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Executive Summary

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Since 2002, Service For Peace has focused on uplifting the lives of low-income community members along with veterans and military families. For 2015 September 11th National Day of Service and Remembrance we are going to mobilize Americans to engage in service activities that meet vital community needs and honor the sacrifice of those who lost their lives on September 11, 2001, or who rose in service as a result of that tragedy. Through the Compassion Games we are going to focus on projects that will improve the quality of life of Veterans and improve military family strength along with First Responders. Another focus area will be in developing and disseminating educational materials & a service learning curriculum for youth to be used by teachers in schools.

Service For Peace, a 501c3 nonprofit service-learning organization with programs and projects in various countries and the United States, seeks a grant award from the Corporation for National and Community Service. Service For Peace is requesting a total of \$200,000 for the year 2015.

Service For Peace and its partners will engage volunteers to serve veterans/military families & First Responders by: 1. Implementing service projects in 10-15 different states; 2. Include projects that support and engage veterans/military family members & First Responders. 3. Engage a total of 30,000 volunteers throughout the country during the Compassion Games (Sept 11th to Sept 21st) 4. Develop service learning materials for students & train teachers to use the educational materials.

Program Design

INTRODUCTION Service For Peace (SFP) began in 2002 with the mission of connecting people to peace through service. We bring together people and partners of diverse faiths, ethnicities, nationalities, generations, and cultures to address urgent social needs in selected communities. SFP's September 11th National Day of Service and Remembrance efforts began in 2009 with projects in 10 states and has become an annual SFP event that brings diverse groups of people together through service. During the Compassion Games which runs from Sept. 11 to Sept. 21 we have increased our volunteers from 33,700 in 2013 to 56,229 in 2014 and we look to increase those numbers in 2015. We will require that all of our sub-grantees/partners include a focus on serving veterans and military families

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PROGRAM DESIGN GOALS AND OBJECTIVES In 2013 through the Compassion Games SFP and our partners engaged more than 33,000 volunteers who served 126,000 hours and in 2014 we increased that number to over 56,000 volunteers and 180,000 hrs served. The key objectives of our 2015 9/11 activities are the following: 1. Plan, implement, and oversee a minimum of 200 service projects in 10-15 different states. 2. Engage a total of 30,000+ volunteers throughout the country 3. Collect 6,000 food items during our 9/11 Souper Bowl Weekend (Sept 11-13) 4. Develop & disseminate a service learning curriculum for 10+ schools in 2015

OVERALL APPROACH Our RFP will be published on the SFP, CNCS, and partner websites and distributed through online newsletters that reach over 100 community organizations outside our current network. The sub-grant application process will be open to all organizations eligible to receive federal funding and that are competent to implement a service project that engages diverse populations in their community. SFP will select multiple sub-grantees throughout the nation by: 1. Drafting and distributing a fair, but competitive RFP for all potential sub-grantees, which will describe the grant sizes in relation to the number of organizational collaborations/unique volunteers. 2. Holding technical assistance calls to explain the RFP and its process to potential sub-grantees. 3. Utilizing three different grant reviewers to determine scores of each proposal and recommended amount of each award. 4. Selecting awardees through final approval from our CEO. SFP will support multiple sub-grantees throughout the nation by: 1. Granting them access to the National Program Manager, Peter Hayes, and our experienced Headquarters staff who have had over 7 years of direct hands on experience on planning and organizing 9/11 Service Projects. 2. Service for Peace will hold technical assistance calls for all sub-grantees and project leaders. We will encourage all sub-grantees to participate in any CNCS training calls. In previous years, SFP implemented successful 9/11 Service Projects in the following states: Alabama, Connecticut, Florida, Georgia, Indiana, Kentucky, Mississippi, Montana, North Carolina, South Carolina, Tennessee and Virginia. With previous years' successes in mind, SFP anticipates awarding sub-grants to organizations in 10-15 states in 2015. We are planning 2015 projects in some of the following states: CT, KY, CO, WA, FL, GA, ID, HI, CA, NC, SC, MT, PA, NY, OH, TN, MI, TX, IL & IN.

