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# AmeriCorps Information Session **FY2024 Application Process**

September 8, 2023



## **ServeMN**

The Power of AmeriCorps.  
The Power of You.



# Discussion Topics

- Branches of AmeriCorps Service
- Common Terms
- Theory of Change and Program Outcomes
- Application Process
- Budgeting
- Q & A



AmeriCorps



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# What is AmeriCorps?

Service = volunteering to the next level

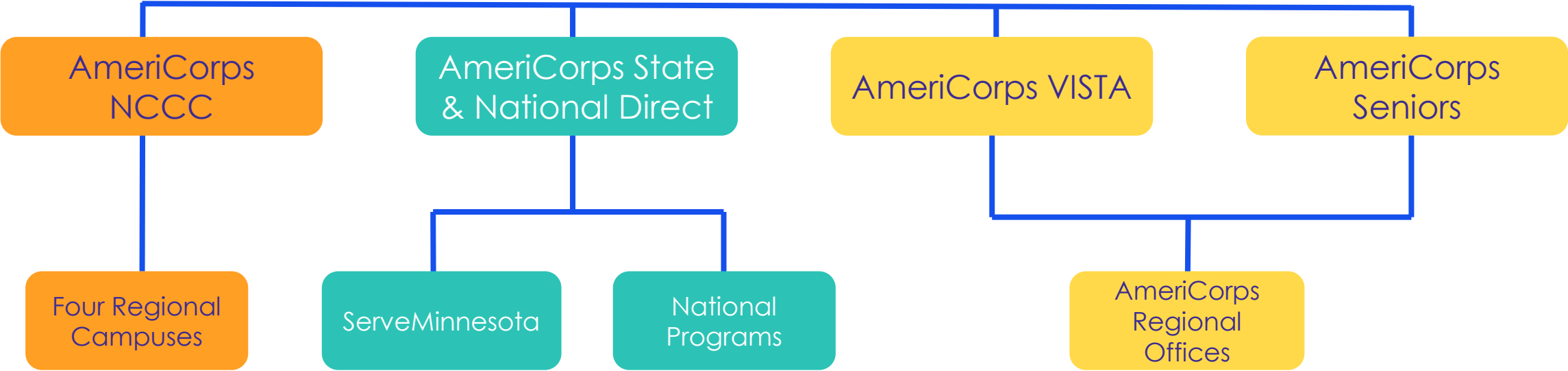


- National service program
- 80,000 members across the country; 2,000 in Minnesota
- People from all backgrounds and life stages

# Branches of AmeriCorps Service



**AmeriCorps**



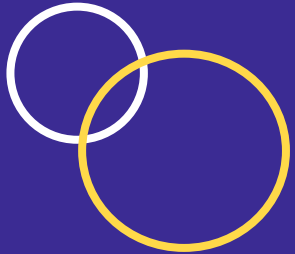
# Branches of AmeriCorps Service

AmeriCorps State & National	AmeriCorps VISTA	AmeriCorps Seniors	AmeriCorps NCCC
Direct service in areas of education, environment, health, housing, and more.	Capacity building service to alleviate poverty.	Direct service opportunities with youth and older adults.	Providing disaster relief and other short term projects. Residential program.
Ages 17+	Ages 18+	Ages 55+	Ages 18-26
10-40 hours per week	40 hours per week	5-40 hours per week	40 hours per week
Programs under ServeMN umbrella, including: <ul style="list-style-type: none"> <li>• Reading Corps</li> <li>• College Possible</li> <li>• Habitat for Humanity</li> <li>• Promise Fellows</li> <li>• Minnesota GreenCorps</li> </ul>		<ul style="list-style-type: none"> <li>• RSVP</li> <li>• Foster Grandparents</li> <li>• Senior Companions</li> </ul>	<ul style="list-style-type: none"> <li>• NCCC</li> <li>• FEMA Corps</li> </ul>



# Common Terms

## For AmeriCorps Programs



- **Program** – the grant funded activities
- **Member** – the person enrolled in AmeriCorps and serving in the program
- **Service Site** – the location where the member serves
- **Term of Service** – number of hours a member committed to serve in order to successfully complete the program (7 available from 100 – 1700 hours)
- **Living Allowance** – the stipend an AmeriCorps member receives while actively serving (FT range \$18,700 – \$37,400)
- **Education Award** – the funds a member earns if they successfully complete (FY24 – FT \$7,395)



