

STEPS TO CREATE YOUR APPLICATION IN EGRANTS (after you have established an account login and are at your homepage):

1. Go to cns.gov and click on the eGrants link (the grants.gov website is not the correct website for this grant opportunity).
2. At your eGrants homepage, click on Start a New Application.
3. Under Select a NOFA in the “select a program area”, Select AmeriCorps and click GO.
4. Select a NOFA;

New applicants applying for AmeriCorps State Formula grant select:
Commission AmeriCorps State FY 2011

Important Note: If you are applying for a fulltime fixed-amount grant or an Education Award Only Program and have not contacted us already please do so.

NOFA Summary: These grant funds support community service programs under AmeriCorps and operate through state service commissions.” The due date will be shown as July 6, 2011. THIS IS THE NATIONAL DUE DATE for Commissions to finalize applications. THE DUE DATE FOR THIS APPLICATION IS April 27, 2011 by 5:00p.m. MST.

Then Click Next

5. Select a state: MT
6. Select Prime ID #: Montana Commission on Community Service
7. Click on the “next” button.

You are ready to start your application. Use the navigation toolbar on the left to complete your application. Your AmeriCorps proposal consists of the following components. Please make sure to address, in full, each section as necessary and respond to the additional information described below.

Application Sections:

Application Info

Narratives

Performance Measures

Documents

Budget Section 1

Budget Section 2

Budget Section 3

Review

Authorize and Submit

NEW APPLICANT INFO

Review the Applicant Info sections. Sections are self-explanatory.

NOFA Information

Applicant Information

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

Continuation Requests and Re-compete Applicants: Use the view/edit link to review the project name and address and update as necessary and confirm that the project name associated with this request matches the project name used last year.

1 Select a Project

2 Enter Project Location

3 Enter Project Focus

4 Select Project Director

5 Enter Project Website (if applicable)

APPLICATION INFO

1. Areas affected by the project

2. Project Start and End dates

The start date for your project should be 9/1/11-8/31/12

3. Subject to Review by State Executive Order 12372 (NO for all applicants)

4. Delinquent of any Federal Debt (pertains to individual organization)

NARRATIVES - As you cut and paste each section of the narrative into eGrants, you must stay within the character limits.

BUDGET

All the amounts you request must be defined for a particular purpose. Do not include "miscellaneous," "contingency" or other undefined budget amounts.

Do not include unallowable expenses such as, entertainment costs (which include food and beverage costs).

Do not include fractional amounts (cents). Round to the nearest dollar.

PERFORMANCE MEASURES

All AmeriCorps programs establish, track, and assess performance measures.

Performance measures help determine how well the services provided by your program assisted those served.

All applicants must select the type of performance measures they will submit along with the proposal narrative. Applicants can choose one of the following:

Selection #1: Applicant Determined Performance Measures. Performance measures developed by the applicant must align with the goals and expected impact of the proposed program. Applicants selecting this option must follow the guidance for APPLICANT

DETERMINED PERFORMANCE MEASURES at

<http://www.nationalserviceresources.org/files/eGrants-instructions-for-Performance->

Measures-4-30-10.pdf

OR

Selection #2: Opting in to National Performance Measures developed by the Corporation for National and Community Service. Applicants selecting this option must follow the guidance for OPTING in to NATIONAL PERFORMANCE MEASURES link at

<http://www.nationalserviceresources.org/files/eGrants-instructions-for-Performance->

Measures-4-30-10.pdf

For more information about the National Performance Measures Pilot go to:

<http://www.nationalserviceresources.org/national-performance-measures/home>

Program Evaluation: In eGrants, you must change the status of the evaluation and audit documents from the default “Not Sent” to the applicable status (Sent, Not Applicable, or Already on File).

Review - Review your entire document for errors or needed details.

Verify Budget - In eGrants, you must verify your budget by selecting the “verify” budget at the end of entering all of your budget information. eGrants will notify you of any errors and you can not authorize and submit your grant without eGrants verifying you’re your budget has no errors.

Verification: When an application is submitted, eGrants checks to make sure all the required information has been entered. You can optionally run a check before submitting by clicking this link. If there are errors in your application, a box will be displayed explaining each error.

Authorize and Submit - Please read the authorization, assurances, and certifications below. If your name appears, please click on "I Agree." You must view or print the assurances/certifications before you can click on each "I Agree" for assurance or certification. If your name does not appear, but you are the appropriate person for that section, you may click on it anyway