Community Need

According to the Department of Veterans Affairs - approximately one out of two (53%) separating

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Post-9/11 Veterans will face a period of unemployment. While national unemployment rates have declined, the on-the ground reality is that half of our Veterans enter a period of unemployment upon transition.

According to the US Department of Housing and Urban Development (HUD) 12 percent of all homeless adults are Veterans, including 20% of males which amounts to approximately 49,933 veterans that are homeless on any given night in America.

In the past, three of the largest SFP 9/11 Day service projects served Veterans, Military Families and First responders 1. Miami, FL: there are over 70,000 veterans in Miami-Dade County. 2. Louisville, KY: there are nearly 58,000 veterans in Jefferson County. 3. Bridgeport, CT: There are nearly 49,000 veterans in Fairfield County.

Miami-specific statistics on veterans: "Based on the Miami-Dade County Community Homeless plan, prepared by the Miami-Dade County Commission's task force on Homelessness...of homeless individuals...22% are Veterans." (<http://www.americanveterannewspaper.org/FAP/mission.html>) "...Miami's homeless military veteran population (is) believed to number more than 300..." (<http://www.miamiredcross.org/news/247-american-red-cross-director-tapped-to-lead-miami-homeless-veterans-task-force.html>)

Louisville-specific statistics on veterans: In an August 2011 television news story, Louisville-Lt. Col. John Bates, Commander of 2/138th Field Artillery, is quoted as saying, "One out of four of my soldiers doesn't have a steady income." (<http://wuky.org/post/depth-national-guardsmen-face-higher-unemployment-rate>) Another news report from November 2014 stated that the jobless rate among Kentucky National Guard soldiers fluctuated between 14 percent and 20 percent , depending on deployments, according to National Guard statistics. This is compared to Kentucky's overall jobless rate of 9.7%. (<http://www.courier-journal.com/article/20111101/NEWS01/310310113/Kentucky-guard-members-face-unemployment-battle?odyssey=tab%7Ctopnews%7Ctext%7CHome>)

Bridgeport-specific statistics on veterans: According to the US Department of Veterans Affairs in 2010, there were 15,200 female Veterans and 214,500 male Veterans in the state of Connecticut. Homes for the Brave, a Bridgeport-based veterans' organization, states on its Web site that an estimated 3,000 to 4,000 veterans in Connecticut do not have homes. The New Haven Register reported in February

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2012 that "Homeless veterans have long been predominately single males, typically Vietnam War vets with mental health or substance abuse problems. Now, a growing number of veterans with spouses and young children, many returning from deployments in the Middle East, are changing the face of homeless veterans in Connecticut and across the country."

"Veterans...are eating less frequently and choosing to pay other living expenses--rent, utilities, medical care and transportation--over food...according to the poll by the Marist Institute for Public Opinion." ("Poll: Veterans Looking for Food Help," The Wall Street Journal, November 2011). In addition to hunger, a lot of veterans and military families also need employment. "Long-term unemployment is still plaguing millions. But there is one type of job that is usually easily available: volunteer positions...volunteering can help you gain valuable new skills." (Levin-Epstein, Amy. Volunteer Work: 5 Ways To Use It to Get a Paying Job. CBS News. September 2011). During SFP's 9/11 Day of service, volunteers will meet new people, work on diverse project tasks, and utilize (and even strengthen) their current job skills. Therefore, SFP will proactively expand our efforts to support veterans and military families.

OUTCOMES Our projects' planned outputs and outcomes for 9/11 Day of Service & Remembrance include the following:

Output Grouping #1: Trainings for project leaders conducted via conference calls/webinars and technical support. Community partners recruited. Sub-grantee planning committees created. Project venues and timelines determined. Volunteers recruited.

Outcome #1: The engagement of a broad array of 60+ diverse partners/teams and 30,000 volunteers.

Output Grouping #2: Social media recruitment campaigns conducted. Site visits to local veteran centers conducted. Invitations to participate in projects sent out. Veterans/military families and military related organizations recruited.

