

Welcome

Welcome to the Serve Connecticut AmeriCorps Funding Concept proposal submission process. Submission of an AmeriCorps program concept proposal and associated required documents to Serve Connecticut launches a constructive conversation between your organization and experienced Commission Program Office staff, who can provide feedback on your proposal and navigate you to resources that will strengthen your understanding of how to effectively leverage national service. Participation in this process prior to submitting a formal AmeriCorps funding application is not required, but it is encouraged.

Serve Connecticut accepts concept paper proposals on a rolling basis throughout the year from organizations, agencies and other eligible entities interested in leveraging an AmeriCorps national service approach toward meeting a community challenge. Participation in this process does not qualify as a formal application for funding, nor does it entitle the participating organization or any of its partners to any funding award.

We hope that your organization will find this technical assistance activity helpful to your AmeriCorps program development efforts. Please reach out to the Serve Connecticut [Director of Programs](#) with any questions you may have as you proceed.

Requirements

Applicant Introduction Cover Letter

Submit a cover letter on organization letterhead introducing your organization and goals related to your proposed AmeriCorps intervention. Your letter should include the following elements:

- A *brief* introduction to your **organization** and its mission/activities and how the proposed intervention aligns with the organization's strategic priorities
- A *brief* description of any **partner organizations/entities** that would collaborate on your proposed intervention, including the nature of their roles in the collaboration
- A *brief* overview of how your organization decided to pursue a possible **AmeriCorps national service approach** to delivery of the proposed intervention; include in your overview ...
 - How you learned about AmeriCorps and Serve Connecticut
 - Why a national service approach to delivery of this intervention is deemed critical to its success
- A *brief* assessment of what characteristics of your organization support its suitability for and ability to **effectively administer a federal AmeriCorps grant**; include in your discussion reference to your organization's strengths and/or potential challenges in the following areas ...
 - Capacity to manage federal funds
 - Capacity to raise required match funding and/or in-kind support
 - Capacity to hire/manage dedicated AmeriCorps program staff
 - Capacity to oversee recruitment/management AmeriCorps member host sites
 - Capacity to oversee recruitment/management of AmeriCorps members
 - Capacity to comply with AmeriCorps performance measurement and evaluation requirements
 - Capacity to comply with AmeriCorps program and financial reporting requirements
 - Capacity to comply with AmeriCorps regulations and requirements, including to adherence to AmeriCorps Funding Restrictions
 - Capacity to support AmeriCorps branding and co-branding requirements
- A *tentative* target **timeline** for application and implementation of the proposed intervention
- (If applicable) Any specific **concerns or questions** regarding which your organization would like to receive follow-up technical assistance

References/Resources:

- AmeriCorps Governing Documents <https://public.3.basecamp.com/p/MiGbSnpLqzcuQ21rNeZPbqed>
- AmeriCorps Funding Restrictions Quick Reference <https://public.3.basecamp.com/p/pLLzD4qPo679iHdDsCW7b5HA>

Concept Paper Narrative

Submit a narrative description of your proposed intervention. Your narrative should include *brief* answers to the following elements:

- What statistical evidence can you provide to support the **need** for the proposed intervention in the defined service region? Please cite sources.
- AmeriCorps programs and AmeriCorps members cannot be leveraged to provide interventions that are already being provided in a community; they can only be leveraged to fill gaps in or enhance existing services. Describe the **gap in services** or the **enhancement of services** the proposed intervention is designed to fulfill.
- What is the **theory of change** that supports the probability that your proposed intervention will meet the need you have documented?
- Summarize any **evidence** in the form of research/evaluation reports/studies that support your program's theory of change. *(Optional: In addition to summarizing supportive research, you may submit with your concept proposal the abstract section of any reports/studies you reference.)*
- Describe your **proposed intervention** and how it will be delivered to cited recipients/beneficiaries.
- What is the intended **region of service** for the proposed intervention?
- What is the intended target audience for **recipients/beneficiaries** of the proposed intervention?
- How many **AmeriCorps members** would be engaged in delivering your proposed intervention? Would they be serving at full-time or less-than-full-time capacity? Would they be earning a living allowance?
- At what kinds **service sites** would AmeriCorps members deliver your proposed intervention? How will your organization recruit these service sites for AmeriCorps member placement?
- What are the short-, medium-, and long-term beneficiary and community **outcomes** that you anticipate will be achieved by the proposed intervention? And, how will you **measure the impact** of your proposed intervention?

