

2013 National Volunteer Project Mini-Grant Request for Proposals

Background:

In 2010, the Louisiana Serve Commission, in cooperation with the eight (8) Regional Volunteer Centers, developed a three year strategy for funding. The overarching goal of this strategy is to develop a statewide call to volunteerism which will lead to an increase of volunteer leaders who will work with local governments to improve the quality of life in Louisiana. Community Organizations can access funding for specific events/activities they are improving their community through this request for proposals. The mini-grant program is designed as seed money or to purchase supplies and may be used to match non-federal funding for projects. Grants will be awarded for \$250-\$500.

Objectives:

- Recruit at least ten volunteers to work on a community project
- Develop Volunteers Leaders within your community to assist local nonprofits in community projects
- Improve your community

Project:

Volunteer Leaders must participate in a Volunteer Leader Training provided by the Louisiana Serve Commission or a Volunteer Center within Louisiana and recruit 10 volunteers to assist with the design and execution of a community project. Projects may be in conjunction with National Days of Service, but are not required, and are encouraged to include persons with disabilities as volunteers, veterans and Baby Boomers.

2012 National Days of Service dates are as follows (optional):

- | | |
|--|--------------------|
| • Dr. Martin Luther King, Jr. Day | January 21, 2013 |
| • National Volunteer Week | April 21-27, 2013 |
| • Global Youth Service Day | April 26-28, 2013 |
| • Day of Service/Remembrance (With an emphasis on recruiting Veterans) | September 11, 2013 |

Requirements:

- 1) The attached application must be completed for funding.
- 2) Projects must include a reflection/evaluation for volunteers at the end of the service day.
- 3) 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 non-profit organizations operating in the state of Louisiana. If the organization does not have a federal tax ID number, they may apply through their local Volunteer Center or a partner organization. The Louisiana Serve Commission will provide grant monies to pay for project supplies and volunteer refreshments/water. All funds are disbursed on a reimbursement basis. Reimbursement requests should be submitted within 60 days following the close of the grant to the Louisiana Serve Commission for payment.

2013 National Volunteer Project Mini-Grant **Request for Proposals**

Section A. - Demographics

Organization Name:

Address:

Phone:

Fax:

Email:

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 the project that will be funded.
2. 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.
3. Describe any activities you organization will undertake that support Gulf Oil Spill recovery efforts through education, specific projects, public outreach, etc.
4. 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.

**2013 National Volunteer Project Mini-Grant
Request for Proposals**

Section C. - Budget

The final section of your application should be a 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					
TOTALS (grant amount not to exceed \$500)	Grant Amount	Match	Total Amount		

2013 National Volunteer Project Mini-Grant
Request for Proposals

Grant requests should be mailed or emailed to:

Nicholas Auck
Director of Volunteer Louisiana
Louisiana Serve Commission
Post Office Box 44243
Baton Rouge, LA 70804
Email: nauck@crt.state.la.us