



**Georgia Department of Community Affairs**

**Hands On Georgia  
State Challenge Grants  
Request for Proposals  
FY 2008**



Georgia Department of  
Community Affairs

## **FY 2008 Request for Proposals**

### **Overview**

Hands On Georgia is a statewide network that supports innovative volunteer approaches to meeting Georgia's critical needs through service and civic engagement. We encourage strong civic participation from the citizens of Georgia in communities throughout the state.

Hands On Georgia affiliates currently include Hands On Adairsville, Hands On Atlanta, Hands On Columbus, Hands On Dooly County, Hands On Forsyth County, Hands On Hall County, Hands On Harlem, Hands On Liberty County, Hands On Macon, Hands On Milledgeville, Hands On Newton County, Hands On Northeast Georgia (Athens area), Hands On Northwest Georgia (Dalton area), Hands On Ogeechee (Statesboro area), Hands On Rome/Floyd County, Hands On Savannah, Hands On Thomas County and Hands On Wayne County. These affiliates work with local organizations, governments and schools to improve the lives of individuals in their communities. Each affiliate organizes on-going service projects that address the specific needs of their area. These projects range from day-long serve-a-thons to weekly nursing home visits to month-long home repair projects. Indeed, Hands On Georgia affiliate projects are as diverse as the citizens of Georgia.

### **Grant Opportunity**

Hands On Georgia and The Georgia Department of Community Affairs was appropriated \$200,000 in the state budget to offer challenge grants to communities across the state to help build sustainable community volunteer programming.

Grants will be allocated in two rounds. The first round will be awarded on November 1, 2007 in Atlanta at the Georgia Summit on Volunteerism. The second round of awards will be announced in March 2008.

Hands On Georgia expects to make awards of \$1,000 - \$10,000 each, with the final allocation dependent on the quality and quantity of proposals received. Grants require a 100% local match. Each dollar of grant money awarded must be matched equally by local funds.

Successful proposals will include a clear vision of the growth and development that is anticipated, as well as precise methods for demonstrating this level of growth and development.

## **Eligibility & Grant Guidelines**

The FY 2008 Hands On Georgia and The Department of Community Affairs Challenge Grant opportunity is open to all communities in Georgia not served by a current Hands On Georgia affiliate. Hands On Georgia affiliates may apply for grant funds to expand their capacity or service area. Grants must be paid from The Georgia Department of Community Affairs to a partnering local (county or city) government. Community organizations must find a local government fiscal sponsor to apply for grant funds. Funding requests may not exceed \$10,000. Local governments serving as fiscal sponsors must be in compliance with the Georgia Planning Act, the Service Delivery Strategy, and state reporting requirements before funds will be dispersed from the Georgia Department of Community Affairs.

Grant funds must be used to build capacity for implementing a sustainable community volunteer program. Activities may include:

- Building organizational capacity (including expanding or developing staff resources) to implement Hands On programming; (*Please see Hands On Model attachment*)
- Creating ongoing service projects with a variety of partners such as schools and local community organizations, addressing a diverse array of issue areas such as the environment or education;
- Engaging volunteers as leaders in all aspects of volunteer service programming: project leaders, committee members, etc.;
- Organizing large-scale one-day service events;
- Engaging corporate partners, including employee volunteer programming;
- Customized project development and management;
- Developing volunteer leaders, infusion of civic engagement strategies, and skill-building opportunities for volunteers.

**Match Requirements:** Grantees agree to demonstrate the ability to raise private or public funds at a 1:1 ratio to match funds dispersed under this grant. Matching funds must be cash (not in-kind). Matching funds cannot come from existing resources and cannot be matched by other grants administered by Hands On Georgia or The Georgia Department of Community Affairs. A letter detailing the source of community matching dollars must be included in the grant request.

**Grant Disbursement Under the Award:** Upon receipt of the signed grant agreement and satisfactory demonstration of the match requirement, grant funds will be disbursed from the Georgia Department of Community Affairs to the fiscal sponsor and then reallocated to the local grantee.

## Requirements

Grantees will be required to:

- Organize and implement the proposed community based volunteer service program;
- Attend the 2008 Georgia Summit on Volunteerism;
- Create and implement Martin Luther King Day (January 19, 2008) service projects;
- Create and implement Hands On Georgia Week (September 27 - October 4, 2008) service projects;
- Create and implement a minimum of two additional community service projects throughout 2008.
- First time grantees must attend a one-day Hands On Georgia training prior to receiving the grant funds.

