

M I C H I G A N



## MICHIGAN COMMUNITY SERVICE COMMISSION NOTICE OF FUNDS AVAILABLE FOR NEW MICHIGAN'S AMERICORPS PROGRAMS

The Michigan Community Service Commission (MCSC) and the Corporation for National and Community Service (CNCS) are pleased to announce the availability of federal funds to support new Michigan's AmeriCorps programs to start September 2009 for a 12-month program cycle.

### **What is Michigan's AmeriCorps?**

Michigan's AmeriCorps is a National Service program, similar to a domestic Peace Corps, that involves individuals (members) in "getting things done" in their communities. In exchange for a year of service, members receive a living allowance and an education award to help pay for college or repay student loans.

Michigan's AmeriCorps engages the energy and idealism of the citizens of Michigan in meeting the most critical educational, public safety, human services, homeland security, and environmental needs in our communities. Michigan's AmeriCorps currently consists of 18 programs with nearly 900 members serving on a full- or part-time basis. Members range in age from 17 to 76—and older. The 18 programs partner with more than 200 organizations throughout the state to address the needs of communities.

AmeriCorps members in Michigan have devoted themselves to improving the lives of people in their community by tutoring, mentoring young people, assisting senior citizens, providing after-school programs for youth, reducing illiteracy rates, restoring and preserving public lands, protecting the environment, and bridging the digital divide. (See [www.michigan.gov/mcsc](http://www.michigan.gov/mcsc) for more information on Michigan's AmeriCorps.)

### **Who are we?**

The MCSC is the administrative agent for Michigan's AmeriCorps. The MCSC funds and

supports programs that encourage all Michigan residents to volunteer.

The MCSC works to fulfill this mission through a number of programs, projects, and activities focused on service and volunteerism. These programs include AmeriCorps, Learn and Serve – Michigan, Mentor Michigan, and Volunteer Investment Grants. Annually, the MCSC distributes nearly \$6 million in National Service and volunteerism grants.

Established in 1993, the CNCS engages more than a million Americans each year in service to their communities by providing a way to solve community problems. The CNCS is a part of the USA Freedom Corps, whose goal is to strengthen the nation's culture of service and help find opportunities for every American to volunteer.

The CNCS works with governor-appointed state commissions, nonprofits, faith-based groups, schools, and other civic organizations to provide opportunities for Americans of all ages to serve their communities. The CNCS's three major service initiatives are AmeriCorps, Learn and Serve America, and the National Senior Service Corps. The MCSC partners with the CNCS to administer Michigan's AmeriCorps.

### **Why should my organization apply for a Michigan's AmeriCorps program?**

Michigan's AmeriCorps provides people power. Funds provided through Michigan's AmeriCorps support a team of members who provide direct service to build or improve communities and generate volunteers to support their efforts. If you have a critical education, public safety, human service, environmental, or homeland security need you believe can be addressed by the involvement of people serving together, then this program is for you.

Michigan's AmeriCorps grants are not for the purchase of program supplies or materials, nor can they be used to fund or replace existing staff. The Michigan's AmeriCorps funding is intended for recruiting, placing, and supporting volunteers to get things done in communities.

### **Who is eligible to apply?**

Educational institutions (local school districts, intermediate school districts, colleges and universities, etc.), local government entities, state agencies, and nonprofit organizations that have their 501(c)3 status and have been in existence for at least 3 years are eligible to apply for a Michigan's AmeriCorps program.

### **What types of grants are available?**

The MCSC funds operating grants that support fully developed plans to establish a new Michigan's AmeriCorps program or to support, expand, or replicate an existing program. Grant awards will cover a period that includes one year of operation with an initial start-up phase for new programs. Grants may be renewed for two additional years, subject to annual review and the availability of federal appropriations.

### **Program size and grant size?**

Programs must be large enough to achieve a demonstrable impact on the communities served. While the actual size of each program may vary depending on the size of the communities in which it operates, the design of the program, and other factors, applicants are required to apply for at least ten (10) full-time equivalent AmeriCorps members. Applicants should evaluate their present infrastructure and capacity when considering program size.

Grant requests may vary in size depending on the type and scope of a proposed program. Applicants are allowed flexibility in developing their budgets, within federal limitations. No program funded through the MCSC formula allotment shall receive more than 20% of Michigan's total formula funding from the CNCS. For the 2009-10 application year, we anticipate the maximum will be \$526,000.

In addition, the MCSC has set a target of \$12,600 for the average federal cost per full-time equivalent member for each Michigan's AmeriCorps program.

### **Is there a match requirement?**

Yes. Substantial cash and in-kind matches are required from the applicant. All program costs require at least a 24% cash or in-kind match during each of the first 3 years of funding, with match requirements increasing incrementally after year three. Programs reach a maximum 50% minimum match level during the 10<sup>th</sup> year of funding. Programs may use other federal funds (as long as they are not other CNCS funds) as part of their match, with prior approval.

