9/11 NATIONAL DAY OF SERVICE AND REMEMBRANCE
MINI-GRA NT GUIDELINES

PURPOSE
The 9/11 National Day of Service and Remembrance is the culmination of an effort originally launched in 2002 by 9/11 family members and support groups, who worked to establish the charitable service day as a forward-looking way to honor 9/11 victims, survivors, and others who rose up in service response to the attacks. In 2009, Congress designated September 11th as a National Day of Service and Remembrance and charged the Corporation for National and Community Service (CNCS) with supporting this effort across the country. With funding from the CNCS, the Kansas Volunteer Commission (KVC) is working with organizations across Kansas to engage volunteers in tribute projects.

ELIGIBLE ENTITIES
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. 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 active in the System for Award Management (SAM) prior to applying.

GRANT PROJECT PERIOD
Projects under this proposal should take place during September 7 – September 15, 2020 and should have a focus on 9/11 National Day of Service and Remembrance.

FUNDING INFORMATION
The KVC will make available up to $5,000 in mini-grant funds to support the 9/11 National Day of Service and Remembrance. The Commission expects to make awards of up to $500 to organizations that host volunteer projects and service activities honoring those who died and those who served because of what happened on 9/11. Applicants understand that this is a cost-reimbursement grant funding opportunity.

RESPONSIBILITIES OF MINI-GRANT RECIPIENTS
Mini-grant recipients will be required to:
• Engage at least 10 volunteers in community service or service-learning projects within the grant period
• Have a focus on 9/11 National Day of Service and Remembrance
• Track and report impact of service project including:

Kansas Volunteer Commission
Landon State Office Building
900 SW Jackson Street, Suite 105
Topeka, KS 66612
9/11 NATIONAL DAY OF SERVICE AND REMEMBRANCE
Application deadline: July 31, 2020

- Number of volunteers
- Number of volunteer hours

- Applicants are required to identify a dollar-for-dollar match of the total amount requested from the KVC (for example, if an applicant requests $500 from the KVC for this grant funding, they must include a $500 match). The match requirement has been waived.
- Increase public awareness of the issue through engagement of media and/or elected officials
- Register project(s) on the All for Good website by September 1, 2020
- Submit a final report by September 25, 2020- KVC will provide a form
- Include KVC logos on all program materials and publicity

FUNDING RESTRICTIONS
- Applicants may not request funding for stipends or salary
- Indirect or administrative costs and equipment are not allowable expenses
- Grant funds are intended to supplement and not supplant
  - Supplement means to add to; to enhance; to expand; to increase; to extend; to create something new
  - Supplant also 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 KVC will not fund projects that engage in the following:
  - Provide religious instruction, conduct worship services or engage in any form of proselytizing
  - Assist, promote, or deter union organizing
  - Finance directly or indirectly any activity designed to influence the outcome of an election to any public office
  - 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 The match requirement has been waived.
- Grantees will be required to provide a dollar-for-dollar- match and must include documentation for match expenses in final reports
- Matching funds can be a combination of cash or in-kind match and must be non-federal funds

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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.

For more information on match please visit: https://www.nationalservice.gov/resources/financial-management/match-documenting-cash-and-kind

APPLICATION TIMELINE
- June 17, 2020: Application released
- July 31, 2020: Applications are due by 5:00PM
- August 10, 2020: Awards will be announced
- September 7 – September 15, 2020: Grant period
- September 25, 2020: Submit Final Report
- November 20, 2020: Grantees should expect reimbursement of funds

APPLICATION INSTRUCTIONS
- Grantees should email a complete, signed application to volunteer@ksde.org
  - Include “Mini-Grant Application” in the subject line
- The grant application can be found at https://kanserve.org/Grants-and-Funding/Mini-Grants-Series/9-11-Mini-Grant
- 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.
- 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/.

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.

TIPS AND RESOURCES
• This is the perfect opportunity for your organization to recruit more volunteers, form new partnerships, secure additional funding, and raise awareness of your work
• Get creative in your ideas and description of your project—try something new
• Tap into the youth in your community
• Find great resources like project ideas and graphics at the following websites:
  o About 9/11
  o Register your project!

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