

**CCNYPA\* VISTA Project Host Site Application**  
**July 2022 - July 2023**  
**Applications Due November 19, 2021**

**Instructions:**

- Use the **individualized Google Folder Link** created for your project to **complete this application**. Contact [Lucio@compactnypa.org](mailto:Lucio@compactnypa.org) or [Danelle@compactnypa.org](mailto:Danelle@compactnypa.org) to receive your link.
- Use the **yellow highlighter** to select your choices below or type in your responses where applicable.
- Some sections of this application will ask similar questions, feel free to copy and paste where appropriate. This application goes to multiple stakeholders and is entered into various systems, which is why some sections ask similar questions.
- Once you have completed your application, let [Lucio@compactnypa.org](mailto:Lucio@compactnypa.org) or [Danelle@compactnypa.org](mailto:Danelle@compactnypa.org) know so they can begin reviewing your application.
- Visit [our website](#) for more information.

**The application includes the following sections:**

- Applicant Information
- Application Information
- Narratives
- Performance Measures
- VISTA Assignment Description (VAD)
- Documents

**Section 1: Applicant Information (Host Site)**

**Is your institution/organization a Campus Compact of New York & Pennsylvania (CCNYPA) member?**

- Yes
- No
- N/A (not a college or university)

**Has your institution/organization ever hosted a CCNYPA AmeriCorps VISTA?**

- Yes
- No

**Institution/organization type:**

- College/University
- Non-Profit
- K-12 School
- Other (please specify):

If you're a community organization, which higher education institution(s) will you be partnering with? Type response here:

Institution/Organization Information	
Institution/Organization Name:	
EIN Number:	
Mailing Address Street:	
City:	
State:	
Zip Code: (Must Include 4 Digit Code Extension)	

Host Site Supervisor Information	
Name:	
Title:	
Phone Number:	
Email:	

**Will this person have full or part-time responsibility for supervision?**

- Full-Time Responsibility
- Part-Time Responsibility

**Is there an additional person who will be supervising the VISTA?**

- Yes, please provide contact information:
- No

Budget Authority Information (person with the authority to commit to funds on behalf of the applicant)
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<b>Name:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	

<b>ADA Compliance Officer for your Institution/Organization</b>	
<b>Name:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	

## Section 2: Application Information

<b>VISTA Project Information</b>	
<b>Project Location City:</b>	
<b>Project Location County:</b>	
<b>Community Partner Organization /College that the VISTA Project will work with:</b>	
<b>Contact Person at Community Partner:</b>	
<b>Title of Contact Person:</b>	
<b>Email of Contact Person:</b>	

**VISTA Project Year?**

- Year 1
- Year 2
- Year 3
- Requesting Beyond Year 3

### VISTA Project Focus Area

Please only select 1 focus area and 1 project priority (this helps with reporting)	
Focus Area	Project Priority
<b>Economic Opportunity</b>	Housing & Eviction Prevention
	Employment/Workforce Development
	Bridging the Digital Divide
<b>Education</b>	School Readiness
	K-12 Success
	Career and Technical Education (CTE)
	College Access and Success
	STEM
<b>Healthy Futures</b>	Access to Healthcare
	Food Security
	Opioid Addiction Prevention & Recovery
<b>Veterans and Military Families</b>	Economic Opportunity
	Education
	Healthy Futures
<b>Tackling the Climate Crisis /Environmental Stewardship</b>	
<b>Advancing Racial Equity &amp; Support for Underserved Communities</b>	

Target Populations	
Select one or more of the target populations your project intends to bring out of poverty	
Low-income Native Americans, Native Alaskans & Pacific Islanders	Individuals and families experiencing homelessness

Low-income individuals with disabilities	Low-income formerly incarcerated youth
Low-income communities	Low-income formerly incarcerated adults
Unemployed individuals	Low-income veterans
Low-income adults	Low-income military families
Low-income youth	

**Opportunity Listing for Recruitment Purposes**  
 2,000 *character* limit total for the following 7 questions, provide a few sentences for each question.

