

**Montana Governor's Office of Community Service
AmeriCorps Planning Grant Concept Form**

Purpose

This Concept Form serves two main functions:

1. As a planning tool to help organizations explore key AmeriCorps program elements without the burden of submitting a full application.
2. As a screening tool for OCS to assess the viability of applicants for AmeriCorps program funding competition based on eligibility, capacity to receive and expend federal AmeriCorps awards, and to ensure non-duplication of existing AmeriCorps programs.

Timeline

This concept form will be accepted on a rolling basis, throughout the year, to allow for greater transparency, accessibility, and opportunity for technical assistance in preparing an AmeriCorps grant application.

Concept forms must be submitted to Serve@mt.gov by March 30th of each year to be considered for the current year's funding cycle. Our office will respond within 10 business day of receipt of the form.

OCS will review submitted Planning Grant Concept forms, provide pre-application technical assistance, and guidance on next steps to the submitting organization.

Eligible Organizations – check all that apply

- | | |
|---|---|
| <input type="checkbox"/> 501 (c)3 Non-profits | <input type="checkbox"/> State or local governmental entity |
| <input type="checkbox"/> 501 (c)3 Faith Based Organizations | <input type="checkbox"/> State or local educational entity |
| <input type="checkbox"/> Native American Tribes | |

AmeriCorps Focus Areas – check all that apply

- | | |
|---|---|
| <input type="checkbox"/> Disaster Response | <input type="checkbox"/> Environmental Stewardship |
| <input type="checkbox"/> Economic Opportunity | <input type="checkbox"/> Healthy Futures |
| <input type="checkbox"/> Education | <input type="checkbox"/> Veterans and Military Families |

Applicant Information

Organization Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Organization Point of Contact: _____

Phone Number: _____

Email Address: _____

URL: _____

Narratives

AmeriCorps funds evidence-based programs across a continuum, from evidence informed (i.e. based in sound academic or industry research) to externally evaluated programs. If you are aware of any sources of evidence that support the following narrative sections, please list them. For the final application, AmeriCorps evidence standards must be met. Narratives are limited to 850 characters each.

1. What is the documented unmet community need that AmeriCorps will address?

2. What are the proposed AmeriCorps member activities (i.e. the intervention)?

3. Who or what would benefit from AmeriCorps service activities and what are the desired outcomes?

4. Why does your organization believe that AmeriCorps service is the ideal solution to address the stated community need?

Suitability Questionnaire

Do you plan to utilize AmeriCorps members to serve solely within the state of Montana?

- Yes Unsure No

Does the organization have a proven track record of establishing measurable outcomes for its programs?

- Yes Unsure No

Does the organization collect data to measure performance and progress on a continual basis?

- Yes Unsure No

Does the organization plan to dedicate full time staff to manage the proposed AmeriCorps program?

- Yes Unsure No

Does the accounting system track completely and accurately the receipt and disbursement of funds by each grant or funding source?

- Yes Unsure No

Does the organization have plans to secure the financial resources to meet required matches?

- Yes Unsure No

Has your organization been audited by a Certified Public Accounting firm within the past two years?

- Yes Unsure No

Thank you for your interest in utilizing AmeriCorps National Service as a solution to your pressing community needs. We look forward to visiting with you about the idea expressed in this concept paper.

Please contact Joe Naiman-Sessions, OCS Grants Manager, with any questions:

joe.naiman-sessions@mt.gov

406-444-5547