COVID-19 VOLUNTEER SUPPORT MINI-GRANT
Application deadline: September 2, 2020

GUIDELINES FOR THE COVID-19 VOLUNTEER AND MENTOR SUPPORT
MINI-GRANT APPLICATION

NOTE: The traditional CNCS dollar-for-dollar match requirement was waived

PURPOSE
The Kansas Volunteer Commission, a program of the Kansas State Department of Education, announces the availability of grants to support volunteer initiatives that mobilize residents to address significant needs in their community as a result of the novel coronavirus (COVID-19). Grant awards will range between $500 to $2,500, and projects must take place prior to October 30, 2020.

Examples of such initiatives may include:
- Organizing a food drop off program for vulnerable populations
- Updating policies and procedures to address new situations
- Organizing a toiletry drive to support residents unable to purchase essentials
- Setting up a zoom account to support online volunteering and mentoring efforts
- Securing background checks for new volunteers and mentors

Note: There is no requirement for residents to physically come together for this initiative (social distancing is encouraged). These funds are intended to support volunteer initiatives that mobilize the power of local communities to solve complex problems as a result of COVID-19.

For this grant, applicants will be reimbursed 100% (up to $2,500) of their costs related to supplies, technology and/or background checks needed to respond to COVID-19. Only those expenses incurred after the grant starts on September 15, 2020 will be eligible for reimbursement.

ELIGIBLE ENTITIES
The following entities are eligible to apply: public or private nonprofit organizations, including faith-based and other community organizations; school districts, institutions of higher education; government entities within states or territories (e.g., cities, counties); labor organizations; partnerships and consortia; and Indian Tribes. All projects must take place in the state of Kansas. All entities must have an Employer Identification Number (EIN), Dun and Bradstreet University Numbering System (DUNS) and must be registered and accepted in the System for Award Management (SAM) prior to applying.

GRANT PROJECT PERIOD
Projects under this proposal should occur from September 15, 2020 – October 30, 2020. Mini-grant award recipients will be notified on or before September 11, 2020.
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FUNDING INFORMATION
The Commission expects to award grants between $500-$2,500 per organization. The grants support projects that provide opportunities for citizens to solve an immediate need caused by COVID-19. This is a cost-reimbursement grant funding opportunity that will be paid upon submission of the project report and documentation of expenditures.

The Kansas Volunteer Commission will select recipients based on the quality of application, the need and impact of the proposed activities, and the organization’s demonstrated readiness to implement the proposed project. Should there be a competition for funds, priority will be given to organizations serving vulnerable populations as well as those serving in rural areas.

RESPONSIBILITIES OF MINI-GRANT RECIPIENTS
Mini-grant recipients will be required to:
- Submit a final report by November 6, 2020. Kansas Volunteer Commission will provide a form.
- Include the Kansas Volunteer Commission logo on all program materials and publicity.

FUNDING RESTRICTIONS
Funds may not be used for staffing, travel costs, gift cards, awards, or grantee administration/overhead costs.
- Grant funds are intended to supplement and not supplant.
  o 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.
- Grant funds under this program are federal funds from the Corporation for National and Community Service, CFDA No. 94.003, therefore the Kansas Volunteer Commission will not fund projects that engage in the following:
  o Provide religious instruction, conduct worship services or engage in any form of proselytizing.
  o Assist, promote, or deter union organizing.
  o Finance directly or indirectly any activity designed to influence the outcome of an election to any public office.
  o Impair existing contracts for services or collective bargaining agreements.
- Grants under this program are subject to 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 6 Administrative Requirements for grants under A-102 (45 CFR part 2541) or A-110 (45 CFR 2543 or 2 CFR part 21).

PROJECT BUDGET
- Grantees will be required to provide documentation (receipts and/or paid invoices) for expenses in final reports.

APPLICATION TIMELINE
- August 5, 2020: Application released
- September 2, 2020: Applications are due by 5:00PM
- September 11, 2020: Awards will be announced
- September 15, 2020 – October 30, 2020: Grant period

Kansas Volunteer Commission
Landon State Office Building
900 SW Jackson Street, Suite 105
Topeka, KS 66612
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- November 6, 2020: Submit Final Report
- December 20, 2020: Grantees should expect reimbursement of funds

APPLICATION INSTRUCTIONS
- Grantees should email a completed application to volunteer@ksde.org.
  - Include your organization’s name and the phrase “Mini-Grant Application” in the subject line.
    - Subject line example: Food for All Mini-Grant Application.
- All applicants must submit a signed W-9 form with their application.
- The grant application can be found at www.kanserve.org.
- All applicants will receive confirmation of receipt of their application within one business day.
  - If you do not receive confirmation of receipt, please email volunteer@ksde.org.
- Applications must include an active Dun and Bradstreet University Numbering System (DUNS) number and an Employer Identification Number (EIN). The DUNS number does not replace an EIN. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm.
- After obtaining a DUNS number, all applicants must be registered with the Systems for Award Management (SAM) at https://www.sam.gov/SAM/.

KANSAS VOLUNTEER COMMISSION CONTACT INFORMATION
For further information, and/or for a printed copy of the materials and/or for technical assistance, please contact Meg Pearson at (785) 296-5712 or mpearson@ksde.org.

RESOURCES
Go to Kansas Department of Health and Environment
Go to Best Practices for Volunteer Engagement During COVID-19
Go to COVID-19 Volunteer Screening Form Template
Go to Coronavirus & Volunteers- Your Guide for Managing Uncertainty
Go to Helpful Health Posters in Multiple Languages
Go to “Wash Your Hands” in Multiple Languages

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