



Senior Corps 2.0
Experience for the Future

RSVP



RSVP: Senior Corps Application



Corporation for
**NATIONAL &
COMMUNITY
SERVICE**

RSVP



RSVP Grant Application

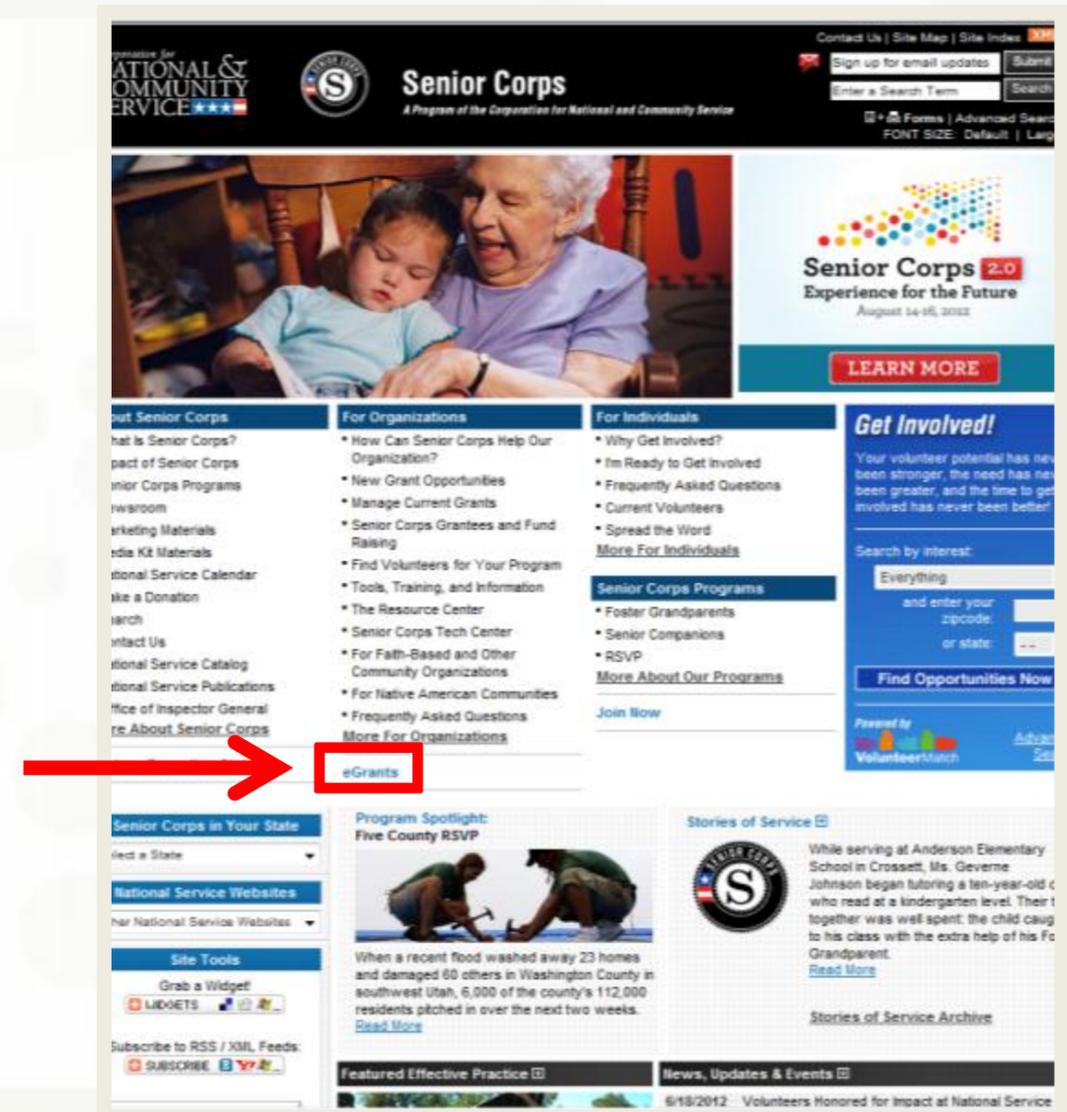
- Part I: Facesheet
- Part II: Project Narratives
- Part III: Performance Measures and Work Plans
- Part IV: Required Documents
- Part V: Budget





eGrants

- CNCS's web-based application system
- <http://www.seniorcorps.gov> or <http://egrants.cns.gov>
- National Service Hotline: 1-800-942-2677, M-F, 8:00 a.m. – 8:00 p.m. EST





