



SERVEWYOMING AMERICORPS CONCEPT PAPER INSTRUCTIONS

HOW TO APPLY

The Serve Wyoming AmeriCorps application process begins with the Concept Paper. The Concept Paper has two sections a title page and a narrative section (page 4 and 5) which is to help applicants succinctly and precisely identify the proposed project, the needs it addresses, the activities members will be engaged in and the number of members requested. Information about AmeriCorps and priority areas are also included on page 2 and 3.

All Concept Papers received be evaluated by outside reviewers, commissioners and staff. Feedback will be provided based on the following criteria:

- The extent to which the proposed program meets an identifiable community need and is a primary service activity of the organization;
- The extent to which the community need and proposed intervention is evidence-based;
- The capacity of the proposed program to show successful impact in the community;
- The identifiable capacity of the applicant to effectively administer an AmeriCorps program, including adherence to programmatic and fiscal requirements;
- The strength of the proposal for AmeriCorps member recruitment and support;
- The identifiable sustainability of an AmeriCorps program.

The Concept Paper process is designed as a “qualifying” round. Applicants with a clear method for addressing a need and the potential to develop a strong AmeriCorps program will be formally invited to apply. No more than 50 member positions (slots) will be granted to organizations receiving an AmeriCorps grant for the first time, and no fewer than 5 member position slots, unless you wish to apply for a planning grant.

Concept papers must be submitted via email to ACprogram@serveyoming.org

TECHNICAL ASSISTANCE

Serve Wyoming

307-234-3428

ACprogram@serveyoming.org

www.serveyoming.org

OVERVIEW OF AMERICORPS

AmeriCorps engages more than 200,000 Americans in intensive service each year at nonprofits, schools, public agencies, and community and faith-based organizations across the country. Since the program's founding in 1994, more than a million AmeriCorps members have contributed more than 1 billion hours in service across America while tackling pressing problems and mobilizing millions of volunteers for the organizations they serve. While AmeriCorps accepts various proposal designs, it has SIX primary focus areas:

1. **Disaster Services:** Grants will support increased and improved disaster services for individuals and communities to prepare and adapt to disasters, including but not limited to climate change events. Activities will provide support to increase preparedness for disasters, improve readiness to respond to disasters, support recovery efforts from disasters, and/or assist in the implementation of pre-disaster mitigation and adaptation measures. Grants will support communities and individuals in planning for disasters, in particular engaging disadvantaged communities in the planning process.
2. **Economic Opportunity:** Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.
3. **Education:** Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students' preparation for success in post-secondary educational institutions.
4. **Environmental Stewardship:** Grants will support responsible stewardship of the environment, while preparing communities for challenging climate and environmental circumstances and helping Americans respond to and recover from disruptive events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation and sustainable forest management; cultivate individual and community resilience; and provide reforestation services after floods or fires, such as nature-based solutions.
5. **Healthy Futures:** Grants will provide support for activities that will address the opioid crisis; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity.
6. **Veterans and Military Families:** Grants will improve the quality of life of veterans and improve military family well-being; increase the number of veterans, wounded warriors, military service members, and their caregivers, families, and survivors served by AmeriCorps programs; and/or increase the number of veterans and military family members engaged in service through AmeriCorps programs.

ELIGIBLE APPLICANTS

- Public or private nonprofit organizations with 501(c)3 status
- Community and faith-based organizations with 501(c)3 status
- State and local education institutions and governments.
- Indian Tribes

APPLICANT EXPECTATIONS

Organizations must be extremely committed to service and willing to dedicate staff towards program administration. AmeriCorps exists to strengthen communities, offers members personal and professional opportunities for growth and challenges organizations to effectively serve their communities. Additional information and resources can be found at americorps.gov. Please note, AmeriCorps funded programs are required to attend trainings throughout the year, operate on a cost-reimbursement basis, create a meaningful member experience, and commit to branding their program as an AmeriCorps program in the media and websites. **All funded/matched staff and members are required to complete background checks**, per AmeriCorps regulations, prior to charging time to the grant. There are additional eligibility requirements as well.

