Ocean County Long Term Recovery Group
Volunteer Hosting Grant
Information, Guidelines, and Instructions

This is a one-time grant program to help establish Superstorm Sandy volunteer hosting sites at faith-based institutions in Ocean County, New Jersey. Due to their nature, faith-based institutions are uniquely suited to provide volunteer housing.

This Grant is being offered through the generosity of the Robin Hood Foundation who granted the Ocean County Long Term Recovery Group (OCLTRG) $350,000 to be used to help establish and support volunteer hosting. The grant is to be used for facility upgrades, equipment, or materials directly related to housing/hosting for volunteers providing direct assistance to people of New Jersey affected by Superstorm Sandy. Further, the Grant is intended to ensure volunteer participation with Sandy recovery work being managed by the OCLTRG.

Applicants must meet the following criteria to be considered for funding.

1. Be a 501(c)(3) non-profit faith-based institution.
2. Be located in Ocean County, New Jersey.
3. Account for funds in accordance with generally accepted accounting principles (GAAP).
4. Conduct an independent annual audit if revenue $250,000 or more … conduct a financial review if revenue below $250,000.

Grant Application Deadline and Submittal:

Deadline: June 7, 2013 at 4:00 PM

Grant Applications and ALL attachments must be completed and received by the deadline at the following address to be eligible for funding consideration:

United Way of Ocean County
650 Washington Street, Suite #2,
Toms River, NJ 08753
Attention: OCLTRG-Volunteer Hosting Program

Grant Applications can be submitted by e-mail to Volunteers@OceanCountyLTRG.org (Subject Line: "OCLTRG-Volunteer Hosting Program"). ALL attachments must be included in the e-mail and the e-mail must be received no later than the deadline indicated above to be eligible for funding consideration. Technological problems will not be accepted as a reason for delayed receipt.

Grant Description: Funding Uses, Requirements, Spending and Participation Periods

The intent of this program is for the sole purpose of providing direct assistance to the people of New Jersey affected by Superstorm Sandy. The grant will be used to renovate and provide facilities for volunteer housing. Volunteers housed at facilities renovated with this grant should be making repairs, re-building, or doing restoration work for the primary residences for residents of Ocean County, New Jersey affected by Superstorm Sandy, that cannot otherwise afford the repairs.

Specifically, grants must be used for facility upgrades, equipment, or materials that are directly related to volunteer hosting including but not limited to the purchase of bunks, cots/air mattresses, refrigerators, freezers, ice machines, washers, dryers, partitions, fans, space heaters, A/C, cleaning (between workgroups), window coverings, and safety equipment/fire protection (as deemed necessary by local officials). Grants may be up to $1,000 per bed unit. There may be opportunities for the OCLTRG to

stretch funding by meeting some requests in kind utilizing equipment purchased with volume discounts and/or paying forward donated equipment. A limited number of 2 station shower trailers will be made available via loan through this grant to faith-based host organizations that lack the space or capacity to meet this need. The number of shower trailers will be limited because their purchase will reduce the funding available for other hosting uses.

The spending period of the grant runs until December 31, 2013.

To ensure cost effective utilization of the Grant for Sandy recovery work, the participation period is two years. Participation means actively hosting volunteers throughout the period (as committed to in the grant application) and committing those volunteers to working on OCLTRG managed projects when such projects are available. Faith-based organizations that do not participate for the entire two year period will be expected to either reimburse the OCLTRG for facility upgrades or to return items so they can continue to be utilized at other institutions hosting volunteers.

Hosting site organizations will be expected to participate in the scheduling of volunteers in cooperation with the OCLTRG. The routine obtaining of waivers and skills assessments from the volunteers in advance of their visit will be required.

Periodic reporting will be required to account for how funds were spent, to measure the impact of the Grant, and to provide supporting information for raising additional funds.

Review Criteria

The following criteria will be used in reviewing, scoring, and prioritizing Grant applications:
1. Commitment of volunteers staying at facility to work on Ocean County Long Term Recovery Group projects (required to receive Grant).
2. Location of facility, with respect to Superstorm Sandy impact areas and other hosting sites, to achieve an appropriate distribution of volunteers for recovery work.
3. Volunteer hosting capacity.
4. Length of time (years) committed to volunteer hosting.
5. Within each year, the amount of time committed to volunteer hosting (full year, summer only, etc.).
6. Cost effectiveness of the project for the number of volunteers being hosted.
7. Availability of additional funding to ensure volunteer hosting project can be completed.
8. Ability to manage administrative tasks including obtaining waivers and skills forms from volunteers and providing periodic reporting of hosting project cost and volunteer statistics (numbers, hours, etc.) in a timely manner.
9. Overall impression of volunteer hosting project plan.

Timeline
- May 24, 2013 – Application technical assistance training event.
- June 7, 2013 – Grant applications due
- June 8-14, 2013 – Grant application review; anticipate award decisions
- The program timeline for those awarded grants will include deadlines for periodic reports, the end of the Spending Period, and the end of the Participation Period.

Application Instructions and Submittal Checklist

These guidelines as well as a cover letter, the OCLTRG Volunteer Hosting Grant Application, and the OCLTRG Volunteer Hosting Grant Budget Worksheet are downloadable from the Ocean County LTRG web site: oceancountyltrg.org/. The Application and Worksheet are downloadable in PDF or Excel formats; The Excel format is in "protected mode" that will allow the various fields to be filled out on your computer

before printing to be signed. There is no accommodation for electronic signing. You may attach additional pages if you need more room. There will be a Technical Assistance Training at 10:00 AM on Friday, May 24, 2013 in the Mancini room at the Toms River Branch of the Ocean County Library (101 Washington Street, Toms River, NJ). Please RSVP if you plan to attend. To RSVP for training or If you have any questions, see the "Contact Information and Questions" section below.

Please use the following checklist to determine what documents are required. Please complete the Application and Hosting Cost Worksheet, prepare other documentation and submit copies of all required documentation by the deadline listed above.

A. IRS 501(c) 3 letter.
B. Current Annual Financial Report.
C. Copy of most recently completed Certified Audit (CPA Financial Review if revenue under $250,000).
E. Copy of current quarterly financial report (statement of activities/operating budget).
F. The OCLTRG Volunteer Hosting Grant Application, completed and signed by an authorized representative.
G. The OCLTRG Volunteer Hosting Grant Budget Worksheet showing anticipated costs, other available funding, and requested amount.

Contact Information & Questions

For FAQ's and other information, please check the web or contact the OCLTRG by e-mail (include "Question about Volunteer Hosting Program" in the subject line.
Contact: Volunteers@OceanCountyLTRG.org
Website: oceancountyltrg.org/
Phone: 732-569-3484