Accessing Your eGrants Account

If you already have an eGrants account:

- Enter your user name and password
- Click “Login to eGrants”

LOGIN

User Name ?

Password ?

Remember me

[Forgot your password? Get help](#)

[Don't have an eGrants account? Create an account](#)

[View system rules of behavior](#)

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

[Login to eGrants](#)

[Click here to disable the pictures](#)





Creating a New eGrants Account

1. Click on “Create a Grantee account”

2. Click on “This is my first time. I want to create a new account with eGrants...”

CREATE AN EGRANTS ACCOUNT

Please click on one of the following links to create an appropriate eGrants account.

[Become a Peer Reviewer](#)

[Create a Grantee account](#)

[Already have an eGrants account? Proceed to Login](#)

BECOME A GRANT APPLICANT

Please select one of the following options below.

[I have an eGrants account...](#)

[This is my first time. I want to create a new account with eGrants...](#)

[Already have an eGrants account? Proceed to Login](#)





Creating an Organizational Profile

Six Steps:

1. Login Information
2. Enter EIN #
3. Select an Organization
4. Organization Information
5. Grantee Phone Numbers
6. Review and Submit

Select an Organization

Your EIN# already exists in our record of organizations. Please make a selection below, and click next to proceed, or back to try another EIN.

List of Organizations with EIN# 012345678

- Create a new organizational profile for EIN# 012345678. OR select an existing

org below

- Kansas City, MO
- Ithaca, NY
- fayetteville, NC
- Phoenix, AZ
- San Juan, PR
- San Juan, PR
- Sunvalley, FL
- Washington, DC

[back](#)

[next](#)





Creating the Application

eGRANTS MESSAGES Welcome Test		VIEW MY GRANTS/APPLICATIONS View All 1 Grantee edit of application or report
		VIEW MY AMERICORPS PORTAL Portal Home
Creating an Application	Managing My Account	Reporting to CNCS
New Continuation/Renewal Amendment Concept Paper	Click on the links below to access common account functions. My Account	Financial Report Progress Report Progress Report Supplement

- Start New**
- Applicant Info
 - Application Info
 - Narratives
 - Work Plan
 - Documents
 - Budget Section 1
 - Budget Section 2
 - Funding/Demographics
 - Review
 - Authorize and Submit

Select a NOFA

Please select a program area and press GO. Then select a NOFA from the list provided.

If you are starting your second or third year of your grant, or if you are a Senior Corps Grantee and are beginning the first year of a 3 year grant, use the "View all application/grants" link in the MY GRANTS/APPLICATIONS Section of the Home Page to create a Continuation or a Renewal.

Senior Corps

Select a NOFA

Please select a NOFA and click on the "next" button. Please refer to the application guidelines and instructions to determine the correct NOFA for your project.

- SDP 2012 Experience Corps (New)**
Due Date: 01/20/2012
Summary: This NOFA is to be used only by Experience Corps sponsors to apply for a new No-Corporation cost grant award.
- SDP 2012 (New)**
Due Date: 04/20/2012
Summary: This NOFA is to be used only by Senior Demonstration Sponsors to apply for a No-Corporation cost grant award.
- FGP Fixed Amount 2012 Quarter 4 (Year 1 of a single or multi year grant)**
Due Date: 04/20/2012
Summary: For FGP Fixed Amount grantees/applicants with start dates in the 4th quarter of FY 2012 (July 1, 2012 - September 30, 2012) entering year 1 of a new grant cycle.





Applicant Info

Verify the NOFA selected

First time applicants will click “Create a New Project”

- Project Title
- Project State
- Project Address
- Project Phone
- Project Director

Previous applicants will review project information

Applicant Info ?
Please enter/review your applicant and project information.

