

NYC Service Bureau Grant Application FY22

Statement of Purpose & Background

NYC Service, a division of the Mayor's Office dedicated to expanding civic engagement through volunteerism and service, is excited to launch an FY22 grant opportunity for City agency partners! NYC Service has a history of partnering with City agencies focused on engaging residents as volunteers to address critical needs. We are excited to relaunch this effort taking into consideration the successes and opportunities from previous years. In FY22, the NYC Service Bureau Grant Program aims to leverage City dollars to help City agency divisions build or expand strategic resident volunteer engagement efforts, *measure the impact* to the agency as well as the issue area being supported through volunteers, and *build volunteer program sustainability*.

All questions regarding the NYC Service Bureau Grant Program should be directed to Hauwa Abubakar (habubakar@mofellow.nyc.gov) and Evan Karl (ekarl@cityhall.nyc.gov) at NYC Service.

1) I confirm that I have read and understand the above.*

Yes

No

Grantee Criteria

The NYC Service Bureau Grant Program is open to all City agencies interested in building or expanding strategic resident volunteer engagement efforts, *measuring the impact* to the agency as well as the issue area being supported

through volunteers, and *building volunteer program sustainability*. Preference will be given to:

- City agency committed to making this a priority in the next year
- City agency committed to dedicating at least one staff member to this effort over the course of 1 year (July 1, 2021 – June 30, 2022)
- City agency currently building or expanding their engagement of residents as volunteers

All participating City agencies MUST demonstrate agency and division leadership buy-in by signing an MOA.

2) I confirm that I have read and understand the above.*

Yes

No

Roles and Responsibilities

City Agency Division/Grantee:

- Commit to the completion of the NYC Service Bureau Grant program (July 1, 2021 - June 30, 2022) and full buy-in from agency and division leadership
- Designate City agency division lead for full year of program
- Develop and implement a volunteer program plan with NYC Service support
- Complete NYC Service Bureau assessments and reports (includes an assessment at the start of the program, as well as mid-and-end-of-year report)
- Track and report on the outputs, outcomes, and impact of your divisions work to external partners, residents, and new and potential volunteers
- Strategically leverage NYC Service funding to guide your program toward sustainability
- Inform and invite NYC Service to relevant events and/or convenings supported by the NYC Service Bureau Grant
- Co-brand related materials for programs and/or events supported by the NYC Service Bureau Grant
- **Increase your agency's volunteer engagement visibility through NYC Service channels**

NYC Service/Grantor:

- **Conduct a pre-and-post program assessment**
- **Provide Technical Support in the form of:**

○

- Coaching
 - Volunteer program tools and templates
 - Volunteer management system training
- **Provide specialized expertise and support in volunteer project and program operations geared toward civic engagement**
- **Support volunteer Program Plan and implementation**
- **Highlight agencies' volunteer opportunities and engagement through NYC Service communication channels**

3) I confirm that I have read and understand the above.*

Yes

No

Guidelines

Below are some examples of how the NYC Service Bureau Grant CAN be used:

- Temporary staffing *to specifically build volunteer program sustainability* (e.g. City Service Corps Member (\$20k), or other temporary support)
- Materials and tools (e.g. handbooks, guides, flyers, certificates, awards)
- **Volunteer technology/software**
- **Volunteer background checks**
- Volunteer gear for events, recognition, or other purposes (shirts, cups, pens)
- Food and beverages for volunteer events, recognition ceremonies, etc.
- Event space rental fees for related volunteer events

Below are some examples of how the NYC Service Bureau Grant CAN NOT be used:

- **Permanent staff salaries**
- Office furniture/equipment

4) I confirm that I have read and understand the above.*

Yes

No

Timeline

NYC Service Bureau Grant Program Announcement	June 30, 2021
Grant Application Deadline	July 30, 2021
Grantee Notification	August 13, 2021
Grantee Orientation Session	Late August 2021
Development of MOA & Volunteer Impact Plans	September 2021
Mid-Term Report Due	January 2021
Mid-Term Check-In	February 2021
Term-End Report Due	June 2021
Term-End Check-In	June 2021

5) I confirm that I have read and understand the above.*

Yes

No

Grant Application

Please complete this application to the best of your ability.

