

## **Guidelines for 2017 Kansas Science, Technology, Engineering, Mathematics (STEM) Mentoring Initiative (VGF) Grant Applications**

*Application Deadline: November 16, 2016*

### **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 Science, Technology, Engineering, Mathematics (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.
- Expanding existing STEM mentoring initiatives.

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.

For this purpose of this *Notice* the definition of STEM is as follows:

- "STEM is an acronym that refers to the academic disciplines of science, technology, engineering and mathematics. Education emphasizing STEM disciplines is considered to be more beneficial to the student than the previous generation of education standards that emphasizes broad 'core' disciplines and social skills instead."

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

## WHO MAY APPLY?

The following entities are eligible to apply: public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); labor organizations; partnerships and consortia; and Indian Tribes. Organizations who are working to promote and support a 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 depending on the size and scope of the proposed project. The Commission expects to award grants of approximately \$20,000. 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

The grant project period is January 1, 2017—December 31, 2017.

## PROJECT BUDGET

- **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 and expansion, including:
  - Project coordination
  - STEM mentor recruitment, screening, orientation and training, recognition and reward.
  - Expenses associated with Criminal History 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.
  - Consulting Fees-Maximum per day is \$750
- Local Match is Required
  - At minimum, a dollar for dollar match (or 50% of the total budget) is required.
  - Matching funds can be a combination of cash or in-kind match
    - 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>
  - Grantees must include documentation for match expenses in final report. *(KVC will provide a form.)*

## FUNDING RESTRICTIONS

1. 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.
2. KVC will not fund projects that engage in prohibited activities (see Prohibited Funds listed below)
3. 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.
  - a. 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.
4. Applicants are encouraged to propose projects tailored to the needs of their community/audience. Duplicate or template applications for multiple communities will not be considered unless the unique needs of each community are clearly demonstrated and addressed by the proposed project.
5. If charging staff time or using staff time as match for this grant funding, staff **MUST** have a cleared National Service Criminal History Check on file.
  - a. A National Criminal History Check has components established by law and regulation that CNCS grantees must conduct on individuals in covered positions. A covered position is one in which an individual receives a living allowance, stipend, education award, or salary through a national service program. The following must be completed for all staff who have access to vulnerable populations:
    - i. A nationwide name-based check of the [National Sex Offender Public Website \(NSOPW\)](#), which consists of a web-based check of a centralized system which identifies individuals who are registered as sex offenders in states, territories, or with many federally recognized Tribes;
    - ii. Either a name or fingerprint-based search of the [KBI registry](#);
    - iii. And a [fingerprint-based FBI check](#).
  - b. Applicants can request funds to support the costs associated with the National Criminal History Check requirement.
6. 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).
  - a. See [www.whitehouse.gov/OMB/circulars](http://www.whitehouse.gov/OMB/circulars) for further information on the Circular(s) that apply to your organization.

## PROHIBITED FUNDS

Grant funds under this funding opportunity are federal funds from the Corporation for National & Community Service, CFDA NO. 94.021, therefore the KVC will not fund projects that engage in the following:

### *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.

**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 Kansas Mentors around STEM mentoring, the Dimensions of Success, Positive Youth Development and more.
- 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
    - Recipients must report STEM mentor baseline data to the KVC prior to beginning grant activities (ie: number of STEM mentors, number of youth being served, and STEM mentor volunteer hours currently being leveraged in their organization)
  - Total number of hours STEM mentors leveraged as volunteers
  - Total number of youth served by STEM mentors
  - Focus area (people/community impacted) by grant activities
    - Education: Creating the conditions that make children/youth/adults want to learn, and give them the opportunity to achieve.
    - Environmental Stewardship: Counteracting current negative environmental trends in an effort to positively affect the overall economy.
    - Economic Opportunity: Improving the financial well-being and security of economically disadvantaged individuals.
    - Healthy Futures: Helping citizens improve their health through assistance, prevention or intervention.
    - Disaster Services: Helping communities prepare for, respond to and recover from natural and man-made disasters.
    - Veterans and Military Families: Serving those who served us, as well as engaging the talents of our veterans and military families.
- Include Kansas Volunteer Commission logos on all program materials and publicity

## APPLICATION INSTRUCTIONS

- All applications must be submitted to [volunteer@ksde.org](mailto:volunteer@ksde.org) with the Subject Header: [Insert Organization Name] 2017 Kansas STEM Mentoring Initiative
  - Please save the completed application in PDF format with the title: [Insert Organization Name] 2017 Kansas STEM Mentoring Initiative
  - Be sure to sign the completed application prior to submitting. Electronic signatures will not be accepted.
- 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)
- Please visit [www.KanServe](http://www.KanServe) or click here to find the grant application.
  - Completed applications include: Application & Narrative, Signed w-9, Budget Forms

## TIMELINE

October 26, 2016 – Kansas STEM Mentoring Initiative RFP Released  
November 4, 2016 – Technical Assistance Phone Call, 9:00-10:00AM (1-866-620-7326, pin=7853686211)  
November 16, 2016 – Applications Due, 5:00PM  
November 18, 2016 – Start of Clarification Period  
November 28, 2016 – Clarification Questions Due, 5:00PM  
December 2, 2016 – Tentative Notification of Awards  
December 16, 2016 – Official Notification of Awards  
January 1, 2017 – Grantee Start Date  
January 10, 2018 – Submit Final Report (*KVC will provide a form*)  
January 10, 2018 – Submit a Reimbursement Request for all Expenditures (*KVC will provide a form*)

## 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 Keith Tatum at 785-368-6211 or email [ktatum@ksde.org](mailto:ktatum@ksde.org).

For technical assistance, please contact Keith Tatum at 785-368-6211 or email [ktatum@ksde.org](mailto:ktatum@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