

2019-2020 AmeriCorps\*State Funding Opportunity

**Georgia Application Guidelines**

**Introduction**

These guidelines are vital to understanding the fundamentals of AmeriCorps programs. You must also review the guidelines posted by the Corporation for National and Community Services (CNCS) including the Notice of Funding Opportunity (NOFO) and CNCS Application Instructions. These requirements apply to all programs submitting applications to the Georgia Commission for Service and Volunteerism (GCSV) for funding consideration.

**Overview**

The Georgia Commission for Service and Volunteerism (GCSV), located within the Georgia Department of Community Affairs (DCA), receives funding from the Corporation for National and Community Service (CNCS) in Washington, DC. These funds are granted to qualifying agencies who then implement AmeriCorps programs in Georgia.

CNCS brings vital leadership, resources, and coordination to some of the most pressing challenges facing America: educating students for jobs of the 21st century; assisting individuals, families, and neighborhoods on the road to economic recovery; addressing the needs of military families and a new generation of veterans; helping communities rebuild after natural disasters; increasing energy efficiency and improving at-risk ecosystems; and providing information to improve the health and welfare of individuals in disadvantaged communities.

AmeriCorps, “the domestic Peace Corps”, is a National Service program that engages Americans of all ages and backgrounds in team-based, results-driven service. GCSV currently funds, monitors, and supports AmeriCorps State programs through Formula, Competitive, and Planning grants. AmeriCorps grants are awarded to eligible organizations to recruit, train, and manage AmeriCorps members who address unmet community needs.

GCSV makes funding decisions based upon the strength of individual applications, as well as strategic considerations at the statewide level. GCSV will make funding decisions that maximize the opportunities to serve in Georgia, address critical needs, leverage available dollars, and strengthen the national service field in Georgia. In order to maximize the impact of AmeriCorps resources in Georgia, GCSV will fund programs that can demonstrate community impact and solve community problems using an **evidence-based** or **evidence-informed approach** (e.g. performance measure data, quality of research, theory of change).

**Focus Area and Funding Priorities**

In order to carry out Congress’ intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

* **Disaster Services**
* **Economic Opportunity**
* **Education**
* **Environmental Stewardship**
* **Healthy Futures**
* **Veterans and Military Families**

CNCS seeks to prioritize the investment of national service resources in the following funding priority areas. (Please see the *2019 AmeriCorps Mandatory Supplemental Guidance* for further information about some of the priorities)

* **Economic Opportunity** - increasing economic opportunities for communities by engaging opportunity youth to prepare for the workforce.
* **Education** - selection of one of the evidence-based interventions in three categories: School Readiness (three evidence-based interventions), K-12 success (nine evidence-based interventions), and Post-Secondary Support (one evidence-based intervention). In order to qualify for this priority, the applicants must be assessed as having Moderate or Strong evidence by the reviewers.
* **Healthy Futures** – reducing and/or preventing prescription drug and opioid abuse
* **Veterans and Military Families** – positively impacting the quality of life of veterans and improving military family strength
* **Rural Intermediaries**- organizations that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure
* **Safer Communities** – programs that focus on public safety, and/or partnerships between law enforcement and the community
* **Faith-based organizations.**

In addition, the GCSV has established focus areas specific to Georgia:

* **Educators in Rural Communities** are organizations placing AmeriCorps members as tutors and/or individuals as teachers in rural schools and communities.
* **Homelessness** – As described in the preamble of the HUD Final Rule Defining Homelessness, the final rule establishes four categories of homelessness. These categories are as follows:
1. Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution.
2. Individuals and families who will imminently lose their primary nighttime residence;
3. Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; or
4. Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.
* **Human Sex Trafficking** – As defined by the Advocates for Human Rights.  Human sex trafficking is a form of slavery and involuntary servitude resulting in grave human rights violations. Sex trafficking involves individuals profiting from the sexual exploitation of others and has severe physical and psychological consequences for its victims.

**•     Rural Communities** are those communities with a population of less than 50,000 and where the poverty percentage is 10% or greater.

Applicants addressing any of the above focus areas may receive extra points on their application.