AmeriCorps

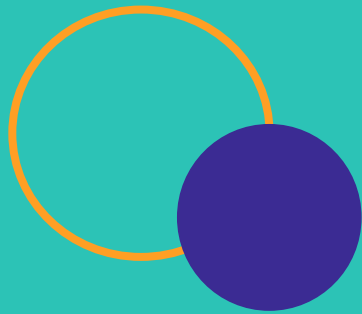


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# Common Terms

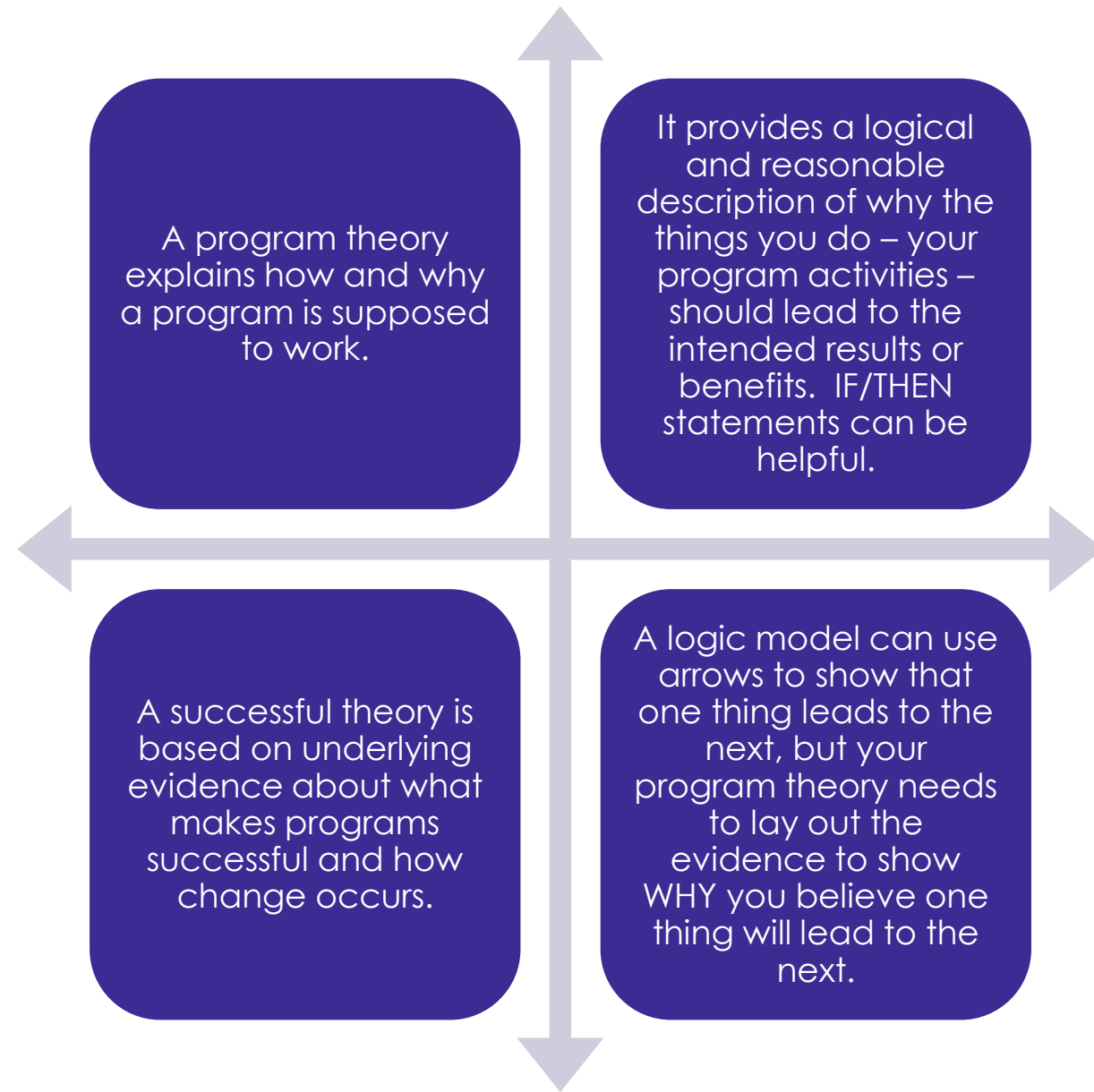
## For the Application Process



- **Fiscal Host** – the organization that writes the grant and houses the program once the grant is awarded
- **Theory of Change** – a clear explanation of why you do the things you do, given what you hope to accomplish
- **Logic Model** – visual representation of the applicant's Theory of Change
- **Performance Measures** – the measurable outputs and outcomes that result from delivering the program
- **MSY** – Member Service Year which is a full-time equivalent
- **Cost per MSY** – the amount of federal AmeriCorps funds an applicant will receive per MSY (\$25,000/MSY max)
- **Matching Funds** – the amount of additional funds required in order to receive the federal funds. Starts at 24%. Cash and in-kind.

