

RURAL COMMUNITY ASSETS FUND

Orientation

June 26, 2024



volunteerflorida

VOLUNTEER FLORIDA

Volunteer Florida was established in 1994 by the Florida Legislature to administer grants under the National and Community Service Trust Act of 1993.

Volunteer Florida is the Governor's lead agency for volunteerism and national service in Florida.

Volunteer Florida is governed by a Board of Commissioners appointed by the Governor and approved by the Florida Senate.

Volunteer Florida is the lead agency for volunteers and donations before, during and after disasters.



volunteerflorida

RURAL COMMUNITY ASSETS FUND

Volunteer Florida's Rural Community Assets Fund will allow grantees to recruit, equip and mobilize volunteers in eligible rural areas across the state to address the acute educational needs of underserved children and youth.

Volunteer Florida will distribute up to \$100,000 to a maximum of ten grantees, each receiving grant funding and training support for their participation in the FY2024-2025 Rural Community Assets Fund program.

Grantees will receive comprehensive training, funding for program enhancements and ongoing technical assistance, and coaching to establish or strengthen volunteer programs.



volunteerflorida

RCAF CONTRACT PACKAGE

- **Exhibit I** - Application Program Budget
- **Exhibit II** – Budget Revision Request Forms
- **Exhibit III** – Program Reports
- **Exhibit IV** – Periodic Expense Reports
- **Exhibit V** – Reporting Guidance Templates
- **Exhibit VI** – RCAF Compliance Guidelines
- **Exhibit VII**– Contract Checklist



RCAF CONTRACT PACKAGE

PROVIDER AGREEMENT:

- Be *very* familiar with the content in the agreement, your budget, and articulated performance measures. Consider staff members and volunteers who ought to be familiar with requirements.
- This is the foundation for your program cycle.



BUDGET

Funds awarded to grantees are intended to be used for capacity building activities to develop or strengthen volunteer programs.

The full grant amount should be allocated to the budget categories in your approved budgets only.



RCAF CONTRACT PACKAGE

PROGRAM BUDGET

- Adhere to the approved budget included in your Provider Agreement.
- Keep track of all supporting documentation.
- Be mindful of all deadlines.
- Non-compliance *may require repayment of previously disbursed funds, or withheld disbursement of mid-cycle funds.*
- Use your TAX EXEMPTION STATUS WHEN APPLICABLE.
- We will not REIMBURSE FOR TAXES APPLICABLE FOR EXEMPTION.
- If you need to make a budget revision, please submit one for review.
 - Please do not expend funds until the budget revision has been approved by VF.



RCAF CONTRACT PACKAGE

PROGRAM INVOICE FORM-

Periodic Expense Reports (PER)

VIII. REPORTING.

- Should match program budget.

Mid-contract report is due November 15, 2024.

Final Report is due May 11, 2025.

EXHIBIT IV - BUDGET REVISION REQUEST FORM

- Changes to budgeted items, budgeted item amounts.
- JUSTIFICATION.
- Budget revision requests accepted through **January 15, 2025.**

PERFORMANCE MEASURES

- **Program Capacity:** Grantees will show an increase in capacity in at least one area over the course of the contract period:
 - Number of students served
 - Number of volunteers recruited and/or retained
 - Types of services offered to children or youth
 - Number of services provided per student
- **Proficiency in Volunteer Management Practices:** Grantees will:
 - Show an increase in effective volunteer management practices as measured by the pre/post assessment.



RCAF CONTRACT PACKAGE

REPORTING GUIDANCE AND TEMPLATES

- Initial Program Reports June 8, 2024.
- Mid-contract reports are due November 15, 2024.
 - For Reporting Period May 1, 2024 – October 30, 2024
- Organization Post-Assessment and final reports are due May 11, 2025.
 - For Reporting Period November 1, 2024 – April 30, 2025.
 - EXHIBIT III: Post Assessment Report
 - EXHIBIT III: PROGRAM REPORT: DATA AND ACTIVITIES
 - Exhibit IV. PER Submission



RCAF CONTRACT PACKAGE

CONTRACT CHECKLIST

Contract Checklist document: Please submit as soon as possible.

- Insurance documentation- Indicate N/A if you have not acquired that particular type of insurance.
- Recent audit statements- Preferred, not required.



volunteerflorida

Contact Information

Please e-mail either of the following individuals for all program and finance related questions.

Tracie Lambright, Deputy Finance Director
tracie@volunteerflorida.org
(850) 294-3856

Jenelle Jones, Financial Analyst
Jenelle@volunteerflorida.org
(850) 294-3669



volunteerflorida