

GrowIndiana AmeriCorps Grant

2009-2010 Request for Proposal (RFP)

Who Can Apply: Any Indiana Campus Compact (ICC) member institution may apply to host up to two Full-time (FT-AC) GrowIndiana AmeriCorps members. All ICC member campuses are encouraged to apply. Collaborations among Indiana School systems (grades 3-12) and community- or youth-based agencies are also encouraged.

Grant Overview: GrowIndiana AmeriCorps members provide direct service and support to local 3rd-12th grade schools to increase both math awareness and student performance. Members address the needs of the state of Indiana through the coordination and implementation of math tutor programs, while building relationships between higher education institutions, local community organizations and Indiana schools. Members provide leadership in the community and on campus promoting community involvement, service, and civic engagement.

Full-time (FT-AC) members are required to serve a minimum of 1,700 hours beginning as early as September 1, 2009-August 31, 2010. FT-AC members receive thorough training from ICC GrowIndiana program staff on a quarterly-basis and are provided with tools and resources needed to successfully coordinate and implement programs on their campus and in their communities.

- Recruit, train and coordinate student and community volunteers (math tutors),
- Provide leadership, resources and training workshops to program participants (math tutors),
- Identify and collaborate with local Indiana schools, after school programs, and youth-based programs,
- Educate students and community members on math-related issues in the state of Indiana, and
- Develop and implement activities focusing on enhancing math awareness and student performance.

Minimum-time (MT-AC) members may be Federal Work Study students or community volunteers and are required to serve a minimum of 300 hours beginning as early as September 1, 2009-August 31, 2010 through the following activities:

- Provide one-on-one math tutoring to Indiana 3rd-12th grade students,
- Assist in implementing student activities focusing on increasing math awareness and performance, and
- Assist with campus-based math outreach activities.

Grant Amount: Campuses will be required to provide a campus match in the 2009-2010 program year (campus cash and in-kind matching requirements outlined on pages 7-9). ICC will provide each host site campus with a budget template to work from for the 2009-2010 program year. **Note:** *The GrowIndiana AmeriCorps grant is a reimbursement grant—campuses will submit reimbursement requests (invoice) to ICC on a monthly basis (form will be provided by ICC).*

Availability:

- Grants are available to any Indiana Campus Compact member campus.
- The 2009-2010 grant period is from September 1, 2009-August 31, 2010.
- Grants are awarded on a monthly reimbursement basis only.

ICC Contact: Emily Sellers-Christopher, GrowIndiana Program Director, sellerse@iupui.edu or (317) 274-6504.

Funding Source: Funding for the ICC GrowIndiana program is provided by an AmeriCorps grant from the Corporation for National and Community Service (CNCS) through the Office of Faith-Based and Community Initiatives (OFBCI).



2009-2010 GrowIndiana AmeriCorps Grant *Grant Application Information and Instructions*

Grant Application Process:

¹Technical Assistance Conference Call(s):

Monday, February 23rd, 2009 at 11:00 am EST
Monday, April 13th, 2009 at 1:00 pm EST

2009-2010 Grant Application Deadline:

Friday, May 29th, 2009 to ICC by 5:00 pm (EST)
*Application must be submitted electronically to
ICC's grant account @ iccgrant@iupui.edu

Award Notification and Announcement:

Friday, June 26th, 2009

Grant Period Start Date:

Tuesday, September 1st, 2009

Grant Period End Date:

Tuesday, August 31st, 2010

²Grant Required Host Site Supervisor Orientation:

Date and Time TBA (Mid-August 2009)
Location: ICC Office - Indianapolis, IN

Fiscal Reports Due (reimbursement requests):

All Fiscal Reports (monthly reimbursement requests) are due to ICC by the 10th of the month.

Program Interest and Development Visit (optional):

GrowIndiana Program Director, Emily Sellers-Christopher, is available to provide one-on-one technical assistance and support in the development of your program. Please contact Emily by any method listed below to schedule your visit today!

Please do not hesitate to contact Emily Sellers-Christopher at (317) 274-6504 or sellerse@iupui.edu at any time throughout the grant application process.

¹Two technical assistance conference calls have been scheduled to provide interested campuses with grant application assistance and support. All campuses planning on submitting a 2009-2010 grant application are strongly encouraged to participate in at least one call. RSVP instructions and dial in information will be sent prior to the scheduled call.

² ALL Host Site Supervisors are required to attend the Supervisor Pre-Service Orientation workshop.
Note: Failure to attend will signify noncompliance with the grant requirements.

