AmeriCorps Utah

UTAH AMERICORPS STATE

PLANNING GRANT PROPOSALS

Program Year 2026-2027

Intent to Apply due September 9, 2026

Applications due October 5, 2026

UServeUtah

2026-2027 Utah AmeriCorps State Planning Grant Overview

AMERICORPS

AmeriCorps is a national service program that provides opportunities for citizens to serve their country in local communities. Each year participants of AmeriCorps, called members, join a local program and provide specific, intensive community services such as tutoring students who need extra help, teaching community residents about issues directly affecting them, and other services that strengthen communities. An operational grant award cycle spans three years but is renewable annually subject to performance reviews, availability of federal funds, and progress toward sustainability.

AmeriCorps is a program funded by the U. S. Congress under the Catalog of Federal Domestic Assistance number 94.006. The national organization supporting AmeriCorps is the AmeriCorps agency, formally known as the Corporation for National and Community Service (CNCS). The AmeriCorps agency receives AmeriCorps program funding from Congress and awards funding to state commissions, such as the Utah Commission on Service and Volunteerism (UServeUtah), to grant and oversee AmeriCorps programs in their state. For more information visit www.americorps.gov.

THE UTAH COMMISSION ON SERVICE AND VOLUNTEERISM (USERVEUTAH)

Founded in 1994, The Utah Commission on Service and Volunteerism (UServeUtah) is the state's central coordinating body for service and volunteerism and works to build and cultivate capacity, promote and inspire volunteerism, and recognize volunteer efforts. UServeUtah is responsible for developing, implementing, and sustaining a vision and culture of civic engagement and national and community service within the state.

UServeUtah invests in community-based organizations; convenes and mobilizes individuals, nonprofits, corporations, and government entities to link strategies related to service and volunteerism; builds the capacity of programs and agencies through training and technical assistance; and advocates for the development and promotion of public policies and private initiatives that incorporate service and volunteerism as effective strategies to address community needs. Additional information on UServeUtah can be found on our website (userve.utah.gov) and through social media (Facebook, Instagram, and X).

FUNDING OPPORTUNITY DESCRIPTION

What is the purpose of an AmeriCorps State planning grant?

AmeriCorps planning grants provide support to a grant recipient to develop an AmeriCorps program that will engage AmeriCorps members in implementing evidence-based interventions to solve community problems. Grant recipients are awarded up to $125,000 for a 12-month planning period and are encouraged to compete for an operational AmeriCorps program grant in the following grant application process if they deem the fit with AmeriCorps to be of use to their community.

Planning grantees will be expected to complete the On3Learn Planning Grant training courses, develop policies, procedures, and other deliverables identified by UServeUtah during the planning period that will prepare the recipient in operating a compliant AmeriCorps program utilizing at least the equivalent of 10 Member Service Years (MSY). The planning grantee will also be required to complete quarterly progress reports and participate in regular check-in calls with a program officer at UServeUtah. A planning grant may not be used to support AmeriCorps members and the grant will be on a cost reimbursement basis. **The project period is no more than 12 months from January 1, 2027 - December 31, 2027 unless otherwise agreed upon.**

What is the purpose of AmeriCorps State grants?

The purpose is to maximize the power of service and volunteering to improve lives in communities across the country. In the Edward M. Kennedy Serve America Act, Congress directed the AmeriCorps agency to focus AmeriCorps funding on unmet needs that AmeriCorps members can address in six key focus: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families.

For each of these priority areas, AmeriCorps has identified specific objectives and, in many cases, standard performance measures that AmeriCorps programs must meet. For extensive information on AmeriCorps funding goals, performance objectives, strategies, and priority measures, read the AmeriCorps Strategic Plan at: https://www.americorps.gov/sites/default/files/document/2026-04/2026_2030_AmeriCorps_Strategic_Plan_OMBFinal_14Apr26.pdf

AMERICORPS FOCUS AREAS

Disaster Services: Helping individuals and communities prepare for, respond to, recover from, and mitigate the effects of disasters and increase community resiliency.

Economic Opportunity: Improving the economic well-being and security of underserved individuals.

Education: Improving educational outcomes for underserved people, especially children. AmeriCorps is particularly interested in program designs that support youth engagement and service learning as strategies to achieve high educational outcomes.