Outcome #2: 3,000 Veteran, Military Families and Active Duty Military will be engaged in service as volunteers or be the recipient of service.

MEASUREMENTS SFP will capture data from all project sites online (Compassion Mapping) and on-

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site registration and using reports from all sub-grantees to assess whether our outcomes were accomplished. This data will include: 1. Volunteer numbers & volunteer hours. 2. Number of service projects and people served 3. Participant and partner testimonials. 4. Amount of cash and in-kind donations made by each partner through our reporting system, all sub-grantees have to verify all cash/in-kind donations with receipts showing at least a 25 percent match. 5. Amount of funds raised for local causes

DESCRIPTION OF ACTIVITIES SUBGRANTEE SELECTION PROCESS In order to ensure a portfolio of high quality sub-grantees, SFP will identify and select all nonprofit community organization sub-grantees by ensuring that all selected organizations can receive federal funding, are capable of organizing and implementing a service project that engages a diverse and impressive amount of volunteers, and have the means of engaging and/or supporting veterans and military families. Organizations with a proven track record of successes in volunteer engagement and project implementation, ties to multiple organizations for potential partnering, and plan to engage students and veterans/military families will be preferred. The SFP sub-grant selection process will be free from conflicts of interest. SFP will utilize three unique and anonymous grant reviewers for each sub-grant application. The reviewers will not be directly related to any of the sub-grantee applicants. If a conflict is identified, the reviewer will abstain from reviewing the application and the score will be determined by the average of the two remaining reviewers' scores. The estimated number or range of sub-grant awards that will be made is 15 to 20 in 2015. The estimated range of sub-grant award amounts will be \$1,000-\$20,000 each. SFP will base the amount of each sub-grant award by using the following formula: 1. At least 100 volunteers engaged equals \$1,000 2. At least 250 volunteers engaged equals \$2,500 3. At least 500 volunteers engaged equals \$5,000 4. At least 1,000 volunteers engaged equals \$10,000 5. At least 2,000 volunteers engaged equals \$20,000 Sub-grant eligibility will formally be determined by reviewing the answers and required documentation of the submitted RFP. Once it is determined, the proposed review and selection process will be as follows: 1. Three reviewers independently review and score each application, and recommend a grant amount. 2. All scores are combined and reviewed by the three-member committee and ranked; an application must have at least a 70% average score to be recommended for funding. 3. Recommendations are given to CEO; he then approves selected applications and funding amounts.

TECHNICAL ASSISTANCE AND SUPPORT SFP will require each sub-grantee to submit three

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reports: Project Report 1: Due on September 25, 2015 (4 days after Compassion Games end). Project Report 2: Due on Oct.2, 2015. Project Report 3: Due on Oct.9, 2015 (final report and financial report with release of remaining 50% of funds). The final and third report will include a financial section to be completed and submitted with receipts. Once the final report is submitted, the final 50% of the awarded funds will be released. All sub-grantees will have access to the National Program Director, Peter Hayes, and our experienced headquarters staff for individual program consulting. All registered team/project leaders will receive training from staff members and professional consultants. Sub-grants will be financially managed through the reporting process and SFP's annual CPA audit. SFP will also utilize onsite attendance records and online registrations to collect essential data. Lastly, SFP will hold technical assistance calls leading up to 9/11 Day of Service and will also require all sub-grantees to attend any CNCS technical assistance calls. SFP's proposed approach to accountability include: the collection and submission of detailed reports and receipts; the completion of a CPA audit of the 9/11 grant and all related funds; and the staff oversight from CEO and board of directors. Sub-grantee reports will be sent to our 9/11 leadership team. Then, the report contents that describe project accomplishments will be disseminated to CNCS and our local partners/sponsors through social media, e-mail blasts, and media contacts.