**Eligibility Information**

**ELIGIBLE APPPLICANTS**

**Public or private nonprofit organizations, including faith-based and other community organizations with 501(c)3 status registered with the State of Georgia; institutions of higher education; local government (e.g. cities, counties); labor organizations; partnerships and consortia; Indian Tribes;** and intermediaries planning to sub-grant awarded funds are encouraged to apply.

**INELIGIBLE APPLICANTS**

* **Organizations that have been convicted of a federal crime.**
* **Organizations described in Section 501(c)4 of the Internal Revenue Code of 1986, 26 U.S.C. § 501(c)4, that engage in lobbying activities.**

**Types of Applicants**

**NEW APPLICANTS**

Organizations that have never received funding from CNCS/GCSV. New applicants are encouraged to apply and must submit a complete application based on the application instructions and guidelines. The following additional guidelines apply to NEW applicants:

* + - Are not allowed to apply for fixed grants.
		- Are not allowed to apply for competitive grants.
		- May only apply for formula cost reimbursement grants.
		- Minimum of 5 and a maximum of 10 Member Service Year (MSY).\*

[\*Note: One Member Service Year (MSY) is equivalent to one full-time AmeriCorps member. AmeriCorps funds are contingent on the number of MSYs requested by the program.]

All interested new applicants are required to submit the *Notice of Intent to Apply* survey form at <https://www.surveymonkey.com/r/NOI2019> by **December 5, 2018.**

**PLANNING GRANT APPLICANTS** are “New Applicants” and must not have received an AmeriCorps program grant in the past. The purpose of a planning grant is to support an organization’s development of a new AmeriCorps program.

**RE-COMPETE APPLICANTS**

Organizations that have completed a three-year cycle of funds from CNCS and are submitting an application for a new cycle and must submit a complete application based on the NOFO, application instructions, GA guidelines and format provided.

**CONTINUATION APPLICANTS**

Organizations that have current AmeriCorps awards that do not end in 2019. For specific instructions on how to submit a **Continuation Request**, see the *2019* *Application Instructions.*  Information submitted will include the following narratives ONLY under the “Continuation Changes” field if applicable:

* + Justification of Member Enrollment
	+ Justification of Member Retention
	+ Plans for corrective actions for any compliance issues
	+ Changes in Operating Sites
	+ Significant Changes in Program Scope or Design
	+ Changes to a Performance Measures (reflected in Performance Measures Section)
	+ Significant Changes to Monitoring Structure or Staffing
	+ Budget Revisions (reflected in Section VI)

**Please note there is a six-page limit for the “Continuation Changes” field of the application.**

**Types of Awards**

AmeriCorps programs receive funding from one of two sources: Competitive or Formula Awards. Regardless of Competitive or Formula funding, all AmeriCorps programs follow the AmeriCorps Regulations, Terms and Conditions, and State requirements.

**COMPETITIVE AWARD**

Competitive funds are awarded by CNCS. GCSV selects applications to submit to CNCS for review in competition with proposals from all single and multi-state applicants. The Corporation runs a Peer and Staff Review to make funding determinations. Applications submitted that are not selected by CNCS for Competitive funding are automatically considered for a Formula Award from the GCSV.

**FORMULA AWARD**

Formula funds are awarded by GCSV. Formula funds are made available to GCSV based on the federal allocation for AmeriCorps.

**National Direct Consultation Process**

**Consultation is a requirement outlined in the FY19 AmeriCorps Notice of Funding Opportunity (NOFO) for applicants proposing a multi-state AmeriCorps program. To initiate consultation, go to the link at** <https://www.surveymonkey.com/r/FY19Consult> **and follow the instructions to complete your National Direct Consultation Form.**

**Application Deadline**

All application materials and supplemental documents must be completed and submitted to AmeriCorpsGA@dca.ga.gov by **3:00 p.m. (EST)** **on Wednesday, February 13, 2019.** Unless indicated otherwise, applications must be submitted via eGrants, the CNCS web based management system.

**FOR COMPETITIVE APPLICANTS ONLY**

**Competitive Applications are due Thursday, December 13, 2018. GCSV will expect Competitive Applications to be submitted via eGrants along with the required additional supporting documents**. (NOTE: Dates mentioned in the Guideline, from this point on, are for Formula Applicants.)

