

# Submitting FY25 State Formula Grant Applications to Volunteer Louisiana

Instructions Updated: 31 Jan 2025

By the FY25 State Formula Grant Application deadline of 11:59 p.m. Tuesday, March 4, new organizations and continuing sub-grantee organizations must submit their complete grant application to their assigned Dropbox Business folder.

## **Dropbox Business Folders for Submitting Grant Application**

Volunteer Louisiana maintains a Dropbox Business account for secure transmission and storage of current program information.

The team has created folders for each applicant organization in the FY25 State Formula grant application process and will contact applicant organizations on Monday, January 27 to grant folder access.

Each applying organization's folder name:

- begins with either
  - **NEW** to designate its use by a new organization applying for State Formula funding **or**
  - **CONTIN** to designate its use by a sub-grantee organization submitting a Continuation application (Year 2 or 3 of its 3-year State Formula grant funding)
- contains the name (potentially abbreviated) of the applying organization **and**
- contains the last name(s) of the applying organization's Point of Contact

The Point of Contact for each organization will be granted access to their own organization's folder in a role Dropbox calls an "External Collaborator." Contact Jacob Brumfield ([jbrumfield@crt.la.gov](mailto:jbrumfield@crt.la.gov)) if

- you did not receive the access e-mail to access your folder **or**
- cannot access the folder

**NOTE:** We ask that you do not request or accept Dropbox's invitation to join the Volunteer Louisiana account.

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**Files to upload by Grant Deadline**

Each applicant will need to submit three application files in their Dropbox Business folder. The files are listed on the new FY25 State Formula Grant Applicant Resource webpage here:

<https://volunteerlouisiana.gov/fy25appresources>

When submitting the final versions to Dropbox Business folder, please use this naming practice:

1. Face Sheet and Narrative *Organization Name used in folder name*
2. Excel File *Organization Name used in folder name*
3. Performance Measures *Organization Name used in folder name*

<b>Original File Name and date it was e-mailed to applicant</b>	<b>Naming Practice for Submitted File and due date</b>	<b>Example of Submitted File from organization named "Catahoulas, Cypress, and Crawfish"</b>
<p><b>1. VOL LA FY25 State Formula Face Sheet and Narrative (Word file)</b></p>	<p><i>Face Sheet and Narrative Program Name used in folder name</i></p> <p>Due 11:59 p.m., 4 May 2025</p>	<p><i>Face Sheet and Narrative Catahoulas Cypress Crawfish</i></p>
<p><b>2A. VOL LA FY25 State Formula Excel File</b></p> <p><b>Note: This file should be used by all <i>Cost-Reimbursement</i> grant applicants</b></p>	<p><i>Excel File Program Name used in folder name</i></p> <p>Due 11:59 p.m., 4 May 2025</p>	<p><i>Excel File Mardi Gras Catahoulas Cypress Crawfish</i></p>
<p><b>2B. VOL LA FY25 State Formula Excel File - <i>Fixed amount budget</i></b></p> <p><b>Note: This file should be used by the one fixed amount applicant</b></p>	<p><i>Excel File Program Name used in folder name</i></p> <p>Due 11:59 p.m., 4 May 2025</p>	<p><i>Excel File Mardi Gras Catahoulas Cypress Crawfish</i></p>
<p><b>3. ASN Performance Measure collection file rev 24 Jan 2025</b></p>	<p><i>Performance Measures Program Name used in folder name</i></p> <p>Due 11:59 p.m., 4 May 2025</p>	<p><i>Excel File Mardi Gras Catahoulas Cypress Crawfish</i></p>

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