

*=required question

Page 1: 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 FY23 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 FY23, the NYC Service Bureau Grant Program aims to leverage City dollars to help City agency divisions establish or expand strategic volunteer engagement efforts, such as but not limited to volunteer program development, volunteer recruitment, and volunteer-centered special projects. The NYC Service Bureau Grant Program also aims to *measure the impact* of a volunteer program(s) or opportunity to their agency and *build volunteer program sustainability*.

All questions regarding the NYC Service Bureau Grant Program should be directed to Tashawn Morgan (tmorgan@cityhall.nyc.gov) and Julia Newcity (jnewcity@mofellow.nyc.gov) at NYC Service.

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

- Yes
- No

Page 2: 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 agencies committed to making this a priority in the next year with Commissioner support
- City agencies committed to dedicating at least one staff member to this effort over the course of 1 year (October, 2022 – June, 2023)
- City agencies 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.

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

Page 3: Roles and Responsibilities

City Agency Division/Grantee:

- Commit to the completion of the NYC Service Bureau Grant program (October 2022 - June 2023) 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 [which directly engages NYC residents](#)
- 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
- 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

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

- Yes
- No

Page 4: 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 to supplement a volunteer program (e.g. handbooks, guides, flyers, certificates, awards)
- Supplies for volunteer projects
- Volunteer technology/software to supplement a volunteer program
- 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
- Efforts that benefit an agency's employees (i.e. volunteers serving city staff in an agency rather than NYC communities)

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

- Yes
- No

Page 5: Timeline

NYC Service Bureau Grant Program Announcement	September 2, 2022
Grant Application Deadline	September 23, 2022
Grantee Notification	October 7, 2022
MOU Sent to Agencies	October 11, 2022
Grantee Orientation Session	Early November 2022
Progress Check-In I	February 2023
Progress Check-In II	April 2023
Term-End Report Due	June 2023
Term-End Check-In	June 2023

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

- Yes
- No

Page 6: Grant Application

Please complete this application to the best of your ability. In addition to this application, please also submit a completed draft of your Volunteer Program Plan which can be found below. If awarded this grant, this will **not** be your final Volunteer Program Plan as we will assist you in developing your finalized plan.

All responses will be reviewed by NYC Service and you may hear back from us if we have any clarifying questions.

Question 6: City agency name*

Question 7: City agency division name*

Question 8: City agency division leader name and title*

Question 9: NYC Service Bureau point of contact and title*

(Subsection) 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:

Question 10: Does your city agency division currently engage volunteers?*

- Yes
- No

Question 11: Do you currently receive NYC Service funding?*

- Yes
- No

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

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

- New
- Existing

Question 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. (Note you do not need to be currently engaging volunteers to apply.)*

Question 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. *

Question 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

Question 17: Please explain. *

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

(Subsection) Volunteer Program Capacity

Question 20: Please describe your city agency division staffing plan for this program including: *

- # of permanent and/or temporary staff who will work on the project
- # of AmeriCorps members (City Service Corps, NYC VISTA) who will work on the project
- How you intend to fit this program within the workload of the staff members

(Subsection) Volunteer Program Goals

Question 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? (November 1st – January 1st, 2023) *

Question 22: If you were awarded this grant, what are 3 long-term goals you intend to accomplish by the end of the program year? (November 1st – June 30th, 2023) *

Question 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) _____

Question 24: Please briefly describe what your City agency division's sustainability plan looks like for your new or current volunteer program(s) or opportunities? How will you work to embed this program in your agency to last past NYC Service funding? *

Question 25: Please briefly describe any alternative fundraising plans that your City agency division has for your current or new volunteer program(s) or opportunities in the future? (Note you do not need to have alternative funding for this program.)*

(Subsection) 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.

Question 26: Output 1*

Question 27: Outcome 1*

Question 28: Measure of Success 1

Question 29: Output 2*

Question 30: Outcome 2*

Question 31: Measure of Success 2*

(Subsection) Common Targets Across Portfolio

Note: All targets are for the FY23 period ending June 30th, 2023

Question 32: What is the total # of volunteers already 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.

Question 33: How many **new** volunteers will you recruit in FY23?*

New volunteers are individuals who have expressed interest/have been added to an internal list between November 1st, 2022 – June 30th, 2023

Question 36: # of new volunteers to be trained in FY23

Newly trained volunteers are volunteers who have gone through the formal/informal training process and have a clear sense of their roles/responsibilities between November 1st – June 30th, 2023

Question 37: # of volunteer trainings to be hosted*

Question 38: # of hours volunteers will be engaged in in FY23*

A good way to calculate hours is by maintaining an active check-in and check-out system on days in which the volunteer is serving with the agency.

Question 39: # of hours **new** volunteers will be engaged in FY23*

Question 40: # of volunteer events to be hosted*

These can include anything the volunteers will be present for during the year, 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.

(Subsection) 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.

Question 41: How much funding is your City agency division requesting for FY23 through the NYC Service Bureau Grant program?*

Question 42: Will your City agency match these funds with additional financial support for this program?*

- Yes
- No

Question 43: Please explain your response.*

Question 44: 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: _____

Question 45: Please provide a detailed narrative of your total volunteer program(s) or opportunities budget.*

Question 46: 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?*

Page 7: Attestation

Question 47: I confirm that my City agency leadership has committed to the roles and responsibilities outlined in this application.*

- Yes
- No

Question 48: I confirm that my City agency division will participate in a pre-program assessment and the mid-and-end-of-year report.*

- Yes
- No

Question 50: I confirm that my city agency division can commit to regular check-ins with NYC Service.*

- Yes
- No

Question 51: I confirm that my City agency division can commit attendance to workshop sessions with NYC Service.*

- Yes
- No

Question 52: I confirm that my City agency division can commit attendance to a City agency convening hosted by NYC Service.*

- Yes
- No

Question 53: 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:

Question 54: Please upload your completed Volunteer Program Plan draft:*

[file upload]

Thank You Page: Thank You!

Thank you for completing the NYC Service Bureau Grant Application! NYC Service may reach out to your division for clarifying questions.

All questions regarding the NYC Service Bureau Grant Program should be directed to Tashawn Morgan at tmorgan@cityhall.nyc.gov or Julia Newcity at jnewcity@mofellow.nyc.gov.

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