



California Volunteer Matching Network (CVMN)
Hub Application Instructions
2009-2010

CALIFORNIAVOLUNTEERS

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Application Documents

- Exhibit A, CVMN Hub Application
- Exhibit B, CVMN Hub Budget Narrative
- Exhibit C, CVMN AmeriCorps*VISTA Host Site Application

Background Information

CaliforniaVolunteers

Under the leadership of the Secretary of Service and Volunteering, CaliforniaVolunteers (CV) is charged with increasing the number and impact of Californians involved with service and volunteering throughout the state. CaliforniaVolunteers administers the [AmeriCorps](#) portfolio in California, [Citizen Corps](#), and the [Cesar Chavez Day of Service and Learning](#), developed and maintains the [California Volunteer Matching Network](#) on CaliforniaVolunteers.org and guides policy development to support the nonprofit and service fields. Through these programs and initiatives, Californians of all ages are provided with ongoing opportunities to serve. For more information about CaliforniaVolunteers' programs and initiatives, please visit our Web site at www.CaliforniaVolunteers.org.

California Volunteer Matching Network (CVMN)

CaliforniaVolunteers, in an effort with many partners, developed a statewide volunteer matching network. This network, known as the California Volunteer Matching Network (CVMN), utilizes technology and the expertise of volunteer connector organizations to increase the number of Californians connected to local volunteer opportunities.

CVMN was launched in September 2006 and helps match potential volunteers to more than 45,000 service opportunities in communities across the state.

How Does It Work?

Currently the CVMN includes the following components:

- A URL and Web site (www.CaliforniaVolunteers.org, developed and maintained by CaliforniaVolunteers) that includes interactive content and makes it easy for Californians to volunteer;
- A searchable database of quality-assured volunteer opportunities accessed through the Web site. These opportunities are aggregated from local volunteer centers as well as virtual volunteer search tools such as VolunteerMatch, AmeriCorps.gov and more than a dozen others;
- A network of volunteer connector (“Hub”) organizations that provide customer service to potential volunteers as well as nonprofit organizations (“Spokes”) posting volunteer opportunities; and,
- Marketing efforts that drive potential volunteers to the Web site.

How Can I Participate?

The backbone of the network is the Hub organizations. Hubs are volunteer connector organizations (Volunteer Centers, HandsOn Network affiliates, municipal volunteer programs, etc.) that help potential volunteers connect with quality-assured volunteer opportunities. If you are an organization that connects volunteers to service opportunities hosted by other entities, you are encouraged to consider becoming a CVMN Hub. (View a list of [current Hubs](#).)

The state database is maintained by Network for Good which aggregates data exports from more than 15 distinct data providers on a daily basis. These providers include Volunteer Solutions, 1-800-Volunteer.org, HandsOn Technology and Volunteer², among others. CaliforniaVolunteers will consider working with Network for Good to add other qualified data providers for the California database. Custom-created databases will not be considered as potential data providers.

Each technology product provides a public online presence as well as back-end management tools for the Hub, including managing Spoke organization listings, minimizing out-of-date opportunities, and reporting tools regarding volunteer and Spoke activity.

Each Hub must utilize an approved data provider (as described above) to power their online volunteer matching functionality. By utilizing one of these technology products, volunteer opportunities supported by Hub organizations will seamlessly transfer to the statewide database. Information regarding approved vendors is available from the CVMN Manager – e-mail CVMN@CaliforniaVolunteers.ca.gov.

Benefits of Being a CVMN Hub

If selected, your organization will be positioned even more strongly as a leader in service and volunteerism in your local community.