NOFA information ? : [change to another NOFA](#)

Please review the NOFA you selected. If needed change your NOFA selection.

NOFA:
Due Date:
Summary:

Applicant information ?
Applicant/User: Test Grantee Account

Authorized Representative:

Project information:
The project information section defines the name and location of the project, the state in which the volunteers or members will be serving, and the name and contact information for the project director.

You will need to **create a new project** to continue.
First-time applicants: Use the "create a new project" link to enter the information about your project. (Hint: Select a unique project name for each application that you submit.)

[save](#) [next](#)





Application Info

- Areas affected by the project
- Project Start and End Dates
- “Single Point of Contact” entities can be found at:
http://www.whitehouse.gov/omb/grants_spoc
- Categories of federal debt:
 - Delinquent audit allowances
 - Loans
 - Taxes
- State Application Identifier does not apply to RSVP

Other

The Application is Subject to Review by State Executive Order 12372 Process.
 Yes No ?

If yes, please enter the date of the review. / /

Applicant is Delinquent on any federal debt.
 Yes No ?

If yes, please explain. (Max. 240 chars)

State Application Identifier: ?





Project Narratives

Executive Summary

- The number of unduplicated RSVP volunteers serving or that will serve.
- The types of populations they serve or will serve, such as children, frail seniors, veterans, etc.
- The primary focus area that the project will address.
- The volunteer service activities or what they will actually do.
- The locations of these service activities.
- The expected results or outcomes of the volunteers' services.
- The number of stations.
- The federal funding level.
- The non-federal funding level.





Project Narratives

Strengthening Communities

- Describe the community you serve. Provide persuasive evidence that community needs identified in the primary focus area exist in the geographic service area and are currently unmet. Use demographic information, census data, or other sources as needed to present your case.
- Describe the ways in which RSVP volunteers and their stations are managed as a highly effective means to address the identified community need(s) in the primary focus area.





Project Narratives

Strengthening Communities continued

- Describe the service activities in the primary focus area that lead to National Performance Measure outputs or outcomes.
- Connect the following three major elements in the primary focus area, so that the service activities address the need, and result in the anticipated outputs and/or outcomes:
 1. the community needs identified,
 2. the service activities that will be carried out by RSVP volunteers
 3. the anticipated output(s) or outcome(s)
- Include current or planned significant activities in service to veterans and military families.





Project Narratives

Recruitment and Development

- Your plan and infrastructure to create high quality volunteer assignments with opportunities such as building skills, developing leadership potential, reflecting on the meaning of service, and enhancing the quality of the volunteers' own lives.
- Your plan and infrastructure to ensure RSVP volunteers receive training needed to be effective in their assignments.
- Your plan and infrastructure to recruit a volunteer pool reflective of the demographics of the geographic communities served. As applicable, include plans to recruit and place individuals of all races, ethnicities, and degrees of English language proficiency.





Project Narratives

Recruitment and Development continued

- Your plan and infrastructure to recruit veterans and military family members as RSVP volunteers.
- Your plan and infrastructure to recruit RSVP volunteers with disabilities, including individuals with age-related disabilities.
- Your plan and infrastructure to retain and recognize the RSVP volunteers.





Project Narratives

Project Management

- Your plan and infrastructure to ensure management of volunteer stations in compliance with RSVP program regulations and applicable laws.
- Your plan and infrastructure to develop capacity to recruit and manage volunteer stations that address specified unmet community needs outside the primary focus area.
- Your plan and infrastructure to responsibly graduate volunteer stations to meet changing community needs and to minimize disruptions to current volunteers where possible. The plan may include reassigning volunteers at the station to capacity building assignments.





Project Narratives

Project Management continued

- Your plan and infrastructure to assure National Performance Measure outcomes and outputs are measured and collected.
- Your plan and infrastructure to manage project resources, both financial and in-kind, to ensure accountability and efficient and effective use of available resources.