References/Resources:

- AmeriCorps Governing Documents <https://public.3.basecamp.com/p/MiGbSnPLqzcuQ21rNeZPbqed>
- AmeriCorps Funding 101: Quick Reference <https://public.3.basecamp.com/p/qcjsNzupiuJ3xfdd1qRLmTvy>
- AmeriCorps Theory of Change <https://public.3.basecamp.com/p/kd4DdrrcQBUncYXYZ3erKE7w>

Optional Submissions

A Logic Model and a Financial Management Survey are required elements a formal AmeriCorps funding application. They are also useful tools in developing and considering an AmeriCorps program concept design. As such, while neither document is required to be submitted with your initial Serve Connecticut AmeriCorps Funding Concept proposal, we strongly recommend 1) your working with the documents as you design your program concept, and 2) your submitting working drafts of at least your Logic Model. Best practices in completion of these documents will be included in any post-submission technical assistance you receive.

Logic Model

Submit a logic model that depicts the theory of change and structure of your proposed intervention. Your logic model should provide an at-a-glance overview of the problem your organization is attempting to address, the inputs and activities your proposed intervention will require to produce a series of outputs, and the short-, medium-, and long-term outcomes that your proposed intervention is designed to achieve. A template is provided for your use.

References/Resources:

- Logic Model Template (MS Word) <https://public.3.basecamp.com/p/1E4L4WiUXRMLjdRpfITWdv6f>
- AmeriCorps Logic Model <https://public.3.basecamp.com/p/jU9dupz2CBmEfKEnYrhFhCAs>

Financial Management Survey

Submit a completed federally required Financial Management Survey (MS Word) to support assessment of your organization's fiscal capacity to manage a federal award.

References/Resources:

- AmeriCorps Governing Documents <https://public.3.basecamp.com/p/MiGbSnPLqzcuQ21rNeZPbqed>
- AmeriCorps Financial Management Survey (MS Word) <https://public.3.basecamp.com/p/5HRtoRThsgSV4gHJ9UtgePe6>

Optional Supplemental Documentation

Evidence Base Studies and/or Reports

Submit the abstract section only of any reports or studies that provide evidence for the effectiveness of your proposed intervention.

References/Resources:

- AmeriCorps Governing Documents <https://public.3.basecamp.com/p/MiGbSnpLqzcuQ21rNeZPbqed>
- AmeriCorps Evidence Base <https://public.3.basecamp.com/p/RXM3kRZGMCfie1EkohgLSAXE>

Application Instructions

Please visit the following link and be prepared with the following information and items to complete and submit your AmeriCorps Funding Concept Proposal package online.

Application Link: <https://form.jotform.com/202755297007053>

- Contact Name (*First Name, Last Name*)
- Organization
- Contact Email
- Contact Phone Number
- Organization Address (*Address, City, State, Zip Code*)
- **Authorized Representative Confirmation.** [yes/no check to confirm] *I am an employee or contracted representative of the above organization and am authorized by that organization to submit a concept paper inquiry on its behalf to Serve Connecticut regarding federal AmeriCorps funding.*
- **Terms of Participation.** [yes/no check to confirm] *I understand that submission of a concept paper inquiry to Serve Connecticut is part of a recommended technical assistance process the Commission provides for potential federal AmeriCorps funding applicants and a) is not a formal application for funding and b) does not entitle the organization I represent to any funding award.*
- **Applicant Introduction Cover Letter Instructions:** Prompt to upload a cover letter PDF introducing your organization and goals related to your proposed intervention.
- **Concept Paper Narrative Instructions:** Prompt to upload a PDF narrative description of your proposed intervention.
- **Logic Model Instructions:** (Optional) Prompt to upload a PDF logic model that depicts the theory of change and structure of your proposed intervention.
- **Evidence Base Studies and/or Reports Instructions:** (Optional) Prompt to upload PDF abstract section of any reports or studies that provide evidence for the effectiveness of your proposed intervention.
- **Financial Management Survey Instructions:** (Optional) Prompt to upload a federally required Financial Management Survey (MS Word) to assess your organization's capacity to manage a federal award.
- **AmeriCorps Funding Restrictions:** [checkbox confirmation of understanding] *Linked are purposes and activities for which neither AmeriCorps funds nor grantee match funding may be used and in which AmeriCorps program staff and AmeriCorps members cannot participate while representing an AmeriCorps program. Commitment to provide careful stewardship of these funds is a critical agreement that all AmeriCorps grantee entities make when accepting awarded funds. Your proposed program design should reflect adherence to these AmeriCorps funding restrictions.*