**Application Instructions and Submission Requirements**

**NOFO (Notice of Funding Opportunity)**

###### You are required to read the NOFO and *Application Instructions* in its entirety. They can be found at:

<https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2019/americorps-state-and-national-grants-fy-2019>. [NOTE: Planning grant applicants should review the section addressing the specific requirements for that type of grant.]

**Content and Form of Application Submissions**

**All Applicants (including planning grant applicants**) must submit the following application components of a complete application via eGrants/CNCS’s web-based management system:

* Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the system
* Narratives
	+ Executive Summary
	+ Program Design
	+ Organizational Capability
	+ Cost Effectiveness and Budget Adequacy
	+ Evaluation Plan (if applicable)
* Logic Model
* Standard Form 424 Budget
* Performance Measures
* Authorization, Assurances, and Certification

**Additional Documents**

ALL applicants must submit the following additional documents along with their application no later than **February 13, 2019 at 3:00 p.m.** These documents will be submitted to GCSV as noted below.

**ALL APPLICANTS MUST PROVIDE**

* Financial Statements
* Most Recent Audit
* Memorandums of Agreement or Memorandums of Understanding when partnering with sub-sites or other entities (if applicable)
* Immigration Affidavit (O.C.G. A. § 50-36-1(e)(1)) go to [www.servega.org](http://www.servega.org) to download
* Documentation verifying Federally Approved Indirect Cost Rates (if applicable)
* Please refer to the Evidence Basesection of the *2019 NOFO* for detailed instructions by evidence tier.

**RE-COMPETING APPLICANT**

* Evaluation report, if required. Please see the Evidence Base definition in the *Mandatory Supplemental Guidance* and 2019*NOFO* Section E. Evaluation Plan for further information.

**ALL additional Documents must be emailed to** **AmeriCorpsGA@dca.ga.gov** **with the labels outlined below.** Emails should include the following information:

* Subject line: [Legal Applicant Name] – [Application ID number]
* Body of the email should identify:
	+ A list of documents that should be attached to the email
	+ Individually saved files that are clearly labeled
	+ Each file should also include a header or title within the body of each additional document to include the legal applicant name.

**Program Size**

First-time applicants may submit requests for a minimum of five and a maximum of ten Member Service Years (MSY) or its equivalent in the form of full-time, three quarter time, half time, quarter-time or minimum-time members. Applications requesting fewer than five MSYswill not be reviewed. AmeriCorps programs should be large enough to make a significant difference in communities.

**Program Operating Period**

Programs can begin operation **no** earlier than August 1 and no later than September 15. The program may operate for 10, 11 or 12 months but must fall within the 12-month grant period.

**Page Limitations**

There are two page limits that must be adhered to: Narrative and Logic Model. Please refer to the NOFO document for additional information.

Narrative

Applications must not exceed 10 pages for the Narratives. In determining whether an application complies with page limits, the following will count for the narrative:

* The application’s Executive Summary, SF 424 Face sheet, and
* The Narrative portions contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections of the application.

Applicants are strongly encouraged to print out the application from the “Review” tab prior to submission to check that the application does not exceed the page limit. The application page limit does not include the Budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable.

Logic Model

The Logic Model may not exceed three pages when printed with the application from the “Review” tab in CNCS’s web-based management system.

**Please note the length of a document in word processing software may be different than what will print out in eGrants system.** Reviewers will not consider any submitted material that exceeds the page limits in the printed report. Also, note that the system will not prevent an applicant from entering text that will exceed page limitations. This applies to both the application page limit and the Logic Model page limit.

**Performance Measures**

Applicants can decide to use self-directed or National Performance Measures. National Performance Measures allow the CNCS to demonstrate aggregated impact of all its National Service programs. They are divided into two categories: Priority Measures and Complementary Program Measures. Programs are strongly encouraged to use the National Performance Measures but are not required to do so if the program’s focus area is not related to the National Measure.

Please be sure to read instructions on performance measures in the CNCS *Application Instructions* document.

Successful programs will be those that have clear performance measures. Programs are likely to have multiple performance measures. The application must include aligned measures that include:

* An output (the quantitative value of service provided)
* At least one intermediate outcome (a change in behavior, attitude, knowledge, skill, and/or condition as a result of the output, qualitative value)

**GA Specific Performance Measures**

If the applicant is funded, GCSV requires the following two Georgia-specific performance measures:

1. The [Program Name] AmeriCorps members will recruit at the least 5 volunteers per MSY during the course of the program year.
2. At least 75% of [Program Name] AmeriCorps members will receive first aid and CPR training within the first quarter of the program year.