All responses will be reviewed by NYC Service and you may hear back from us if

we have any clarifying questions.

6) City agency name*

7) City agency division name*

8) City agency division leader name and title*

9) NYC Service Bureau Grant point of contact and title*

Volunteer Program Background

NYC Service is committed to supporting a more equitable and inclusive city through volunteerism and service. Tell us more information about your City agency division's existing or future volunteer efforts:

10) Does your City agency division currently engage volunteers?*

Yes

No

11) Do you currently receive NYC Service funding?*

Yes

No

12) How many volunteer program(s) or opportunities do you request that the NYC Service Bureau grant support?*

Logic: Show/hide trigger exists.

13) Are you applying to the NYC Service Bureau Grant to support a new or existing volunteer program(s) or opportunities?*

New

Existing

Logic: Hidden unless: #13 Question "Are you applying to the NYC Service Bureau Grant to support a new or existing volunteer program(s) or opportunities?" is one of the following answers ("Existing")

14) Please provide a brief summary of your current volunteer program(s) or opportunities. Please include your volunteer engagement efforts and the average # of volunteers your division engages per year:*

Logic: Hidden unless: #13 Question "Are you applying to the NYC Service Bureau Grant to support a new or existing volunteer program(s) or opportunities?" is one of the following answers ("New")

15) Please provide a brief summary of your plan for your new volunteer program(s) or opportunities. Please include your plan to engage volunteers and the # of volunteers your division intends to engage:*

Logic: Show/hide trigger exists.

16) Do you intend to use these funds for short-term (3-6 months) or long-term (1-2 years) volunteer program(s) or opportunities?*

- Short-term (3-6 months)
- Long-term (1-2 years)
- Other

Logic: Hidden unless: #16 Question "Do you intend to use these funds for short-term (3-6 months) or long-term (1-2 years) volunteer program(s) or opportunities?"

17) Please explain:*

18) Please describe how your volunteer program(s) or opportunities support a more equitable and inclusive city through volunteerism and service:*

19) If awarded this grant, how many volunteers does your division aim to actively engage between July 1st, 2021 - June 30th, 2022?*

Volunteer Program Capacity

20) Please describe your City agency division staffing plan for this program including:

- **# of permanent and/or temporary staff**
- **# of AmeriCorps members (City Service Corps, NYC VISTA)**
- **how you intend to fit this program within the workload of the staff members**

*

Volunteer Program Goals

21) If you were awarded this grant, what are 3 short-term goals you intend to accomplish within the first 6 months of the program (July 1, 2021 - January 1, 2022)*

22) If you were awarded this grant, what are 3 long-term goals you intend to accomplish by the end of the program year (July 1, 2021 - June 31, 2022)*

23) What volunteer programming challenges do you anticipate your City agency division will face? Select all that apply:

- Leadership buy-in
- Approval processes
- Staff transitions
- Volunteer recruitment
- Volunteer screening
- Volunteer recognition
- Other - write in (Required): _____ *

Volunteer Tracking and Evaluation

For each of the volunteer programs that would be supported by this grant, please identify clear outcomes and how your agency plans to measure them.

Outputs are defined as the quantifiable products of an activity, e.g. reports, services, meetings, workshops.

Outcomes are defined as the changes in attitudes, behaviors, and relationships of individuals, groups or organizations you work with directly, and occur as a result of your outputs. NYC Service will be using this information to inform strategies to

support your agency division, and will help us leverage varied data for reporting. Please be as specific as possible.

24) Output 1*

Logic: Show/hide trigger exists.

25) Outcome 1*

Logic: Hidden unless: #25 Question "Outcome 1"

26) Measure of Success 1

27) Output 2*

Logic: Show/hide trigger exists.

