



YOUTH DEVELOPMENT VOLUNTEER INITIATIVE

ISSUED BY THE MASSACHUSETTS SERVICE ALLIANCE

Application due Friday, September 29, 2017

Please direct any questions about this RFP to Shana Lothrop,

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Massachusetts Service Alliance
100 North Washington Street, 3rd Floor, Boston, MA 02114 / www.mass-service.org

Funded by the Corporation for National and Community Service

**[CLICK HERE](#) TO ACCESS THE ONLINE GRANTS SYSTEM AND
APPLY**

The Massachusetts Service Alliance (MSA) is pleased to release a Request for Proposals for its Youth Development Volunteer Initiative. MSA values the critical role that Youth-serving agencies and volunteers play in the development of the state's most vulnerable young people. MSA seeks to award grants up to \$10,000 to provide capacity-building opportunities to nonprofits and Volunteer Connector Organizations* to better engage volunteers in youth development programming by creating, or expanding and replicating promising models.

Youth Development Volunteer Initiative funds are available for the following:

1. Establishment of a new youth development program within a youth-serving agency or Volunteer Connector Organization (VCO)* that will utilize new or existing volunteers;
2. Expansion of a current youth development program within a youth-serving agency in order to serve a new population or geographic area not currently served by the program, while increasing the number of youth served through the engagement of volunteers;
3. Enhancing the volunteer program through creation of systems and recruitment efforts to support new youth-serving volunteer positions impacting at-risk youth.

**Volunteer Connector Organizations include agencies that connect individuals with volunteer opportunities and support organizations in effectively using those volunteers to create meaningful change in local communities.*

Grant funding is contingent on the availability of funds. Grant payments made will be disbursed on a reimbursement basis. Requests for reimbursement must be accompanied by all documentation required by MSA, in compliance with the rules for the administration of state and federal funds. Grants awarded under this initiative will be for the period of December 1, 2017 – September 30, 2018.

Grantees will be required to provide a dollar for dollar match to support the project.

Massachusetts Service Alliance

The Massachusetts Service Alliance, established in 1991, is a private, nonprofit organization that serves as the state commission on community service and volunteerism. Its mission is to catalyze the innovation and growth of service and volunteerism by creating partnerships that maximize resources, expertise, capacity, and impact. Toward this end we: invest public and private funds in community-based organizations in a fair and equitable manner; convene and mobilize individuals, nonprofits, corporations and government entities to link strategies related to service and volunteerism; build capacity of programs and agencies through training and technical assistance; and advocate for the development and promotion of public policies and private initiatives that incorporate service and volunteerism as effective strategies to address community needs.

The Corporation for National and Community Service

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Through its multitude of programs, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action. Through Volunteer Generation Fund grants, CNCS seeks to fund effective approaches that expand volunteering, strengthen the capacity of volunteer connector organizations to recruit and retain skill-based volunteers, and develop strategies to effectively use volunteers to solve problems.

RFP Technical Assistance

MSA will provide a technical assistance webinar for this RFP on Tuesday, August 22, 2017 at 10:00 am. This will be recorded and posted on www.mass-service.org.

To register for the TA webinar: <https://cc.readytalk.com/r/1etvcxyibvzq&eom>

If you have questions, regarding this RFP please contact Shana Lothrop at 617-542-2544 ext. 214 or email slothrop@mass-service.org.

The Initiative

The overall goal of the Youth Development Volunteer Initiative is to strengthen and sustain nonprofits and Volunteer Connector Organizations (VCO) in new and existing youth-development programming as they recruit, retain, manage and support increased numbers of volunteers.

Youth Development Volunteer Initiative funds are available for the following:

1. Establishment of a new youth development program within a youth-serving agency or Volunteer Connector Organization (VCO)* that will utilize new or existing volunteers;
2. Expansion of a current youth development program within a youth-serving agency in order to serve a new population or geographic area not currently served by the program, while increasing the number of youth served through the engagement of volunteers;
3. Enhancing the volunteer program through creation of systems and recruitment efforts to support new youth-serving volunteer positions impacting at-risk youth.

Through this initiative, youth-serving nonprofits and VCOs will be expected to strengthen the capacity and infrastructure of new or existing youth development program(s) through the engagement of volunteers. Agencies will be held accountable for providing relevant, competency-based volunteer roles and opportunities that attract and retain high caliber volunteers to support youth within the program. Organizations will be expected to develop a system or utilize technology-based tracking systems necessary to collect and report data that demonstrate results.

Nonprofits and Volunteer Connector Organizations must demonstrate their ability to effectively support volunteer activities, create meaningful opportunities, and manage volunteers. Proposals must clearly describe a strategy to increase the number of people who serve in meaningful roles in one or more programs within their agency. MSA is seeking substantial evidence indicating their ability to develop strategies and goals toward this end.

