**Introduction**

The Arc is proud to have been selected by the Corporation for National and Community Service (CNCS), the federal agency that leads the *September 11th Day of Service and Remembrance* project, to help plan and execute volunteer projects that unite Americans in service for the September 11th Day of Service and Remembrance and throughout the year.

The Arc will work with selected applicants to accomplish the following goals:

* Partner with a local service club or organization to recruit volunteers with and without disabilities from diverse racial and ethnic backgrounds.
* Engage volunteers to serve a specified number of service hours.
* Secure commitments from volunteers and partners to engage in future service activities
* Work with emergency-preparedness groups or organizations and/or local first responders (e.g. Fire, EMS, Volunteers in Police Service) to increase community safety, preparedness, and resilience in case of a disaster.
* Help prepare communities for disaster with a Keynote event on the September 11th Day of Service and Remembrance (September 11, 2021) and reflect on the events of the September 11, 2001 tragedy.
* Provide volunteer service activities throughout the year that continue till the end of the grant period (September 30, 2021).

The Arc will award competitive grants of $5,000, $10,000 or $15,000 to selected community organizations that commit to these activities.

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | $5,000 grant | $10,000 grant | $15,000 grant |
| # of volunteers | 20 | 40 | 60 |
| # of service hours | 200 | 400 | 600 |
| # of volunteers trained and committed to future service  | 12 | 24 | 36 |

**Applications must be *submitted* by 11:59 PM (EST) on Friday, December 4, 2020.**

Applicants can submit this RFP by emailing: Kerry Mauger at mauger@thearc.org.

**More about the September 11th Day of Service and Remembrance**

September 11th is Patriot Day and a National Day of Service and Remembrance. On this day Americans across the country are called to volunteer in their local communities in tribute to the individuals lost and injured in the attacks, first responders, and the many who have risen in service to defend freedom.

**What is the September 11th Day of Service?**

Beginning in 2002, family members who lost loved ones in the 9/11 attacks lead the effort for an appropriate and fitting tribute to honor their loved ones and those who volunteered to serve our country in response to the tragedy. In addition to tributes and commemorations, they sought to establish a national tradition that engaged our country in volunteer service that was forward looking and helped those in need, creating a lasting legacy for their loved ones.

The leadership and efforts of these family members resulted in the legislative establishment of the September 11th National Day of Service and Remembrance in April of 2009. The Corporation for National and Community Service (CNCS) was charged with supporting this effort across the county.

**Why Serve on 9/11 Day of Service?**

Every community has needs, large and small. September 11th and the surrounding days are opportunities to demonstrate your patriotism and make a commitment to address them by volunteering in honor of 9/11 and throughout the year. Joining with others to come together and help your community represents a shared belief that by neighbor helping neighbor, we can make our country stronger and better for decades to come.

**Why The Arc?**

As the largest and oldest advocacy organization for people with intellectual and developmental disabilities and their families, The Arc knows that people with intellectual and developmental disabilities (I/DD) have a lot to offer their community, and many do so by giving back in a variety of ways.

The Arc is proud to be a part of the September 11th Day of Service and Remembrance and to support community organizations to develop volunteer projects that include volunteers with and without disabilities to serve people in need.

In 2021, CNCS will invest $178,299 to support The Arc’s September 11th Day of Service and Remembrance project.

**September 11th Day of Service and Remembrance Project Application**

In the application below, any nonprofit organization interested in organizing volunteer service projects should describe the need for emergency preparedness in their service area and how they will develop their program. To promote inclusive volunteering, organizations are required to prove their capacity to recruit and manage volunteers with disabilities and to work with a non-disability volunteer organization and emergency-preparedness groups and/or local first responder organizations to develop these projects.

As part of The Arc’s commitment to diversity and inclusion in all program efforts, organizations must also demonstrate how their program will be reflective of and accessible to diverse populations in their service area.

**Organization Profile:**

**Organization Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization’s DUNS Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-Mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How did you first hear about this grant?**

[ ]  Previous grantee

[ ]  Email from The Arc

[ ]  Facebook

[ ]  Twitter

[ ]  Friend or colleague

[ ]  Internet search (Google, Yahoo, etc.)