PROPOSED SUBGRANT PLAN AND TIMELINE The below timeline outlines principal tasks on a monthly basis for the first year of project execution: June 2015 SFP receives CNCS grant award. SFP publishes and promotes grant opportunity. July 1-15, 2015 SFP holds technical assistance calls. SFP reviews sub-grantee applications. SFP announces awardees. SFP secures signed MOUs from sub-grantees. SFP distributes 9/11 Day planning resources. July 15-30, 2015 Sub-grantee planning committee meets. Sub-grantee initiates project recruitment and registration. SFP plans and designs 9/11 Day marketing materials. SFP updates project tool kits. SFP has conference calls with all project coordinators to develop planning committees and impact plans. August 1-15, 2015 SFP conducts conference call for project leaders. SFP releases 50% of sub-grantee funds. Sub-grantee planning committee for 9/11Day meets and posts projects online for volunteer registration. SFP/sub-grantee update 9/11 Day media lists and initiates media relations. July & August 2015 SFP conducts conference calls for project coordinators & project leaders. SFP sends out additional resources and planning guides. Sub-grantees initiate 9/11 Day biweekly planning committee meetings.. Sub-grantee prepares kick-off press release and begins 9/11 Day media relations. SFP distributes marketing materials. Sub-grantee orders t-shirts. August 1-15, 2015 Sub-grantee conducts site-based training and

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orientation for project coordinators. Sub-grantee distributes marketing materials. Sub-grantee conducts bi-weekly planning committee meeting. Sub-grantee confirms project sites. Sub-grantee distributes 9/11 training manuals. Sub-grantee links with media. SFP conducts technical assistance call. August 15 to Sept 10, 2015 Sub-grantee conducts weekly planning committee conference call. Sub-grantee facilitates 9/11 Day projects and activities.

Sept 11-26, 2015 Sub-grantees collect reports and evaluations from staff. SFP collects data for 9/11 report for CNCS. SFP/sub-grantees continue with Compassion Games with partners. October 2015 sub-grantees send thank-you notes to partners and participants. Oct. 2015 SFP releases final 50% of funds to sub-grantees upon final project and fiscal reports SFP conducts wrap-up conference call with project coordinators providing opportunities for ongoing SFP projects like MLK Season Of Service.

COMMUNITY RESOURCES SFP will use the following community resources to implement the project: educational institutions, corporations, community foundations, agencies serving veteran/military family facilities (such as the National Guard, military bases, Veterans of Foreign Wars, American Legion, and Veterans Affairs Hospitals). We will be partnering with the National Association of Black Veterans --NABV and Compassion Games International. Corporations bring organizational know-how and resource building. Community foundations bring philanthropists and a wide array of support. Community and faith-based organizations bring years of successful charity work and sensitivity to under-served populations to the planning committee. Veterans/military families bring resources; know-how; and unique personal stories, capabilities, friendship, and mentorship. All in all, the local partners' role is to ensure that an ongoing culture of service is initiated beyond the 9/11 Day of Service & Remembrance.

Organizational Capacity

ORGANIZATIONAL CAPACITY ABILITY TO PROVIDE PROGRAM OVERSIGHT: SFP has been awarded a CNCS MLK grant from 2004 to 2015, and each year, we expanded our services and partnerships immensely. SFP initiated the innovative MLK "Season of Service" that was later adopted as a national CNCS initiative in 2007, Under the CNCS MLK Grant we have recruited over 250,000 volunteers and overseen over 100 sub-grantees. Since 2009, SFP has overseen projects in multiple sites in 12 States for the 9/11 National Day of Service and Remembrance.

INFRASTRUCTURE The SFP national office administered the 2006-2008, 2009-2011, 2012-2014 & 2015 MLK Day intermediary grant process, demonstrating organizational and programmatic capacity

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to successfully execute its objectives. During these years, SFP oversaw a multi-state, sub-granting process with technical assistance support, fiscal management leadership, program design success, capacity building, volunteer recruitment, and retention services.

STAFF Charles T. Phillips, PhD, Moscow State University, is the CEO of SFP. He provides the programmatic and fiscal management of 15 SFP chapters throughout Europe, Asia, Africa, Latin America, and the United States. Under his leadership, SFP has developed chapter standards, chapter tool kits, and a marketing and branding manual to establish systems to align programs and activities.