Environmental Stewardship: Supporting communities to become more resilient through measures that reduce greenhouse gas emissions, conserve land and water, increase renewable energy use, and improve at-risk ecosystems, especially in underserved households and communities**.**

Healthy Futures: Support for health needs within communities, including mitigating the impacts of public health crises, access to care, aging in place, and addressing childhood obesity, especially in underserved communities.

Veterans and Military Families: Improving the quality of life of veterans, military families, caregivers, and survivors.

STATE OF UTAH PRIORITIES

UServeUtah will be giving preference to programs and planning grant applicants that focus on:

2026 State Priority Areas and Components*:

Priority Areas:

1. Mental Health: Programming that engages youth or young adults in efforts to improve mental health outcomes or provides a direct mental health benefit to youth or both.
2. Early Education Literacy: Specifically, programs focused on Pre-K to 3rd Grade literacy efforts.
3. Preserving Utah's Natural Spaces: Programs with a strong focus on the Governor's initiative related to developing resiliency in Utah’s water systems, including Great Salt Lake, through comprehensive adoption of responsible water wise growth. Develop resiliency in Utah’s water systems by reducing water use and improving water quality.

Priority Components:

1. Service to Career Pathways: Program models that incorporate workforce development by providing members with specialized training, certifications, higher education credits, or other support to help them successfully transition into the workforce following their service.
2. State Service Initiatives: Programs that align with state service initiatives funded or prioritized by the legislature, governor, or lieutenant governor.
3. Bridging Divides: Programs designed to foster constructive civic dialogue, promote respectful communication, and improve community collaboration across different viewpoints.

**The Priority Areas represent a specific type of program. The Priority Components are broader topics that could be woven throughout any program application. Both would receive priority points on the application.*

DIRECT SERVICE

According to 45 CFR § 2520.65 the AmeriCorps members supported under an AmeriCorps State grant may perform direct service activities that will advance the goals of a program, that will result in a specific identifiable service or improvement that otherwise would not be provided, and that are included in, or consistent with, an approved AmeriCorps grant application. Members' direct service activities must address local environmental, educational, public safety (including disaster preparedness and response), or other human needs. Direct service activities generally refer to activities that provide a direct, measurable benefit to an individual, a group, or a community.

Examples of the types of direct service activities AmeriCorps members may perform include, but are not limited to, the following:

- Tutoring children in reading;
- Helping to run an after-school program;
- Engaging in community clean-up projects;
- Providing health information to a vulnerable population;
- Teaching as part of a professional corps;
- Providing relief services to a community affected by a disaster; and
- Conducting a neighborhood watch program as part of a public safety effort.

CAPACITY BUILDING

In addition to direct service in the six Focus Areas described above, grants may also provide support for capacity-building activities for grantees. As a general rule, AmeriCorps considers capacity-building activities to be indirect services that enable AmeriCorps-supported organizations to provide more, better, and sustained direct services. Capacity-building activities cannot be solely intended to support the administration or operations of the organization.

Examples of capacity-building activities include, but are not limited to, the following:

- Recruiting and/or managing community volunteers.
- Implementing effective volunteer management practices.
- Completing community assessments that identify goals and recommendations.
- Developing new systems and business processes (technology, performance management, training, etc.) or enhancing existing systems and business processes.

PROGRAM REQUIREMENTS

Eligible Applicants: The following entities are eligible to apply for, implement, and operate an

AmeriCorps program in Utah: non-profit organizations; institutions of higher education; state agencies; community or faith-based organizations; government entities within the state including cities, counties, and municipalities; or a partnership of any of the above entities. All UServeUtah AmeriCorps programs must operate solely in Utah, and all member service activities must take place in-state.

Prohibited Activities: While counting hours toward the AmeriCorps award, AmeriCorps members who accumulate service or training hours, or engage in activities supported by AmeriCorps, as well as Program staff, must refrain from the following activities. Grant funds may not be used to support these activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to— a. A business organized for profit; b.A labor union; c. A partisan political organization; d.A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 53 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and e. An organization engaged in the religious activities described in paragraph 7 above, unless AmeriCorps assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services;
11. Any activity prohibited by applicable Executive Order/Memorandum; and,
12. Such other activities as AmeriCorps may prohibit*.

