



**AmeriCorps  
Seniors**

**ADVISORY COUNCIL**

Amy Fisher  
President

Sonya Hartwell  
Vice President

Michele Silva-  
Watkins  
Treasurer

Andrea Garcia-  
Lansford  
Secretary

Mary Anaya

Dorothy Garcia

Greg Hallstrom

Thomas Lujan

Millie Martinez

Marie Morra

Marlene Sena

Judy Spear

714 Seventh Street SW  
Albuquerque, NM 87102

(505) 767-5225

# RETIRED & SENIOR VOLUNTEER PROGRAM ADVISORY COUNCIL

---

January 1, 2024

Dear Community Organization,

The Department of Senior Affairs' Retired and Senior Volunteer Program (RSVP) Advisory Council provides a small grant program for specific types of local projects. The project must:

1. Be a RSVP station
2. Be coordinated and operated by a RSVP volunteer
3. Have all volunteers registered as RSVP volunteers

Additionally,

- The grant money must enable the RSVP volunteer(s) to complete the project's work more easily
- Recipients would need to complete a brief report form at the end of the fiscal year
- The grant is a one-time grant, but the RSVP station may re-apply each year

If you wish to apply for funding, please complete the enclosed grant application and submit it to the RSVP Advisory Council no later than **Friday, February 16, 2024**.

Sincerely,

RSVP Advisory Council  
Grant Committee



## RSVP Advisory Council Grant Proposal Guidelines

### Winter 2024

One of the activities of the RSVP Advisory Council is to make grants available to RSVP Volunteer groups to assist them in providing:

1. Services,
2. Support or
3. Products

to the clients at their stations. These Requests for Proposals may be issued at any time of the year dependent on the funds available.

#### HOW TO APPLY

Application is simple and everyone is encouraged to apply if their project provides services, support or products to the participants at their station

1. Complete the one page application form, including a simple budget included on the form.
2. Mail the completed application to the address provided by the deadline stated at the bottom of the application.

#### Grant Information:

In general grants will be funded in the \$250 to \$500 range.

All applications must be received by the published deadline. For Winter 2024 that is **February 16, 2024.**

Approximately 30 days after the application deadline, the RSVP Advisory Council will announce the list of awards and checks will be issued two weeks after that.

The RSVP Grant Committee may request a site visit after grants are made. You will receive notification approximately 30 days before the requested date.

Grantees must keep an accounting of how funds are spent and include this in the final report.

After the project is complete, the grantee will be asked to provide a final report. A simple form will be provided for you to use in preparing this report.

No group will be awarded more than one grant per funding cycle.

If a grantee is unable to spend all funds during the stated timeline, they may request a 90 day extension or choose to return the grant funds.



**Department of Senior Affairs' Retired and Senior Volunteer Program (RSVP)  
Advisory Council Grant Program  
Request for Grant Funding**

*(Please print or type your response on this form.  
If needed, an additional page may be used.)*

Date \_\_\_\_\_

Name of Group \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person's: Phone \_\_\_\_\_ Email \_\_\_\_\_

Amount Needed \_\_\_\_\_

Describe your project. Please itemize how this money will be spent? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who will benefit from this project? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you sought funding from other entities? Who were the entities? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

***Application is due by February 16, 2023.***