# Theory of Change

**A clear explanation of why you do the things you do, given what you hope to accomplish.**



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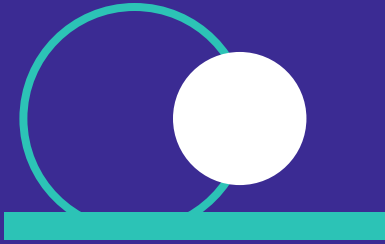
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# Logic Model

A visual representation of the program's Theory of Change.

COMMUNITY PROBLEM:					
Project Resources	Core Project Components	Evidence of Project Implementation and Participation	Evidence of Change		
INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES		
			Short-Term	Medium-Term	Long-Term
What we invest (# and type of AmeriCorps Members	What we do	Direct products from program activities	Changes in knowledge, skills, attitudes and opinions	Changes in behavior or action that result from participants' new knowledge	Meaningful changes, often in their condition or status in life



# COLLEGE POSSIBLE

★ ★ ★ An AmeriCorps Program ★ ★ ★

## OUR FOCUS



Low-Income  
High school students

## HOW WE SUPPORT

### Training

3-week orientation to  
prepare for service

### Coaching

Weekly sessions on curriculum  
and coaching students

AmeriCorps  
Member



## WHAT WE DO



### High School Juniors

Prep for ACT with  
test content review and  
test-taking strategy

Take four practice ACTs  
over six months

Receive financial  
literacy coaching on  
budgeting, credit, debit,  
and grants and loans



### High School Seniors

Secure letters of  
recommendation and write  
an admission essay

Apply for financial aid  
and scholarships

Research best fit colleges and  
submit college applications

Participate in summer bridge  
and transition to college



### College Students

Connect with campus  
resources and form  
social connections

Renew financial aid  
and scholarships

Register for classes,  
continuously enroll, and  
persist through college  
towards graduation

## WHAT WE CHANGE



70% of Juniors  
Improve their  
ACT scores



90% of Seniors  
Earn admission  
to college



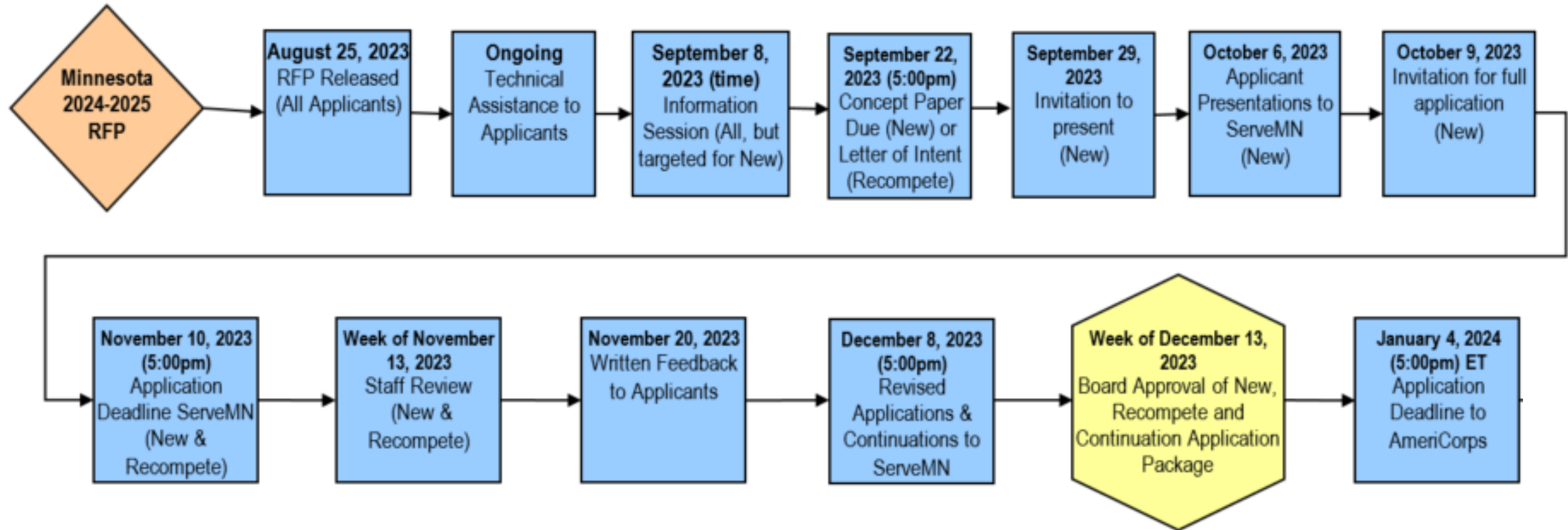
80% Enroll in College  
In fall and re-enroll  
in spring

## COLLEGE POSSIBLE STUDENTS ARE 4 TIMES MORE LIKELY

to enroll and earn a Bachelor's degree within six years  
than their low-income peers.