\*Visit [our website](#) for a resource on writing opportunity listings

<b>The Two-Line Teaser:</b> 200 <i>characters</i> , promotional pitch for your project	
<b>Where is the project located?</b>	-NY -PA
<b>Agency's Goal/Mission:</b>	
<b>The general tasks and activities the VISTA will perform to implement the proposed project:</b>  *Use the "service activities" chart in the performance measure section of this application to align activities	
<b>Specific attributes and skills you are seeking:</b>	
<b>If candidates are moving from out of town, what would you want them to know about your city/town/community?</b>	

<b>How will the selected Project Focus Area impact the community and fulfill the anti-poverty goals?</b> (found in HSA Guidance document & on <a href="#">our website</a> )	
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<b>Recruiter Contact Information</b> Who will be responsible for the recruitment of the VISTA member?	
<b>Name:</b>	
<b>Address Street:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip Code + 4:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	
<b>Website:</b>	

**Select all additional benefits your program will offer to the VISTA member:**

- Housing
- Meal Plans
- Transportation Assistance
- Community Memberships
- Access to things on Campus (Fitness Center, Workshops, etc.)
- Other (please specify)

<b>Additional Requirements your Institution/Organization might include</b>	
<b>Car Recommended:</b>	
<b>Permits part-time employment and attendance of school during off hours:</b>	
<b>Secondary Language:</b>	
<b>Skills:</b>	

## Section 3: Narratives

### Community Need

In this section describe the unmet poverty-related community need(s) you propose to address using AmeriCorps VISTA resources. Clearly describe the poverty-related need and the local beneficiary community, as well as how the planned program strategy (i.e., intervention) will lead to the final planned outcomes for the beneficiary community.

This community need section should be between 250-1,000 words total for the following 5 questions.

**The community you plan to serve, using data that are current, objective, and specific to the community:**

These data should substantiate the need(s) you aim to address.

Cite the data source(s)

**The specific low-income population your project intends to serve (selected above):**

**Why the needs are not being met now:**

**How your proposed project relates to the programming priorities of VISTA:**

**A summary of how your project will ultimately strengthen the community and bring individuals out of poverty:**

This should include a description of how the planned program strategy (i.e., intervention) will address the poverty-related need and will lead to the final planned anti-poverty outcomes. Include any evidence that suggests your approach will be successful. Evidence could include past performance, results from credible research, or results from a

<p>similar, successful program. Evidence would provide the basis for decisions about the design, frequency, and intensity of the proposed intervention.</p> <p><b>For example:</b> An applicant proposes to engage VISTAs to create a volunteer recruitment and management system in which recruited community volunteers will tutor third-grade students in an impoverished area in a low-performing school for an hour a day, three days per week. The applicant believes that as a result of the tutoring, the students ongoing academic performance will improve. To support this programming approach, the applicant would describe any evidence (e.g., an independent study from a university) that the intervention (a certain set of tutoring activities delivered to a specific target population by community volunteers for one hour, three times per week) will result in improved academic performance.</p>	
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Strengthening Communities	
<p>In this section, describe how your VISTA project aims to complement or expand current efforts in the community to address the need(s) described.</p> <p>This strengthening communities section should be between 250-1,000 words total for the following two questions.</p>	
<p><b>A description of how the project will be designed to build long-term sustainability in an organization or program to ensure it continues after VISTA resources end:</b></p>	
<p><b>A discussion of how this approach will change over time as the VISTA(s) implements the project and builds capacity:</b></p>	



## Organizational Capacity

Detail your organization's capacity to manage a federal national service program

This organizational capacity section should be between 250-1,000 words total for the following six questions.