- Each organization selected to be a Hub will receive a small grant to support their technology licensing fees and/or other costs when they successfully launch with CVMN. Continued grant funding may be available in subsequent years dependent on available state funding and fulfilling Hub standards.
- CVMN Hubs also have access to a statewide AmeriCorps*VISTA program that places members at Hubs for a one-year term of service to support Hub outreach and partnerships with Spoke organizations, posting volunteer opportunities to the Hub's Web site, volunteer management training, and other activities. (*See the VISTA Host Site Application, Exhibit C, for more information.*)
- The California Volunteer Matching Network is comprised of both a statewide and local presence. Potential volunteers are encouraged to visit CaliforniaVolunteers.org. Once there, potential volunteers search for volunteer opportunities based on their interests and geographic location. In addition, potential volunteers are provided information about their local Hub organizations, how they can contact them for additional assistance and support, and the link to their local Hub's Web site.
- Promotion of Hub organizations on the statewide Web site and other CaliforniaVolunteers promotional activities;
- Annual training and technical assistance to share best practices and further develop the system;
- Access to future funding secured by CaliforniaVolunteers; and,
- Inclusion in statewide evaluation efforts.

CaliforniaVolunteers Review Process

CaliforniaVolunteers' fiscal year runs from July 1st to June 30th. We will accept CVMN Hub applications throughout the year and will grant funds twice a year with new Hubs that meet the criteria and requirements listed in the following section; in October for a grant beginning in January and in April for a grant beginning in July. All grants will be for a 12-month term and no organization can receive two CVMN Hub grants within that year.

Upon receipt of your application packet and budget narrative, CaliforniaVolunteers will review the information and follow up for any additional information or concerns. If your application is accepted, you will receive a formal letter notifying you of your acceptance. CaliforniaVolunteers will then prepare and e-mail you a grant contract package for your review and signature.

Selection Criteria and General Hub Requirements

Any organization currently meeting the criteria below and agreeing to meet the basic requirements to being a Hub below will receive grant funds as described in the Funding Opportunity Description section. Hubs will be expected to completely fulfill all grant requirements.

Summary of Selection Criteria

To be eligible to become a CVMN Hub, your organization must:

- Be a 501(c)(3) organization or public agency;
- Generally align with the goals of CaliforniaVolunteers and the CVMN to increase volunteerism across California through the use of technology;
- Be a strong community leader who includes volunteer matching in its core mission;
- Have institutional support of participation in the matching network from organization's Board of Directors or other governing bodies or executive leadership;
- Actively outreach to nonprofits and public agencies throughout their service area to ensure comprehensive posting of all volunteer opportunities; and,
- Currently use and actively maintain, or agree to use and actively maintain within 60 days of the grant start date, a CVMN-approved volunteer matching technology.

Summary of Hub Requirements

Below is a list of general requirements for organizations once they are accepted as a CVMN Hubs. Each CVMN Hub is required to sign a grant contract with CaliforniaVolunteers in which these requirements are outlined in detail. If your organization is selected to become a CVMN Hub, your organization must:

- Post substantially all publicly-available, non-prohibited volunteer opportunities for which you make referrals to the CVMN-approved volunteer matching technology (NOTE: the CVMN program does not include court-ordered volunteer matching);
- Have strong relationships with nonprofit organizations and public agencies (Spokes) that engage volunteers, including the ability to assess and evaluate their volunteer usage. It is also strongly recommended that there is a system for the signing of an agency partnership agreement or MOU upon entering into partnership;
- Participate in CVMN-related conference calls and meetings;
- Participate in and support CVMN-related marketing activities in your community;
- Provide requested reports and information on a timely basis;
- Be willing and able to incorporate new components to the CVMN as they are developed;
- Maintain a dynamic and user-friendly Web site where CaliforniaVolunteers link and logo can be placed on homepage; and
- Place your volunteer matching technology one click away from your homepage.

Funding Opportunity Description

The CVMN Hub grant is a formula grant that funds each grantee according to their county coverage. The following guidelines outline the grant funding calculations to be used when determining the maximum budget amount: Each grantee (Hub) will receive \$1,250 for each county served for the first two counties; \$500 for each county thereafter up to a total of 4 counties. In addition, each grantee will also receive \$750 to support the travel expenses related to the requirement that each Hub must send two staff members to the annual All-Hub Meeting.

