

## Instructions for existing Commissions, Directs, and Single-State Applicants:

Existing or previously-funded organizations may need to request that a New Project be created in eGrants in order to apply as a Targeted Priority Applicant, using the framework below.

CNCS will consider a project to be new if there is a meaningful difference between it and previous projects in a comparison of the following characteristics, among others: the objectives and priorities of the projects; the nature of the services provided; the program staff, participants, and volunteers involved; the geographic locations in which the services are provided; the populations served; and the proposed community partnerships. (§ 2522.340).

Requests for approval to be considered a new project should be made to the CNCS Program Officer and include information about how the new project differs from the previous project in the characteristics noted above. The request should also include the proposed name of the new project. CNCS staff will review the request to determine if the proposed project does represent a meaningful difference from the previous project or if the proposed project is an example of natural program evolution over time. Please make this request ahead of the application deadline and allow time for CNCS review of the request.

If it is determined that the project is new, the Program Officer will create the shell for a New Project record in eGrants. Once the CNCS Program Officer has created the record, applicants will find the program name available in the drop-down menu of available programs to create a new application.

### Commission Prime Application

- If a Commission created a new prime application for the 2017 Targeted Priority competition, they should use that project thread created for this competition rather than requesting an additional New Project be created for the 2018 Targeted Priority competition. The prime should be renamed as necessary so that it is clearly related to the Targeted Priority competition.
- If a Commission did not create a new prime application for the 2017 Targeted Priority competition, the Commission will need to request a New Project record for the Commission be created by their Program Officer. This will allow the Commission to create a new prime application for the 2018 Targeted Priority Competition under the AmeriCorps State and National 2018 NOFA in eGrants.

### Single-State Applicants

- Previously funded single-state applicants intending to submit a new project for this *Notice* should provide information to their State Commission describing how the project being proposed qualifies as a New Project. If the Commission determines that it is New, the Commission will request a New Project be created by their Program Officer. Please note that State Commissions may have specific processes and deadlines for considering New Project requests; please reach out to the relevant Commission for more information.
- Single-state applicants who have never received funding from CNCS may apply as New without requesting a New Project.

### Direct Applicants

- Previously funded direct applicants intending to submit applications to this *Notice* for new projects in these targeted priority areas will need to request a New Project be created by their CNCS Program Officer.
- Direct applicants who have never received funding from CNCS may apply as New without requesting a New Project.