



## **SERVEWYOMING AMERICORPS CONCEPT PAPER INSTRUCTIONS**

### **HOW TO APPLY**

The ServeWyoming AmeriCorps application process begins with the Concept Paper. The Concept Paper has two sections a title page and a narrative section (page 4 and 5) which is to help applicants succinctly and precisely identify the proposed project, the needs it addresses, the activities members will be engaged in and the number of members requested. Information about AmeriCorps and priority areas are also included on page 2 and 3.

All Concept Papers received, by the deadline, will be evaluated by outside reviewers, commissioners and staff. Feedback will be provided based on the following criteria:

- The extent to which the proposed program meets an identifiable community need and is a primary service activity of the organization;
- The extent to which the community need and proposed intervention is evidence-based;
- The capacity of the proposed program to show successful impact in the community;
- The identifiable capacity of the applicant to effectively administer an AmeriCorps program, including adherence to programmatic and fiscal requirements;
- The strength of the proposal for AmeriCorps member recruitment and support;
- The identifiable sustainability of an AmeriCorps program.

The Concept Paper process is designed as a “qualifying” round. Applicants with a clear method for addressing a need and the potential to develop a strong AmeriCorps program will be formally invited to apply. No more than 50 member positions (slots) will be granted to organizations receiving an AmeriCorps grant for the first time.

---

### **TECHNICAL ASSISTANCE**

ServeWyoming  
307-234-3428

[ACprogram@servewyoming.org](mailto:ACprogram@servewyoming.org)  
[www.servewyoming.org](http://www.servewyoming.org)

## **OVERVIEW OF AMERICORPS**

AmeriCorps engages more than 80,000 Americans in intensive service each year at nonprofits, schools, public agencies, and community and faith-based organizations across the country. Since the program's founding in 1994, more than a million AmeriCorps members have contributed more than 1 billion hours in service across America while tackling pressing problems and mobilizing millions of volunteers for the organizations they serve. While the Corporation for National and Community Service (CNCS) accepts various proposal designs, it has SEVEN primary funding initiatives:

1. **ECONOMIC OPPORTUNITY:** Increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members, to prepare them for the workforce.
2. **EDUCATION:** School Readiness, K-12 Success, and Post-Secondary Support.
3. **HEALTHY FUTURES:** reducing and/or preventing prescription drug and opioid abuse.
4. **VETERANS AND MILITARY FAMILIES:** Activities will positively impact the quality of life of veterans and improve military family strength.
5. **RURAL INTERMEDIARIES:** Organizations that demonstrate measurable impact and primarily serve communities with limited resources and organizational infrastructure. Special consideration is given to organizations interested in pursuing this category.
6. **SAFER COMMUNITIES:** Programs that focus on public safety, preventing and mitigating civil unrest, and/or partnerships between law enforcement and the community.
7. **FAITH-BASED ORGANIZATIONS.**
8. **PLANNING GRANT** (if available).

## **ELIGIBLE APPLICANTS**

- Public or private nonprofit organizations with 501(c)3 status
- Community and faith-based organizations with 501(c)3 status
- State and local education institutions and governments.
- Indian Tribes

## **APPLICANT EXPECTATIONS**

Organizations must be extremely committed to service and willing to dedicate staff towards program administration. AmeriCorps exists to strengthen communities, offers members personal and professional opportunities for growth, and challenges organizations to effectively serve their communities. Additional information and resources can be found at [www.nationalservice.org](http://www.nationalservice.org). Please note, AmeriCorps funded programs are required to attend trainings throughout the year, create a meaningful member experience, and commit to branding their program as an AmeriCorps program in the media and websites. **All funded/matched staff and members are required to complete background checks**, per CNCS regulations, prior to charging time to the grant. There are additional eligibility requirements as well.

The AmeriCorps State program provides federal funds equaling up to approximately \$16,300 per Member Service Year (MSY) for living allowances and program administration. Sponsoring organizations are required to produce a non-federal (in most cases) match of 24% of the total program operating costs and should have sufficient capacity to operate personnel and accounting systems, comply with federal grant provisions, and respond to federal reporting requirements. CNSC federal funds may be used to hire additional staff, but sponsors should nonetheless be prepared to absorb some program responsibilities into its own systems.

### **AMERICORPS MEMBER BENEFITS (SUBJECT TO CHANGE)**

AmeriCorps members serve for one year, full-time (a minimum of 1,700 hours) or part time (1200, 900, 675, 450 or 300 hours). At the successful completion of their service commitment, they receive an education award that is in line with the Pell Grant (less for part-time service). The amounts are to be determined. The education award may be redeemed at a Title IV university, college, or trade school or used towards repayment of qualified student loans. Many AmeriCorps members receive a living allowance while serving, although it varies with the type of program. The AmeriCorps program is required to provide health care and share the child care benefits with full-time members. The minimum full-time living allowance is \$15,100 (maximum of \$30,200 and is optional for less than full-time members).

**CONCEPT PAPER TITLE PAGE**

**Sponsoring Organization (if different from applicant):**

**Organization Name (applicant):**

**Contact Person: Title:**

**Address:**

**Telephone: ( ) - Fax: ( ) -**

**E-mail Address:**

**Federal Employer Identification No. (FEIN): DUNS Number:**

**Check one of the following:**

- Educational Institution
- Local Government
- State Agency
- Other
- 501(c)3 Faith-Based Organization
- 501(c)3 Non-Profit Organization
- 501(c)3 Community-Based Organization

**Concept Paper Written By:**

**Title:**

**Email:**

**Phone: ( ) -**

**Which priority area will this program address? (Please check all applicable areas.)**

- Economic Opportunity
- Education
- Rural Intermediaries Grants
- Faith Based
- Other
- Healthy Futures
- Veterans and Military Families
- Safer Communities
- Planning Grant (if available)

## **How many members will be recruited under the proposed program?**

Full Time (1700 hours)

Reduced Half Time (675 hours)

Reduced Full Time (1200 hours)

Quarter Time (450 hours)

Half Time (900 hours)

Minimum Time (300 hours)

## **CONCEPT PAPER NARRATIVE INSTRUCTIONS**

The Concept Paper is intended to provide a brief description of the proposed AmeriCorps program operating in Wyoming. Below are the requirements and instructions.

### **CONCEPT PAPER – FORMAT REQUIREMENTS**

- The narrative must be typed in a standard 12-pt format (i.e. Arial, Times New Roman)
- The narrative must include the Concept Paper Title Page (attached).
- The narrative must be no more than (3) pages (not including title page)
- The narrative must have numbered pages.
- The narrative must follow the outline provided below.

### **CONCEPT PAPER – OUTLINE REQUIREMENTS**

Please use the following outline for your proposal. Be brief, yet precise, in your description:

1. What is the need being addressed and in what communities?
2. What evidence exists to support this need?
3. Who will be recruited to serve (i.e. demographic of AmeriCorps members)?
4. Who will be served (beneficiaries)?
5. What activities will AmeriCorps members perform?
6. What are the dates of the project (specific start and end dates)?
7. What will be the expected outcome(s) of the project (expected accomplishments)?
  - a) How will this project positively impact the community?
  - b) What negative consequences or behaviors will the project change?
8. What evidence (your own data, national model, empirical evidence such as outside evaluation, research, or a controlled study) exists to support the proposed activities will have the intended result?
9. How will the proposed changes be measured?
10. What staff and/or partners are involved to manage the program both administratively and programmatically? What experience do they have administering and monitoring a federal grant?