



## 2019 APPLICATION PACKET

### BACKGROUND

The **Center for Nonprofit Advancement** and **Serve DC** will partner again to administer the Volunteer Generation Fund 2019, building on the success of VGF 2018 last year. The program supports the federal initiative ***My Brother's Keeper***, with the goal of increasing the number of black male volunteers working with nonprofit organizations in the District. Serve DC supports the program by matching funds from the initiative and the Center administers the program.

This initiative targets organizations working directly with boys and young men of color. Activities will include recruiting skills-based volunteers to improve organizational capacity, providing culturally competent volunteer management training for staff and lead volunteers, and developing tools and resources to support the sustainability of volunteer generation programs targeting men of color in the Washington, DC area.

#### **About the Center for Nonprofit Advancement**

The Center is the leading advocate and service provider supporting nonprofit organizations based in Washington, DC, Virginia and Montgomery and Prince George's Counties in Maryland. Identifying, monitoring and sharing new and shifting trends within the nonprofit sector, the Center works collaboratively with experts to develop custom programs, solutions, training and resources.

#### **About Serve DC**

Serve DC – The Mayor's Office on Volunteerism is a District of Columbia Government agency dedicated to promoting service as an innovative, sustainable solution to pressing social challenges. Serve DC engages District communities by building partnerships and organizational capacity, leading local and national volunteer and service initiatives, and providing and promoting meaningful service opportunities. Serve DC supports communities across the District through federal grant funds from the Corporation for National and Community Service (CNCS) and the US Department of Homeland Security.

### APPLICATION ELIGIBILITY & SELECTION PROCESS

Through a transparent and competitive process, five (5) Washington, DC nonprofit organizations that work with boys and young men of color will be selected to participate in the Volunteer Generation Fund.

The application is open to any 501(c)(3) nonprofit organization—regardless of budget size or scope of programming—based in Washington, DC. Applications are welcome for both long-established as well as new organizations. If the applicant represents separate organizations that have merged, the newly merged organization must have been in operation for one (1) complete fiscal year.

The process incorporates an application and review panel. The selection committee is an all-volunteer committee recruited by the Center for Nonprofit Advancement. Every effort is made to protect the integrity of the process, adhering to best practices and high ethical standards, such as monitoring confidentiality and conflicts of interest.

## COMMITMENT REQUIREMENT

Selected organizations will receive three forms of assistance:

1. One-on-one technical assistance to improve the organizations volunteer management capacity, ultimately resulting in the creation of a project plan
2. Volunteer management training for staff and their lead volunteers.
3. One-time grants of \$10,000 to each organization for volunteer recruitment and retention programs, enabling the selected nonprofits to plan, build and launch unique volunteer recruitment campaigns for individuals that meet their predetermined organization short and long-term needs.

Participation in the VGF program is an **eight (8) month commitment**. Selected organizations will participate in ongoing consulting, training sessions and evaluations. By the end of the fiscal year, they will be responsible for:

- Development of volunteer descriptions
- Assessment of the number of volunteer hours needed
- Tracking how many volunteers they are able to recruit and retain
- Tracking the number of hours of the volunteers, and
- Evaluating the effectiveness of their recruitment campaign

## HOW TO APPLY

The application should be submitted online at <https://goo.gl/forms/DZ0Gblxn32M4TDZV2>. (It is also included in this packet.)

In formulating responses, applicants should bear in mind that this opportunity focuses on volunteerism, management and capacity—*not* programmatic implementation. Only one application per organization will be accepted. Please **do not** send books, videotapes, manuscripts or other unrequested materials. These will not be reviewed nor returned.

Responses to the application questions can be written offline and then pasted into the online application (suggested). The supporting documents (see page 4 for specifics) must be uploaded with the application and **submitted by 4pm on Monday, January 14, 2019**.

Applications can also be submitted by mail or in person at Center for Nonprofit Advancement, ATTN: Taylor Strange, 1666 K Street, NW, Suite 440, Washington, DC 20006. They must be received by the deadline of **4pm on Monday, January 14, 2019**.

The selection committee will choose five organizations after a review of all applications. The evaluation will consider organizational capacity, volunteer management capability, and the ability to sustain these efforts into the future. The grantees will be announced **by Thursday, January 31, 2019**.

## QUESTIONS?

Review this **entire** application package **carefully**. Organizations interested in applying are also strongly encouraged, though not required, to attend one of two **technical assistance sessions (December 17 and January 7)**. Registration for the sessions is required and can be completed on the Center's website.

Questions about the program or application process can also be directed to: Taylor Strange:  
[taylor@nonprofitadvancement.org](mailto:taylor@nonprofitadvancement.org)



## APPLICATION

Applicants are encouraged to provide answers as clearly and concisely as possible while fully answering each question. Please limit your narrative answers to the questions (below) to no more than 10 pages, double-spaced in Times New Roman 12 point font with one-inch margins.

### ORGANIZATION CAPACITY

1. Please describe your organization's core programs and how they serve young men of color.
2. Please describe three (3) accomplishments that your organization has achieved that demonstrate the strengths of your organization.
3. Describe who in your organization will be responsible for leading this program if you are funded (include their current role and responsibilities and their qualifications to manage this work).
4. What role does your Board of Directors play in the support of your organization's volunteer recruitment efforts?

### VOLUNTEER MANAGEMENT

5. Describe the value volunteers add to your organization's programming.
6. Describe three (3) challenges your organization has faced in recruiting and retaining volunteers?
7. What, if any, systems does your organization currently have in place to recruit, train, and retain volunteers?
8. Why has your organization identified volunteer recruitment as a priority at this time?

### SUSTAINABILITY

9. If your organization were to be selected for the VGF opportunity, what tangible outcomes do you expect to achieve?
10. Once the grant period has ended, how will volunteer recruitment and management remain a strength of your organization?

### ORGANIZATION FACT SHEET (100 word limit for each)

**Mission Statement:**

**Vision Statement:**

**Organizational Description:**

**Primary service area (geographic) or operating locations (Include community name i.e. Barry Farms if applicable)**

**Ward: (check all that apply)**

- 1
- 2
- 3
- 4

- 5
- 6
- 7
- 8

**Please list your Board Members:**

**Website:**

**Application Contact Person:**

**Annual Organization Budget:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> \$1-\$50,000       | <input type="checkbox"/> \$100,000-\$150,000 | <input type="checkbox"/> \$200,000-\$250,000 |
| <input type="checkbox"/> \$50,000-\$100,000 | <input type="checkbox"/> \$150,000-\$200,000 | <input type="checkbox"/> \$250,000+          |

**Required Supporting Documents**

- IRS tax-exempt 501(c)(3) nonprofit organization designation letter.
- Clean Hands Form
- Most recent audited financial statements [most recent would be FY2018] (including any management letter or other recommendations). Please send in an unbound form. **NOTE:** If the audit for the most recent fiscal year is not complete by the January 14, 2019 deadline, applicants may use the previous fiscal year's audit and current year's unaudited financial statements.

*If your organization does not have an audited financial statement, please provide the most recent financial statements.*

- Most recent Form 990, including all schedules, filed with the IRS
- Budget for the current fiscal year
- Board list, including affiliations
- Senior or Management Staff list or organizational chart

*Applications lacking any of the supporting documents described above will not be forwarded to the Selection Committee for consideration.*