



## **Operation AmeriCorps**

# **CONCEPT PAPER (STEP 1) INSTRUCTIONS**

# Concept Paper Instructions

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Your Concept Paper consists of the following components. Please be sure to complete each component.

- I. Applicant Info
- II. Application Info
- III. Narratives

## I. Applicant Information

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Please include the name of the agency or organization applying for funds, the legal representative of that agency or organization, and the representative's title and contact information.

## II. Application Info

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In the Application Info section, list the areas affected by your project. List **ONLY** cities/towns and/or parishes. Please indicate if area(s) is rural or urban, if applicable.

## III. Narratives

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The Narratives section of the Concept Paper is your opportunity to demonstrate to reviewers that your proposed project would be an appropriate use of Operation AmeriCorps resources. Be sure to:

- Include activities for the entire project period for which you are requesting resources.
- Enter the Executive Summary as directed in the NOFO

Concept Papers may not exceed 10 pages in length. Concept papers should be organized according to Rationale and Approach/Program Design Criteria listed below in Section 3.a. of the NOFO.

**NOTE:** Submission of a concept paper does not assure receipt of Operation AmeriCorps resources.

**NOTE:** Quality concept papers selected for submission to CNCS may be required to re-enter concept paper data into egrants.