Host Site campuses successfully funded for this program must acknowledge both Indiana Campus Compact and AmeriCorps on all GrowIndiana AmeriCorps program materials produced. This includes but is not limited to: media, news releases, flyers/advertisements, websites, etc. Failure to acknowledge both ICC and AmeriCorps will signify noncompliance with the grant requirements. AmeriCorps logo information can be found at http://www.americorps.org/about/media_kit/logos.asp and ICC logo at www.indianacampuscompact.org.



2009-2010 GrowIndiana AmeriCorps Grant *Application Instructions*

1. Campuses are encouraged to read the Overview of AmeriCorps and Frequently Asked Questions to determine if participation in the GrowIndiana AmeriCorps program is right for your institution.
2. Prepare and submit the following items: Title Page, Program Narrative, Budget Form, and Budget Narrative.
3. Two conference calls have been scheduled for Monday, February 23rd, 2009 @ 11:00 am (EST) and Monday, April 13th, 2009 @ 1:00 pm (EST) to allow time to ask questions and get feedback from GrowIndiana staff as applications are being developed. Please plan to participate in one of the calls if you have any questions regarding your application or the application process.
4. The 2009-2010 GrowIndiana AmeriCorps grant application must be sent electronically to ICC's grant account @ iccgrant@iupui.edu no later than 5:00 pm on Friday, May 29th, 2009. Late applications will not be considered. Programs will be notified of application status by Friday, June 26th, 2009.

2009-2010 GrowIndiana AmeriCorps Grant *Application Checklist*

- ☐ Application Title Page
- ☐ Grant Application Narrative (*max. 5 pages*)
- ☐ Budget Form and Budget Narrative
- ☐ Two Letters of Support

Please be sure to include the all of following items in your grant application! Please contact Emily Sellers-Christopher at (317) 274-6504 or sellerse@iupui.edu with any comments, questions, or concerns.



2009-2010 GROWINDIANA APPLICATION TITLE PAGE

Host Site Institution: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

of Full-time Members Requested _____ # of Minimum-time Members Requested _____

Total Cash (CNCS) Amount Requested \$0.00 Total Campus Match \$0.00

Total Project Budget \$0.00

Host Site Supervisor *(if different from above)* _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Host Site Supervisor Signature

Important Note: By signing below, the **Host Site Supervisor** certifies that he/she has **thoroughly reviewed** this application packet and, having understood the contents, submits this application in good faith and with the intention of working to meet the objectives of the GrowIndiana program. The Host Site Supervisor further agrees that all full-time GrowIndiana member(s) under their supervision will attend **all** GrowIndiana and Statewide AmeriCorps trainings, meetings, and acknowledge Indiana Campus Compact and AmeriCorps on all materials produced for campus-based programs. The site supervisor also agrees that the operating site will participate in all GrowIndiana evaluation activities. **Failure to meet these requirements may jeopardize funding.**

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Authorized Fiscal Agent Signature

The applicant certifies to the best of his/her knowledge that the data in this application is true and correct and the filing of this application has been duly authorized by the governing body of the applicant and that the applicant will comply with the assurances required of applicants if the proposal is approved (**Please note:** This application must be signed by the individual authorized to accept external contracts and grants).

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

Fax: _____ E-mail: _____



PART I: 2009-2010 GROWINDIANA AMERICORPS GRANT

NARRATIVE INSTRUCTIONS

These guidelines apply to all GrowIndiana sites funded through Indiana Campus Compact. To request funding, sites must submit a 5 page (maximum) double-spaced typed proposal narrative. A successful application will reflect an understanding of the GrowIndiana program design and program objectives. *Please use the following headings in your narrative proposal.*

1. Needs Statement (10%) (maximum 1 page)

Describe the current need(s) in your local community for math tutoring and the GrowIndiana AmeriCorps program. How will this program address a local community and/or campus need? Consider including relevant demographics and systemic community issues documented by reputable sources.

2. Project Design and Information (80%) (maximum 3 pages)

Please include information on the following:

- The number of Full-time (FT-AC) and Minimum-time (MT-AC) AmeriCorps members requested.
 - Who will you recruit to serve as FT and MT members and math tutors (e.g. use of work-study or volunteer college students)? How do you plan to recruit these candidates?
- Project Goals and Impact
 - Clearly describe how your site will address the GrowIndiana program objectives.
 - Please illustrate the campus and community benefits?
 - What are your intended end outcome(s) of participation?
 - What institutional support exists for the GrowIndiana program on your campus?
- Organizational Capacity
 - Who will supervise the GrowIndiana AmeriCorps program? Every host site supervisor will be required to spend a minimum of 10% of their time on the project (time may be used as in-kind match on the grant).
 - Where will (what office or department) the program be housed? Note: Host site campuses are responsible for providing workspace and (at minimum) access to phone, computer, e-mail, printer, fax, and parking.
- Tutor (project site) details and information:
 - Please include a list of potential tutoring sites and community partners.
 - Include an estimated number of 3rd-12th grade students to be tutored

3. Member (Full-time AmeriCorps) Position Description (maximum 1 page)

Please provide a clear and concise position description. What types of projects/activities will your member(s) be involved in? This will be used to describe your program and available position. Host site campus position descriptions will be used as a recruitment tool to provide site specific information and details (be sure to include any additional campus specific benefits).