In addition to the above activities, the following activities are expressly prohibited:

1. Census Activities*: AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with Program policies about outside employment and activities.
2. Election and Polling Activities*: AmeriCorps members may not provide services for election or polling locations or in support of such activities.
3. Fundraising limitations**: AmeriCorps members cannot serve more than 10% of their hours on fundraising. They also may not raise funds for living allowances or an organization's general (as opposed to project/program) operating expenses or endowment.
4. Grant writing**: AmeriCorps members cannot serve hours while writing grant applications for any Federal agency including AmeriCorps.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals

may exercise their rights as private citizens and may participate in the activities listed above on their own initiative, on non-AmeriCorps time, and using non-AmeriCorps funds.

Unallowable Activities: In addition to the Prohibited Activities, the following restrictions also apply to the service of AmeriCorps members:

Nonduplication: AmeriCorps assistance may not be used to duplicate an activity that is already available in the locality of a program. AmeriCorps assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides unless the entity complies with the following "nondisplacement" requirements. Note: In the section below Corporation means AmeriCorps.

Nondisplacement:

1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
2. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
4. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
5. A participant in any program receiving assistance may not perform any services or duties, or engage in activities, that—
    i. Will supplant the hiring of employed workers; or
    ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
6. A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any—
    i. Presently employed worker;
    ii. Employee who recently resigned or was discharged;
    iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
    iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
    v. Employee who is on strike or who is being locked out.

Match Requirements: The match requirement for the planning grant year is 24%. This means that 24% of the overall budget must be funded by the applicant through cash and/or in-kind match. Cost-reimbursement programs start at the same match level but must meet an increasing match requirement according to the following table:

Funding Year	Years Planning, 1, 2, 3	Years 4, 5, 6	Years 7, 8, 9	Year 10
Grantee Match	24%	26%	28%	30%

TYPES OF AMERICORPS PROGRAMS

There are four types of AmeriCorps programs offered by UServeUtah that an organization can use a planning grant to prepare to operate: **Cost Reimbursement, Educational Award Only, Full-cost Fixed Amount, and Professional Corps.** The program types can be distinguished by the specific benefits offered through each program:

Cost Reimbursement - ALL PLANNING GRANTS ARE COST REIMBURSEMENT

A cost reimbursement AmeriCorps program provides funding up to $25,000 per Member Service Year (MSY) to pay AmeriCorps members' benefits. Full-time AmeriCorps members in cost reimbursement programs receive a modest living allowance and healthcare coverage if not secured elsewhere. Additionally, they may be eligible for childcare during their service. In exchange for their service, members receive an educational award to pay for college or repay student loans at approved institutions. An agency that applies for a cost reimbursement program must provide a cash and in-kind match to support its members.

Education Award Only (EAP)

An Education Award Only program provides members with an education award (scholarship) once they have fulfilled their commitment to the program. Unlike the AmeriCorps cost reimbursement program, no funding is provided for AmeriCorps members' living allowances or healthcare. 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. Most AmeriCorps Education Award Only programs are existing volunteer programs that recruit work-study students, retired seniors, or volunteers who would not rely on a living allowance or healthcare to commit to the program.

Fixed Amount Grants (Non-EAP)

Applicants apply for a fixed amount of $25,000 or less per Member Service Year (MSY) and use their own or other resources for the remaining cost of the program. There is no match requirement for fixed-amount grants, but organizations must still raise the additional funds needed to run the program. Cost-reimbursement continuation applicants must submit a new application if they are interested in a fixed-amount grant. The AmeriCorps agency reserves the right to consider an applicant's continuation request if its fixed amount application is not funded.

Professional Corps

A Professional Corps program provides members with an education award (scholarship) once they have fulfilled their commitment to the program. Unlike the AmeriCorps cost reimbursement program, no funding is provided for AmeriCorps members' living allowances or healthcare. Applicants can apply for up to $1,000 per Member Service Year (MSY). Programs must place qualified professionals in communities with an inadequate number of such professionals. Member salaries and benefits must be paid entirely by the organization where the member serves and not included in the budget.

