

Overall Suggestions for Writing an AmeriCorps Grant Application

- The primary focus of AmeriCorps is AmeriCorps. Even though AmeriCorps members support the applicants' agency mission and goals, the program must always maintain the separate identity and philosophy of AmeriCorps.
- Applications should never refer to AmeriCorps members as staff, employees, workers, or volunteers. They are always to be referred to as AmeriCorps *members* and/or *national service participants*.
- KCCVS funds programs which address critical, specific, identified community needs.
- Applications should address all criteria with detail as to how activities will be carried out. Do not only report on *what* you will do, also report on *how* you will do it. Be specific.
- Each application should clearly articulate the need for the AmeriCorps program and the services members will provide. In your narrative clearly define the performance measures you have set to meet that need, the activities that members will provide in addressing the performance measures, and the overall impact the program will have in the community.
- FOLLOW THE APPLICATION INSTRUCTIONS. Use all caps for section headings and subheadings. The review tool KCCVS uses follows the application instructions format exactly. Applications that address each question in the order as posed in the instructions tend to score higher in the review process.
- Do not include attachments. All information should be included in the program narrative of your eGrants application.
- Remember that AmeriCorps is one word and has a capital "C" in it. It is pronounced "ameri-core".
- Remember that AmeriCorps is a team-based service program, with the expectation that members come together on a regular basis for member training, in-service and activities.
- Be sure your program narrative addresses how training will be provided to promote effective citizenship as outlined in the instructions.
- Be sure member supervision is adequately addressed. All members should be supervised on a regular basis by an identified person.
- No member can replace any employee at your organization or any service site, nor can any member duplicate services provided by a paid employee.
- Future program sustainability should be addressed. Applications should be specific in their plan and vision to continue the program beyond AmeriCorps.
- Your budget narrative must provide details. Do not just say "travel." You must clearly describe travel purposes, i.e., 5 KCCVS-sponsored program staff trainings, 100 miles roundtrip x .50 per mile (\$50) + 2 meals @ \$15 per meal (\$30) x 5 trainings = \$400.
- An application that contains misspelled words and/or bad grammar does not preclude funding. However, an application that is poorly written, does not follow the prescribed format, does not address all requirements, and/or appears to be "thrown together" historically does not move forward to the next round of this competition. Please have a second set of eyes review your application prior to submission.