4. Letters of Commitment (10%)

Please include two (2) letters of commitment. One letter must come from your university or college President/Chancellor. The other letter should come from a campus or community stakeholder in support of the GrowIndiana AmeriCorps project. The letters should be written by parties other than the individual(s) who prepared this application and should express commitment to and support of participation in the GrowIndiana program.



2009-2010 GROWINDIANA AMERICORPS GRANT

SAMPLE POSITION DESCRIPTION

GrowIndiana AmeriCorps Project Coordinator Full-time AmeriCorps (FT-AC) Member Position Description

GrowIndiana AmeriCorps Activities:

Indiana Campus Compact (ICC) GrowIndiana AmeriCorps members provide direct service and support to local 3rd-12th grade schools to increase both math awareness and student performance. Members will address the needs of the state of Indiana through the coordination and implementation of math tutor programs, while building relationships between higher education institutions, local community organizations and Indiana schools. Members provide leadership in the community and on campus promoting community involvement, service, and civic engagement.

Example GrowIndiana AmeriCorps Projects:

- Recruit, train and coordinate student and community volunteers (math tutors),
- Provide leadership, resources and training workshops to program participants (math tutors),
- Identify and collaborate with local Indiana schools, after school programs, and youth-based programs,
- Educate students and community members on math-related issues in the state of Indiana, and
- Develop and implement activities focusing on enhancing math awareness and student performance.

Benefits

- Annual living allowance (stipend) of \$11,400.00
- Education Award of \$4,725 upon completion of full term of service
- Student Loan forbearance
- Training and professional development
- Some Healthcare Benefits
- Childcare assistance subsidies (if eligible)

Requirements

- Associate or Bachelor Degree required
- Knowledge of or experience on a campus and/or with National Service
- Ability to make a full-year commitment (from September 2009-August 2010)
- Knowledge and interest in working with 3rd-12th grade students and diverse groups of people
- Strong interest in working with students grades 3-12, and some math experience
- Proven leadership, organizational skills, public speaking and project management
- Excellent verbal and written communication skills
- Ability to drive and access to a vehicle

For More Information: Visit our website at: <http://www.indianacampuscompact.org>

Contact: Emily Sellers-Christopher, Indiana Campus Compact GrowIndiana AmeriCorps, Program Director at: sellerse@iupui.edu or (317) 274-6504.

AmeriCorps Non-Discrimination Policy: Our policy is to provide equal opportunity for all. We do not discriminate in any aspect of employment or service because of race, color, sex, national origin, religion, age, mental or physical disability, sexual orientation, or any other improper criterion.



PART I: 2009-2010 GROWINDIANA AMERICORPS GRANT

SAMPLE YEAR ONE BUDGET OUTLINE

Please Note: Only the headings listed on this form may be used for your budget line items. If you are unsure which heading you should use for a particular expense, please contact Emily Sellers-Christopher at the Indiana Campus Compact office.

***Please review the sample 2008-2009 GrowIndiana AmeriCorps Budget Form provided below. Questions may be directed to Emily @ (317) 274-6504.**

*Host Sites are encouraged (but not required) to provide additional match support to further develop and expand their program in year one. Host Site campuses will be required to increase their match dollars (cash and/or in-kind) in the following 2009-2010 year to work toward program sustainability. ICC has developed a 5 year sustainability plan (outlined on page 6) to help move campuses toward program sustainability.

SECTION I: Operational Costs	<u>CNCS (match)</u>	<u>SITE (campus match)</u>
A. Member Travel		
a. 5 trips @ \$50 miles (x \$0.40)	\$250.00	\$0.00
B. Program Supplies (resources, tutor materials, etc.)		
a. \$250 (notebooks, pencils, folders, etc.)	\$250.00	\$0.00
C. Training and Education		
a. FT-AC Professional Dev. Opp. (leadership workshops, conf. reg. fee, etc.)	\$0.00	\$100.00 (in-kind)
D. Other (rec. flyers, training binders; postage: mailings, etc.)		
a. Duplication 2,500 copies x \$0.05	\$0.00	\$125.00 (in-kind)
b. Postage 60 pieces x \$0.41	\$0.00	\$25.00 (in-kind)
E. Supervisor Salary (in-kind Match)		
a. 10% of \$45,000 (average salary)	\$0.00	\$4,500 per FT-AC (in-kind)
F. Supervisor Benefits (in-kind Match)		
a. 10% of \$45,000 (average salary) x 34% benefits	\$0.00	\$1,530 per FT-AC (in-kind)