### **Can I partner with other organizations to apply for a Michigan's AmeriCorps program?**

Yes. You are encouraged to partner with other organizations in your community or throughout the state to apply for AmeriCorps funding. One organization must serve as the legal applicant. When partnering with other organizations, the MCSC encourages you to seek organizations that share a similar mission or focus on similar issues.

### **What are the responsibilities of operating a Michigan's AmeriCorps program?**

Responsibilities include:

- Recruiting, selecting, placing, training, and supervising members.
- Designating a full-time program director to run the program.
- Selecting and supporting member service sites.
- Submitting quarterly progress reports, monthly expenditure reports, and semi-annual financial status reports.
- Participating in monthly training and technical assistance meetings or calls for program directors.
- Participating in statewide member events and activities.

### **How can I find out more about AmeriCorps?**

The MCSC will be offering four new applicant information sessions: Kalamazoo on August 19, Lansing on August 20, Detroit on August 21, and a webinar on August 28. These sessions will provide a general overview of AmeriCorps, the key elements of successful AmeriCorps programs, and how to apply.

If you would like to attend one of the above new applicant information sessions, please complete the request form below and fax it to the MCSC at (517) 373-4977 by August 12, 2008.

For additional information on AmeriCorps, you can visit the MCSC's web site at [www.michigan.gov/mcsc](http://www.michigan.gov/mcsc) or the AmeriCorps web site at [www.americorps.gov](http://www.americorps.gov).

### **How do I get a copy of the application guidelines?**

Application guidelines will be available at the new applicant information sessions. The 2009-10 Michigan's AmeriCorps application guidelines will also be available on our web site ([www.michigan.gov/mcsc](http://www.michigan.gov/mcsc)) beginning August 15, 2008. If you do not have access to the web, you may request a copy by completing the request form below. Application guidelines will be mailed within five working days upon receipt of the request. Applications will be sent by standard U.S. mail and will not be faxed nor delivered express mail.

### **Who do I contact if I have questions?**

If you have any questions regarding Michigan's AmeriCorps or the application process, please contact Jeanine Yard at (517) 335-7952 or [yardj@michigan.gov](mailto:yardj@michigan.gov); or Marcy Bishop Kates at (517) 373-0617 or [bishopm2@michigan.gov](mailto:bishopm2@michigan.gov).

## **MICHIGAN'S AMERICORPS APPLICATION TIMELINE**

August 12	Outreach Session RSVPs due to MCSC
August 15	New application guidelines available on the web
August 19	Outreach Session I, Kalamazoo (1:00 pm – 4:00 pm)
August 20	Outreach Session II, Lansing (1:00 pm – 4:00 pm)
August 21	Outreach Session III, Detroit, (1:00 pm – 4:00 pm)
August 28	Outreach Webinar (1:00 pm)
October 1	Intent to apply forms due to MCSC
October 15	New application due to MCSC
October 31	Notification to applicants if they have been selected to move on to the next stage of the application process
November 6	Required technical assistance meeting for applicants selected to move to the next stage of the application process
November 24	Comprehensive applications due to MCSC via eGrants
December 1	Feedback sent to applicants that will be submitted as part of the MCSC competitive application package
December 12	Revised competitive applications due to MCSC via eGrants
January 13, 2009	Competitive application package submitted to CNCS by MCSC after final review and approval by MCSC.
<b>May, 2009</b>	<b>CNCS announces approved Competitive AmeriCorps applications</b>

*Note: New applicants not selected for submission to the CNCS for competitive funding will be considered for formula funding.*

## Michigan's AmeriCorps RSVP Form

<b>Name:</b>			
<b>Organization:</b>			
<b>Address:</b>			
<b>City, State, Zip Code:</b>			
<b>Phone #:</b>		<b>Fax #:</b>	
<b>Email:</b>			

Please be sure that e-mail address is legible. All location and/or webinar confirmation materials will be provided by email.

### New Applicant Information Sessions (The deadline for registering is August 12, 2008.)

- I would like to participate in the August 19 new applicant information session in Kalamazoo.
- I would like to participate in the August 20 new applicant information session in Lansing
- I would like to participate in the August 21 new applicant information in Detroit.
- I would like to participate in the August 28 new applicant information webinar.

### Application Guidelines

- I would like to request a copy of the Michigan's AmeriCorps application guidelines.

Please check preferred guideline format:  Electronic (Email, .pdf file)  Hard Copy (U.S. Mail)

***Please fax this form to the Michigan Community Service Commission at (517) 373-4977.  
If you have any questions, please call (517) 241-3606.***

Michigan Community Service Commission  
1048 Pierpont, Suite 4  
Lansing, Michigan 48913

PRESORTED STANDARD  
US POSTAGE  
PAID  
LANSING, MI  
PERMIT NO. 1200