



## ***Volunteer Generation Fund*** **Mini Grant: Request for Proposals**

**Overview:** The Volunteer Louisiana Commission is making funding available to nonprofits, local governments, and faith-based organizations in Louisiana. The goal of these grants is to support Hurricane Laura recovery projects that 1) meet critical community needs, especially disaster recovery efforts, 2) recruit, engage and support volunteers, and 3) implement Volunteer Louisiana's COVID Safety Training.

### **Available Funds and Match Requirements:**

1. At least \$60,000.00 in funding is available to nonprofits, government agencies, and faith-based organizations operating in the state of Louisiana. \$15,000.00 is the maximum award, with a minimum request of \$7,500. The amount of the request should be commensurate with the impact of the project and the number of volunteers engaged and supported.
2. Grant funds may be used to recruit, engage, and support volunteers and purchase materials and supplies for the project. Grants may not be used to pay salaries or other administrative or general operating costs.
3. Grantees must provide a 20% match to the Award Amount. Funds may be cash or in-kind, federal funds excluded. Match can be reviewed by Volunteer Louisiana Staff and the applicant to identify appropriateness.
4. All funds are disbursed on a reimbursement basis after project completion. Reimbursement may include work dating back to October 1, 2020.

### **Requirements:**

1. Deadline for proposals is **October 23rd at 5:00pm CST**. Proposals submitted after the deadline will not be considered for funding. Funding decisions will be announced by November 1, 2020.
2. Projects may begin any time after announcement of award and must be completed on, or prior to, September 1, 2021. Projects may also include more than one event or day of service to meet the identified need. Partnerships are strongly encouraged. Reimbursement Requests must be submitted by September 20, 2021 in order to be processed and reimbursement made before funding is no longer available to Volunteer Louisiana.
3. Organizations **must** provide the online Volunteer Louisiana COVID Safety Training to all of their registered volunteers before they volunteer in the field. Volunteer Louisiana will keep a record of volunteers who have registered and completed the 9 minute virtual training. Additional sessions related to volunteer skills training and management may be offered as needed.
4. All quality proposals are welcome, but priority consideration will be given to proposals focused on Hurricane Laura disaster recovery with significant volunteer engagement and community impact.
5. Grantees must submit a Final Report, including a roster of volunteers, data on volunteers trained and training hours, and the total number of hours served, plus one or two stories of service from a volunteer who served with the program. Grantees will also complete a Reimbursement Request form to receive funds.

**Note:** Volunteer Louisiana's VMS ([www.volunteerlouisiana.gov](http://www.volunteerlouisiana.gov)) is available to all applicants and to any nonprofit, government agency, 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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**2020 Volunteer Generation Fund  
Proposal Cover Sheet**

<b>Applicant Information</b>	
Organizations Name:	Address:
Phone:	Email:
Project Title:	Project Dates:
Amount Requested:	Projected Number of Volunteer:
Alternative Match Requested?  ___ Yes    ___ No	Project Site Address:
Authorized Representative (Individual who will sign the Grand Agreement):	Authorized Representative Title:
Authorized Representative's Signature:	

**Proposals should be emailed to:**

**Kori Chisham  
Director of Communications and Volunteer Outreach  
Volunteer Louisiana Commission  
Email: [kchisham@crt.la.gov](mailto:kchisham@crt.la.gov)**

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**Narrative Instructions**

Provide a 1-3 page project narrative that includes:

- A description of your project, the area it serves, and how it meets an important need in your community
- A description of how your project aligns with the disaster response priorities listed in the RFP
- A description of the number of volunteers you will recruit, how you will recruit them, and how they will be utilized
- A description of how the budget supports the recruitment, engagement, and/or retention of volunteers
- A description of project partners and their roles
- A project timeline

**Volunteer Project Budget**

**Volunteer Housing**

Item	Qty	Unit Cost	Grant Amount	Match Amount	Total Amount
<b>Totals</b>					

**Project Materials/Supplies**

Item	Qty	Unit Cost	Grant Amount	Match Amount	Total Amount
<b>Totals</b>					

**Refreshments**

Item	Qty	Unit Cost	Grant Amount	Match Amount	Total Amount
<b>Totals</b>					