**PLEASE NOTE:** These two performance measures will not be entered in eGrants but should be included in the preparation of the applicant’s budget and member expectations**.**

**Performance Standards**

Successful applicants will be expected to: 1) meet the performance measures outlined in their eGrants /CNCS application 2) enroll 100% of the Member Service Years awarded to them, 3) retain 90% or more of the AmeriCorps members enrolled in the program (CNCS expects 100%), 4) utilize 100% of the AmeriCorps dollars awarded to them, and 5) operate the program in accordance with all applicable laws, rules, and regulations.

**Funding Limits**

Funding is dependent on the availability of funds granted to the Georgia Commission for Service and Volunteerism by the Corporation for National and Community Service. Formula allocation is determined by using a state population-based formula. Guidelines are set by CNCS and additional Georgia-specific guidelines are set by the GCSV and may vary from one program year to another. $15,192 is the maximum cost per MSY for cost reimbursements programs. Additional information can be found in the *2019 NOFO*.

**Match Requirements**

An overall match requirement of 24% is mandatory for the first 3 years of funding. The match requirement is graduated accordingly after the initial three-year period. Starting with year 4, the match requirement gradually increases every year to 50% by year 10. This information can also be found in the *2019 NOFO*.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Year 1-3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year** **8** | **Year 9** | **Year 10** |
| Minimum Overall Match | 24% | 26% | 30% | 34% | 38% | 42% | 46% | 50% |

*(NOTE: Match may be in the form of cash or documented in-kind contributions.)*

For professional Corps programs, the living allowances or salaries provided to AmeriCorps members do not count toward the match requirement.

###### **Alternative Match Waiver**

Under certain circumstances, programs may qualify to meet alternative matching requirements that increase over ten years to 35% instead of 50%. To qualify, programs must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the CNCS Application Instructions. Requests should be submitted to the GCSV.

**Budget Preparation**

Please review detailed Budget Instructions and the Budget Worksheet, which can be found in the CNCS Application Instructions. Outlined below are some key items that will be reviewed closely by GCSV Staff:

* Administrative/Indirect Costs (Section III) – This section includes 5% of the overall federal share as a separate Administrative Cost line item. The GCSV claims a portion of this percentage for oversight, training and technical assistance. Be sure to follow the formula to calculate the “Commission Share”.
* Check and double check match. Make sure that the proper amounts have been claimed for members’ living allowances and other member related costs.
* Be sure to budget for Statewide Meetings/Trainings:
	+ - Program Directors’ Training is typically held in Atlanta. Please budget for at least one program staff person to attend. If you feel that more than one person should attend, please budget accordingly. If travel is 4 hours or more, you may want to consider overnight lodging. This is at your discretion.
* Please budget at least $1,500 to attend either the Points of Light’s Conference on Volunteering& Service and/or a Regional Training Conference.
* You must budget to provide First Aid/CPR training to at least 75% of your members. This is a Georgia-specific performance measure. You may use the vendor of choice.
* Check to ensure that adequate match is met on the Grantee Share side of your budget. Please know that if “Budgeted” match exceeds “Required” match that you will be held accountable for the higher amount.
* Include all calculations. Please do not assume that the reader understands your budget. You will need to include calculations for all sections:
	+ - Personnel Expenses: Specify if staff is allocated a certain percentage to AmeriCorps and show the calculations clearly.
		- Personnel Fringe Benefits: Specify if staff is allocated a certain percentage to AmeriCorps and show the calculations clearly.
		- Travel: Show calculations to include all related expenses such as number of miles, mileage per diem, number of people, registration costs, meal allowances, lodging, etc. Do not forget to state the purpose of the travel. Show all calculations clearly.
		- Supplies: Specify the supplies, purpose, and calculations.
		- Contractual and Consultant Services: State the purpose and show calculations.
		- Training: State the purpose and show calculations.
		- Evaluations: Show calculations. If the evaluator charges by the hour or daily, please specify this.
		- Other Operating: As noted in the *2019 NOFO*, please budget at least $54 plus the cost of a state check per covered individual (staff and AmeriCorps members) on the CNCS share of the budget.
		- Member Costs:
			* Make sure that member living allowances are on the correct line. (i.e. Full-Time, Third-Time, Half-Time, etc.) Make sure you are using the correct amounts for living allowances in your calculations.
			* Be sure to include FICA and Workers Comp. Healthcare should also be included, if applicable.
		- Corporation Fixed Percentage:
			* Be sure to include “Commission Fixed Cost”. If you have a “Federally Approved Indirect Cost Rate”, you will not budget for “Commission Fixed Costs”. This is the only exception.
			* If you have a “Federally Approved Indirect Cost Rate”, you must provide documentation. Your organization should have received a letter from Health and Human Services or from the Corporation for National and Community Service stating that you have a FAICR. If you have this letter, copy it and send it to the GCSV.
		- Source of Funds: Use this section to show all other sources of funds. Be sure to provide the Source, Description, Amount, and Type.

