

## Guidelines for Kansas STEM Mentoring Initiative (VGF) Grant Applications

### PURPOSE

In 2009, Congress passed the Edward M. Kennedy Serve America Act (SAA), the most sweeping expansion of national service in a generation. The SAA created the Volunteer Generation Fund (VGF) to develop and/or support community-based entities to recruit, manage, and support volunteers. Through VGF grants, CNCS seeks to fund effective approaches that expand volunteering, strengthen the capacity of volunteer connector organizations, and develop strategies to effectively use volunteers to solve problems.

The Kansas Volunteer Commission will provide grant funds available under the Corporation for National and Community Service (CNCS) to increase the number of STEM mentors serving the youth of Kansas, through the Kansas STEM Mentoring Initiative (VGF) Grant.

According to the US Department of Commerce, STEM jobs in the United States, in the past ten years, have grown at three times the pace of non-STEM jobs. Additionally, eighty percent of the fastest growing occupations in the United States depend upon the mastery of mathematics and scientific knowledge and skills. Yet, it is estimated that by 2018 there will be 1.2 million US job openings in STEM fields, with a significant shortage of qualified applicants to fill them (US2020). Investing in STEM education and sparking the STEM interest in students is necessary to ensure that our youth not only become interested in STEM careers, but are fully prepared when they embark on the college and career pathway to attain their STEM job.

Appropriate grant proposal requests could include but are not limited to:

- Supplemental staff time needed to implement the STEM mentoring initiative.
- Establishing and organizing a volunteer engagement task force.
- Developing and producing a STEM mentor volunteer manual and STEM mentor training curriculum.
- Developing a marketing and communication plan for STEM mentor recruitment.
- Creating a STEM mentor recognition and reward program.
- Project supplies needed by mentors throughout the STEM education program component.

The KVC understands that mentoring is a powerful way to transform a student's vision of themselves. But in order to create a student population with a passion to learn more STEM, and a drive to pursue STEM careers, we know that adults need to do more than lecture to students. Therefore, the Kansas STEM Mentoring Initiative will foster a consistent approach to STEM education, yet allow for organic development of STEM programs matching local strengths, challenges and resources.

Awards under this *Notice* will be made to eligible organizations on a competitive basis.

### WHO MAY APPLY?

Any public or private nonprofit organization, serving the state of Kansas, including faith-based and other community organizations, public or private schools, institutions of higher education and government entities. Organizations from Kansas who are working to promote and support a Science, Technology, Engineering and Mathematics (STEM) education initiative at the K-12 levels are eligible for consideration.

Projects must take place in the state of Kansas.

## FUNDING INFORMATION

The Kansas Volunteer Commission (KVC) will make available up to \$100,000 in grants. The Commission expects to award grants of approximately \$25,000. The KVC will select recipients based on their innovative approaches, size and scope of the proposed project and the organization's demonstrated readiness to implement the proposed project. The KVC will aim to choose only one sub-grantee per community. Applicants understand that this is a cost-reimbursement grant funding opportunity.

## GRANT PERIOD

Kansas STEM Mentoring Initiative (VGF) awards will be announced on or before December 12, 2014. Grant project period is January 1, 2015—December 31, 2015.

## FUNDING RESTRICTIONS

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

- KVC will not fund projects that engage in prohibited activities (see Prohibited Funds listed below)
- Grants under this program are subject to the applicable Cost Principles under OMB Circulars A-21 (2 CFR part 220), A-122 (2 CFR part 230), or A-87 (2 CFR part 225) and the Uniform Administrative Requirements for grants under A-102 (45 CFR part 2541) or A-110 (45 CFR 2543 or 2 CFR part 21).
  - See [www.whitehouse.gov/OMB/circulars](http://www.whitehouse.gov/OMB/circulars) for further information on the Circular(s) that apply to your organization.
- While applicants are allowed to request funding for stipends or salaries or a portion thereof, all applicants must demonstrate that they are leveraging requested funds to provide services and activities that could not otherwise be performed by employed workers or current volunteers and that will not supplant the hiring of, or result in the displacement of, employed workers (or current volunteers) or impair the existing contracts of such workers or volunteers.
- Grant funds are meant to supplement and not supplant. **Supplement** means to add to; to enhance; to expand; to increase; to extend; to create something new. **Supplant** means to take the place of; to replace by something else.
- If charging staff time or using staff time as match for this grant funding, staff **MUST** have a cleared KBI background check on file.