AMERICORPS MEMBER INFORMATION

Member Terms of Service

AmeriCorps members can serve in different capacities depending on the program design: (1) full-time members serve 1700 hours over a nine to twelve-month period; (2) reduced full-time members serve 1,200 hours; (3) half-time members serve 900 hours; (4) quarter- time members serve 450 hours, and (5) minimum-time members serve 300 hours. See the AmeriCorps Member Benefits Chart below for more information on member benefits.

Member Benefit Chart

Service Term	Minimum # of Hours	MSY	Minimum Living Allowance	Maximum Total Living Allowance	Education Award
Full-time	1,700	1.0	$20,400	$40,800	$7,395.00
Three Quarter-time	1,200	.70	n/a	$28,560	$5,176.50
Half-time	900	.50	n/a	$20,400	$3,697.50
Quarter-time	450	.265	n/a	$10,608	$1,956.35
Minimum-time	300	.212	n/a	$8,568	$1,565.08

*There is no requirement to pay a living allowance to less than full-time members. However, it is recommended that a living allowance be provided to support members and increase the likelihood that members will complete the program.

RESPONSIBILITY OF THE LEAD AGENCY

AmeriCorps programs should be viewed as an investment in the community. AmeriCorps grant funding is intended to serve as "seed money" for building the community's capacity to use volunteers in addressing community problems. Agencies can utilize AmeriCorps members to provide much-needed services that otherwise would be unmet due to the lack of necessary human resources. AmeriCorps programs are changing lives by increasing the number of citizens who have an opportunity to further their education and instilling in them the desire to give back to their community for a lifetime.

A lead agency operating an AmeriCorps program is responsible for the following:

- Recruiting, selecting, enrolling, placing, training, and managing AmeriCorps members.
- Developing partnerships with local disability organizations and providing reasonable accommodations for any member with a disability.
- Reporting to UServeUtah on program progress and fiscal progress.
- Identifying and hiring staff to manage the program.
- Meeting match requirements and being able to operate the program on a cost-reimbursement basis.
- Demonstrating broad community participation in planning to conduct and sustain service(s) when AmeriCorps funding ends.
- Integrating member living allowances and FICA taxes into agency or site payroll systems.
- Providing health care, worker's compensation, and liability insurance for members.
- Participating in the Program Director Orientation and periodic AmeriCorps Program Management Trainings, conference calls, or other UServeUtah training activities.
- Participating in national and state evaluation efforts.
- Applicants selected for funding must demonstrate that adequate financial accounting systems capable of segregating costs by funding sources are in place.
- Applicants selected for funding must adhere to state and federal regulations governing AmeriCorps funding.

REVIEW PROCESS AND SELECTION CRITERIA

Once the proposal is submitted, it will be reviewed and scored by staff and peer reviewers. Reviewer scores and comments are presented to the AmeriCorps Committee of UServeUtah. Proposals selected by the AmeriCorps Committee will be notified of funding by the end of November 2026.

In evaluating funding requests, reviewers will assess the program design, organizational capability, and the program's cost-effectiveness and budget adequacy. The weights assigned to each category are listed below. Reviewers will measure your application narrative against these criteria, and weigh them accordingly. The reviewers' score comprises ~55% of the overall application score. The remaining ~45% is determined by the AmeriCorps Committee based on staff review, state priorities, state geographical location, community needs,

and the programming needs of the portfolio.

PERFORMANCE MEASURES

The performance measure for a planning grant year is to complete a plan for running an AmeriCorps program. If your planning grant is funded, the Commission will work directly with the organization to develop the detailed deliverables related to this performance measure. As part of the planning process, planning grantees will develop performance measures to include in their subsequent application that would evaluate the effectiveness of the proposed interventions that AmeriCorps members would implement when participating in the program.

For context, AmeriCorps programs are required to track at least one aligned performance measure consisting of an output measure paired with an outcome measure 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. Programs 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).

Programs 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.