Peter Hayes, 9/11 National Program Director has 20 years experience in the nonprofit management sector and has worked for SFP for 10 years. Peter brings extensive experience/success with project design and implementation, volunteer recruitment, partnership building, and donation/sponsorship solicitation. Peter will oversee the development of toolkits, resources, technical assistance, and program evaluation for this grant.

Stacey Doherty, Bookkeeper is the lead financial administrator in charge of this grant and will oversee all reporting, expenditures, and sub-grantee monetary releases. Stacey has 10 years of expertise in corporate and non-profit accounting.

Lili Kato, Administrative Assistant, has worked for SFP for ten years, has overseen 10 MLK Day of Services in Miami and throughout Florida. Lili helps on the bookkeeping, accounting, and reporting.

Daniel Phillips, Grant Manager Assistant sends out all communications to sub-grantees, receive and verify projects and financial reports, and facilitates communication amongst sub-grantees and SFP staff members.

ABILITY TO CONTROL FISCAL OVERSIGHT SFP chapters submit financial statements to the national office on a monthly basis, including bank statements, cancelled checks, and other documents. The system allows for the management of the hundreds of project-related financial interactions from 2004-2015. Out-of-network applicants will be screened by the reviewers and final advisement will sit with the 9/11 grant manager to ensure the sub-grantees have the capacity to administer a federal sub-grant. Final screenings take into consideration sub-grantee capability and program track record, proof

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of an adequate accounting system, and a signed agreement by the board or authorized individual on the use and application of funds. Financial statements, the 990 form, and independent audits are utilized when available. Half of the grant funds will be distributed within thirty days of approval of the award. The release of the balance of funds will be contingent upon satisfactory progress reports and submittal of the post-program report and program accounting documents. Our current organizational budget for 2014/2015 is \$981,000. Roughly 20% of our budget would be represented by this grant. SFP will ensure compliance with Federal requirements by having our national program director and other staff members monitor each grant. We also require a signed MOU from each sub-grantee that includes a non-discrimination pledge and criminal background check. By signing the MOU, all sub-grantee agree to being compliant with all Federal requirements.

Clarification Summary

Clarification Items:

Performance Measure Work Plan Items:

1. PM 2 is missing the # of volunteers and project hours.

Ans. We added the number of volunteers and project hours which are 5,000 Veterans and Military family members who will volunteer or be recipients of service. We estimate the number of Project hours to be 15,000 hours.

2. More information needs to be included in the entirety of PM 2 (descriptions of interventions, descriptions of instruments, and problems statements) to show how the activities are serving veterans and military families. Currently the activities do not clearly show how veterans and military families are supported. For example, canned foods collected for food pantries may not necessarily end up going to food pantries.

Ans. The food we collect will be distributed to National Guard Armories and Military Bases along with other organization that serve Veterans such as Volunteers of America, and National Associations of Black Veterans.

We plan to engage 5,000 Veterans/Military Families as volunteers and/or recipients of service. Service For Peace and our partners sub-grantees will be hosting service projects at VA Medical Centers, National Guard Armories, Military Bases, Military Cemeteries, National Associations of Black

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Veterans (NABV), American Legion, Veterans of Farm Wars (VFW), and other organizations that serve Veterans and Military families.

Additionally, it is not clear from the description what compassion mapping software does or how it tracks information.

Ans. The Compassion Mapping Software is an online system that enables the Project Coordinator as well as volunteers to track the number of Volunteers, hours served and people served for each project that takes place as well as qualitative stories and reflections about their events and activities. It also has a GPS mapping feature where volunteers can easily find projects in their local communities.
<https://compassiongames.crowdmap.com>

3. If the activities need to be revised due to changes in the timeframe of activities, please be sure to revise the performance measures accordingly as well.

Budget Items:

1. Please clarify whether the Program Coordinator position is 12 months at half time. If so, please clarify why the project requires a 12 month position.

