**GENERAL FAQ**

**What is the Kansas Volunteer Commission?**

The vision of the Commission is to empower all Kansans to meet community needs through service. The Commission manages a $3.6 million AmeriCorps portfolio that includes 14 AmeriCorps programs and 300 members and a $200,000 Volunteer Generation grant that includes six subgrantees; operates Mentor Kansas, a statewide mentoring partnership that connects mentoring programs with one another; provides funding opportunities and resources to enhance volunteerism and national service, provides training and technical assistance to volunteer and mentoring programs and promotes civic engagement of all Kansans, particularly youth. For more information, visit [www.kanserve.org](http://www.kanserve.org).

**What is the source of the funding?**

The Commission receives funding from AmeriCorps, a federal agency, to operate as a state service commission. We have designated a specific amount of funds to support national days of service and to increase volunteer engagement. Since the source comes from federal funding, then Commission must adhere to federal codes and regulations.

**What is AmeriCorps?**

AmeriCorps is the federal agency for volunteering, service, and civic engagement. The agency engages millions of Americans in citizen service through its AmeriCorps and AmeriCorps Senior programs and leads the nation's volunteering and service efforts. For more information, visit [www.nationalservice.gov](http://www.nationalservice.gov).

**BUDGET AND MATCH FAQ**

**What does it mean to “match” funds?**

Simply put, “match” is the non-federal share of costs that the grantee or the grantee’s partners are required to contribute to accomplish the purposes of the grant.Any funder may require that a grantee “match” some portion or all of the funds that they provide. When a federal grant requires the grantee to match funds, there are standard regulations that govern what can be counted as match and how these funds must be documented. With rare exceptions, federal funds cannot be used to match a federal grant.American Indian tribes have a legislatively created exception to this rule. For most federal grant programs, tribes are allowed to use their Indian Self-Determination or Self-Governance funds (often referred to as “638 funds”) as non-federal match.

**What can be counted as match?**

Matching funds may include:

• Non-federal public or private funds

• Funds that are not used as match for any other federal program

• Unrecovered indirect costs

• Either cash or in-kind, fairly evaluated

In other words, match can be either an actual expenditure (cash) or a virtual cost (in-kind contribution).

Cash Match

The most common type of match, and the easiest to track, is cash match. Cash match is either the grantee organization’s own funds (general revenue) or cash donations from non-federal third parties (i.e. partner organizations), or by non-federal grants. A cash match contribution is an actual cash contribution.

In-Kind Match

In-kind match is typically in the form of the value of donated personnel, goods, and services. In-kind match contributions may come from the grantee organization or other non-federal third parties. Grantees and third parties simply need to document the contributed resource of value through an in-kind form.

**What are examples of in-kind match?**

Examples of in-kind match includes, but is not limited to:

* Staff time, such as project coordinators (BUT NOT volunteer participant time in the actual service project)
* Supplies (office supplies, software, laptops, etc.)
* Trainers
* Snacks and meals for volunteers
* Transportation such as buses, vans or trucks to transport volunteers or materials
* Facility rental costs
* Consulting services
* Advertising and promotion
* Printing (flyers, posters, t-shirts)
* Indirect costs *\*see below for additional guidance*

**Administrative/Indirect Costs**

Administrative costs are limited to the grantee share. To determine the grantee share, Multiply the total of both the AmeriCorps and Grantee share by 10% (0.10) and enter this amount as the administrative costs.

**Are there any tips for acquiring match?**

1. To acquire in-kind match, one good strategy is to explore possible partners, such as universities, corporate or business partners, non-profit partners, other tribal or governmental departments, community partners, or even individuals.
2. Project-related training events may be used toward obtaining in-kind match. When consultants lead a training event and do not charge the organization, their time, the expenses incurred traveling to and from the event, and the time and travel expenses for those attending the event may be included as match. If the training takes place in donated office or large meeting space, the market value of renting that space may also be counted.
3. Every item that is documented for the purpose of in-kind must have a defensible method for assigning a fair market value. The best method to value the time a volunteer is contributing their professional expertise to a project, is to use the published range for that position within that person’s organization, or rates consistent with those ordinarily paid by other employees for similar work in the same labor market. Donated travel expenses such as airline tickets or bus fares should be recorded at receipt value. To estimate mileage for traveling on the road, refer to the U. S. General Services Administration’s travel resources website ([www.gsa.gov](file:///%5C%5Csvvfs%5Cteam%5Cdlis%5Ctla%5CKVC_SFP%5CMini-Grants%5C2018%5CFAQ%5Cwww.gsa.gov)) to obtain federally recommended per diem and mileage travel rates.
4. Remember that it is not required, nor advisable, to over match. Going over the level of required match is easy to do with a good system for capturing in-kind, but whatever you report is subject to audit. When a grantee meets its match goal, it is fully permissible to simply stop counting.