2026 AmeriCorps Performance Measure Instructions can be accessed at:
https://www.americorps.gov/funding-opportunity/fy-2026-americorps-state-national-grants#performance-measure

Additional information can be found on the AmeriCorps website that may help when creating your performance measures. This information may be accessed at:
https://www.americorps.gov/grantees-sponsors/state-commissions
Filter results by "Establish Performance Measures"

GENERAL SUBMISSION INFORMATION

Your application consists of the following components. Applicants must adhere to the specified page limits for each section. **A fillable PDF application form will be provided to you. The fillable form must be used and will capture all sections below except Item II Narrative. The narrative will be submitted through a Qualtrics survey.** The sections of the application are as follows:

I. Planning Grant Title Page (Applicant Info)
II. Executive Summary (one page, using the template provided below)
III. Narrative (Qualtrics Survey)
IV. Planning Grant Budget Worksheet
V. Other Required Documents

Utah AmeriCorps State Planning Grant Application Instructions

I. Planning Grant Title Page (Applicant Info)

Complete the Application Title Page form on page 1 of the fillable PDF.

- In the Sponsoring Organization Section enter your contact information.
- Select a Primary Focus Area.
- Select Planning Grant in the Member Section

II. Executive Summary

Using the fillable PDF application, please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from this template.

The [Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that will focus on the AmeriCorps focus area(s) of [Focus Area(s)]. The AmeriCorps investment of $[amount of request] will be matched with $[amount of projected match], $[amount of local, state, tribal, and federal funds] in public funding and $[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.

III. Narrative (Qualtrics Survey)

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. **The narrative section must be completed in Qualtrics and is not included as part of the fillable PDF.** The survey has individual character limits on each question. You must adhere to these limits in order to apply. You will be able to exit and re-enter your survey response to make revisions until the application deadline. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.**
- **Be clear and succinct.**
- **Avoid circular reasoning.**
- **Explain how.**
- **Don't make assumptions**
- **Use an impartial proofreader.**

The narrative questions are as follows. Reminder: your responses must be recorded using the Qualtrics Survey.

1. Program Summary, Approach, and Design

Q1: Organization's legal name.
- Provide the legal name of the organization applying for the grant. If applicable, this should match the organization's information on SAM.gov.

Q2: Primary contact.
- Provide the name and email address for the primary contact for this application at your organization.

Q3: Secondary contact.
- Provide the name and email address for the secondary contact for this application at your organization.

Q4: State of Utah priorities. If the program design for the AmeriCorps program that would be planned falls into one or more of the State of Utah priority areas or components please describe how.
- 1,500 character (~250 word) limit.

Q5: Planning grant purpose.
- Describe the reasons why you are applying for a planning grant and what you hope to achieve during a planning year.
- 1,500 character (~250 word) limit.

Q6: Compelling community need. Describe the following:
- The community need(s) that would be addressed by the planned AmeriCorps program
- Why you chose this need as your program's focus
- The target communities and how they were identified
- Evidence of the existence, extent, and severity of the need within the target communities
- Why you selected the target population that would be served
- 2,500 character limit (~425 words).

Q7: Proposed intervention.

- Clearly explain what AmeriCorps members and leveraged community volunteers would do to meet the need. **Reminder:** AmeriCorps member positions cannot duplicate or displace existing employee or volunteer positions.
- 1,500 character (~250 word) limit.

Q8: Member activities. Describe how you would use a planning year to determine:
- The most appropriate activities that AmeriCorps members would perform to address the identified community need(s).
- The desired characteristics that you would look for in AmeriCorps applicants.
- 1,500 character (~250 word) limit.

Q9: Recruitment. Describe how you would use a planning year to:
- Develop a plan for recruiting members for your program.
- Ensure the applicants selected for your program would reflect the populations they serve.
- Ensure members would be included from the local communities served by your program.
- 1,500 character (~250 word) limit.

Q10: Performance measurement tools. Describe how you will use the planning year to create a performance measurement system that:
- Includes reliable data collection tools
- Ensures accurate data is collected.
- Demonstrates your program's community impact.
- Allows for timely reporting of data.
- 2,000 character limit (~325 words).

Q11: Service site management. Describe how you will use the planning year to create a service site management plan that:
- Includes a selection process to ensure appropriate service sites.
- Provides for support and technical assistance for operating/service sites.
- Provides proper orientation and training for site supervisors.
- Includes monitoring service sites for programmatic compliance.
- 2,000 character limit (~325 words).