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check the box if your organization is a chapter of The Arc.** [ ]

***Note:*** *This RFP is open to all organizations, regardless of affiliation to The Arc, and this question is not part of the scoring criteria.*

**Check the box if you have previously received an award from The Arc for the MLK Day of Service** [ ]

**Check this box to indicate your organization is a nonprofit organization and attach proof of status** [ ]

**Need for Emergency-Preparedness Assistance**

1. **What areas will be served by this project? List cities/counties and the Department of Agriculture’s** [**Rural-Urban Continuum Code**](https://www.ers.usda.gov/data-products/rural-urban-continuum-codes/.aspx) **of the area you will serve *(limit 100 words)*.**
2. **Describe the need in your service area relating to emergency-preparedness. If the need in your area stems from a natural or other disaster, demonstrate evidence of the need for emergency-preparedness. *(limit 150 words).***
3. **Describe how your project will be designed to meet the need for emergency-preparedness in your community. Projects should aim to help individuals/communities prepare, respond, recover or mitigate disasters and increase community resiliency.** **Include plans for your September 11th keynote event, how you will honor those lost in the 9/11 tragedy, and volunteer opportunities throughout the grant period to help better prepare your community for disaster. *(limit 300 words)*.**

**Organizational Experience Serving Diverse Volunteers of All Abilities**

**4. Describe your organization’s experience with and capacity to develop volunteer programs that include people with and without disabilities *(limit 200 words)*.**

**5. Describe your organization’s experience with and capacity to develop volunteer programs that include people from diverse racial and ethnic backgrounds *(limit 200 words)*.**

**6. Identify the non-disability volunteer service organization or group you will work with to recruit and manage volunteers. Discuss how they will seek to engage and support all volunteers on the program. Attach a letter of support from this organization *(limit 200 words)*.**

**7. Identify the** **emergency-preparedness group(s) and/or local first responders that you will work with to help prepare your community in case of a disaster. Indicate how they’ve been successful at providing emergency-preparedness training or assistance in your communities. Attach a letter of support from this organization *(limit 200 words)*.**

**Volunteer Recruitment/Management Plan**

**8. Describe the strategies and action steps you will use to recruit and manage all volunteers. Be sure to include the dates to complete each step and staff responsible for recruiting and managing volunteers. Also, be sure to include any supports or accommodations you will offer so that all volunteers are supported and able to participate. An example is** [**available here for your reference**](http://thearc.org/wp-content/uploads/2020/10/Sept-11th-Volunteer-Management-and-Recruitment-Plan-Template.docx) **or use.**

 ***(limit 200 words)*.**

**9. This project requires organizations to hold a mandatory 1-hour kick-off meeting for volunteers prior to their work on the** **September 11th Day of Service and Remembrance.** **This meeting should provide an overview of volunteer activities as well as a way to reflect on the tragic events of September 11, 2001, and should** [**incorporate resources and materials developed by CNCS**](https://www.nationalservice.gov/serve/september-11th-national-day-service-and-remembrance/911-day)**. Below, briefly provide an outline for your anticipated agenda for this meeting and which resources you plan to use to train your volunteers *(limit 200 words)*.**

**10. This project requires organizations to plan and encourage volunteers to remain engaged in service throughout the grant year and facilitate connections to future service opportunities. Below, briefly describe your plans to engage volunteers on this project throughout the grant year and after it concludes *(limit 300 words).***

**11. With the realities of the COVID-19 pandemic, projects may need to be prepared to shift activities based on social distancing requirements for the safety of volunteers. Below, please outline how you would plan to adjust your project work and volunteer activities to ensure the safety for all volunteers during the grant year *(limit 300 words)*.**

**Budget Plan**

**11. Please check the box below that indicates what funding level you would like to be considered for. You can check more than one box.**

[ ]  **$5,000**

[ ]  **$10,000**

[ ]  **$15,000**

[ ]  **If more funding becomes available, we are interested in higher levels of funding.**

**12. Submit [the attached budget plan](http://thearc.org/wp-content/uploads/2020/10/Budget-Plan.xlsx) to describe how you will spend the grant funding.**

**Agreement to Terms and Conditions**

Please review the information below. If selected, you will be asked to agree to these obligations upon grant acceptance.

Your organization will:

* Adhere to the terms and conditions required or organizations receiving this grant (see below)
* Receive training and correctly complete [required criminal background checks](http://www.nationalservice.gov/resources/criminal-history-check) on staff as mandated by CNCS and The Arc prior to beginning service
* Submit program and financial reports as scheduled
* Share print-quality photos and stories, and report information about the project with CNCS, The Arc and the public
* Provide a report on activities to The Arc on April 30, 2021; and December 29, 2021
* Update The Arc via phone/email communications as coordinated by The Arc

**General Terms and Conditions:** <https://egrants.cns.gov/termsandconditions/2020GeneralTC20200505508.pdf>

**9/11 Day of Service Specific Terms and Conditions:**

<https://egrants.cns.gov/termsandconditions/2020DoS508TC20200701.pdf>

***Thank you for your application and for your commitment to community service.***

 ***We look forward to reviewing your application!***