Ans. We revised the Budget to reflect that it is a 5 month position (June - October 2015) at 30% (\$3,000 x 5 months = 15,000)

2. Please provide a calculation on all figures in the entire budget (e.g. Indirect Costs and Other Support Costs.)

Ans. A. Personnel - Program Director is a 5 month position (Jun-Oct) 30% (3,000 X 5 months = 15,000)

B. Fringe Benefits

1. FICA is calculated at 8.22%

2. Portion of Health Insurance for CEO - (2%) and Administrative Assistant - (10%)

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C. Travel ¿ (See Budget Section)

D. Supplies - \$800 x 100 Service Projects ¿ For paint brushes, landscaping materials & tools, building supplies, and other materials used to complete these projects.

E. Other Support Costs

1. Grants to Sub-grantees (\$150,000) - 10-15 Sub-grants ranging from \$1,000 ¿ \$20,000.

2. Technical Assistance and Social Media Training for Sub-grantees (\$5,000)

3. TA Calls and Webinars on sub-granting process, project development, volunteer recruitment, raising funds and resource development, and media engagement. (10 Webinars x \$250 = \$2,500)

4. Social Media and Compassion Mapping Training and Support. (100 hours x \$25 = \$2,500)

5. Evaluation and Reporting (\$2,500) ¿ Review for accuracy of Financial and Project Reports to verify that each sub-grantee meets their goals and timelines.

We will review for best practices that will help us improve our grant making process and program. We will create a report highlighting successful projects and inspirational stories and disseminate it to CNCS our partners and sub-grantees and to local, regional and national media (50 hours x \$50 = \$2,500)

6. Printing of 9/11 Curriculum for Students (\$2,400) -1,200 Curriculum Guides x \$2 each = \$2,400

7. Criminal History Checks (\$1,000) - \$50 x 20 Staff

F. Indirect Costs (\$20,000) ¿ Liability, Board, and Health Insurance, rent, utilities, telecom, audit by CPA, salary and fringe benefits of headquarter staff not related to program.

3. Please clarify how many sub awards are anticipated, for how much and how they will be tracked for evaluation purposes.

Ans. 10-15 Sub-grants ranging from \$1,000 ¿ \$20,000.

Evaluation: Each sub-grantee will be required to submit a Financial Report with receipts and documentation for all spending. We require that all sub-grantees meet the 75/25% match and submit a report on their projects, as a condition to receive the final 50% of their grant award

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4. Please move the administration costs to the Indirect Costs line.

Ans. In the Budget Section 1 we moved the bookkeeping costs from Personnel to indirect costs as suggested.

5. Please be sure to include costs for Criminal History Checks for all covered positions.

Ans. In the Budget Section 1 we revised our budget to include \$1,000 for Criminal History Checks (\$50 X 20 Staff = \$1,000)

6. Please clarify how the program intends to document \$800 in donated supplies in 100 sites.

Ans. As part of our financial reports we require all sub-grantees to provide receipts for all Cash and In-Kind expenditures and we require that they meet or exceed the 75/25% match requirement.

7. Please include in the budget staff travel for two staff members for a grantee meeting in Washington DC in July for a two day training event.

Ans. See Travel Section (2 Staff x \$1,000 for CNCS Training in DC in July)
(Air Fare, Lodging, local travel, car rental and meals.)

8. Please submit your indirect cost rate agreement to sept11@cns.gov.

Ans. We don't have a cost rate agreement, so we used the recommended 10% percent rate. (10% of \$200,000 = \$20,000)

Clarification Narrative Items:

1. Please specify more clearly a range of dates during which you will require events to occur.

Ans. September 11th - September 21st

Most of our projects will take place on 9/11 Weekend (Friday - Sunday) September 11-13 with some projects taking place through September 21st. (Please refer to Proposed Sub-grant Plan and Timeline

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in Program Design.)

2. Please explain how your ongoing project continues to connect to September 11th. All activities must connect to September 11th. You may consider revising the project timeframe.