Q12: AmeriCorps training. Describe how you will use the planning year to develop a plan for member training that:
- Introduces members to AmeriCorps, the community they are serving, and their placement site.
- Ensures that members know their responsibilities and are prepared to perform all duties required during their term of service.
- Includes appropriate training topics and occurs on an appropriate timeline.
- Ensures that members are aware of prohibited activities.
- Ensures a positive member experience.
- 2,000 character limit (~325 words).

2. Organizational Capacity

Q13: Organizational background. Describe your organization's:
- Mission
- Brief history
- Overall record of accomplishment
- Prior experience and success in the proposed programming focus area
- 2,000 character limit (~325 words).

Q14: Fundraising and Grant Management. Describe your organization’s experience with the following:
- Raising funds to support service activities and initiatives.
- Receiving and administering federal grants.

- Administering AmeriCorps grants.
- If you have received support from the AmeriCorps agency during the last five years, please specify what type of support you received.
- 2,000 character limit (~325 words).

Q15: Management.

- Explain your organization's management structure and how the board of directors (if applicable), administrators, and staff members will support the planning project.
- Describe how you would use the planning grant year to determine the positions necessary to staff an operational AmeriCorps program.
- Explain the systems and processes in place at your organization to provide sound programmatic and fiscal oversight of the proposed project or describe a clear plan to develop this capacity.
- 2,500 character limit (~425 words).

Q16: Planning grant staffing.

- Describe how the organization will staff the planning grant year.
- Will a staff position be created or will you utilize consultants?
- What will their roles be and what relevant experience and qualifications will you require?
- 1,500 character (~250 word) limit.

Q17: Community partnerships and stakeholders.

- Describe your community stakeholders and partners.
- Explain how they will be involved in planning and implementing the proposed program.
- 1,500 character (~250 word) limit.

3. Cost Effectiveness and Budget Adequacy

Q18: Diverse Non-federal support.

- Demonstrate how your organization has or will obtain diverse non-federal resources for program implementation and sustainability.
- Indicate the non-AmeriCorps grant resource commitments (in-kind and funds) that you have obtained, the additional commitments you plan to secure, and how you will secure them.
- List the specific sources of your matching funds both in-kind and funds.
- 2,000 character (~325 word) limit.

Q19: Budget adequacy. Detail the following as it relates to the proposed planning year budget:

- The total overall amount budgeted.
- The AmeriCorps share (grant).
- The grantee share (match).
- How your organization determined these amounts.
- How the budgeted amounts are sufficient to support your planning process.
- How the organization will secure any additional funding needed to implement the planning grant.
- **Note:** The grantee share (match) must be at least 24% of the overall project budget.
- 2,000 character (~325 word) limit.

Q20: In-Kind Match

- If any of the match identified in questions 18 or 19 is in-kind, describe in detail how your program will document the receipt, valuation, and usage of in-kind resources.

Q21: Cost effectiveness and sustainability. Describe how the organization would use the planning year to:

- Develop a cost-effective AmeriCorps program design.
- Develop diverse resources and revenue streams that will support AmeriCorps program implementation and long-term sustainability.
- 1,500 character (~250 word) limit.

IV. Planning Grant Budget Worksheet

Complete the budget worksheet using the fillable PDF that begins on page three of the fillable PDF. Please follow the detailed instructions below.

Overview of Key Budget Requirements

AmeriCorps program requirements, including requirements for match, are located in the AmeriCorps regulations, modified by appropriations language, and summarized below. Administrative costs must not exceed 5% of the total grant funds requested.

You must match with funds or in-kind contributions at least 24% of the project's total budget. The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements. UServeUtah requires applicants (sub-grantees) to have written approval on file for any federal funds used as match from the granting federal agency.

Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. There is a match requirement of 24% on all planning grants.