MSA seeks to fund programs in the above areas from a variety of organizational sizes and types and that represent the geographic diversity within Massachusetts. However, in the interest of funding high quality programs, the percentage of funds to be allocated has not been set in advance. Based on the competitive nature of this grant, it is unlikely that MSA will fund proposals that strictly increase the number of mentor/mentee matches for an existing program. However, MSA would be interested in funding a start-up or pilot mentoring program at a youth-serving or Volunteer Connector organization.

At-risk Youth

MSA will prioritize organizations that will create or enhance volunteer programs or volunteer positions that will impact youth categorized as “at-risk.” Due to a number of intrinsic and external factors, this particular group of young people face an increased number of challenges and are less likely to advance into a productive and prosperous adulthood. Grantees will be expected to provide parameters for their classification of “at-risk youth” within the application narrative as well as document the number of “at-risk youth” impacted by the grant funding and volunteer efforts provided. Grantees will provide the tracking method and tools used to determine which youth from their program are categorized as “at-risk.”

Volunteer Connector Organizations (VCOs)

As entities that connect individuals with volunteer opportunities and support organizations in effectively using those volunteers to create meaningful change in local communities these organizations will also receive priority within the grants process for the Youth Development Volunteer Initiative.

Eligible Bidders

Eligible applicants are:

- Nonprofit organizations (incorporated with 501(c)(3) status) that have been in existence for at least one year prior to the date on which the organization submits an application;
- State, municipal, and county governments, including departments and agencies therein; and
- Native American tribes.

Project Timelines

[Intent to Apply Forms](#) should be submitted by Thursday, August 31, 2017.

Proposals must be submitted no later than **5:00 p.m. on Friday, September 29, 2017** to the MSA online grants system, **which may be accessed by [clicking here](#)**.

The grant period will begin December 1, 2017 and end September 30, 2018. All project work must be completed (and all grant funds expended) by September 30, 2018.

All Final Project Reports, and Expenditure Reports **MUST** be completed and submitted by October 12, 2018 in order to receive reimbursement.

Restrictions

Programs already funded through Massachusetts Service Alliance may not replace staff time or other expenses already covered through existing MSA grants with funds to be provided through grants described in this RFP.

MSA will not fund projects that engage in the following:

- Provide religious instruction, conduct worship services or engage in any form of proselytizing;
- Assist, promote, or deter union organizing;
- Finance, directly or indirectly, any activity designed to influence the outcome of an election to any public office;
- Impair existing contracts for services or collective bargaining agreements; or
- Charge or pay volunteers for participating in projects or programming.

Administrative Requirements

Programs receiving these funds are required to:

- Provide a dollar for dollar match to support the project. All programs receiving support will be required to report the resources utilized to match grant funds by line item. Matching funds can be a combination of cash or in-kind match (*volunteer and/or service member time is not an appropriate source of match for this grant*)
- Participate in a grant management webinar prior to grant allocation (TBD);
- Create or access the technology-based tracking systems necessary to collect and report data that demonstrates results;
- Register volunteer activities on MSA's Connect and Serve technology platform;
- Include MSA and CNCS logos on program materials, volunteer recognition items and in publicity;
- Submit a final report on the program that includes, at a minimum, performance measurements listed on page 11 (template provided by MSA);
- Participate in at least two MSA sponsored trainings throughout the program year, including a mandatory mid-year training and grantee meeting (date TBD), and host a site visit by MSA staff;
- Submit a final financial report/request for reimbursement, with all required documentation of expenditures by September 30, 2018. Only expenses for which proper documentation has been received will be reimbursed.

Criminal Background Checks

As required by the Corporation for National and Community Service, organizations that are awarded a 2018 Youth Development Volunteer Initiative mini-grant must conduct CORI/NSOPW checks on all staff members listed on the grant (as either requested funds or matching funds). In addition, all staff members listed on the grant that will have planned and unsupervised contact with vulnerable populations (i.e. youth under the age of 18, individuals with disabilities, or senior citizens) will need to complete an FBI fingerprint-based background check in addition to the CORI and NSOPW checks.

Organizations may use grant funding to comply with background check requirements set forth by Massachusetts and the Corporation for National and Community Service.

CORI information:

<http://www.mass.gov/eopss/agencies/dcjis/>

NSOPW information:

<http://www.nsopw.gov/>

FBI Background Check Information:

This check must be conducted on any individuals listed on the Youth Development Volunteer Initiative Grant who will be working directly with youth or any additional vulnerable population):

<http://www.fbi.gov/about-us/cjis/background-checks>

INTENT TO APPLY

[Click here](#) to complete the Intent to Apply by **August 29, 2017**

APPLICATION

Organizations must submit their application through the **MSA online application** by Friday, September 29, 2017 by 5:00pm.

