

FUNDING FOR NATIONAL SERVICE ACTIVITIES

Corporation for National and Community Service

As the primary federal source of funding for national service activities, CNCS is obviously the most important player on the field. But AmeriCorps operates in a decentralized manner that gives a significant amount of administrative responsibility to states and national and local nonprofit groups. CNCS realizes that the many organizations and individuals around the country with which it shares administrative responsibility for AmeriCorps will look to it for assistance on a broad range of issues and problems. The following table suggests some of the principal support functions that CNCS offices can provide:

OFFICE	SUPPORT FUNCTIONS
Program	Houses CNCS program officers who are the primary liaison with and support and respond to programmatic issues for State Commissions and National Direct parent organizations.
Grants	Oversees financial aspects of grants and awards.
Training and Technical Assistance	Works with national technical assistance providers and with training and technical assistance coordinators in State Commissions.
Trust	Manages the education awards for AmeriCorps members.
Public Affairs	Oversees media relations, marketing and publications.
Public Liaison	Oversees national initiatives, national service days, and all AmeriCorps awards.
General Counsel	Provides legal counsel for CNCS and can answer legal questions related to AmeriCorps program management.
OIG	Detects and deters waste, fraud, abuse, and violations of law of CNCS funded programs.
Recruitment	Provides support for the online recruitment system and other national recruitment efforts.

For administrative purposes, CNCS has divided the nation into five regions, called clusters, to facilitate efficient communication and better support national service efforts. Each cluster has some specific CNCS personnel, such as a program officer, assigned to assist it. The table below can be used to identify which cluster a particular AmeriCorps program belongs to.

Atlantic	North Central	Pacific	Southern	Southwest
Connecticut	Illinois	Alaska	Alabama	Arizona
Delaware	Indiana	California	District of Columbia	Arkansas
Maine	Iowa	Hawaii	Florida	Colorado
Maryland	Michigan	Idaho	Georgia	Kansas
Massachusetts	Minnesota	Montana	Kentucky	Louisiana
New Hampshire	Nebraska	Nevada	Mississippi	Missouri
New Jersey	North Dakota	Oregon	North Carolina	New Mexico
New York	Ohio	Utah	South Carolina	Oklahoma
Pennsylvania	South Dakota	Washington	Tennessee	Texas
Rhode Island	Wisconsin	Wyoming	Virginia	
Puerto Rico			West Virginia	
Vermont				
Virgin Islands				

CNCS State Offices

CNCS also operates offices in each state. These offices are responsible for administering AmeriCorps*VISTA programs as well as the three National Senior Service Corps programs. The CNCS employees in these locations assist with the monitoring of National Direct AmeriCorps programs, solicit and review Martin Luther King Jr. Day of Service grants in their states, and participate in cross-program planning initiatives, including Unified State Plan development. One of them, usually the state office director, serves as an ex-officio member of the State Commission.

State Commissions

State commissions exist to foster a bipartisan state-level commitment to advancing service initiatives in the state. State commissions have direct accountability for the grantees running local AmeriCorps programs. To do this, State commissions must develop a solid infrastructure that will enable them to select and support high quality national service programs and effectively manage commission activities in their states. Commissions monitor and evaluate programs to ensure they comply with legal and grant requirements, are progressing well towards meeting program objectives and have high quality service projects and management systems. Commissions also have the broad role of developing and communicating a statewide vision and ethic of service and promoting that vision throughout their respective states. That vision should incorporate all components of AmeriCorps (State, National, VISTA, NCCC, and Tribes and Territories, as applicable), Learn and Serve America, the National Senior Service Corps, and the larger volunteer community. It can be realized by promoting the idea of service statewide, by offering supportive training and technical assistance activities, both formal and informal, and by fostering partnerships between CNCS-funded programs and other service and volunteer activities.

National Directs

National Directs are national nonprofit organizations operating in at least two states that run a multisite AmeriCorps program. They are responsible for administering a grant process for their subgrantees, monitoring and evaluating them to ensure they comply with legal and grant requirements, offering technical assistance and training specific to AmeriCorps, and providing financial oversight. Both National Directs and their subgrantees work in collaboration with State Commissions and CNCS State Offices by attending statewide events and conferences and keeping them informed of their activities.

State Education Agencies

State education agencies (SEAs) receive and administer the school-based Learn and Serve funds. These monies are distributed to SEAs on a formula basis and support service-learning activities for K-12. States have significant latitude in how they design their programs. For example, some states offer large grants for district-wide implementation of service-learning. Other states offer smaller grants to individual schools, classrooms, or teachers. Unlike AmeriCorps, SEAs apply for funding for service-learning and then decide which programs/districts to fund through a competitive process that occurs after the fact. Funds support both the implementation and capacity-building of service-learning. In addition, SEAs may choose to apply for other Learn and Serve funds on a competitive basis. These funds may vary each year depending on CNCS' priorities and appropriations. SEAs are responsible for monitoring, reporting, and training the

CNCS-funded service-learning programs they administer.