<b>What is your organization's experience operating anti-poverty programming in the identified area(s) of activity? Provide examples of past work in this area.</b>	
<b>What community partners will be engaged with the project and what will be their roles?</b>  *Align this narrative with the "Advisory Council" chart listed after the "Project Management" narrative.	
<b>If your organization currently sponsors or has previously sponsored AmeriCorps members (including VISTAs), please include a brief description of their assigned activities.</b>	
<b>Describe how you will manage the project, and recruit and supervise the VISTA member(s).</b>	
<b>How will other staff or volunteers be involved in the project?</b>	
<b>What resources— including office and desk space, access to computer and phone, and other supplies— will you provide to the VISTA member?</b>	

## Project Management

Describe your plan for providing daily supervision to the VISTA member assigned to the project.

This project management section should be between 250 -1,000 words total for the following six questions.

**Name of the supervisor(s), indicating whether supervision will be a part- or full-time responsibility:**

**Strategies you aim to employ to ensure the VISTA member is prepared for their assignment and the ongoing support you will provide:**

**Plans for monitoring the member’s progress in meeting the duties listed in their VISTA Assignment Description (VAD) relative to the project plan:**

**Project sites** – If sites other than your organization will host and supervise the VISTA member, please describe the nature of your organization’s relationship with these other organizations.

Also provide your plan for coordinating supervision of the member assigned to other organizations (e.g., who at the site will undertake supervision, etc.)

**Community involvement** –Describe how you will ensure that the low-income community has input into the project plan, execution of the project, and ongoing support.

**Assessment of project performance** – Please describe your plans for assessing progress toward achieving your project’s projected outputs and outcomes. Include detail regarding measurement tools to be

used (e.g., surveys, databases, etc.), data tracking, collection, aggregation, and the methods you will use to coordinate with any subsites in assessing performance.	
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### Advisory Council for VISTA Project

Name and describe each of the community partners for this project. Explain each partner's role in the planning, implementation, and evaluation of this proposed project. **There should be members from the community that your project is serving on this Advisory Council, ideally 51% of the advisory council.**

Name	Organization Name or "Community Member"	Role in the VISTA Project (i.e. planning, fundraising, implementation, feedback/evaluation)

### Recruitment and Development

This recruitment and development section should be between 250-1,000 words total for the following six questions.

<b>Your organization's methods for recruiting qualified candidates:</b>	
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<p><b>The skills a VISTA should bring to the position to have a successful year?</b></p>	
<p><b>How your organization would provide reasonable accommodations to VISTAs with disabilities:</b></p> <p>Federal law requires that VISTA sponsoring organizations make reasonable accommodations to meet the needs of qualified persons with disabilities wishing to serve as VISTAs.</p>	
<p><b>The service-related transportation needs of the position. Service-related transportation is travel outside of the member's daily commute:</b></p> <p>Is it necessary for the candidate to have a privately owned vehicle or is the position accessible via public transit or does the position require use of an agency vehicle? How far might the VISTA travel on a monthly basis for service-related commitments? What is your organizations' reimbursement process for service-related travel?</p>	
<p><b>Whether your organization has the capacity to provide additional incentives, such as housing assistance:</b></p> <p>If so, provide detailed information to determine if the incentives are allowable based on VISTA regulations.</p>	
<p><b>The plan for on-site orientation of the VISTA member to your organization and the community within the first month of service:</b></p> <p>VISTA sponsors are expected to provide</p>	

initial orientation and ongoing training. Describe training opportunities, technical assistance, and conferences that would be available to members throughout their service.	
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**Summary of Accomplishments**  
(Year 2 & Year 3 Projects Only)

This summary of accomplishments section should be between 250-1,000 words total for the following two questions.

<b>Provide a description of the project’s accomplishments to date:</b>	
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<b>Describe progress made towards the performance measures and any goals/tasks provided in the narrative sections:</b>	
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**Section 4: Performance Measures**

The performance measures you enter will also be the basis for future progress reports, if your application is approved.