## Grant Schedule & Deadlines

- |  |                     |
|--|---------------------|
| • Round One Challenge Grant RFP distributed  | August 22, 2007     |
| • <b>Required</b> Technical Assistance Call<br>11:00 a.m.<br>1-866-633-8638<br>Participant code is #033161 | September 12,, 2007 |
| • Application due  | October 12, 2007    |
| • Grant review and selection   | October 15-19 2007  |
| • Announcement of Grant Recipients   | November 1, 2007    |
| • Signed grant agreements and proof of matching funds due  | November 21, 2007   |
| • Disbursement of funding upon receipt of signed contract  | January, 2008       |
| • Round Two Challenge Grant RFP distributed  | January, 2008       |
| • End of Grant Period  | November 30, 2008   |
| • Final Grant Report Due   | December 31, 2008   |

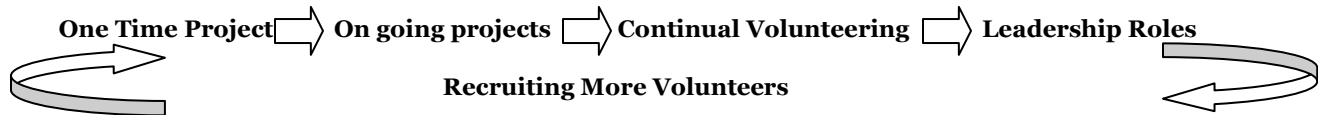
For more information about Hands On Georgia or the Hands On Georgia/Department of Community Affairs Challenge Grants, please contact:

Kimberly Goff  
Executive Director  
Hands On Georgia  
600 Means Street, Suite 110  
Atlanta, Georgia 30318  
404-979-2910  
[info@handsongeorgia.org](mailto:info@handsongeorgia.org)  
[www.handsongeorgia.org](http://www.handsongeorgia.org)

## HANDS ON MODEL ESSENTIAL ELEMENTS – RFP Attachment #1

### **The Hands On Model of Service:**

The Hands On Model takes volunteers through a process from one-time service events to on-going service projects to continual service to taking on leadership roles and recruiting volunteers for the organizations. This ultimately develops their leadership skills and roles in the organization in order to affect change in communities. Other elements include: service learning activities, corporate relations programs, group opportunities, etc.



Most importantly, the Hands On Model cannot work without creating, maintaining and facilitating RELATIONSHIPS. The Hands On Model creates strong relationships through:

1. **Community:** A group of people that share a common place, experience or interest. Affiliates develop micro communities around volunteers that build social capacity.
2. **Coordination:** Developing volunteer programs, planning and managing service experiences, training, and empowering volunteer leaders and claiming responsibility for quality and excellence in project execution.
3. **Citizenship:** Identifying and cultivating individual leadership, supporting learning through service and engaging volunteers in thoughtful community activities.
4. **Collective Empowerment:** Leveraging the act of service so that individuals, agencies, and communities are distinctly improved and empowered.

### So What Does This Look Like in Your Community?

1. **Community Buy-In:** Gaining the backing and support of community partners to ensure success of your Hands On organization.
2. **Partnerships:** Working together with other organizations and entities to address community needs.
3. **One-time Service Projects:** Projects that occur once a year such as HOGA Week, MLK Weekend of Service, community clean-ups, etc.
4. **Volunteers and Recruitment:** Targeted efforts to recruit volunteers for projects and programs – both one-time and on-going.
5. **Volunteer Trainings:** Trainings offered by agencies to enhance the skills of volunteers so they can lead projects and become more involved in their community.
6. **Project Coordinators:** Volunteers that are trained to lead and manage service projects or programs so that you don't have to lead them.
7. **On-going Service Projects:** Projects that are continuous in nature and occur more than once a year (every day, week or month, etc.).
8. **On-Going Project Coordinators:** Volunteers that serve as project coordinators for on-going projects or programs.

- 9. Program and Organization Evaluation and Revision:** Surveys or other methods to evaluate efforts and make changes as needed.
- 10. Other Projects and Programs:** Other programs beyond basic service projects. Examples are: corporate relations programs, employee volunteer programs, group opportunities, service learning programs, etc.

### **HANDS ON DEFINITIONS:**

**Issue Areas:** Areas of need in the community. Examples are: seniors, youth, education/literacy, animals, health services, conservation and environment, revitalization and repair, art/culture, digital divide, etc.

**Project Coordinator (PC):** A volunteer who agrees to take on extra responsibility by leading a service project. This volunteer can come from the community or be a staff member at an agency partner. They are trained to take on this role.

**Organizational Capacity:** Infrastructure of an organization that can be expanded or created to address additional needs or demands. (Examples: manuals, websites, programs, staffing, policies, procedures, partnerships, trainings, evaluation systems, technology, etc.)

**Service Learning (SL):** Service-learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

**Sustainable Community Volunteer Program:** A program that is continuous in nature, incorporates volunteers from the community, and one that can be supported long-term after initial funding has ended.

**Volunteer opportunities:** Any opportunity that is available for a volunteer to serve either at an agency, a special event or as a leader of a project.

### **HANDS ON GEORGIA ANNUAL EVENTS:**

**Hands On Georgia Week (September 29 – October 6):** annual statewide week of community service kicked-off by the Governor's Call to Service, where a specific set of targeted challenges for volunteer engagement and impact that will begin with a call to participate in Hands On Georgia Week. Hands On Georgia aspires to establish community service projects in Georgia's 159 counties during this week.

**Martin Luther King Day (January 19, 2008):** series of service projects and service learning opportunities around the state to commemorate Dr. King's message on community service. Hands On Georgia celebrates this holiday as A Day On, Not A Day Off.

**Georgia Summit on Volunteerism (November 1, 2007):** annual conference for Georgia's volunteer organizations, non-profit executives, corporate volunteer managers, and Georgia AmeriCorps members.