



Volunteer Generation Fund Request for Proposals

Overview: The Volunteer Louisiana Commission is requesting proposals from nonprofits, schools, local governments, and faith-based organizations throughout Louisiana. A total of \$65,000.00 in grant funds is currently available through the Volunteer Generation Fund awarded through the Corporation for National and Community Service. The goal of these grants is to support service projects that 1) meet community needs 2) engage volunteers, 3) leverage partnerships, and 4) implement best volunteer management practices. Projects may include more than one event or day of service to meet the identified need. Partnerships are strongly encouraged. Volunteer Louisiana will provide training and technical assistance on volunteer management best practices and will make our online Volunteer Management System (VMS) available to recruit and manage volunteers.

Timeline:

1. Deadline for proposals is November 2, 2015, and funding decisions will be announced by November 13, 2015.
2. 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 before funding is no longer available to Volunteer Louisiana.

Available Funds and Match Requirements:

1. The number of project volunteers should guide the requested funding level. \$10,000 is the maximum award, and any request over \$5,000 must demonstrate a *deep* community impact and *significant* volunteer engagement with a *substantial* return on investment.
2. Grant funds may be used to purchase goods or services that 1) help recruit, engage, and retain volunteers (e.g. media, t-shirts, flyers, awards, etc) or 2) support the successful implementation of the service project (e.g. tools, materials, supplies, food/water, etc) . Grants may not be used to pay salaries or other administrative or operational costs.
3. All funds are disbursed on a reimbursement basis after project completion.
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.

Priority Consideration:

1. Proposals from the 35 rural parishes will receive the highest priority consideration (Acadia, Allen, Assumption, Avoyelles, Beauregard, Bienville, Caldwell, Catahoula, Claiborne, Concordia, East Carroll, Evangeline, Franklin, Iberia, Lincoln, Jackson, Jefferson Davis, LaSalle, Madison, Morehouse, Natchitoches, Red River, Richland, Sabine, St. James, St. Landry, St. Mary, Tangipahoa, Tensas, Vermilion, Vernon, Washington, Webster, West Carroll and Winn).
2. Applicants who have not been previously awarded will also receive priority consideration.

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Requirements for Grant Recipients:

1. All grantees must register their organization and volunteer opportunity at volunteerlouisiana.gov *
2. All grantees must 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. However, the training must be completed prior to the project.
3. All grantees must submit a Final Report, including a roster of volunteers and description of three Best Practices, as well as a Reimbursement Request, in order 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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Applicant Information	
Organizations Name:	Address:
Phone:	Email:
Project Title:	Project Dates:
Amount Requested:	Projected Number of Volunteer:
Volunteer Return on Investment (Amount requested/# of volunteers):	Project Site Location(s):
Authorized Representative (Individual who will sign the Grant Agreement):	Authorized Representative Title:
Authorized Representative's Signature:	

Proposals should be mailed or emailed to:

**Nicholas Auck
Director of Volunteer Outreach
Volunteer Louisiana Commission
Post Office Box 44243
Baton Rouge, LA 70804-4243
Email: nauck@crt.la.gov**

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Narrative Instructions

Provide a 2-4 page project narrative that includes the following:

- **Community Need:** Provide a description of the parish(es) your project serves and how your project meets an important need in that community.
- **Volunteer Engagement:** Provide a description of the number of volunteers your project will engage, and how your organization will recruit them. Also provide a description of the specific tasks your volunteers will be doing.
- **Leveraging Partnership:** Provide a description of all project partners and their role in providing cash or in-kind support, training or technical assistance, or other project support.
- Provide a project timeline that includes the recruitment of volunteers and all stages of project planning and implementation.

Volunteer Project Budget

Volunteer Recruitment/Retention

Item	Qty	Unit Cost	Grant Amount	Match Amount	Total Amount
Totals					

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					

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Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Grant Amount	Match Amount	Total Amount
Totals					

Total Budget

Totals			
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