General FAQ

What is the Kansas Volunteer Commission (KVC)?
The mission of the KVC is to empower all Kansans to meet community needs through service. The KVC manages a $1.6 million AmeriCorps portfolio that includes six AmeriCorps programs and a $113,000 Volunteer Generation grant that includes seven subgrantees; operates Mentor Kansas, a statewide mentoring partnership that connects over 150 mentoring programs with one another; provides funding opportunities and resources to enhance volunteerism and national service, provides training and technical assistance to volunteer and mentoring programs and promotes civic engagement of all Kansans, particularly youth. For more information, visit www.kanserve.org.

What is the source of the funding?
KVC receives funding from the Corporation for National and Community Service (CNCS), a federal agency, to operate as a state service commission. We have designated a specific amount of funds to support national days of service and to increase volunteer engagement. Since the source comes from federal funding, then KVC must adhere to federal codes and regulations.

What is the Corporation for National and Community Service (CNCS)?
CNCS is the federal agency for volunteering, service, and civic engagement. The agency engages millions of Americans in citizen service through its AmeriCorps and Senior Corps programs and leads the nation's volunteering and service efforts. For more information, visit www.nationalservice.gov.

Who reviews and make decisions about the mini-grant applications?
At least three KVC staff members will review, score and rank mini-grant applications. Staff will use the criteria listed in the Mini-Grant Guidelines to determine eligibility of projects. In addition, the reviewers will rank applicants based on their funding needs, proposed activities, use of volunteers, geography and the impact on community, volunteers and the organization.

If I wasn't awarded the mini-grant, does KVC provide reasons for not funding a project?
The KVC will notify all applicants if they are funded or not funded. If a program is not funded, they will receive a sample of funded applications as a model for future applications.
BUDGET AND MATCH FAQ

What does it mean to “match” funds?
Simply put, “match” is the non-federal share of costs that the grantee or the grantee’s partners are required to contribute to accomplish the purposes of the grant. Any funder may require that a grantee “match” some portion or all of the funds that they provide. When a federal grant requires the grantee to match funds, there are standard regulations that govern what can be counted as match and how these funds must be documented. With rare exceptions, federal funds cannot be used to match a federal grant. American Indian tribes have a legislatively created exception to this rule. For most federal grant programs, tribes are allowed to use their Indian Self-Determination or Self-Governance funds (often referred to as “638 funds”) as non-federal match.

What can be counted as match?
Matching funds may include:
• Non-federal public or private funds
• Funds that are not used as match for any other federal program
• Unrecovered indirect costs
• Either cash or in-kind, fairly evaluated

In other words, match can be either an actual expenditure (cash) or a virtual cost (in-kind contribution).

Cash Match
The most common type of match, and the easiest to track, is cash match. Cash match is either the grantee organization’s own funds (general revenue) or cash donations from non-federal third parties (i.e. partner organizations), or by non-federal grants. A cash match contribution is an actual cash contribution.

In-Kind Match
In-kind match is typically in the form of the value of donated personnel, goods, and services. In-kind match contributions may come from the grantee organization or other non-federal third parties. Grantees and third parties simply need to document the contributed resource of value through an in-kind form.

What are examples of in-kind match?
Examples of in-kind match includes, but is not limited to:
• Staff time, such as project coordinators (BUT NOT volunteer participant time in the actual service project) *please see below for additional guidance
• Supplies (paint, tools, etc.)
• Trainers
• Snacks & meals for volunteers
Transportation such as buses, vans or trucks to transport volunteers or materials
Facilities costs (hall rentals for volunteer reflection and celebration ceremonies)
Consulting services
Advertising & promotion
Printing (flyers, posters, t-shirts)
Indirect costs *see below for additional guidance

Indirect Costs
The CNCS-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation.

To determine the indirect costs for match: Multiply the total from both KVC Share + Match sections from the budget by 10% (0.10). The amount will be your indirect cost and can be added as match. See the below example on how to calculate indirect costs.

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\text{\$1,400 KVC Share + \$1,200 Match = \$2,600}
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<table>
<thead>
<tr>
<th>ITEM</th>
<th>KVC SHARE</th>
<th>MATCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel costs</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Staff time</td>
<td>$400</td>
<td>$200</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>NA</td>
<td>$260</td>
</tr>
</tbody>
</table>

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\text{\$2,600 x .10 = \$260}
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\text{\$1,400 + \$260 = \$1,660}
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Using Staff Time as Match
All Corporation for National and Community Service (CNCS) subgrantees (including mini-grant recipients) must conduct National Service Criminal History Checks (NSCHCs) on any employee who is recording their staff time as match. Please know the organization must maintain records of the cleared and completed checks.

1. **NSOPW:** Any staff member listed in the match column must complete a check of the National Sex Offender Public Website (NSOPW) before billing time to the grant. The NSOPW is a free check.
2. **State Repository Check(s):** Any staff member listed in the match column must complete a for State of Service (Kansas) background check. The [Kansas Criminal History Check](https://www.nicwa.org/wp-content/uploads/2016/11/2012_GrantMatch_FactSheet.pdf) costs $20.