[CLICK HERE](#) TO ACCESS THE ONLINE GRANTS APPLICATION

APPLICATIONS MUST BE COMPLETED AND SUBMITTED IN THE [ONLINE SYSTEM](#)
BY: 5:00pm FRIDAY, SEPTEMBER 29, 2017

Hard copy, e-mail and fax transmissions will not be accepted. Any application that is late, not complete and/or does not comply with all submission requirements may not be reviewed.

Please be prepared to upload the following to your online application:

- ___ Budget Summary & Narrative Form (see last two pages of RFP)
- ___ Most recent audit or 990
- ___ 501(c)(3) letter or Massachusetts ST-2, "Certificate of Exemption"

PROPOSAL NARRATIVE

Background and Experience (250 words max.)

- Describe the organization's history, mission, overall goals and/or objectives.
- Provide specific examples of your organization's experience and past accomplishments in the proposed areas of activity and your experience operating and overseeing a program comparable to the one proposed.
- Describe the staffing and infrastructure that your organization has in place to ensure effective program oversight.
- Provide the organization's background in engaging at-risk youth, including past successes and challenges.
- Be prepared to provide the following organizational information in the online application:
 - Number of total volunteers currently managed by your organization;
 - Number of hours current volunteers have contributed to your organization;
 - Number of volunteers currently managed for youth programming;
 - Number of hours contributed by volunteers for youth programming;
 - Number of youth served by the organization;
 - Estimated number of total volunteers managed by the grant funding

- Estimated number of new volunteers recruited/managed for this specific initiative;
- Anticipated number of new youth served by the proposed program.
- Anticipated number of at-risk youth impacted by the proposed program

Fiscal and Programmatic Oversight (200 words max.)

- Describe the organization’s capacity to manage a federal grant and to provide appropriate fiscal and programmatic oversight. Provide examples of other federal/state grants received, including amount and duration.
- Describe current systems in place to ensure federal/state fiscal requirements are followed? (i.e. providing sufficient back-up and supporting documentation for reimbursement request and matching funds)
- Describe your organization’s ability to secure in-kind donations or resources to provide a dollar for dollar match to meet this requirement. How will this be tracked and reported?

Community Need (250 words max.)

- Define the community served and target population of youth.
- Provide the organization’s definition of at-risk youth.
- Describe the specific need that your proposed program or project will address.
- How will a Youth Development Volunteer Initiative grant enhance your capacity to meet the needs of underserved areas or populations in your community?
- Describe in detail how engaging volunteers will be an effective means of alleviating the identified need described.

Program Design and Development (1400 words max.)

- Explain in detail the scope of the program being proposed. Discuss the goals, objectives, activities, and program structure.
- Describe in particular how the proposed program will benefit the at-risk youth beneficiaries of the program, or how they will be recruited into the program if not currently being served.
- Provide a timeline of activities and benchmarks for the grant period beginning December 1, 2017 and ending September 30, 2018
- Describe the plan for outreach to involve volunteers or other community organizations and partners.
- Provide evidence on how volunteers will be utilized in regards to the proposed program and how they receive adequate training and support to successfully complete their volunteer assignments.
- Discuss volunteer management practices used at the organization, including onboarding methods, supervision, and evaluation.
- Describe the plan and process for collecting data (number of participants, number of at-risk youth, number of volunteer hours etc.) and evaluating your program.
-

Performance Measures (250 words max.)

- Outline at least two clear programmatic goals and measurable outcomes for youth being served (specifically how you will identify, measure, and report on the at-risk youth being served, if any).
- Outline at least two goals with measurable outcomes for the volunteers engaged in the program.
- Identify your anticipated results. Describe how you will achieve these results.
- Explain the tools being used to measure the results (i.e. pre/post testing)
- How will you report on your findings?
- What is the overall change you would like to see after the 10-month grant cycle?

Sustainability (200 words max.)

- Explain in detail your strategy to sustain the impact of the program beyond the grant.

- Describe your strategy for volunteer retention to increase the likelihood that first-time volunteers will stay involved.

For Previous Grantees (200 words max.)

- Please describe any early successes seen through the 2016-2017 Youth Development Volunteer Initiative.
- Describe how continued funding for 2017-2018 will build upon or expand the current programming supported by the previous Youth Development Initiative.

PROJECT REPORTING

Final project reports will, at a minimum, include the following (template provided by MSA):

- Total number of volunteers (and hours) managed/supported by the Youth Development Volunteer Initiative grant;
- Number of **new** volunteers recruited and managed for this initiative ;
- Number of hours served by volunteers for this initiative;
- Number of new and existing youth served;
- Number of “at-risk” youth impacted by this grant;
- Overall community impact.