The AmeriCorps State program provides federal funds equaling up to approximately \$27,000 per Member Service Year (MSY) for living allowances and program administration. Sponsoring organizations are required to produce a non-federal (in most cases) match of 24% of the total program operating costs and should have sufficient capacity to operate personnel and accounting systems, comply with federal grant provisions, and respond to federal reporting requirements. CNSC federal funds may be used to hire additional staff, but sponsors should nonetheless be prepared to absorb some program responsibilities into its own systems.

AMERICORPS MEMBER BENEFITS (SUBJECT TO CHANGE)

AmeriCorps members serve for one-year, **Full Time members must serve a minimum of 1,700** hours during a maximum of 12 months. **Three quarter Time members must serve a minimum of 1,200** hours in a 12 month term. **Half Time members must serve a minimum of 900** hours during a 12-month term. **Reduced Half-Time members must serve a minimum of 675** hours during a maximum of 12 months. **Quarter Time members must serve a minimum of 450** hours during a maximum of 12 months. And **Minimum Time members must serve a minimum of 300** hours during a maximum of 12 months. At the successful completion of their service commitment, they receive an education award that is in line with the Pell Grant (less for part-time service). The amounts are to be determined. The education award may be redeemed at a Title IV university, college, or trade school or used towards repayment of qualified student loans. Many AmeriCorps members receive a living allowance while serving, although it varies with the type of program. The AmeriCorps program is required to provide health care and share the child care benefits with full-time members.

CONCEPT PAPER TITLE PAGE

Sponsoring Organization (if different from applicant):

Organization Name (applicant):

Contact Person: Title:

Address:

Telephone: () - Fax: () -

E-mail Address:

Federal Employer Identification No. (FEIN): DUNS Number:

Check one of the following:

- Educational Institution 501(c)3 Faith-Based Organization
- Local Government 501(c)3 Non-Profit Organization
- State Agency 501(c)3 Community-Based Organization
- Other

Concept Paper Written By:

Title:

Email:

Phone: () -

Which priority area will this program address? (Please check all applicable areas.)

- Disaster Services Healthy Futures
- Education Veterans and Military Families
- Economic Opportunities Planning Grant (if available)
- Environmental Stewardship Other

How many members will be recruited under the proposed program?

Full Time (1700 hours)

Reduced Half Time (675 hours)

Three Quarter Time (1200 hours)

Quarter Time (450 hours)

Half Time (900 hours)

Minimum Time (300 hours)

CONCEPT PAPER NARRATIVE INSTRUCTIONS

The Concept Paper is intended to provide a brief description of the proposed AmeriCorps program operating in Wyoming. Below are the requirements and instructions.

CONCEPT PAPER – FORMAT REQUIREMENTS

- The narrative must be typed in a standard 12-pt format (i.e., Arial, Times New Roman)
- The narrative must include the Concept Paper Title Page (attached).
- The narrative must be no more than (3) pages (not including title page)
- The narrative must have numbered pages.
- The narrative must follow the outline provided below.

CONCEPT PAPER – OUTLINE REQUIREMENTS

Please use the following outline for your proposal. Be brief, yet precise, in your description:

1. What is the need being addressed and in what communities?
2. What evidence exists to support this need?
3. Who will be recruited to serve (i.e., demographic of AmeriCorps members)?
4. Who will be served (beneficiaries)?
5. What activities will AmeriCorps members perform?
6. What are the dates of the project (specific start and end dates)?
7. What will be the expected outcome(s) of the project (expected accomplishments)?
 - a) How will this project positively impact the community?
 - b) What negative consequences or behaviors will the project change?
8. What evidence (your own data, national model, empirical evidence such as outside evaluation, research, or a controlled study) exists to support the proposed activities will have the intended result?
9. How will the proposed changes be measured?
10. What staff and/or partners are involved to manage the program both administratively and programmatically? What experience do they have administering and monitoring a federal grant?