



RSVP ADVISORY COUNCIL GRANT PROGRAM - GRANT PROPOSAL GUIDELINES

RSVP's Advisory Council provides a small grant program for specific types of local projects. The purpose of the grant program is to make grants available to RSVP volunteer groups to assist them in providing services, support, or products to the clients at their station/senior center. Everyone is encouraged to apply,

Grant Overview:

1. Grants will be funded in the \$250.00 to \$500.00 range.
2. All applications must be received annually, no later than February 28.
3. Fifteen (15) days after the application deadline, the RSVP Advisory Council will announce the list of awardees and checks will be issued within two weeks after the announcement of the awards.
4. The RSVP Grant Committee may request a site visit after grants are awarded. You will receive notification thirty (30) days prior to the requested date.
5. Grantees must keep an account of how funds are expended and will include it with the post-Grant Report, along with receipts for all purchases and submitted with the post-Grant Report.
6. A group will only be awarded one grant per funding cycle.

Grant Requirements:

1. The project must be associated with an RSVP station/senior center/multigenerational center.
2. The project must provide a service, support, or products to the participants at their station/senior center/multigenerational center.
3. At least one member of the grant project must be a registered RSVP volunteer. All others must be registered as an RSVP volunteer or as a registered station/senior center member/multigenerational center.
4. An RSVP member must coordinate the project.
5. The grant money must enable the RSVP members to complete the project's work more easily.
6. The group must expend all funds within forty-five (45) days of the award.
7. All unused grant funds and the post-Grant report are due to the RSVP Advisory Council no later than sixty (60) days from the date of the award.

HOW TO APPLY

1. Complete the application and include a budget for the grant proposal funds.
2. Submit the completed application by mail to:

RSVP Advisory Council, Attn: Grant Committee, 714 Seventh Street SW, Albuquerque. NM 87102



**AmeriCorps
Seniors**

RSVP Advisory Council Grant Program - Application for Grant Funding

Applications Deadline: February 28, 2025

**Mail the completed application to:
RSVP Advisory Council, Attn: Grant Committee, 714 Seventh Street SW
Albuquerque, NM 87102**

Applicant/Group Name: _____ **Date** _____

Days/Times you Meet: _____

Is anyone in your group currently registered as an RSVP Volunteer? Yes _____ No _____

Primary Contact Person: _____

Phone: _____ **Email:** _____

Secondary Contact Person: _____

Phone: _____ **Email:** _____

PROJECT DETAILS

1. Describe your project and how you will use the funds. Use additional pages as needed.

2. Please submit an itemized budget for grant funds. **Please use a separate sheet.**

3. Who and how many people do you anticipate will benefit from this project?

4. Have you sought funding from other entities for your project? Yes _____ No _____

If yes: Name of funder _____ Dollar amount \$ _____

5. Who will be responsible for and where will supplies and/or equipment be located?

Name _____ Phone Number: _____

Email _____

Location address: _____



RSVP ADVISORY COUNCIL GRANT PROGRAM

POST-GRANT REPORT DUE 45 DAYS AFTER THE RECEIPT OF GRANT AWARD

Name of Group: _____ Date _____

Name of person submitting report: _____

Address: _____

Phone number: _____ Email: _____

1. **Activities undertaken: Provide** a list of the specific activities/project(s) implemented with the grant project? *Please include photos with your report.*
2. How many people benefited from the grant funding? _____
3. Have new senior center members joined your group since starting the grant project? **Y N**
4. Did you present your project/activities to other members of your station/senior center?
 - a. If yes, when? b. No _____

a. Name of person/entity who has possession of any materials/equipment purchased.

b. Location of materials/equipment:

Phone: _____ Email: _____

5. Financial Reporting

- a. Attach a copy of your grant application.
- b. Provide an itemization of expenditures with the grant funding.
- c. Provide receipts for all purchases.

6. Unused Grant Funds

- a. Amount of grant funds remaining \$ _____ None _____
- b. *Unused grant funds must be returned to the RSVP Advisory Council within 45 days of submitting this report. Please send a check payable to RSVP Advisory Council and mail to the following address:*

**RSVP Advisory Council, Attn: Grant Committee, 714 Seventh Street SW
Albuquerque, NM 87102**