PROJECT BUDGET

The Massachusetts Service Alliance anticipates awarding grants up to \$10,000. Number of Youth Development Volunteer Initiative grants awarded will depend on the quality of proposals.

Grantees will be required to **provide a dollar for dollar match** of the budget to support the project. All programs receiving support will be required to report the resources utilized to match grant funds by line item. Matching funds can be a combination of cash or in-kind match. Volunteer (or service member) time contributed to the program is not an acceptable source of match.

Upload the Budget Summary Form and Budget Narrative Form with your application.

See instructions on the following page.

Use of Funds

Funds are intended for program development, including:

- Staffing and administrative support associated with the development of new or expanding youth development programming.
- Transportation and other reasonable out-of-pocket expenses directly related to development of the program.
- Record-keeping and technology expenses to assist organizations in tracking volunteer and community impact data.
- Supplies, materials, or occupancy necessary in implementing the proposed initiative.
- Volunteer recruitment, screening, orientation and training, support, recognition and reward.
- CORI and FBI background checks are allowable expenses, to the extent that they are required in order to comply with grant requirements.

Equipment, defined as tangible, non-expendable personal property having a useful life of more than one year, and/or acquisition cost of \$1,000 or more per unit is not allowable.

Budget Form Instructions

Budget Summary Form

- Column A – The total dollar amount by line item (category) of the project.
- Column B – The dollar amount by line item (category) for which you are applying.
- Column C – The dollar amount by line item (category) that you are contributing to the project.

Budget Narrative Form

*All line items over \$500 need a detailed description of how amount was derived, including cost per unit.
(Number of Units x Price per Unit = Total Amount)*

1. Program Staff – Professional staff that provide direct services to the project. In the description column, please include the individual staff's full-year salary and FTE rate (the percentage of time individual staff spends working directly on the grant) **OR** hourly rate as well as number of hours per week and number of weeks assigned to this project. Please note that each staff salary should be pro-rated to reflect the grant period (December 1, 2017 – September 30, 2018).

Programs already funded through Massachusetts Service Alliance may not replace staff time or other expenses already covered through existing grants, with funds to be provided through grants described in this RFP.

Funds may not be used to pay Volunteers, AmeriCorps, AmeriCorps VISTA or Commonwealth Corps member stipends for service performed in connection with the Youth Development Volunteer Initiative (volunteer and service member time is also not an allowable source of match).

2. Fringe Benefits – Benefits that are offered to staff. These must be consistent with organizational policies for all staff. The fringe benefit rate must be included in the description of fringe costs, as well as what is included in the rate: taxes, FICA, workman's comp, disability, health, life, etc. Please note that each staff fringe benefits should also be pro-rated to reflect the grant period.
3. Consultants & Contractual Services – Services that cannot be provided by any full or part-time staff employed by the organization. Massachusetts Service Alliance funds paid to individuals for consultant services under this grant will not exceed \$1,000.00 per day (exclusive of any indirect expenses, travel, supplies, etc.). Grantees can exceed this rate using matching funds.
4. Supplies – Project related materials. Each material must have its own line item and a description.
5. Travel – Costs for any official business related to the project. Please include per mile costs. MSA cannot reimburse above the federal rate (currently .535/mile).
6. Occupancy – Costs of space for staff, meetings, etc.
7. Communication – Telephone, postage, advertisement, delivery costs, etc. needed for the project.
8. Other – Special costs related to the individual project. Costs not listed in any of the above categories. Note these must be detailed in the budget narrative.

Budget Summary Form

Organizational Information	
Legal Name of Agency	
Executive Director	
Federal ID	
Fiscal Contact (FC)	FC Email:
FC Address	
FC Telephone:	FC Fax:

Complete the summary budget below.

LINE ITEM	A Total (B+C)	B Request	C Other
1. Staff			
2. Fringe Benefits			
3. Consultants & Contractual Services			
4. Supplies & Materials			
5. Travel			
6. Occupancy			
7. Communication			
8. Other			
<u>Total Budget</u>			

I certify that the information contained in this application is correct and complete and that the applicant agency has authorized me, as its representative, to file this application.

Typed Name:	Title:
Signature:	Date:

Budget Narrative Form

LINE ITEM	REQUEST	OTHER	DESCRIPTION
1. Staff			
Subtotal			
2. Fringe Benefits			
Subtotal			
3. Consultants & Contractual Services			
Subtotal			
4. Supplies & Materials			
Subtotal			
5. Travel			
Subtotal			
6. Occupancy			
Subtotal			
7. Communication			
Subtotal			
8. Other			
Subtotal			
TOTAL BUDGET			

Date submitted: _____

Contact Person: _____

Phone #: _____