**Select ONE Capacity Goal that Best Reflects your Projects intent**

AmeriCorps defines capacity building as a set of activities that expand the *scale, reach, efficiency, or effectiveness* of programs and organizations. Activities may also increase the ability of the program or organization to *leverage resources*. For example, capacity-building activities may expand services, enhance delivery of services, or generate additional resources. These activities achieve *lasting, positive outcomes for the beneficiary populations* served by AmeriCorps-supported organizations.

Capacity Goal (Highlight ONE)	Description
	You aim to increase your organization’s or

<b>Scale/Reach</b>	program's ability to serve more people, serve new groups of people, or provide new or expanded types of services.
<b>Effectiveness</b>	You aim to increase your organization's or program's ability to achieve better outcomes for beneficiaries.
<b>Efficiency</b>	You aim to increase your organization's or program's ability to provide improved outcomes for beneficiaries with the same level of resources, or to improve or maintain consistent quality of services with fewer resources.
<b>Leveraged Resources</b>	You aim to increase your organization's or program's ability to generate additional resources or assets, such as funding, volunteers, in-kind support, and partnerships.

**VISTA Project Year?**

- Year 1
- Year 2
- Year 3
- Requesting Beyond Year 3

Select Service Activities			
<p>Select all Service Activities that apply to the VISTA project. Briefly describe the VISTA activities related to each Service Activity you select.</p> <p style="background-color: yellow;">*Use this chart to assist you with completing the VISTA Assignment Description (VAD)</p>			
Service Activity (Highlight ALL that Apply)	Description	Examples of VISTA Activities	Your VISTA Activities
<b>Community Assessment</b>	Environmental scan of community	- Help design a community	

	context and need	assessment plan <ul style="list-style-type: none"> <li>- Help complete a survey of neighborhood or a report of need/ recommendations based on findings</li> <li>- Help incorporate into program service delivery</li> <li>- Help update community assessment to monitor the most pressing community challenges</li> </ul>	
<b>Community Awareness &amp; Engagement</b>	Expand community knowledge and support of the program effort	<ul style="list-style-type: none"> <li>- Help complete a public relations media plan</li> <li>- Help conduct community outreach or organizing meetings</li> <li>- Help develop presentations, newspaper articles and PSAs</li> </ul>	
<b>Expand/ Strengthen Partnerships/ Networks</b>	Initiate efforts with other organizations, for example, through applying jointly for funding, collaborating on programming or referrals, sharing staff and resources, developing training	<ul style="list-style-type: none"> <li>- Identify potential collaborators and plan informational meetings</li> <li>- Help improve communication about community projects among partner</li> </ul>	

	and materials that are shared	<p>organizations</p> <ul style="list-style-type: none"> <li>- Help Establish Intra-organization systems (e.g. linked database, common forms)</li> <li>- Help develop commitments among collaborators to the project and formalize partnerships, e.g. MOUs, budgets</li> </ul>	
<b>Financial Resources</b>	Develop/expand a diversified funding stream	<ul style="list-style-type: none"> <li>- Develop fundraising plan</li> <li>- Recruit fundraising committee</li> <li>- Help establish fundraising unit</li> <li>- Identify resources for fundraising</li> <li>- Help develop capital campaign or approach donors</li> <li>- Draft and submit proposals</li> <li>- Plan ongoing fundraising</li> </ul>	
<b>Material Development</b>	Improvement or expansion of materials that	<ul style="list-style-type: none"> <li>- Assess current materials</li> </ul>	



	support programming (ex. Toolkits, curricula, worksheets)	<ul style="list-style-type: none"> <li>- Develop or modify materials to strengthen programming</li> <li>- Develop and/or modify training materials</li> <li>- Develop manuals</li> <li>- Train staff in the use of newly developed materials</li> </ul>	
<b>Outreach</b>	Participant Recruitment	<ul style="list-style-type: none"> <li>- Develop an outreach plan for target beneficiaries/ participants</li> <li>- Help ensure program is relevant to potential participants</li> <li>- Develop/ improve presentations, communication tools and methods of conducting outreach to potential participants</li> </ul>	
<b>Performance Measurement</b>	Assessing results of program offerings	<ul style="list-style-type: none"> <li>- Help develop or improve a performance management system for the anti-poverty programming</li> <li>- Help train staff to use performance</li> </ul>	