# Application Process



# Full Application Submission

## ServeMinnesota Checklist

Documentation required	Due Date
New: Concept Paper (narrative and logic model) - email <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a>	Sept 22, 2023 (5:00pm)
Recompete: Letter of Intent to Apply - email <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a>	
Completed application in eGrants per ServeMinnesota invitation for new applicants	Nov 10, 2023 (5:00pm)
Completed ServeMinnesota Budget form – email <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a>	
Evidence Base Documentation if claiming preliminary, moderate or strong evidence – email <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a>	
AmeriCorps Operational and Financial Management Survey as PDF document – email <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a>	
ServeMinnesota Financial Management Survey – email <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a>	
Recompete: Evaluation Plan using the AmeriCorps Evaluation Plan Template – email to <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a>	Dec 8, 2023 (5:00pm)
Final application in eGrants (all revisions must be complete)	
A-133 audit or standard financial audit – email <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a> or mail to ServeMN	
Evaluation Report (if applicable) – email <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a> The report must be in MS Word with a title page that includes: AmeriCorps grant ID for the project evaluated, name of the project, and date of completion of the report.	
Labor Union Concurrence (if applicable) – email <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a> with title page that includes legal applicant name and application ID	
Entities Applying on Behalf of a Federally Recongized Tribe (if applicable): Tribal organization eligibility documentation - email <a href="mailto:grants@serveminnesota.org">grants@serveminnesota.org</a> with title page that includes legal applicant name and application ID	



# Full Application Submission

## Weighted Narrative Sections

Categories/Subcategories	Percentage
Executive Summary	0
Program Design	50
• Community and Logic Model	24
• Evidence Tier	12
• Evidence Quality	8
• Notice Priority	0
• Member Experience	6
Organizational Capability	25
• Organizational Background and Staffing	15
• Member Supervision	6
• Commitment to Diversity, Equity, Inclusion, and Accessibility	4
Cost-Effectiveness and Budget Adequacy	25
• Member Recruitment	7
• Member Retention	8
• Data Collection	7
• Budget Alignment to Program Design	3

- **Required** – your organization must have an active SAM.gov listing
- Not all narrative sections are weighted the same
- Your budget should reflect what you wrote about in the narrative section
- The Source of Funds section of the budget should equal the matching funds listed and include pending/secured
- Your performance measure(s) should reflect your primary activity –check the AmeriCorps national performance measures for possible alignment
- Page Limits – 10 for narratives and 8 for logic model
- Funded evidence levels from last year: strong 25%, moderate 12%, preliminary 20% and pre-preliminary 43%



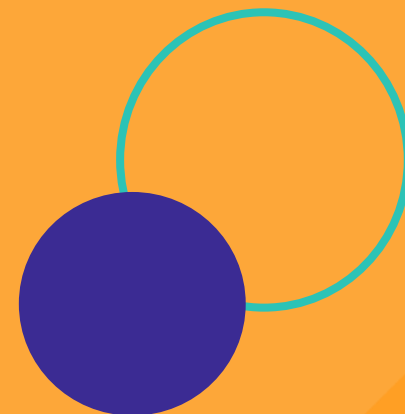
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# Creating a Budget

## Tips and Requirements



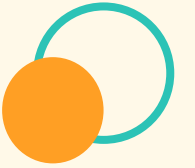
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# Budgeting for your AmeriCorps Program



## Personnel

Program Staff

Benefits

National Service Criminal  
History Check

Staff Travel

Staff Training

## Member Support

Living Allowance

FICA

Healthcare

Workers Comp

AmeriCorps Gear

National Service Criminal  
History Check

Member Travel

## Member Training

Orientation

Service Skills

Life After AmeriCorps

Trainers

Curriculum

Other Professional  
Development

## Other Operating

Office Space and Utilities

Supplies (office, training,  
member)

Computer and Internet

Member Recruitment &  
Retention

Data Collection Tools or  
System

Evaluation

Administrative Costs

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# Q & A

Feel free to unmute or type your questions into chat.





# Thank you for your interest in AmeriCorps!

For additional questions, please contact [grants@serveminnesota.org](mailto:grants@serveminnesota.org)

<https://www.serveminnesota.org/how-we-create-change/grants-grant-competition/>

Competitive Grants 2024-2025

Public Health AmeriCorps Continuation Grants

National Performance Measures

Applicant Resources

National Direct Programs

