UServeUtah
Utah Commission on Service & Volunteerism

AmeriCorps
Utah

UTAH STATE AMERICORPS

EAP and Fixed Grant

Fillable PDF Application Form

Program Year 2024-2025

Intent to Apply due March 19, 2024
Applications due April 12, 2024

Electronic application form provided to applicants after final RFP training.

**UTAH COMPLIANCE REQUIREMENTS FOR
AMERICORPS APPLICATIONS**

Specific aspects of the 2024 AmeriCorps*State Application Instructions that apply to Utah State are as follows:

- Programs applying for Utah State AmeriCorps funding MUST NOT exceed the cost per member service year (MSY) of the applicable program type requested in the application.

- All programs models MUST support a minimum of 10 Member Service Years (full time member equivalent). This can be met with full time and/or part time slots.

We require applicants to:

❑ Submit notice of Intent to Apply to email below by March 19, 2024

<div align="center">

Greg Bates
gregbates@utah.gov

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❑ Submit completed application form via e-mail by 5:00 PM MST on April 12, 2024.

❑ Organize your application in the sequence outlined in the instructions packet.

❑ Meet the outlined page/character limits.

❑ Submit only requested materials. Do not submit any supplementary materials such as: annual reports, videos, brochures, letters of support, etc. They may disqualify the application.

❑ Include only text in narrative fields. Do not insert any items such as: graphs, charts, photos, graphics, logos, etc.

AmeriCorps EAP/Fixed Amount Grant
Concept Paper Title Page

Sponsoring Organization:

Organization Name:

Contact Person:

Title:

Address:

City/State/Zip:

Telephone: Fax:

Email address:

List All Counties Impacted by the Project:

Focus Area

Which RTKO CT[focus area will this program address (check ONLY ONE):

Education   Environmental Stewardship   Multi-Focus Intermediary

Healthy Futures   Veterans

Economic Opportunity   Disaster Services

Proposed AmeriCorps Intervention Type(s)

Direct Service   Capacity Building   Both

Members

How many Members will be recruited under the proposed program?

_____ Full Time (1700 hrs)
_____ Reduced Full Time (1200 hrs)
_____ Half Time (900 hrs)
_____ Reduced Half Time (675 hrs)
_____ Quarter Time (450 hrs)
_____ Minimum Time (300 hrs)
_____ Abbreviated Time (100 hrs)

Executive Summary
(3,000 Character Limit)

Logic Model (Do not exceed space provided)						
Problem	Inputs	Activities	Outputs	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes

Logic Model (Continued If Needed)						
Problem	Inputs	Activities	Outputs	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes

Performance Measurement Worksheet

AmeriCorps members and programs must produce measurable and tangible results to address community problems within the program or grant year. This information should provide a clear link to the community need and AmeriCorps member service activities described in the narrative.

Refer to the 2024 AmeriCorps Performance Measure Instructions when completing this worksheet: https://americorps.gov/sites/default/files/document/FY%202024%20ASN%20Performance%20Measures%20FINAL.508.pdf

Service Activities

Describe the primary service activities (interventions) that will be completed by AmeriCorps members. These should align with the AmeriCorps focus area that you selected on page 2. Your response should also align with the answers provided in Q12 of the Qualtrics survey. Examples of member activities could include one-on-one tutoring for reading with students in elementary schools, providing environmental education, delivering meals to the elderly and disabled, etc. Please ensure that all proposed activities are allowable and not listed as prohibited in 45 CFR § 2520.65.

 If members will be working in multiple focus areas and/or performing multiple service activities, please clearly separate your answers on this worksheet.

Program Design
How many AmeriCorps members will be participating in each activity?
How many days per week (on average) will each activity occur?
How many hours per day (on average) will each activity occur?
What is the proposed start date for the activities?
What is the proposed end date for the activities?
Describe in detail who or what will directly benefit from the AmeriCorps member service. Some examples would include senior citizens at senior centers in Davis County, fifth grade students in Granite School District, public lands in San Juan and Grand County, etc.

