## Volunteer Maine, the state service commission

## Policy on Grant Continuations

The multi-year grant programs administered by Volunteer Maine presently operate under the expectation that each year after the initial award the grantee will submit a detailed request for funds and other resources. The level of the annual request is determined by the projected needs outlined in the initial grant application. The annual review process will consider each request and the review findings will become the basis for annual grant awards of funds and other resources. This policy reflects, and is integrally connected to, the Commission’s approach to grantmaking and formal statements of Expectations of Grantees.

The Maine Commission for Community Service is committed to being a strong steward of public resources and ensuring that investments in grant awards are contributing to the vision, values, and goals of the Commission as well as its funding partners (federal, state, or private). Therefore, Grantee performance shall be explicitly considered in annual grant continuation reviews and be a major factor in determining subsequent awards in a

grant cycle.

Annual grant continuation reviews will take into account

* the Grantee’s compliance with relevant fiscal, management, and program performance regulations ;
* the demonstrated capacity of the program to meet grant performance expectations as outlined in the grant proposal that was originally funded; and
* the documentation provided in the continuation application and materials.

In weighing these factors, as well as any others that may be specific to the grant program itself, the Commission will assign equal weight to the factors related to quality and the factors related to compliance.

Commission decisions about the level of funding and resources to award each year may include:

* awarding the resources requested in the original grant application;
* reducing the award based on its assessment of the grantees capacity to use and manage grant resources; or
* offering (when available) expanded resources based on the Commission’s assessment of the grantee’s capacity to use and manage grant resources.

*Specific to member positions (slots) for part-time terms of service that are less than 900 hours, absent any extenuating circumstances beyond the grantees control or the normal schedule for filling such slots, the Commission will reduce the request for part-time positions by the number of unfilled positions in the prior year when enrollment for that position type is less than 85%.*

In the event that the overall amount of funds or resources available to the Commission substantially changes, the review process also will determine the degree to which any or all grant awards will be reduced or increased.