3. **Fingerprint-Based FBI Check:** This check is only **ONLY** required if individual will have recurring access to vulnerable populations. The definitions to consider when making this determination are as follows:
   - **Vulnerable Populations** – Vulnerable populations include 1) children age 17 or younger, 2) persons age 60 and older, and/or 3) individuals with disabilities.

   - **Recurring Access** – Recurring access is defined as “the ability on more than one occasion to approach, observe, or communicate with an individual, through physical proximity or other means, including but not limited to, electronic or telephonic communication.”

Are there any tips for acquiring match?

1. To acquire in-kind match, one good strategy is to explore possible partners. Potential partners that can provide in-kind match are universities, corporate or business partners, non-profit partners, other tribal or governmental departments, community partners, or even individuals.

2. Project-related training events may be used toward obtaining in-kind match. When consultants lead a training event and do not charge the organization, their time, the expenses incurred traveling to and from the event, and the time and travel expenses for those attending the event may be included as match. If the training takes place in donated office or large meeting space, the market value of renting that space may also be counted.

3. Every item that is documented for the purpose of in-kind must have a defensible method for assigning a fair market value. The best method to value the time a volunteer is contributing their professional expertise to a project, is to use the published range for that position within that person’s organization, or rates consistent with those ordinarily paid by other employees for similar work in the same labor market. Donated travel expenses such as airline tickets or bus fares should be recorded at receipt value. To estimate mileage for traveling on the road, refer to the U. S. General Services Administration’s travel resources website ([www.gsa.gov](http://www.gsa.gov)) to obtain federally recommended per diem and mileage travel rates.

4. Remember that it is not required, nor advisable, to over match. Going over the level of required match is easy to do with a good system for capturing in-kind, but whatever you report is subject to audit. When a grantee meets its match goal, it is fully permissible to simply stop counting.

How do I write the budget?

- The budget should describe how grant funds will be used to effectively support activities described in the proposal narrative. The budget should reflect program costs from the budget period listed in the Mini-Grant Guidelines.

- Do not include unexplained amounts, amounts for miscellaneous or contingency costs, or unallowable expenses such as entertainment costs.

- Round all figures to the nearest dollar. Do NOT include partial dollar amounts.

- Refer to the federal cost principles at: https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A21/a21_2004.pdf for information on allowable costs in Federal grants.

- The budget narrative must provide a full explanation of associated costs including their purpose, justification, and the basis of your calculations.

- Where possible, your calculations should be presented in an equation format, identifying the number of persons or items involved, the per person or unit cost, and/or the annual salary cost. For example, 20 books $10 each = $200.

- The second column, titled KVC Share, is the amount of money being requested from the KVC for that item.

- The third column, titled Grantee Share, is the amount of money (cash or in-kind) that the applicant is matching for that item.

- Grantees are required to provide a dollar-for-dollar match.

Are there descriptions and examples for each budget category?

A. Personnel Expenses: (Position/Title – Annual Salary - % Time)
   Fill in the title of each paid staff member working on the program, the paid staff’s annual salary or compensation, and the percentage of time the paid staff will spend on the program. **Not allowable for KVC Share.**
   
   Example: Volunteer Coordinator $41,600 or $20/hour x 20 hours = $400

B. Travel: (Purpose – Calculation)
   List the amount and purpose of any local, state or national travel costs associated with the program. Travel costs may include: approximate local mileage with reimbursement rate (.58 per mile), parking fees, air travel, hotel & per diem.
Example: 1 trip @ $1,358: (Airfare= $399, Lodging 3 nights @ $200= 600, Per Diem 4 days @ $69= $276, 60 miles @ $.58 per mile= $33, transport= $50)

C. Equipment: (Item/Purpose – Qty – Unit Cost)
   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. Not allowable for KVC Share.

D. Supplies: (Item – Calculation)
   List supply line items, such as general office supplies, software, promotional items, printing, postage, volunteer recognition items, training materials, etc. Include calculation of cost of each line item multiplied by the approximate amount needed. List individually any single item costing $1,000 or more. Gift cards are not an allowable expense.
   Example: 100 volunteer t-shirts for 9/11 event X $10/shirts = $1,000

E. Contractual and Consultant Services: (Purpose – Calculation – Daily Rate)
   Not to exceed $750/daily.
   Example: Trauma-Informed Trainer from Mentor 3 days x $750 = $2,250

F. Staff Training: (Purpose – Calculation)
   List any professional conference or workshop fees, along with the purpose of attendance.
   Example: Conference on Service and Volunteerism $550 registration fee

G. Other Program Operating Costs: (Purpose – Calculation)
   List any expense items that did not fit within the other defined budget categories.
   Example: Constant Contacts license for online newsletters 12 months x $40/month = $480

H. Indirect Costs: To determine the indirect costs for match: Multiply the total from both KVC Share + Match sections from the budget by 10% (0.10). The amount will be your indirect cost and can be added as match.
   Example: $1,400 KVC Share + $1, 200 Share = $2, 600 x .10 = $260

DUNS Number and SAM Registration
In order to receive funding 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.

The website indicates a 48-hour e-mail turnaround time on requests for DUNS numbers; however, KVC suggests registering at least 30 days in advance of the application due date. After obtaining a DUNS number, all applicants must be registered with the Systems for Award Management (SAM) at https://www.sam.gov/SAM/.
The SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM. To register online go to https://www.sam.gov/SAM/.