Ans. From July 1st leading up to September 11th we will be recruiting volunteers, engaging partners, planning projects through technical assistant calls and social media outreach to reach our goals of volunteers recruited and service projects completed. From September 11th to 21st we will be implementing service projects. From late September through late October we will collect project reports and financial reports along with receipts. We will also have evaluation sessions and a wrap up webinar with each sub-grantee to document their successes and challenges along with best practices. October we will collect all project and financial data and create a written report with pictures that will be disseminated widely through social media sites and media outlets such as tv, and newspapers.

Cost Effectiveness and Budget Adequacy

COST EFFECTIVENESS AND BUDGET ADEQUACY BUDGET AND PROGRAM DESIGN SFP will obtain diverse non-Federal resources for program implementation and sustainability. The entire project budget is \$171,671. SFP is requesting a total of \$120,000 from CNCS. The grant will be matched with a total of \$51,671 (this amounts to a 70% to 30% match which exceeds the 25% match required)

SFP has secured various levels of sponsorships/donations from the following entities: Sam's Club, Louisville City Council, AARP, Genentech, the University of Bridgeport, Florida International University, Wal-Mart, Target, State Farm Insurance, Compassion Games International, Talking Rain, Home Depot, Comcast, McDonald's, UAW/Ford, International Paper, Wachovia, Lowe's, LUSH, PEMCO Insurance, Pyramid Communications, Peoples United Bank, Subway, Clear Channel, Office Depot, and Frito-Lay along with many local businesses. Corporate partnerships will offer in-kind skill based volunteers as consultants and advisors. For instance, a TV station will be asked to donate PSAs; a fast food chain will be asked to donate meals; Home Depot & Lowe's will be asked to donate paint and brushes. Costs are in line with what SFP has requested and accomplished over the last 10 years of receiving the CNCS grant for MLK Day of Service. We receive a significant amount of in-kind support through volunteer staff hours and project supply/refreshment/printing donations. SFP also has a very low overhead cost, which equates to roughly \$5 per volunteer recruited. We help train

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our sub-grantees on how to acquire in-kind and cash sponsorship for their local projects.

BUDGET NARRATIVE

PROJECT PERSONNEL EXPENSES: \$23,540(\$21,540 CNCS share) For SFP staff that oversee the implementation of the grant and sub-grantee support. For SFP staff that manage secretarial and accounting work of 9/11 projects.

PERSONNEL FRINGE BENEFITS: \$3,231 (\$2,560 CNCS share) For grant, indirect costs only of the SFP staff (not local project personnel) engaged in the project. (calculated at 8.22% for FICA)(Health care cost of CEO at 2% and Administrative assistant at 10%)

TRAVEL: \$2,000 (\$2,000 CNCS share) For traveling to support/provide the technical assistance by 9/11 grant manager and senior project director. 2 Staff members to attend CNCS Meeting in DC in July. (Air Fare, Lodging, local travel, car rental and meals.)

EQUIPMENT: NA

SUPPLIES: \$40,000 (\$0 CNCS share) For the actual operational needs for a large community days of service. This includes paint, tools, gloves, and other supplies donated by local businesses & partners (\$300 x 100 service project/sites = \$30,000)

Refreshments and Food/Lunch for Volunteers 100 Projects x \$100 Each (\$10,000)

CONTRACTUAL AND CONSULTANT SERVICES: NA

OTHER SUPPORT COSTS: \$90,900 (\$83,900 CNCS share)

(\$80,000 from CNCS will be given out as 10 - 15 sub-grants with a range of \$1,000 to \$20,000)

(\$400 from CNCS will help pay for printing of education materials for students)

(\$1,000 from CNCS Criminal History Checks \$50 x 20 Staff = \$1,000)

Evaluation and Reporting: \$2,500 (\$2,500 CNCS share) To conduct analysis of gathered data, assess best practices, and make recommendations for improvement and to create and disseminate our project and financial reports.

Training: \$5,000 (200 hrs x \$25 between 2-3 staff) Webinars, conference calls and training materials for educational materials (Provided by SFP)

Indirect Costs (Admin) - (10%)- \$12,000 (\$10,000 CNCS Share)

Liability, Board, and Health Insurance, rent, utilities, telecom, audit by CPA, salary and fringe benefits of headquarter staff not related to program.