		<p>management system routinely to continually improve measures</p> <ul style="list-style-type: none"> <li>- Help staff use findings from performance measurement efforts to inform improvements of existing and new program offerings</li> </ul>	
<b>Program Development and Delivery</b>	Improvement or expansion	<ul style="list-style-type: none"> <li>- Help expand existing program or develop new program design</li> <li>- Help implementation of new/expanded program</li> </ul>	
<b>Technology Use</b>	Development systems for organizational effectiveness	<ul style="list-style-type: none"> <li>- Develop, pilot, revise database (volunteer, client) or internal or external knowledge management system</li> <li>- Develop social media tools</li> <li>- Pilot new tools</li> <li>- Train staff to do updates and maintain database or knowledge management system</li> </ul>	

		<ul style="list-style-type: none"> <li>- Develop on-going staff/volunteer/ community technology resource</li> </ul>	
<b>Volunteer Recruitment and Management System</b>	Establish or expand the pool of volunteers to assist with service delivery	<ul style="list-style-type: none"> <li>- Help organization and other stakeholders recognize need for and use of volunteers</li> <li>- Help clarify volunteer roles</li> <li>- Develop volunteer generation plan</li> <li>- Develop partnerships for recruiting volunteers</li> <li>- Develop volunteer unit, volunteer manual/training/ curriculum</li> <li>- Recruit/ manage volunteers</li> <li>- Develop/pilot volunteer training</li> <li>- Develop volunteer intake/tracking/ recognition system</li> <li>- Train staff to manage volunteer plan</li> </ul>	

		- Resource plan for ongoing support of systems (recognition, training, supervision)	
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Highlight the outputs & outcomes for your Project, then enter the information below for EACH Capacity Building performance measure you selected.

Output/Outcome	Target #	Measured By:	Describe Instrument:
<b>G3-3.4:</b> Number of organizations that received capacity building services		Attendance Records Tracking System Other:	
<b>G3-3.10A:</b> Number of organizations (from G3-3.4) that increase their efficiency, effectiveness, and/or program reach		Attendance Records Tracking System Other:	
<b>G3-3.1A:</b> Number of Community volunteers recruited or managed		Attendance Records Tracking System Other:	
<b>G3-3.16A:</b> Dollar value of cash or in-kind resources leveraged		Attendance Records Tracking System Other:	

Highlight the outputs & outcomes for your project, then enter the information below for EACH **Economic Opportunity** performance measure you selected.

Output/Outcome	Target #	Measured By:	Describe Instrument:
<b>O1A:</b> Number of individuals served <b>Financial Literacy</b>		Attendance Records Tracking System Other:	
<b>O9:</b> Number of individuals (from O1A) with improved financial knowledge		Attendance Records Tracking System Other:	
<b>O19A:</b> Dollar value of tax returns generated		Attendance Records Tracking System Other:	
<b>O1A:</b> Number of individuals served <b>Housing</b>		Attendance Records Tracking System Other:	
<b>O11:</b> Number of individuals (from O1A) transitioned into safe, healthy, affordable housing		Attendance Records Tracking System Other:	
<b>O4:</b> Number of housing units developed or repaired		Attendance Records Tracking System Other:	
<b>O20:</b> Number of safe, healthy, affordable housing units (from O4) made available		Attendance Records Tracking System Other:	

<b>O1A:</b> Number of individuals served <b>Employment</b>		Attendance Records Tracking System Other:	
<b>O10:</b> Number of individuals (from O1A) who secure employment		Attendance Records Tracking System Other:	
<b>O21:</b> Number of individuals (from O1A) with improved job readiness		Attendance Records Tracking System Other:	

Highlight the outputs & outcomes for your project, then enter the information below for EACH **Education** performance measure you selected.