## FUNDING GUIDELINES

Grant recipients will be required to:

- Participate in a quality assessment and continuous improvement assessment with Kansas Mentors in an effort to provide a high-quality STEM mentoring experience for mentors and students.
- Participate in a training and technical assistance process with the Kansas Enrichment Network around STEM mentoring, the Dimensions of Success, and Positive Youth Development concepts.
- Collect and report data to the KVC through the OnCorps database. Training about OnCorps will be provided to all grantees. Track and report impact on scale, diversity, community outcomes and outreach efforts of your service programs including:
  - Total number of STEM mentors recruited
  - Total number of hours STEM mentors leveraged as volunteers
    - Recipients must report STEM mentor baseline data to the KVC prior to beginning grant activities (ie: number of STEM mentors and STEM mentor volunteer hours currently being leveraged in their organization)

- People/community impacted by projects
  - Education
  - Environment
  - Economic opportunity
  - Disaster relief/preparedness
  - Military family/veterans

#### ADMINISTRATION REQUIREMENTS

- Local Match is Required
  - At minimum, a 1:1 match is required (dollar for dollar match)
  - Matching funds may be cash or in-kind
  - Please note that the value of volunteer project hours is not considered an acceptable source of match. The only exception to this would be pro bono or skilled volunteers that are leveraged for the project, or volunteers that help in the administration of the project.
    - For more information on match please visit:
      - <https://www.nationalserviceresources.org/links/key-concepts-cash-and-kind-match>
      - <https://www.nationalserviceresources.org/mbi/fgmi2012/match-documenting-cash-and-in-kind>
      - <https://www.nationalserviceresources.org/2012-financial-and-grants-management-institute>
- Submit final report by January 10, 2016. *KVC will provide a form.*
  - Grantees must include documentation for in-kind expenses in final report.
- Submit a request for reimbursement for all expenditures by January 10, 2016. *KVC will provide form.*
- Follow Funding Guidelines as indicated above
- Include Kansas Volunteer Commission logos on all program materials and publicity

#### APPLICATION INSTRUCTIONS

- Notice of Intent to Apply due close of business (5:00PM) November 3, 2014
  - Notice of Intent Format
    - Submit to [volunteer@ksde.org](mailto:volunteer@ksde.org) with the Subject Header: [Insert Organization Name] Notice of Intent to Apply
    - Include in the body of the email the organization name, contact name, contact information and the name of the grant applicant intends to apply for, "Kansas STEM Mentoring Initiative"
- Applications are due close of business (5:00PM) November 14, 2014.
  - Completed applications include: Application & Narrative, Signed W-9, Budget Forms
- All applications must be submitted to [volunteer@ksde.org](mailto:volunteer@ksde.org) with the Subject Header: [Insert Organization Name] Kansas STEM Mentoring Initiative
  - Please save the completed application in PDF format with the title: [Insert Organization Name] Kansas STEM Mentoring Initiative
- All applicants must submit a [signed w-9](#) form with their application – you can find a copy at [www.KanServe.org](http://www.KanServe.org)
- Awards will be announced on or before December 12, 2014.
- Please visit [www.KanServe](http://www.KanServe) or [click here](#) to find the grant application.