**Financial Management**

All programs must have systems in place that clearly distinguish CNCS funds from other fund sources. Programs must also have accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. Recent revisions to the Single Audit Act and OMB Circular A-133 require all organizations to have financial audits if they annually expend $750,000 or more under federal awards. This requirement applies to the organization’s total expenditures each fiscal year under all of its federal awards, including but not limited to AmeriCorps grants.

**Technical Assistance**

General Technical Assistance workshops will be provided by GCSV staff. All new applicants are strongly encouraged to attend at least one of the workshops listed below. **Registration is required to attend.** Go to <https://www.surveymonkey.com/r/HL3G8S3> to register and get detailed information on times and locations.

|  |  |
| --- | --- |
| November 8, 2018 | **Atlanta** |
| November 13, 2018 | **Macon** |
| November 15, 2018 | **Brunswick** |

In addition, CNCS also offers a number of webinars to address questions and provide vital information to applicants. If you do not have an opportunity to participate in these workshops, it is strongly recommended that you access the replays of the webinars. GA applicants should also refer to the resources available on the GCSV website at [www.servega.org](http://www.servega.org).

**Contact Information**

Georgia Department of Community Affairs

Georgia Commission for Service and Volunteerism

Email: AmeriCorpsGA@dca.ga.gov

Website: <http://www.servega.org>

**Application Instructions for AmeriCorps Planning Grants**

The purpose of planning grants is to support the development of AmeriCorps programs that will engage AmeriCorps members in evidence-based interventions to solve community problems. Planning grant recipients are expected to be better prepared to compete for an AmeriCorps program grant in the following grant cycle. Planning grants do not guarantee organizations will obtain an AmeriCorps program grant.

Planning grants will begin **September 1, 2019** and end **August 31, 2020**. Applicants may request up to **$75,000** and must provide a **24%**cash or in-kind match. Planning grants may not be used to support AmeriCorps members.

**Project Period**

The project period for these grants is up to one year (12 months). The project start date is proposed by the applicant and may not occur prior to the date GCSV awards the grant. GCSV will only allow applicants to request a start date of September 1, 2019.

Applicants are required to create an eGrants account in order to submit an application for this funding opportunity. For instructions on creating an eGrants account, see “Creating an eGrants Account” under the Resources section.

An application is only complete if it includes all required documentation and is received by the application due date. Late or incomplete applications will not be considered.

Applications are due in eGrants and additionally required documents are due via email to **February 13, 2019 at 3:00PM EST.**

**Application components required to be submitted via eGrants (**[**https://egrants.cns.gov/**](https://egrants.cns.gov/)**)**

* Application narrative*(required)*
* Budget *(required)*
* PM Module

**Application Fields**

1. Executive Summary (Required – 0 percent)

Please fill in the blanks of these sentences to complete the Executive Summary.

This planning grant will be utilized to develop an AmeriCorps program which will engage AmeriCorps members to [AmeriCorps member activities] in [geographic locations where member activities will take place]. Members will address the needs of [beneficiaries to be served] resulting in [anticipated outcome of project]. Program activities will primarily be in the areas of [identify the relevant CNCS focus areas].

