



City of Annapolis
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Community Grant Application
Deadline: January 22, 2016

Organization name Volunteer Center For Anne Arundel County (dba Anne Arundel County Volunteer Center)
 Contact Fay Mauro Title Executive Director
 Address 2666 Riva Road, Suite 130, Annapolis, MD 21401
 Phone 410-897-9207 Fax 410-222-4589 Email fay.aacvc@outlook.com
 Federal ID # 54-2010247
 Incorporation Date October 2000 501(c)(3) Registration date December 2000
 Project title Annapolis Volunteer Referral Program
 Project location 2666 Riva Road, Ste 130 and locations throughout the City of Annapolis

Amount requested	\$	<u>5,000.00</u>
Other funds	\$	<u>12,800.00</u>
Total project amount	\$	<u>17,280.00</u>

Certification

"I certify that I have reviewed this application and that to the best of my knowledge and belief, all the information provided in this application is true."

Fay R. Mauro

January 21, 2016

Signature of Chief Executive Officer

Date

Print name Fay R. Mauro Title Executive Director
 Address 2666 Riva Road, Ste 130, Annapolis, MD 21401
 Phone 410-897-9207 Fax 410-222-4589 Email fay.aacvc@outlook.com

EXECUTIVE SUMMARY

Provide a brief summary of your project. Please be sure to include the following items: purpose of the project, number of people to be served, and how the city grant funds will be used.

The Volunteer Center is the only County and City-wide resource to connect prospective volunteers with opportunities to meet local community needs. With grant funding, our Volunteer Services Coordinator will strengthen the ability of our Annapolis partners to use untapped resources of Annapolis volunteer talent and time.

Committed to supporting volunteerism and civic participation; with funding, we will continue to provide Annapolis volunteering information, consultation and referral to City residents and groups, including schools, businesses, organizations and faith communities. Funding will be used to pay a share of the salary for our part-time Volunteer Services Coordinator to provide one of our core services: connecting prospective volunteers with opportunities to serve in the City of Annapolis. We serve all of the residents of the City of Annapolis and there are no fee or eligibility requirements.

PERFORMANCE HISTORY

If you received Community Grant funds last year, please evaluate progress you have made in implementing those projects. Please discuss any factors that may have hindered your progress.

1. Approximately 44.9% of the 1159 volunteers that we connected with volunteer opportunities in this period filled out Volunteer Profiles that included their home zip codes. 68 of these volunteers told us that they come from Annapolis zip codes (excluding 21405-Sherwood Forest, 21409-Broadneck and 21412 - USNA).
2. 10,736 unique visitors to our web site searched for volunteering information.
3. 13 orientations/info sessions and trainings = 331 volunteers engaged.
4. 2 workshops = 20 participants learned better volunteer management practices
5. 30 organizations and businesses were provided with consulting or customized training in volunteer management and other issues of strategic importance

RATIONALE (20 Points)

Describe the issue or problem to be addressed including the size and/or severity of the problem. Provide the demographic data and geographic information used to determine the extent of the problem.

Over past grant cycles, the Volunteer Center has built trust and relationships, and learned how to better structure our services so that volunteers and community agencies can access and benefit from these services.

Our partners include organizations that provide food and shelter, education, training and job skills, as well as youth services, community development and more. Given the partnerships and tools that the Volunteer Center has developed, we are uniquely situated to engage volunteers of many ages, backgrounds and abilities, and work with our partner nonprofits to help them develop effective volunteer management strategies that support community solutions.

We use all means available to encourage individuals with skills to donate their time in support of our non-profit partners, many of whom do not have paid staff to recruit and manage volunteers nor the capacity to perform their work without the assistance of volunteers.

The organizations we partner with (including governmental and community "safety net" agencies) leverage thousands of hours given by volunteers connected to these organizations by the Volunteer Center every year. These volunteers help the organizations provide essential services to Annapolis residents.

The Volunteer Center has the tools and 14+ years of expertise to help local community agencies better plan for and effectively engage volunteers in meeting serious community needs.

PROJECT DESCRIPTION (30 Points)

Please give a detailed description of the program or project you are proposing. Please include the group of persons you plan to serve and the number of expected participants, the activities or services you will provide and location.

The funds requested will be used to help cover the costs of providing our core service to the City of Annapolis: connecting prospective volunteers with opportunities to serve in the City of Annapolis. We serve all of the residents of the City of Annapolis and there are no fees or eligibility requirements.

