decisions

Projects may begin any time after announcement of award and must be completed on, or prior to, September 18, 2016. Reimbursement Requests must be submitted by September 23, 2016 in order to be processed. Please note that reimbursement requests submitted after September 23, 2016 will not be reimbursed.

### **Available Funds and Match Requirements:**

1. Grant funds may be used to purchase goods or services that do any or all of the following: 1) promote the Community Service Endorsement, 2) help recruit, engage, and retain volunteers (e.g. media, t-shirts, flyers, awards, etc.), or 3) support the successful implementation of the service project (e.g. tools, materials, supplies, food/water, etc.). Grant funds may not be used to pay salaries or other administrative or operational costs.
2. All funds are disbursed on a reimbursement basis, contingent on submitted documentation.
4. Grantees must provide a 20% match to the Award Amount. Funds may be cash or in-kind, federal funds excluded. Volunteer Louisiana Staff can help applicants identify and delineate appropriate match resources.

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### **Requirements for Grant Recipients (once grant is received):**

1. All grantees must be register with LaGov to be entered into the State's payment system at [https://lagoverpvendor.doa.louisiana.gov/iri/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/iri/portal/anonymous?guest_user=self_reg).
2. All grantees whose proposal includes a service project must register their organization and volunteer opportunity at [www.volunteerlouisiana.gov](http://www.volunteerlouisiana.gov)\*.
3. All grantees must designate at least one representative to complete a Volunteer Management Best Practices assessment and training with Volunteer Louisiana. Multiple in-person (around the state) 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 an application. If the proposal includes the development and implementation of a service project, the training must be completed prior to the project to ensure at least three best practices are utilized as part of a project. Otherwise, training must be completed prior to the submission of the Final Report.
4. All grantees must submit the provided Reimbursement Request Form with original receipts demonstrating that the purchases have been paid. All grantees must submit a Final Report (including a roster of volunteers and description of at least three Best Practices utilized in a service project (if applicable), as well as their final Reimbursement Request (if more than one reimbursement is requested).

\* **Note:** Volunteer Louisiana's VMS ([www.volunteerlouisiana.gov](http://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.

**Technical Assistance for Potential Applicants:** Volunteer Louisiana will provide technical assistance, answer questions that assist potential applicants to better understand any part of the application, application process or expectations to sub-grantees whose projects are selected for funding. Staff will conduct, as needed, technical assistance meetings and conference calls to support the preparation of applications in compliance with all fiscal and programmatic requirements.

### **Proposals should be emailed or faxed to:**

Nicholas Auck  
Director of Volunteer Outreach  
Email: [nauck@crt.la.gov](mailto:nauck@crt.la.gov)  
Fax: (225) 342-0106

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**Proposal Cover Sheet**

<b>Applicant Information</b>	
School/Nonprofit's Name:	Address:
Phone:	Email:
Initiative Title:	Initiative Dates:
Partner School if applicant is a Nonprofit	
Authorized Representative (Individual who will sign the Grant Agreement):	Authorized Representative Title:
Authorized Representative's Signature:	

**Narrative Instructions**

Provide a 2-3 page project narrative that includes the following:

- Identify the focus(es), and describe how the funds will be used to support the focus(es)
- Identify administration, staff, school personnel, community partners, etc. who will be integral in the implementation of the initiative
- Include a timeline for implementation
- Identify any existing established partnerships between school/nonprofit (if applicable)
- Describe the anticipated outcome(s) of the initiative

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**Volunteer Project Budget**

**Volunteer Recruitment/Retention**

Item	Qty	Unit Cost	Grant Amount	Match Amount	Total Amount
<b>Totals</b>					

**Project Materials/Supplies**

Item	Qty	Unit Cost	Grant Amount	Match Amount	Total Amount
<b>Totals</b>					

**Refreshments**

Item	Qty	Unit Cost	Grant Amount	Match Amount	Total Amount
<b>Totals</b>					

**Contractual and Consultant Services**

Purpose	Calculation	Daily Rate	Grant Amount	Match Amount	Total Amount
<b>Totals</b>					

**Total Budget**

<b>Totals</b>			
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