## TIMELINE

October 15, 2014—Kansas STEM Mentoring Initiative RFP Released  
October 29, 2014—Technical Assistance Phone Call, 12:00-1:00PM  
November 3, 2014—Notice of Intent to Apply Due  
November 14, 2014—Applications Due, 5:00PM  
November 24, 2014–December 3, 2014—Clarification Period  
December 3, 2014—Clarification Questions Due  
December 8, 2014—Tentative Notification of Awards  
December 12, 2014—Official Notification of Awards  
January 1, 2015—Grantee Start Date

## PROJECT BUDGET

The Kansas Volunteer Commission anticipates awarding up to \$100,000 to grantees depending on the size and scope of the proposed project. The Commission expects to award grants of approximately \$25,000. Grantees will be required to provide a dollar for dollar match (or 50% of the total budget). Matching funds can be a combination of cash or in-kind match (Note: the value of volunteer project hours is not considered an acceptable source of match. The only exception to this would be pro bono or skill-based volunteers that are leveraged for the project or volunteers that assist in the administration of the project).

- **Submit the Budget Forms with your application**
  - Please visit [www.KanServe.org](http://www.KanServe.org) to download the budget forms
- Use of Funds- Funds are intended for project development, including:
  - Project coordination
  - STEM mentor recruitment, screening, orientation and training, recognition and reward.
  - Expenses associated with Kansas Bureau of Investigation and Child Abuse and Neglect background checks are allowable expenses, to the extent that they are required in order to comply with Kansas law or best practices in volunteer management.
  - Costs associated with transportation and other reasonable out-of-pocket expenses directly related to development of the project.
  - Record-keeping or other activities to help organizations connect the volunteers to future STEM mentoring opportunities.
  - Communication materials and activities and to share project results with the community.
  - Transcription
  - Consulting Fees-Maximum per day is \$750

## PROHIBITED FUNDS

### ***General Activities***

- Volunteer payments or stipends
- 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.
- KVC will not award more than 10% for volunteer appreciation items (i.e. t-shirts, mugs, etc.).

### ***Political Activities***

- Any effort to influence legislation; organizing or engaging in protests, petitions, boycotts or strikes; assisting, promoting or deterring union organizing; impairing existing contracts for services or collective bargaining agreements; engaging in partisan political activities or other activities designed to influence

the outcome of an election to any public office; and participating in, or endorsing events or activities which are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.

**Religious Activities**

- Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytizing.

**Non-Domestic Service Activities/Beneficiaries**

- Generally, grant funds may not be used for international travel or projects where the primary beneficiaries of an activity are outside the United States.

**RESOURCES TO HELP YOU DEVELOP YOUR PLAN:**

National Service Knowledge Network: [https://www.nationalserviceresources.gov/search/apachesolr\\_search/STEM](https://www.nationalserviceresources.gov/search/apachesolr_search/STEM)

US2020: <https://us2020.org/stem-mentoring>

CNCS Toolkit: [http://www.serve.gov/toolkits/pdf/STEM\\_mentoring\\_toolkit.pdf](http://www.serve.gov/toolkits/pdf/STEM_mentoring_toolkit.pdf)

MENTOR & the Million Women Mentors Initiative:

[http://www.mentoring.org/get\\_involved/campaigns\\_events/million\\_women\\_mentors\\_stem\\_mentoring\\_initiative](http://www.mentoring.org/get_involved/campaigns_events/million_women_mentors_stem_mentoring_initiative)

**KANSAS VOLUNTEER COMMISSION CONTACT INFORMATION**

This *Notice* is online and available at [www.kanserve.org](http://www.kanserve.org). For further information and/or for a printed copy of the materials, please contact Cheri Faunce at 785-368-6211 or email [cfaunce@ksde.org](mailto:cfaunce@ksde.org).

For technical assistance, please contact Cheri Faunce at 785-368-6211 or email [cfaunce@ksde.org](mailto:cfaunce@ksde.org).

**Please note that all final application materials must be emailed to [volunteer@ksde.org](mailto:volunteer@ksde.org).**



**An Equal Employment/Educational Opportunity Agency:** The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, 900 SW Jackson Ave., Topeka, KS 66612; 785-296-3201