**Using Staff Time in the Budget**

All AmeriCorps subgrantees must conduct [National Service Criminal History Checks](https://www.nationalservice.gov/resources/criminal-history-check) (NSCHC) on any individuals who are recording their time in the budget. Please know the organization must maintain records of the cleared and completed checks.

A NSCHC consists of a check of the:

* National Sex Offender Public Website check (nationwide check);
* State criminal history record repository or agency-designated alternative for the individual's State of residence and State of service; and
* Fingerprint-based check of the FBI criminal history record database.

All checks must be conducted, reviewed, and an eligibility determination made before the individual begins work or service.

**How do I write the budget?**

* The budget should describe how grant funds will be used to effectively support activities described in the proposal narrative. The budget should reflect program costs from the budget period listed in the Volunteer Generation Fund (VGF) Guidelines.
* Do not include unexplained amounts, amounts for miscellaneous or contingency costs, or unallowable expenses such as entertainment costs.
* Round all figures to the nearest dollar. Do NOT include partial dollar amounts.
* Refer to the federal cost principles for information on allowable costs in Federal grants.
* The budget narrative must provide a full explanation of associated costs including their purpose, justification, and the basis of your calculations.
* Where possible, your calculations should be presented in an equation format, identifying the number of persons or items involved, the per person or unit cost, and/or the annual salary cost. For example, 20 books X $10 each = $200.
* The second column, titled AmeriCorps Share, is the amount of money being requested from the Commission for that item.
* The third column, titled Grantee Share, is the amount of money (cash or in-kind) that the applicant is matching for that item.
* Grantees are required to provide a dollar-for-dollar match.

**Are there descriptions and examples for each budget category?**

Personnel Expenses: (Position/Title – Annual Salary - % Time)

Fill in the title of each paid staff member working on the program, the paid staff’s annual salary or compensation, and the percentage of time the paid staff will spend on the program.

*Example: Volunteer Coordinator $41,600 or $20/hour x 20 hours = $400*

Travel**:** (Purpose – Calculation)

List the amount and purpose of any local, state or national travel costs associated with the program. Travel costs may include: approximate local mileage with reimbursement rate, parking fees, air travel, hotel & per diem.

*Example: 1 trip @ $1,358: (Airfare= $399, Lodging 3 nights @ $200= 600, Per Diem 4 days @ $69= $276, 60 miles @ $.545 per mile= $33, transport= $50)*

Supplies: (Item – Calculation)

List supply line items, such as general office supplies, software, promotional items, printing, postage, volunteer recognition items, training materials, etc. Include calculation of cost of each line item multiplied by the approximate amount needed. List individually any single item costing $1,000 or more. Gift cards and volunteer stipends are not an allowable expense. Recognition items cannot exceed more than 10% of AmeriCorps share.

*Example: 100 volunteer t-shirts for 9/11 event X $10/shirts = $1,000*

Contractual and Consultant Services: (Purpose – Calculation – Daily Rate)

*Example: Trauma-Informed Trainer from MENTOR 3 days x $750 = $2,250*

Staff Training: (Purpose – Calculation)

List any professional conference or workshop fees, along with the purpose of attendance.

*Example: Points of Light Conference: $550 registration fee*

Other Program Operating Costs**:** (Purpose – Calculation)

List any expense items that did not fit within the other defined budget categories**.**

*Example: Constant Contact license for online newsletters 12 months x $40/month = $480*

Indirect Costs: To determine the indirect costs for match: Multiply the total from both the *AmeriCorps* *Share* + *Grantee Share* sections from the budget by 10% (0.10). The amount will be your indirect cost and can be added as match.

*Example: $1,400 AmeriCorps Share + $1,200 Grantee Share = $2,600 x .10 = $260*

**An Equal Employment/Educational Opportunity Agency:**

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

KSDE General Counsel, 900 SW Jackson Ave., Topeka, KS 66612; (785) 296-3201