- **For an organization serving 1 county, the formula would be:**
\$1250 (for first county) + \$750 (for travel to CVMN meetings) = **\$2000**
- **For an organization serving 2 counties, the formula would be:**
\$2500 (\$1250 for first and second counties) + \$750 (for travel to CVMN meetings) = **\$3250**
- **For an organization serving 3 counties, the formula would be:**
\$2500 (\$1250 for first and second counties) + \$500 (for the third county) + \$750 (for travel to CVMN meetings) = **\$3750**
- **For an organization serving 4 counties, the formula would be:**
\$2500 (\$1250 for first and second counties) + \$1000 (\$500 for the third and fourth counties) + \$750 (for travel to CVMN meetings) = **\$4250**

Applicable Regulations and Funding Restrictions

Each Hub is given a small grant, subject to availability of funding, as part of their participation in the CVMN. All grants are provided on a reimbursement basis. Grantees must have and maintain appropriate accounting systems and back-up documents for all expenditures.

Application Instructions

Complete application packages should be submitted via e-mail to CVMN Associate, Kamara Aguiar, at CVMN@CaliforniaVolunteers.ca.gov. Applications for July grants will be due by April 21, 2009 and applications for January grants will be due by October 30, 2009.

A complete CVMN Hub Application packet will include the following exhibits:

- **Exhibit A, CVMN Hub Application-** This document is required for application, as well as annual reapplication for existing Hubs. Please answer all questions completely. Supporting documents are requested in this application and can be attached with the application packet.
- **Exhibit B, Budget Narrative Form-** This document is required for application, as well as annual reapplication for existing Hubs. Please see the next section for Budget Narrative Instructions. The budget narrative that you submit with the application will be reviewed and entered into the grant contract that you will sign.
- **Exhibit C, CVMN AmeriCorps*VISTA Host Site Application-** This document is optional depending on whether your organization would like to participate in the CVMN AmeriCorps*VISTA Project. This document includes more information about the project and the VISTA Host Site Application itself. A position description must also be submitted if applying to be a Host Site.

Budget Narrative Instructions

The budget narrative form must detail how the grant funding will be expended during the grant year. Please refer to the Funding Opportunity Description for the proper formula to be used in calculating your Hub's maximum budget total. This budget narrative should separate out the specific costs included in the budget. Each description box will require a calculation for the individual costs associated with the category. For an example, please refer to the "Sample Budget Narrative" tab on your budget narrative form.

A. IT Licensing Fees

May include the costs associated for online volunteer matching technology that has been approved by CaliforniaVolunteers. (i.e. HandsOn technology, 1-800-Volunteer, etc.).

B. Travel to CVMN Meetings

This category must include travel associated with sending two staff members to the annual All-Hub Meeting with a maximum amount of \$750 allocated to this category. Funding for this line item is in addition to the grant based on county coverage. Allowable costs include transportation, lodging, subsistence, and other related expenses. All travel costs shall be at rates not to exceed those approved for travel by exempt state employees by the State Department of Administration (DPA) as defined by DPA's Web site: <http://www.dpa.ca.gov/personnel-policies/travel/hr-staff.htm>].

C. Travel

May include all other allowable local travel for outreach on behalf of your Hub not already included above in "B. Travel to CVMN Meetings." This includes other meetings sponsored by CaliforniaVolunteers.

D. Training

May include any costs for training approved by CaliforniaVolunteers.

E. Supplies

May include the purchase of consumable supplies and materials, including equipment that does not fit the equipment definition of D. below. (i.e. office supplies).

F. Personnel Expenses

May include the portion of staff time attributed directly to the operation of your Hub. List each staff position separately in the description box on the Budget Narrative and a description of their job duties that will support the program.

G. Personnel Fringe Benefits

May include the costs of benefit(s) for your staff.

H. Other Operating Costs

May include other types of expenses necessary to operate your Hub. (i.e. space rental, utilities, telephone, internet expenses, etc.).