28) Outcome 2*

Logic: Hidden unless: #28 Question "Outcome 2"

29) Measure of Success 2

Common Targets Across Portfolio

Note: All targets are for the FY22 period: July 1st, 2021 – June 30th, 2022

30) Total # of volunteers recruited with your agency division*

Recruited volunteers are residents that have indicated/expressed interest in your volunteer program and/or are on your distribution list. This target should include both returning recruited volunteers and new volunteers recruited in FY22.

31) # of new volunteers to be recruited in FY21*

New volunteers are new individuals who have expressed interest/have been added to an internal list between July 1, 2021 June 30, 2022

32) Total # of volunteers to be engaged in FY21*

Engaged volunteers are volunteers who have participated in at least one event/activity with your agency division between July 1, 2021- June 30, 2022

33) # of new volunteers to be engaged in FY21*

Newly engaged volunteers are volunteers who have been recruited and participated for the first time in at least one event/activity with your agency division between July 1, 2021 - June 30, 2022

34) # of new volunteers to be trained in FY21*

Newly trained volunteers are volunteers who have gone through the formal/informal training process and have a clear sense of their roles/responsibilities between July 1, 2021- June 30, 2022

35) # of volunteer trainings to be hosted*

36) # of hours volunteers to be engaged in in FY21*

37) # of hours new volunteers to be engaged in in FY21*

38) # of volunteer events to be hosted*

These can range from volunteer appreciation events, to days of service

Note that in addition to the performance measures above, agency divisions will be expected to report on their level of engagement with volunteers with respect to age and race. These figures will be used for internal tracking purposes only, and targets are not required.

Grant Allocation

In this section, you will be providing responses regarding the grant allocation. If you currently receive NYC Service funding, please do not request more than you have been granted. If you are a new City agency partner, you can request up to \$50,000.

39) How much funding is your City agency division requesting for FY21 through the NYC Service Bureau Grant program?*

Logic: Show/hide trigger exists.

40) Will your City agency match these funds with additional financial support for this program?*

- () Yes
- () No

Logic: Hidden unless: #40 Question "Will your City agency match these funds with additional financial support for this program?"

41) Please explain your response:*

42) Please provide a detailed breakdown of how your City agency plans on allocating the requested funding. Please note, this breakdown should match the total number of funds you requested and should be as specific as possible (minimum of 150 words per category):*

- [] Temporary staffing support: _____ *
- [] Materials and tools: _____ *
- [] Volunteer gear: _____ *
- [] Food and beverages: _____ *
- [] Event space: _____ *
- [] Other: _____ *

43) Please provide a detailed breakdown of your total volunteer program(s) or opportunities budget:*

44) If your City agency division is not awarded the NYC Service Bureau Grant the following year, how would your agency engage (or continue to engage) residents as volunteers in your work?*

Attestation

45) I confirm that my City agency leadership has committed to the roles and responsibilities outlined in this application.

*

Yes

No

46) I confirm that my City agency division will participate in a pre-program assessment and the mid-and-end-of-year report.

*

Yes

No

47) I confirm that my City agency division can commit attendance to workshop sessions with NYC Service.

*

Yes

No

48) I confirm that my City agency division can commit to regular check-ins with NYC Service.

*

Yes

No

49) I confirm that my City agency division can commit attendance to a City agency convening hosted by NYC Service.

*

Yes

No

50) Please list any additional resources and links of your City agency division that you think would be relevant for us to learn more about in considering your application:

Thank You!

Thank you for completing the NYC Service Bureau Grant Application!

All questions regarding the NYC Service Bureau Grant Program should be directed to Hauwa Abubakar (habubakar@mofellow.nyc.gov) and Evan Karl (ekarl@cityhall.nyc.gov). We may reach out to your division for clarifying questions.

NYC Service will also announce our online webinar to grantees, to provide an

overview of the grant program and address any additional questions.

We look forward to exploring our partnership with your City agency division!