<b>Output/Outcome</b>	<b>Target #</b>	<b>Measured By:</b>	<b>Describe Instrument:</b>
<b>ED1A:</b> Number of individuals served <b>School Readiness</b>		Attendance Records Tracking System Other:	
<b>ED23A:</b> Number of children (from ED1A) demonstrating gains in school readiness		Attendance Records Tracking System Other:	
<b>ED1A:</b> Number of individuals served <b>K-12 Success</b>		Attendance Records Tracking System Other:	
<b>ED5A:</b> Number of students (from ED1A) with		Attendance Records Tracking System Other:	

improved academic performance			
<b>ED9:</b> Number of students (from ED1A) graduating from high school on time		Attendance Records Tracking System Other:	
<b>ED10:</b> Number of students (from ED1A) enrolling in post-secondary education/ training		Attendance Records Tracking System Other:	
<b>ED27C:</b> Number of students (from ED1A) with improved academic engagement or social-emotional skills		Attendance Records Tracking System Other:	
<b>ED6:</b> Number of students (from ED1A) with increased attendance		Attendance Records Tracking System Other:	
<b>ED7A:</b> Number of students (from ED1A) with decreased disciplinary incidents (referrals, suspensions/expulsions, criminal or gang involvement)		Attendance Records Tracking System Other:	
<b>ED1A:</b> Number of		Attendance Records	

individuals served <b>Post-HS Education Support</b>		Tracking System Other:	
<b>ED11:</b> Number of individuals (from ED1A) earning a post-secondary degree or technical certification			

Highlight the outputs & outcomes for your project, then enter the information below for EACH **Healthy Futures** performance measure you selected.

Output/Outcome	Target #	Measured By:	Describe Instrument:
<b>H4A:</b> Number of individuals served <b>Food Security</b>		Attendance Records Tracking System Other:	
<b>H12:</b> Number of individuals (from H4A) who report increased food security		Attendance Records Tracking System Other:	
<b>H17:</b> Number of individuals (from H4A) with increased health knowledge <b>Food Security</b>		Attendance Records Tracking System Other:	
<b>H18:</b> Number of individuals (from H4A) reporting a change in behavior or intent to change		Attendance Records Tracking System Other:	



<p>behavior to improve their health</p> <p><b>Food Security</b></p>			
<p><b>H19:</b> Number of individuals (from H4A) with improved health</p> <p><b>Food Security</b></p>		<p>Attendance Records Tracking System</p> <p>Other:</p>	
<p><b>H10A:</b> Number of pounds of food provided</p>		<p>Attendance Records Tracking System</p> <p>Other:</p>	
<p><b>H4A:</b> Number of individuals served</p> <p><b>Access to Care</b></p>		<p>Attendance Records Tracking System</p> <p>Other:</p>	
<p><b>H17:</b> Number of individuals (from H4A) with increased health knowledge</p> <p><b>Access to Care</b></p>		<p>Attendance Records Tracking System</p> <p>Other:</p>	
<p><b>H18:</b> Number of individuals (from H4A) reporting a change in behavior or intent to change behavior to improve their health</p> <p><b>Access to Care</b></p>		<p>Attendance Records Tracking System</p> <p>Other:</p>	
<p><b>H19:</b> Number of individuals (from</p>		<p>Attendance Records Tracking System</p>	

H4A) with improved health  <b>Access to Care</b>		Other:	
<b>H20:</b> Number of individuals (from H4A) with improved access to medical care		Attendance Records Tracking System Other:	

Highlight the outputs & outcomes for your project, then enter the information below for EACH **Veteran & Military Families** performance measure you selected.