Project Narrative

Organizational Capability

- Your plans and infrastructure to provide sound programmatic and fiscal oversight, day-to-day operational support and data collection, to include clearly defined internal policies.
- Descriptions of clearly defined staff positions, including (as applicable) identification of current staff assigned to the project.
- Your organization's track record in the Primary Focus Area, senior service, managing volunteers, and in measuring performance.





Project Narrative

Organizational Capability continued

- Demonstrating strong organizational infrastructure, including:
 - (1) Tangible assets such as facilities, equipment, and supplies;
 - (2) Governance structure and operations, such as internal policies, purchasing procedures, and personnel management;
 - (3) Role of a community participation group, such as an RSVP advisory council, to ensure input from the community; and
 - (4) The existence of robust financial management systems and past experience managing federal grant funds.
- Demonstrate how your organization will adequately sustain the proposed required non-federal share.





Project Narrative

Other

- Use only as needed.
- See the Notice for further instructions.





Work Plans

Refer to the Performance Measure session for further details.





Documents

- Indicate the status of each document
- Send financial documents to the FFMC at:
Field Financial Management Center
The Curtis Center
601 Walnut Street
8th Floor – Room 876-E
Philadelphia, PA 19106
- See application instructions for a complete document list





Budget

Budget periods are 12 months

Required Non-Federal Share

- New Applicants that do not currently sponsor an RSVP project:
 - 10% of the total project cost in Year 1, 20% in Year 2, and 30% in subsequent years
- Current RSVP sponsors applying for a competitive grant in their current geographic service area:
 - 30% of the total project cost every year





Budget

Enter the total cost for all line items

- **CNCS Share**
 - Enter the amount of CNCS funding requested for each line item and the total
- **Grantee Share**
 - Enter the amount of non-federal funds for the item that is expected to be covered by grantee funds or funds the grantee expects to receive from other sources, including cash and in-kind support
- **Excess Amount**
 - Enter any contributions in excess of required non-federal share in this optional section





Budget

Section 1: Volunteer Support Expenses

Section 2: Volunteer Expenses

Budget Section I. Volunteer Support Expenses **Enter Source of matching funds** ?

Please enter the necessary budget information for your project.





Budget Section 1: Volunteer Support Expenses

- Project Personnel Expenses
- Personnel Fringe Benefits
- Local Travel
- Long Distance Travel
- Equipment





Budget Section 1: Volunteer Support Expenses continued

- Supplies
- Contractual and Consultant Services
- Other Volunteer Support Costs
- Indirect Costs





Budget Section 2: Other Volunteer Costs

Possible line items

- Volunteer Travel
- Meals
- Volunteer Recognition
- Insurance

Validate this budget ➔





Funding/Demographics

Estimated Funding

Total

Total Amount \$0.00

Federal Share

Amount \$0.00

Applicant Share

Amount \$0.00

Applicant Share Breakdown

Please breakdown the applicant share into the following sources. The sum of the source amounts must add up to \$0.00.

Local: \$0 .00

State: \$0 .00

Other: \$0 .00

Income: \$0 .00

Please check the box if your organization is funded by CNCS

Demographics

of Unduplicated Volunteers:





Review, Authorize, and Submit

- Review each application section
- Print your application
- Authorized representative clicks 'authorize' buttons and submits





Continuation Applications

- Non-competitive continuation requests for year 2 or 3 of a multi-year grant
- To submit a continuation in eGrants:
 - Click Continuation/Renewal
 - Select the application to Continue
 - Select a NOFA
 - Authorized Representative submits





Continuation Applications continued

- Review and update as appropriate:
 - Applicant Info, Application Info, and Funding/Demographics – minimal updates
 - Narratives – update mainly Executive Summary
 - Work Plans – update to reflect upcoming project year
 - Documents – update according to continuation section of application table
 - Budget – update to reflect upcoming project year





Questions

- Competitive Applications
 - NOFO FAQs posted at <http://www.seniorcorps.gov> with the Notice under 'new grant opportunities'
 - 2013RSVP@cns.gov or (202) 606-3225
- Continuations and Renewals
 - Contact your CNCS State Office