Other Stakeholders

Other stakeholders include corporations, private foundations, elected officials, the media, and some state agencies. State Commissions and National Directs need to build long-lasting relationships with these other stakeholders to strengthen service programs and build public support for national and community service.

AMERICORPS: JUST THE FACTS

<i>TYPE OF PROGRAM</i>	<i>WHO CAN APPLY</i>	<i>PROGRAM PURPOSE</i>	<i>FOR AN APPLICATION</i>	<i>MATCH REQUIREMENT*</i>
AmeriCorps* State	<ul style="list-style-type: none"> • State and local non-profit organizations • State and local Governments • State and local education institutions • Indian Tribes • Faith-based and other community organizations 	<p>To engage AmeriCorps members in providing direct service to address unmet community needs. Local programs design service activities for a team of members serving full-time/part-time for one year or during the summer.</p> <p><u>Sample activities:</u> restore parks, tutor youth, assist crime victims, or build homes.</p>	<p><u>State Commissions.</u> Most states have a governor appointed board that administers AmeriCorps programs within the state.</p> <p>For programs in North and South Dakota contact the Corporation for National and Community Service 202-606-5000 ext. 346</p>	<p>The Corporation requires a 15% cash match for AmeriCorps member support cost and 33% cash or in-kind match of the overall operating program costs.</p> <p>State commissions may add additional match requirements.</p>
AmeriCorps* National	<ul style="list-style-type: none"> • National non-profit organizations that operate in two or more states (such as the American Red Cross or Habitat for Humanity) • Consortia formed across two or more states, consisting of institutions of higher education, Indian tribes, or other nonprofits, including labor and faith-based and other community organizations. 	Same as above	Corporation for National and Community Service 202-606-5000 ext. 163	15% cash match for AmeriCorps member support cost and 33% cash or in-kind match of the overall operating program costs.
AmeriCorps Indian Tribes and US Territories	<ul style="list-style-type: none"> • Indian Tribes • Programs in US Territories • Territories on behalf of the territory and individual programs 	Same as AmeriCorps* State	Corporation for National and Community Service 202-606-5000 ext. 417	15% cash match for AmeriCorps member support cost and 33% cash or in-kind match of the overall operating program costs.
AmeriCorps Education Awards Program	<ul style="list-style-type: none"> • Local non-profit organizations, state and local units of government, except State Education Agencies apply through the state commission • State commissions, national non-profits, multi-state collaborations, faith-based and other community organizations • Institutions of higher education and state education agencies may apply to the State Commission or directly to the Corporation 	<p>Same as AmeriCorps* State</p> <ul style="list-style-type: none"> • Summer programs • College-based programs • Program sponsors with capacity to manage service programs with minimal or no additional CNCS funds. 	<p><u>State Commissions</u></p> <p>Corporation for National and Community Service 202-606-5000 ext. 417</p>	<p>Programs cover all costs with the exception of the education awards earned by members and up to \$400 per full-time equivalent program participant.</p>

* For updated information, consult your grant provisions for relevant rules and grant guidance.

USEFUL ONLINE RESOURCES

About the Corporation	http://www.cns.gov/about/index.html
AmeriCorps Gear and Signage	www.nationalservicecatalog.org
AmeriCorps Regulations and Legislation	www.nationalservice.org/about/ogc
AmeriCorps Provisions and Handbooks	www.americorps.org/resources/manuals.html
Education Award Information	www.americorpsalums.org
	www.americorps.org/members/resource/education/
National Service Calendar, Listserves and other resources	www.nationalserviceresources.org
National service programs funded by CNCS	www.americorps.org
Recruitment	http://www.americorps.org/resources/recruitment.html
State Profiles	www.nationalservice.gov/state_profiles/
Training and Technical Assistance Providers	www.americorps.org/resources