As you prepare your budget:

- Follow the attached Detailed Budget Instructions for Planning Grant Applicants
- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Your detailed budget narrative must provide an itemized explanation of proposed costs, including their purpose.
- Present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

V. Other Required Supporting Documents

- Organizational chart identifying where the program will fit into the parent organization, including leadership.
- Resumes and position descriptions for all grant and fiscal management staff who would contribute to the proposed AmeriCorps planning grant
- Financial policies and procedures
- Most recent audit and/or financial statements.
    - Federal audit requirements are found in 2 CFR Part 200, Subpart F. Any non-Federal entity that expends $1,000,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year according to the provisions of this part.
    - State audit requirements are found on the State Auditor's website.
- General Assessment Questionnaire (new applicants only)
    - Organizations that have not previously received AmeriCorps grant funding from UServeUtah must complete the General Assessment Questionnaire available on the grant application page: https://userve.utah.gov/americorps-grant-application-information/
    - This Questionnaire is to assure UServeUtah that the contracted agency has adequate administrative procedures in place to ensure that funds disbursed by UServeUtah will be safeguarded as required by federal regulations. UServeUtah reserves the right to conduct on-site monitoring of contracted service providers as it deems necessary.

Proposal Submission:
Applicants must submit notice of Intent to Apply by emailing Janessa Edwards at janessaedwards@utah.gov by **September 3, 2026**. Completed applications and all supporting documents must be submitted to the same email address by 5:00 p.m. on **October 5, 2026**.

Important Reminders:

- ❑ Survey responses must adhere to individual question character limits.
- ❑ Do not submit any supplementary materials (i.e., annual reports, videos, brochures, letters of support, etc.), they may disqualify the application.

Detailed Budget Instructions for Planning Grant Applicants

Your proposed budget should only reflect costs associated with the project period running from January 1, 2027, through December 31, 2027, and should be sufficient to allow you to perform the tasks described in your proposal narrative. Funds must only be used for the project specified and not for general organizational expenses. Funds cannot be used to supplant existing state or local funding. Follow the detailed budget instructions below to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the attached Budget Worksheets.

All Applicants: Refer to the federal code of regulations and uniform guidance for further information on allowability:

- Statutes and Regulations: https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2522?toc=1
- OMB Uniform Guidance: https://www.federalregister.gov/documents/2026/05/29/2026-10817/regulation-for-federal-financial-assistance

Section I. Program Operating Costs
Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the "Total Amount," "Grant" and "Match" for Components A-I, as follows:

A. Personnel Expenses
Under "Position/Title Description," list each staff position separately and provide a brief five or six word position description, salary, and percentage of effort devoted to this award. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff.

B. Personnel Fringe Benefits
Under "Purpose/Description," identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe amount is over 30%, please list separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item. Uncommon or exceptionally high-cost benefits should be itemized and justified.

C. Staff Travel
Describe the purpose for which program staff will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Only domestic travel is allowable.

UServeUtah expects all applicants to include funds in this line item for travel for program staff to attend the America's Service Commissions (ASC) National Service Training in person. Travel funds should be budgeted for at least one staff member, to attend the training as well as pre-conference events (if applicable). UServeUtah requires all applicants to include funds in this section for staff travel expenses at a minimum of $1500.

D. Equipment
Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of $10,000 or more per unit (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. **The purchase of equipment is not allowed for planning grants.**

E. Supplies

Include the amount of funds to purchase consumable supplies and materials, including items that do not fit the definition of equipment above. You must individually list any single item costing $1,000 or more and provide an explanation why it is necessary and reasonable. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-AmeriCorps funds.

F. Contractual and Consultant Services
Include costs for consultants related to the project's operations, except evaluation consultants, who will be listed in Section H., below. Payments to individuals for consultant services under this grant may not exceed $750 per day (excluding costs for indirect expenses, travel, supplies, etc.). The $750 daily rate is a ceiling, and we anticipate budgeted daily rates at considerably lower levels. Indicate the daily rate for consultants you are proposing to use and their contractual services. Indicate the daily rate, number of days, and total cost. Grant funds may not be used to cover the cost of writing a federal grant application.

G. Staff Training
Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

UServeUtah requires at least one (1) staff person per program to attend all scheduled Quarterly Program Director Training Meetings. If multiple staff members are responsible for managing different aspects of the program, all relevant individuals must attend every meeting. Funds must be included in this line item for three (3) In-Person Program Director Training Meetings at a minimum of $150 per person per training. For example, one person attending three meetings equals $450, two people equals $900.

H. Evaluation
N/A for planning grants.

I. Other Program Operating Costs
Allowable costs in this budget category should include when applicable:

- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. For national office space, rental may be unallowable; check relevant OMB Circulars. If space is budgeted and it is shared with other projects or activities, the costs must be equitably prorated and allocated between the activities or projects.
- Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps project staff, and are not part of the organization's indirect cost/admin cost allocation pool.