These services are provided by the Volunteer Center's part-time Volunteer Services Coordinator. This one position works with nonprofit, faith-based and governmental organizations to: keep information current on volunteer needs in the City; schedule agencies to appear on our weekly WNAV radio spot, "Volunteer Voice"; and implement web outreach and weekly press releases that inform City residents about where they can best use their skills and abilities as volunteers in Annapolis. Practically, this position provides much of the core support that helps us exist as an organization.

City grant funds will support 278 hours of the 960 hours worked during the grant year by our Volunteer Services Coordinator. City funds will be used to leverage additional grant requests for the coming fiscal year to pay for the remaining 682 hours.

What we are proposing will help us continue to implement our mission in the City of Annapolis. Volunteer referral is our most essential service: connecting prospective volunteers with opportunities to serve. The Volunteer Services Coordinator also provides information, consultation and referral to individuals, families and groups including schools, business organizations and faith-based communities.

Describe the methodology (or approach) for the proposed program/project, e.g., the procedures, tasks, techniques, or tools you will use to develop the program

This is an ongoing program and Bill Crabbs, as Volunteer Services Coordinator, keeps information current on volunteer needs in the City; schedules agencies to appear on our weekly WNAV radio spot, "Volunteer Voice"; and implements web outreach and weekly press releases that inform City residents about where they can best use their skills and abilities as volunteers in Annapolis,

Explain how this proposal relates to the organization's mission, goals and/or strategic plan, and other activities planned for this year.

The Volunteer Center's mission is to inspire and coordinate volunteers, engage and support nonprofits and build coalitions with businesses, strengthening Anne Arundel County and the City of Annapolis and improving lives in our community. In short, the Volunteer Center strengthens the community by bringing volunteers and non-profits together.

This mission statement reflects our work during the past year to support front-line organizations that provide our community's safety net - including homeless shelters, food banks and pantries, literacy programs and schools. Because of our efforts, these partners were better able to help the City's most vulnerable residents.

We have more than 14 years of experience connecting community organizations and volunteers. During calendar year 2015, almost 4,000 volunteers were referred to 380+ agencies. Each year, 13 - 20% of these volunteers are from the City of Annapolis.

The Volunteer Center is the sole community-wide resource to connect potential volunteers with opportunities to meet local community needs. The Volunteer Center serves all of the residents of the City and the County and there are no fees or eligibility requirements.

By our very nature, the Volunteer Center is a collaborative organization. Virtually nothing of what we do is done in isolation, and we rely on partnerships throughout the community to engage volunteers and to fulfill our mission. We will partner again with the USNA Midshipman Action Group for National Days of Service such as our 9/11 Day of Service and Remembrance, and for mentoring and tutoring youth. We partner with the Department of Social Services every year for Back to School, Holiday Sharing and Homeless Resource Day as well as recruiting volunteers for other programs serving foster children, seniors and others. Arundel House of Hope, the Lighthouse and Sarah's House are all partners for both specific volunteer projects and to recruit extra volunteers for Winter Relief. Anne Arundel County Public Schools are partners for AVID programs and many youth service projects. We also work with IB and Signature programs to engage students in volunteer activities that touch individuals in need, and in support of their service learning requirements. We support recruitment for mock interviews and other school programs needing community support. We identify non-profits that can benefit the public schools and make the connections. Our Family Volunteer Day, Save the Bay Day and 9/11 Days of Service involve partners such as Chrysalis House, Friends of Trails, Spa Creek Conservancy, Severn River Association, Watershed Stewards Academy and local schools and businesses. We support AACERT with recruitment of community emergency response team members.

The Volunteer Center at first glance might seem to be an organization that simply matches those who wish to serve with an agency needing volunteers, but volunteer matching is only where the process begins. With funding, our Volunteer Services Coordinator will continue to support rewarding experiences for volunteers, agency partners, organizations, and businesses to help leverage their resources to make the most powerful impact possible for our community.

TIMELINE (10 Points)

Provide a timeline for implementation and all program/project activities for the project.

Date	Activity
Sept.30,2016	1/4 of grant funds - used for Volunteer Center's part-time Volunteer Services Coordinator
Dec. 31, 2016	1/4 of grant funds - used for Volunteer Center's part-time Volunteer Services Coordinator
March 31, 2017	1/4 of grant funds - used for Volunteer Center's part-time Volunteer Services Coordinator
June 30,2017	1/4 of grant funds - used for Volunteer Center's part-time Volunteer Services Coordinator

Please indicate how you have determined that the timeline is achievable.