GLOSSARY OF TERMS

Administrative costs	Administrative costs are costs associated with the overall administration of a Program, and are defined in the General Provisions, in the Administrative Costs section of the AmeriCorps Grant Provisions.
AmeriCorps member “Corps member” “Member”	An individual serving on a full-time or part-time basis in an AmeriCorps program. Corps is pronounced “core”, as in "apple core".
AmeriCorps member “Corps member” “Member”	An individual serving on a full-time or part-time basis in an AmeriCorps program who is eligible to receive an education award or alternative post service benefit.
AmeriCorps National Service Network	The network of all AmeriCorps programs, including AmeriCorps*USA, AmeriCorps*VISTA, and AmeriCorps*NCCC.
AmeriCorps Promise Fellows	Promise Fellows serve in a leadership corps of approximately 500 full-time AmeriCorps members who spearhead community efforts to deliver the Five Promises of the Presidents’ Summit for America’s Future to children and youth across the nation.
AmeriCorps*NCCC (National Civilian Community Corps)	AmeriCorps*NCCC is a 10-month, full-time residential program which combines the best practices of civilian service with the best practices of military service, including leadership development and team-building. A team-based program for young women and men between the ages of 18 - 24.
AmeriCorps*State and National	A national service program operated by local and national non-profits, local and state government entities, Indian tribes, territories, and institutions of higher education. Members participate in local service programs operated by not-for-profits, local and state government entities, Indian tribes, territories, and institutions of higher education, local school and police districts, and partnerships among any of the above.
AmeriCorps*VISTA (Volunteers in Service to America)	A national service program focused on eradicating poverty. Members serve full-time at community-based organizations. Members of AmeriCorps*VISTA work and live in the communities they serve, creating or expanding programs that can continue after they complete their service.
Audit trail	A step-by-step record review by which accounting transactions (revenues and/or expenditures) can be traced to the source. Thereby, the validity and accuracy of accounting data can be verified by reviewing the sequence of events leading to the stated data.
Benefits	Included in AmeriCorps member benefits are training/education, health insurance (for full-time AmeriCorps members not otherwise covered), and childcare (for eligible full-time AmeriCorps members). See Grant Provisions for a list of specific benefits.
Budget	A budget is a document that lists planned income and expenses, specifically showing the dollar value for each. At a later date, actual transactions should be compared to the budget for analysis and control of future budgetary decisions. Of the many kinds of budgets, a cash budget shows cash flowing in and out of an organization; an expense budget shows expected payments of money; and a capital budget shows anticipated payments for capital projects. Budgets are separated into various categories and the categories are further broken down into individual components, called line items. For

	example, travel could be a line item within a broader category called operational expenses.
Chart of accounts	A chart of accounts is a listing of account names, descriptions of transactions, and classifications that are used for recording accounting transactions. Information is generally numbered and grouped according to assets, liabilities, revenues and/or expenses.
Community-based agency	A private nonprofit organization (including a church or other religious entity) that is representative of a community or a significant segment of a community and is engaged in meeting human, educational, environmental, or public safety community needs.
Corporation for National and Community Service (CNCS) “The Corporation”	The Corporation for National and Community Service established under section 191 of the Act (42 U.S.C. 12651).
Corps	This word is used to describe a team of AmeriCorps members. The word is pronounced as “core” (as in "apple core").
Education award	An Education award is an award provided to a member who has successfully completed a required term of service in an approved national service position and who otherwise meets the eligibility criteria in the Act. An education award may be used: (1) to repay qualified student loans, as defined in the Act; (2) toward educational expenses at a Title IV Institution of Higher Education; and (3) toward expenses incurred in participating in school-to-work programs approved by the Secretaries of Labor and Education. A benefit of \$4,725 (full-time) or \$2,363 (part-time) AmeriCorps members may receive after successful completion of a term of service.
eGrants	The Corporation for National and Community Service's online grant application and management system. eGrants is designed to automate the entire grants management process from application to closeout.
End-outcome indicators	End-outcome indicators specify changes that have occurred in the lives of the community beneficiaries and/or members that are significant and lasting. These are actual impacts, benefits or changes for participants during or after a program.
Fiduciary	A relationship that implies a position of trust or confidence wherein one person is usually entrusted to hold or manage property or money for another.
Financial Statements	A written document(s) describing the net worth, earnings or other monetary relationship of a person, or business; a record of financial information and financial status. The most common of the many types of financial statements are the balance sheet, the income statement and the cash flow statement.
Fiscal systems	Procedures and systems used to maintain accurate financial records and to safeguard the assets of the company.
General Equivalency Diploma (GED)	A degree obtained by examination that may substitute for a high school diploma. A Member must agree to obtain a GED or high school diploma before using his or her AmeriCorps education award.
Grantee	The direct recipient of an AmeriCorps grant. The Grantee is responsible for ensuring that Sub-Grantees or other organizations carrying out activities under the grant award comply with AmeriCorps provisions, including regulations and OMB circulars. The Grantee is legally accountable to the Corporation for the use of grant award funds and is bound by the provisions

