

2013 National Service Days **Request for Proposals**

Objectives:

- Promotion of at least one of four (4) National Days of Service (Dr. Martin Luther King, Jr. Day, National Volunteer Week, Global Youth Service Day and Day of Service/Remembrance) in partnership with the local government and other partners
- Provide volunteer opportunities for all Louisiana citizens including veterans, people with disabilities and youth.
- Improve the living standard through education/literacy, nutrition and community investment projects.

Project:

Volunteer organizations must develop projects for one or more of the four (4) National Days of Service (Dr. Martin Luther King, Jr. Day, National Volunteer Week, Global Youth Service Day and the National Day of Service/Remembrance with an emphasis on recruiting volunteers who are veterans, youth and/or people with disabilities). Participation in all four days is not required to receive funding. 2013 National Days of Service dates are as follows:

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- | | |
|-----------------------------------|--------------------|
| • Dr. Martin Luther King, Jr. Day | January 21, 2013 |
| • National Volunteer Week | March 9-17, 2013 |
| • Global Youth Service Day | April 26-28, 2013 |
| • Day of Service/Remembrance | September 11, 2013 |

Requirements:

- 1) The attached application must be completed for funding.
- 2) The application must include a partnership with an active role by the local government.
- 3) Projects must include a reflection/evaluation for volunteers at the end of the service day.
- 4) Grantees must submit a Reimbursement Request and Final Report no later than September 15, 2013 to receive funds.
- 5) Although formal Partner Agreements are not required, successful programs will demonstrate successful current partnerships and a process for development of new partnerships and the goal the partnership will facilitate.

Funds:

The grant is available to current nonprofits operating in the state of Louisiana. Volunteer Louisiana will provide grant monies to pay for project supplies, volunteer refreshments and some administrative costs (identified in the Project Budget). Volunteer organizations may apply for a maximum of \$5,000 per project. All funds are disbursed on a reimbursement basis. Reimbursement requests should be submitted within 60 days following the service event and no later than September 15, 2013 to Volunteer Louisiana for payment.

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Request for Project Funding**

Section A. - Demographics

Organization Name:

Address:

Phone:

Fax:

Email:

Volunteer Director:

Amount Requested: _____

Authorized applicant signature: _____

Section B. - Narrative

The second section of the proposal should be prepared as a narrative. The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description beyond what it is.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric or exaggeration. They are interested in learning precisely what you intend to do, how your project responds to the objectives and requirements above, as well as that your program has been developed with a vision.
- **Avoid circular reasoning.** The projects you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the requirements will be met. Explicitly describe how the proposed project will meet requirements and objectives.
- **Don't make assumptions.** Even if you have received funding from LA Serve in the past, do not assume your reviewers know anything about your organization, your projects, partners or beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

Your narrative should answer the following questions:

1. Briefly describe proposed National Day of Service project(s) that will be funded in part by the Volunteer Generation grant.
2. Briefly describe National Day of Service project(s) which you are not seeking funding, but will still be participating in during 2013, if applicable.

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3. Please identify current partnerships that will be utilized with this program and partnerships that have been identified to assist with increasing your capacity to achieve the objectives.
4. Describe what participation of the local government (Mayor/Parish President or Council/Police Jury) may have during your Day of Service event.
5. Describe your process for collecting and reviewing volunteer feedback after an event, as well as implementing changes that will improve your organization based on such feedback.

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Section C. - Budget

While no funding match is required, any funding that is identified to increase your project(s) should be included. The following template is provided to assist in the formation of the Budget, but additional Items may be added.

PROJECT BUDGET

Project Materials/Supplies

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Totals					

Refreshments

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Totals					

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Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Grant Amount	Match	Total Amount
Totals					

Administrative Costs (not to exceed 10% of grant request)

Purpose	Grant Amount	Match	Total Amount
Totals			

TOTALS (grant amount not to exceed \$5,000)		Grant Amount	Match	Total Amount
Item	Calculation	Grant Amount	Match	Total Amount

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TOTALS				

Grant requests should be mailed or emailed to:

Nicholas Auck
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Volunteer Louisiana Commission
Post Office Box 44243
Baton Rouge, LA 70804
Email: nauck@crt.la.gov