2. Program Design (50 percent)

Reviewers will consider the quality of the application’s response to the criteria below. Do not assume all sub-criteria are of equal value.

1. Theory of Change
2. Logic Model
3. Notice of Priority

Describe why you are applying for a planning grant and what you hope to achieve during the one year planning period, including but not limited to:

• The problem you plan to solve with your AmeriCorps program

• Evidence that the need exists

• What AmeriCorps members would do to meet the need

• The target communities the program would serve

3. Organizational Capability (25 percent)

 Reviewers will consider the quality of the application’s response to the following criteria below. Do not assume all sub-criteria are of equal value.

a. Identify the primary programmatic and fiscal contacts for the grant application include secondary contacts if applicable. Describe your organization’s ability to successfully plan an AmeriCorps program, including but not limited to:

• Record of accomplishment.

• Prior experience administering federal funds.

• Prior experience in the proposed area of programming.

• The management and staff structure and the role the board of directors, administrators and staff will play in the planning process.

• Systems and processes for sound programmatic and fiscal oversight or plans to develop this capacity.

4. Planning Process/Timeline

Provide a) a detailed description of your planning process, b) a timeline for planning activities, and c) how you will use the planning period to develop your capacity to effectively manage an AmeriCorps program including, but not limited to:

o Determining the most appropriate AmeriCorps member activities to address the identified community need.

o Determining the desired characteristics of AmeriCorps members and designing a recruitment strategy.

o Developing a performance measurement system to ensure that reliable data is gathered to demonstrate impact on the communities to be served.

o Creating a process for selecting operating and service sites (if applicable) that will ensure the most appropriate and capable organizations are selected.

o Planning orientation and training for operating and service sites (if applicable).

o Planning orientation and training for AmeriCorps members.

o Ensuring you can provide or secure effective technical assistance (if applicable).

5. Cost Effectiveness and Budget Adequacy (25 percent)

Reviewers will consider the quality of the applicant’s response to the following criteria below. Do not assume all sub-criteria are of equal value.

a. Describe your plans to develop a cost-effective program including how you will develop diverse resources that will support your program implementation and sustainability.

b. Discuss the adequacy of your budget to support the planning process including your match.

c. Describe how you will secure any additional commitments you need for the planning grant.

6. Evaluation Summary or Plan (0 percent)

Enter N/A. Evaluations and evaluation plans are not required for planning grants.

**Performance Measures**

Planning Grants do not have a Performance Measure that they need to report on; however, you will not be able to submit your application in eGrants without one. Therefore, please use the instructions below to insert a placeholder Performance Measure in eGrants.

**Your Performance Measure will be:** AmeriCorps Planning Grant

**Primary Focus Area**: Other Community Priorities

**Primary Intervention**: Other

**Problem Statement**: N/A

**Selected Interventions**: Plan an AmeriCorps program

**Describe Intervention**: N/A

**Output (Applicant Determined):** Design and conduct planning process as outlined in the application.

**Target**: 1

**Measured By:** Other

**Described Instrument:** Other

**Outcome (Applicant Determined**): N/A

**Target:** 1

**Measured By**: Other

**Described Instrument:** Other

**Number of MSYs**: 1

**Number of Members**: 1

**Note**: Even though you are entering a number here, your planning grant will not engage any AmeriCorps members.

**Additional documents**

ALL applicants must submit the following additional documents along with their application no later than **February 13, 2019 at 3:00 p.m.** These documents will be submitted to GCSV as noted below.

**ALL APPLICANTS MUST PROVIDE**

* Financial Statements
* Most Recent Audit
* Immigration Affidavit (O.C.G. A. § 50-36-1(e)(1)) – go to [www.servega.org](http://www.servega.org) to download
* Documentation verifying Federally Approved Indirect Cost Rates (if applicable)

**ALL additional Documents must be emailed to** **AmeriCorpsGA@dca.ga.gov** **with the labels outlined below.** Emails should include the following information:

* Subject line: [Legal Applicant Name] – [Application ID number]
* Body of the email should identify:
	+ A list of documents that should be attached to the email
	+ Individually saved files that are clearly labeled
	+ Each file should also include a header or title within the body of each additional document to include the legal applicant name.

**planning grant questions?**

Contact GCSV via email at AmeriCorpsGA@dca.ga.gov