	of the Grant.
Host site	An organization that administers an AmeriCorps program or serves as a member placement site. This is a group or organization that acts as a project sponsor and is responsible for the actual location where a project is to be performed. This entity may provide task specific training, technical assistance supervision, or other services as agreed to in a “contract” between the program and the host site.
Independent auditor	A professional accountant who has passed certain exams, achieved a certain amount of experience, and met all other statutory and licensing requirements of the state where he or she performs his/her services. The word independent is added to emphasize that the professional work is performed by a fair, unbiased source.
Intermediate-outcome indicators	Intermediate-outcome indicators specify changes that have occurred in the lives of community beneficiaries and/or members, but are not necessarily a lasting benefit for them. They are observable and measurable indications of whether or not a program is making progress.
Internal controls	<p>The control of an organization’s operations, through procedures designed to safeguard its assets, generate appropriate accounting data, ensure efficiency, and confirm compliance with management policies and grant regulations. An important component of internal controls is to ensure that no one individual should be tasked to perform all the steps of a specific process, particularly relating to financial transactions. This will ensure that there are adequate checks and balances to safeguard the organization’s assets and produce accurate financial information. Internal controls should be written down, documenting specific policies and procedures an agency and its personnel adheres to.</p> <p><i>Examples of good internal controls include: Documented policies and procedures, adequate review process for financial reports and budgets, adequate cash management procedures, monthly bank reconciliations, an asset tracking system, an established financial system to track members’ and employees’ time and activities, and a system to follow-up on problems identified to ensure resolution.</i></p>
Living allowance	A living allowance, not a “wage” or “salary”, that may be provided to AmeriCorps members enrolled and active in an AmeriCorps program.
National and Community Service Act of 1990	The Act of 1990 was passed by Congress and signed into law to establish the Commission on National and Community Service.
National and Community Service Trust Act of 1993	The Act of 1993 amended the National and Community Service Act of 1990, to establish the Corporation for National Service by combining the Commission for National and Community Service and ACTION.
“Act”	
National service identity	The sense of purpose and membership in a common program that all AmeriCorps members share. National identity can be promoted and strengthened by everything from buttons and T-shirts to reflection activities, common national service projects, and civic education.
National Service Network	The network of Corporation funded service programs, including AmeriCorps, Learn and Serve America and National Senior Service Corps.
National Service	The trust fund in the United States Treasury Department was established by the National and Community Service Trust Act of 1993 to hold and to

Trust Fund	disperse AmeriCorps education awards.
“Trust Fund” or “Trust.	
Office of Management and Budget (OMB)	The Federal government’s Office of Management and Budget assists the President in preparing the annual federal budget and oversees its execution. OMB must approve the Corporation’s regulations, applications, forms, and any other documents that affect the public.
Output indicators	Output indicators are the amounts or units of service that members or volunteers have completed, or the number of community beneficiaries the program has served. Output indicators do not provide information on benefits or other changes in the lives of members and/or community beneficiaries.
Performance Measures	Performance measures are indicators intended to help a grantee measure the results of an AmeriCorps program’s activities on community beneficiaries and participants. Performance measures are based on outputs, intermediate outcomes, and end outcomes.
Program	A coordinated group of activities linked by common elements such as recruitment, selection, and training of participants and staff, regular group activities and assignment to projects organized for the purpose of achieving the mission and goals of national and community service.
Project	An activity or a set of activities carried out as part of a program.
Request for Proposal (RFP)	Request for Proposal issued by the Corporation, or another agency, to solicit program applications for available grant funds.
Service site	A service site is a place where service is being performed by AmeriCorps members and perhaps other people who are volunteers and/or employees. A service site is not a “work” or “job” site.
Source documentation	Information that is used to support individual accounting transactions. A utility invoice would be an example of the source documentation for that particular expense that is noted in the chart of accounts and/or general ledger.
Stakeholder	One or more people or organizations that have a high degree of interest in your organization’s vision, mission, and success.
State commission	A 15 - 25 member, independent, bipartisan commission appointed by a governor to implement service programs in a state. Each state commission receives funding from the Corporation to operate the commission, and may apply to the Corporation for formula and competitive program grant funds.
Sub-grantee	An organization receiving AmeriCorps Grant funds from a Grantee of the Corporation.
Term of service	A term of service is determined by each program and must contain at least 1700 hours served within 9 to 12 months (full-time); a minimum of 900 hours served within 2 years (part-time).
Training and Technical Assistance (T/TA)	The support and assistance provided to AmeriCorps programs to strengthen program operations.
Web Based Reporting System (WBRs)	Used by programs awarded grants through AmeriCorps State/National.

Written policies and procedures

An established and comprehensive set of *written policies and procedures* should be reviewed annually to ensure they are up-to-date. Policies should detail appropriate segregation of duties to ensure no one individual is responsible for the entire financial management and accounting system. Policies and procedures should include detailed information on all financial management and accounting practices.