Each quarter, beginning in July 2016, 1/4th of the grant funds will be used for partial payment of the Volunteer Center's part-time Volunteer Services Coordinator, Bill Crabbs. Mr. Crabbs works 80 hours per month at the rate of \$18 per hour. This position is needed to: work with nonprofit, faith-based and governmental agencies to keep information current on their volunteer needs in the City; schedule agencies to appear on our weekly WNAV radio spot, "Volunteer Voice"; and do web outreach and weekly press releases that inform City residents about where they can best use their skills and abilities as volunteers in Annapolis.

Because this is an ongoing program and Bill Crabbs has been our Volunteer Services Coordinator for the past 8+ years, we have current and past experience and know that the timeline is achievable.

Describe the organization's ability to implement the request.

After more than 14 years of service to our community, the Volunteer Center has the tools and expertise to help local community agencies better plan for and effectively engage volunteers in meeting serious community problems.

EVALUATION (20 Points)

Clearly state the specific, goals, objectives, and measurable outcomes of the project/program.

Goals	Objectives	Measurable Outcomes
<p>During the period from July 1, 2016 through June 30, 2017, the Volunteer Center will recruit and refer volunteers from Annapolis to nonprofits and other agencies serving the City of Annapolis, including those that provide safety-net services for City residents.</p>	<p>Objective #1 – Serve as one-stop shop for information on volunteer needs in Annapolis. Objective #2 – Promote access to effective community volunteer programs serving the City and its residents.</p>	<p>By tracking the number of individuals who are connected with volunteer and service opportunities and training opportunities we expect:</p> <ul style="list-style-type: none"> • Increased interest in volunteering • Community organizations more effectively mobilizing volunteers

Describe the impact (long-term effects) you expect will be produced by program/project outcomes.

Performance Measures Include:

- Connect at least 100 volunteers from Annapolis to nonprofits that serve the City
- Provide tools/training opportunities for effective volunteering

We will collect volunteer demographic and other data from our website, surveys and other feedback tools, to evaluate our effectiveness in increasing the interest in volunteering and the agencies that engage volunteers. Our goals are ongoing.

Long term: Because of this ongoing program, we will provide innovative ways for volunteers to have more impact, work at higher levels, lead other volunteers, and use their time and skills effectively. This funded Volunteer Services Coordinator position provides support for local nonprofits, faith-based and governmental organizations to help them engage volunteers in providing safety-net services for City Residents and to expand what their staff can do alone.

BUDGET DOCUMENTS (20 Points)

Include a detailed program budget that includes expenses, city funds requested and pending sources of support. **Please use the attached Program/Project Budget Format.**

Outline the organizations plans for securing funding from sources other than those provided by the City of Annapolis and indicate how City of Annapolis' funds will be used to leverage a request for, or use of, other grant funds.

To enlarge our base of support, our Board is working on fundraising events and growing our Annual Fund Campaign to reach out to younger individuals, volunteers and businesses. We are seeking unrestricted donations from as many foundations, individuals, and corporations as possible, including through the Giving Tuesday campaign. We are also charging agencies for enhanced levels of services. However, with nonprofit budgets so pinched, this is unlikely to be a large source of income.

City grant funds will support 278 hours of the 960 hours worked during the grant year by our Volunteer Services Coordinator. City funds will be used to leverage additional grant requests for the coming fiscal year to pay for the remaining 682 hours.

PROJECT BUDGET

Please complete the following budget chart for this project, including all budget items, the total budget for each item, and the funds that are being requested for each line item.

Budget item	City funds requested	Other funds	Source of Other funds (Federal, State, Private)	Is "Other funding" committed or requested?	Total project cost
Salaries/Benefits (list each position)					
Volunteer Services Coord.	\$ 5,000.00	\$ 12,280.00	Private, County	requested	\$ 17,280.00
Contract Services					
Rent/Leasing Costs					
Utilities/Telephone (please specify)					
Equipment					
Insurance					
Office Supplies					
Printing/Postage					
Audit/Accounting					
Other (please describe)					
Total Budget	\$ 5,000.00	\$ 12,280.00			\$ 17,280.00