SECTION I (CAMPUS) <u>IN-KIND MATCH:</u>	\$6,280.00
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SECTION II: Member Support Costs	<u>CNCS (match)</u>	<u>SITE (campus match)</u>
A. Living Allowance		
a. \$11,400.00 per FT-AC member	\$10,300.00 per FT-AC	\$1,100 per FT-AC (cash)
B. FICA		
a. 7.65% x \$11,400.00 per FT-AC	\$872.00 per FT-AC	\$0.00
C. Healthcare		
a. Average \$1,530 per FT-AC member	\$1,530 per FT-AC	\$0.00
D. Worker's Compensation		
a. We do not require campuses to provide/request an amount for this. GrowIndiana AmeriCorps members are covered through Indiana University's Worker's Compensation policy.		

SECTION II (CAMPUS) <u>CASH MATCH:</u>	\$1,100.00
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TOTAL SITE (CAMPUS) MATCH:	\$7,380.00
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GrowIndiana AmeriCorps

5 Year Sustainability Plan

Effective beginning 2008-2009 Program Year

In an effort to show program sustainability, ICC has developed a 5 year program sustainability plan. Each year, campuses will be required to increase the cash match requirement per Full-time AmeriCorps member (FT-AC). Please note: these numbers are based on the annual living allowance of \$11,400.00. In the event the annual living allowance increase, amounts may be adjusted accordingly.

SECTION I: Operational Costs	<u>CNCS (match)</u>	<u>SITE (campus match)</u>
A. Member Travel		
a. 5 trips @ \$50 miles (x \$0.40)	\$250.00	\$0.00
B. Program Supplies (resources, tutor materials, etc.)		
a. \$250 (notebooks, pencils, folders, etc.)	\$250.00	\$0.00
C. Training and Education		
a. FT-AC Professional Dev. Opp. (leadership workshops, conf. reg. fee, etc.)	\$0.00	\$100.00 (in-kind)
D. Other (rec. flyers, training binders; postage: mailings, etc.)		
a. Duplication 2,500 copies x \$0.05	\$0.00	\$125.00 (in-kind)
b. Postage 60 pieces x \$0.41	\$0.00	\$25.00 (in-kind)
E. Supervisor Salary (in-kind Match)		
a. 10% of \$45,000 (average salary)	\$0.00	\$4,500 per FT-AC (in-kind)
F. Supervisor Benefits (in-kind Match)		
a. 10% of \$45,000 (average salary) x 34% benefits	\$0.00	\$1,530 per FT-AC (in-kind)

SECTION II: Member Support Costs based on annual living allowance of \$11,400.00

<u>Year</u>	<u>Percent %</u>	<u>Dollar Amount \$</u>
1	20%	\$1,100.00
2	40%	\$2,200.00
3	60%	\$3,300.00
4	80%	\$4,400.00
5	100%	\$5,500.00



2009-2010 GrowIndiana AmeriCorps Budget Form

Please see the attached budget narrative on the previous page.

Institution:	
Site Supervisor:	
Mailing Address : <i>(include city, state, zip)</i>	
Phone:	Fax:
E-Mail:	
# of full-time members requested:	
# of part-time members requested:	

SECTION I: OPERATIONAL SUPPORT COSTS *(in-kind match)*

	CNCS Share	Match Share	Total
Member Travel	\$250.00	\$0.00	\$250.00
Supplies	\$250.00	\$0.00	\$250.00
Training and Education	\$0.00	\$100.00	\$100.00
Other	\$0.00	\$150.00	\$150.00
Supervisor Salary <i>(match only)</i>	\$0.00	\$4,500.00	\$4,500.00
Supervisor Benefits <i>(match only)</i>	\$0.00	\$1,530.00	\$1,530.00
Subtotal Section I	\$500.00	\$6,280.00	\$6,780.00

SECTION II: YEAR ONE FT-AC MEMBER SUPPORT COSTS *(cash match)*

	CNCS Share	Match Share	Total
Living Allowance	\$10,300.00	\$1,100.00	\$11,400.00
FICA	\$872.00	\$0.00	\$872.00
Healthcare	\$1,530.00	\$0.00	\$1,530.00
Worker's Compensation	\$0.00	\$0.00	\$0.00
Subtotal Section II	\$12,702.00	\$1,100.00	\$13,802.00

TOTAL BUDGET REQUEST	\$13,202.00	\$7,380.00	\$20,582.00
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