Performance Measures

Enter the performance measures (outputs and outcomes) that will be tracked which correspond to the member service activities.

All applications must include at least one aligned performance measure (output paired with outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure depending on the program's theory of change. Applications may also include National Performance Measure outputs without associated outcome(s) provided that the output measures a significant program activity. These output-only measures do not fulfill the requirement for an aligned performance measure but may be selected in addition to the aligned measure(s).

All performance measures must reflect significant program activities whose outputs and outcomes are consistent with the applicant's core theory of change. Applicants are not expected to have performance measures for every program activity. AmeriCorps does not require applicants to use National Performance Measures but expects them to do so if National Performance Measures reflect key outputs and/or outcomes of the theory of change. Applicants may not create applicant determined outputs or outcomes that duplicate existing National Performance Measures.

All performance measures, including output-only measures, must be associated with one or more interventions (service activities). Applicants are expected to use the system-defined intervention categories if they appropriately represent the applicant's program activities. Applicants may not create user-defined intervention labels that duplicate existing intervention categories.

Refer to the 2024 AmeriCorps Performance Measure Instructions when developing these measures:
https://americorps.gov/sites/default/files/document/FY%202024%20ASN%20Performance%20Measures%20FINAL.508.pdf

Output(s)	Outcome(s)

Data Collection
What data collection methods and tools will be used to track the outputs and outcomes listed above?
When and how would you begin tracking this data?
Who would create the tools needed, and then collect and analyze the data? Identify by name, job title, and organization.

A. Fixed Amount Applicant Budget Worksheet

Complete the budget worksheet as follows:

1. Enter the number of each position type you are requesting, under the Member Slots column.

2. Enter the requested cost per MSY. Fixed amount applicants may request up to $25,000 per member service year (MSY).

3. Enter the proposed living allowance for each slot type that will be utilized.

Member Slots	Multiplier	MSY
Full-time (1700 hours)		
Reduced Full-time (1200 hours)		
Half-time (900 hours)		
Reduced Half-time (675 hours)		
Quarter-time (450 hour)		
Minimum-time (300 hour)		
Abbreviated-time (100 hour)		
Total MSY		

Total MSY	Requested Cost Per MSY	Total Grant Request

Member Slot Type	Proposed Living Allowance Amount
Full-time (1700 hours)	
Reduced Full-time (1200 hours)	
Half-time (900 hours)	
Reduced Half-time (675 hours)	
Quarter-time (450 hour)	
Minimum-time (300 hour)	
Abbreviated-time (100 hour)	

B. Education Award Program (EAP) Budget Worksheet

Complete the budget worksheet as follows:

1. Enter the number of each position type you are requesting, under the Member Slots column.

2. Enter the requested cost per MSY. Applicants can apply for up to $800 per MSY, or not more than $1,000 per MSY if at least 50 percent of the persons enrolled in the program are disadvantaged youth.

3. Enter the proposed living allowance for each slot type that will be utilized.

Member Slots	Multiplier	MSY
Full-time (1700 hours)		
Reduced Full-time (1200 hours)		
Half-time (900 hours)		
Reduced Half-time (675 hours)		
Quarter-time (450 hour)		
Minimum-time (300 hour)		
Abbreviated-time (100 hour)		
Total MSY		

Total MSY	Requested Cost Per MSY	Total Grant Request

Member Slot Type	Proposed Living Allowance Amount
Full-time (1700 hours)	
Reduced Full-time (1200 hours)	
Half-time (900 hours)	
Reduced Half-time (675 hours)	
Quarter-time (450 hour)	
Minimum-time (300 hour)	
Abbreviated-time (100 hour)	

Continuation Changes
(9,000 Character Limit Total)

Continuation Changes Continued
(9,000 Character Limit)

END OF APPLICATION