Section II. Member Costs
N/A for planning grants.

Section III. Administrative/Indirect Costs Definitions
Administrative costs are general or centralized expenses of the overall administration of an organization that receives AmeriCorps funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Uniform Guidance.

Options for Calculating Administrative/Indirect Costs (choose either A or B)

Applicants can choose to use one of two methods to calculate allowable administrative costs – an AmeriCorps fixed percentage method or a federally approved indirect cost rate method. Regardless of the option chosen, the Corporation's share of administrative costs is limited by statute to 5% of the total Corporation funds expended under this grant. Do not create additional lines in this category.

Regardless of the method used to calculate administrative costs, you must budget a portion of your Corporation monies to be used by UServeUtah in administering its sub-grantees. Sub-grantees must set aside 2% of the total funding (or 2/5 of the administrative costs) for administering sub-grantees by UServeUtah. The subgrantee's portion must not exceed the remaining 3% portion of the maximum Corporation share. Both the commission and subgrantee portions of the Corporation's share of administrative costs should be requested in the subgrantee's budget.

A. AmeriCorps-Fixed Percentage Method (Five/Ten Percent Fixed Administrative Costs Option)

The AmeriCorps-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and documentation supporting the allocation. If you choose the AmeriCorps-fixed percentage rate method (Section III.A. in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the AmeriCorps funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the maximum AmeriCorps share (grant) for Section III: Multiply the sum of the AmeriCorps funding shares (grant) of Sections I and II by 0.0526. The factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established.

2. UServeUtah retains two-fifths of the 5% AmeriCorps share allowed under AmeriCorps State grants. To calculate the fractional shares, within Section III of the subgrant budget, two-fifths (40%) of the federal dollars budgeted for administrative costs are allocated to the Commission's share, and three-fifths (60%) of the federal dollars budgeted for administrative costs are allocated to the subgrantee's share. The allocation between Commission and Subgrantee shares is calculated as follows:

How to Calculate 5% TOTAL Administrative Costs:

Maximum AmeriCorps (Grant) Share of Administrative Costs:
(Grant Subtotal Section I + Grant Subtotal Section II) * .0526 = Total Grant Share of Admin Costs

Commission Share:
Total Grant Share of Admin Costs * .40 = Commission Share of Administrative Grant Funds

Subgrantee Share:
Total Grant Share of Admin Costs * .60 = Subgrantee Share of Administrative Grant Funds

3. **To determine the Grantee Share (Match) for Section III:**
Multiply the total (both AmeriCorps and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the Grantee Share (Match) for Section III.A.

4. Enter the sum of the AmeriCorps (Grant) and Grantee (Match) shares under Total Amount.

B. Federally Approved Indirect Cost Rate Method

If you have a federally approved indirect cost rate, this method must be used, and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share payable by AmeriCorps. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost (IDC) rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). AmeriCorps does not restrict the overall indirect cost rate claimed. It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the

Corporation and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine the AmeriCorps share: Multiply the sum of the AmeriCorps funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the AmeriCorps share of indirect costs. Use the same calculations as A.2. above to determine the Commission and Subgrantee Share of the AmeriCorps share.
3. To determine the Match share: Subtract the amount calculated in step 2 (the AmeriCorps share) from the amount calculated in Step 1 (the total Indirect Costs allowed). This is the amount the applicant can claim as a match for administrative costs.

Source of Match

Complete the Source of Match section that appears after Budget Section III as follows:

1. Enter a brief description of each source match funding.
2. Enter the dollar amount you are claiming for each match source in the Amount column.
3. Use the dropdown in the Type of Match column to specify the match classification (secured funds,, secured in-kind, proposed funds, or proposed in-kind)
4. Use the dropdown to select the source type (Private, State/Local, or Federal).
5. In the Source column identify the source of the current or expected funding.

Define all acronyms the first time they are used. The total amount of Source of Match should equal the Grantee Share (Match) amount.

Note: Legislation permits the use of non AmeriCorps federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to the AmeriCorps Agency. UServeUtah requires applicants (sub-grantees) to have written approval on file, for any federal funds used as match, from the granting federal agency.