<b>Output/Outcome</b>	<b>Target #</b>	<b>Measured By:</b>	<b>Describe Instrument:</b>
<b>V1:</b> Number of veterans served		Attendance Records Tracking System Other:	
<b>V7A:</b> Number of active military members and/or military family members served		Attendance Records Tracking System Other:	
<b>V8:</b> Number of veteran family members served		Attendance Records Tracking System Other:	
<b>O9:</b> Number of individuals with improved financial knowledge  <b>Veterans</b>		Attendance Records Tracking System Other:	
<b>O11:</b> Number of individuals transitioned into		Attendance Records Tracking System Other:	

safe/affordable housing <b>Veterans</b>			
<b>O10:</b> Number of individuals who secure employment <b>Veterans</b>		Attendance Records Tracking System Other:	
<b>O21:</b> Number of individuals with improved job readiness <b>Veterans</b>		Attendance Records Tracking System Other:	
<b>ED11:</b> Number of individuals earning a post-secondary degree or technical certification <b>Veterans</b>		Attendance Records Tracking System Other:	
<b>H12:</b> Number of individuals who report increased food security <b>Veterans</b>		Attendance Records Tracking System Other:	
<b>H17:</b> Number of individuals with increased health knowledge <b>Veterans</b>		Attendance Records Tracking System Other:	
<b>H18:</b> Number of		Attendance Records	

individuals reporting a change in behavior or intent to change behavior to improve their health  <b>Veterans</b>		Tracking System Other:	
<b>H19:</b> Number of individuals with improved health  <b>Veterans</b>		Attendance Records Tracking System Other:	
<b>H20:</b> Number of individuals with improved access to medical care  <b>Veterans</b>		Attendance Records Tracking System Other:	

Highlight the outputs & outcomes for your project, then enter the information below for EACH **Tackling the Climate Crisis/Environmental Stewardship** performance measure you selected.

Output/Outcome	Target #	Measured By:	Describe Instrument:
<b>EN1:</b> Number of housing units or public structures weatherized or retrofitted to improve energy efficiency		Attendance Records Tracking System Other:	
<b>EN1.1:</b> Number of housing units or public structures with reduced		Attendance Records Tracking System Other:	

energy consumption or reduced energy costs			
<b>EN3:</b> Number of individuals receiving education or training in environmental stewardship and/or environmentally conscious practices		Attendance Records Tracking System Other:	
<b>EN3.1:</b> Number of individuals with increased knowledge of environmental stewardship and/or environmentally-conscious practices		Attendance Records Tracking System Other:	
<b>EN3.2:</b> Number of individuals reporting a change in behavior or intention to change behavior to better protect the environment		Attendance Records Tracking System Other:	

Highlight the outputs & outcomes for your project, then enter the information below for EACH **Advancing Racial Equity** performance measure you selected.

\*AmeriCorps has not released performance measures for this focus area yet. We will work with your site to create performance measures.

Output/Outcome	Target #	Measured By:	Describe Instrument:
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Number served		Attendance Records Tracking System Other:	
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## Section 5: VISTA Assignment Description (VAD)

The VISTA Assignment Description (VAD) serves as the job description for each project. Each VAD must be approved by AmeriCorps to ensure that federal funding dollars are being spent appropriately.

Visit [our website](#) for resources on creating a strong VAD.

Use the “Service Activity” Chart in the Performance Measure Section. The service activities and description can translate to your project objectives. The VISTA activities can translate to the member activities in the VAD.

<b>Host Campus/ Organization Name:</b>	
<b>Primary Focus Area:</b>  <b>Highlight one</b>	Economic Opportunity Education Healthy Futures Veterans/Military Families Climate Change/Environmental Stewardship Diversity, Equity, and Inclusion
<b>Secondary Focus Area (if applicable):</b>  <b>Highlight one</b>	Economic Opportunity Education Healthy Futures Veterans/Military Families Climate Change/Environmental Stewardship

Diversity, Equity, and Inclusion

**Goal of the Project:** The VAD begins by stating the overall goal of the project (as opposed to the overall goal of the specific VISTA position). This is a good jumping-off point in describing the assignment to the VISTA member. The statement provides context for how the project addresses poverty and how the VISTA activities will build capacity.

The project goal must:

- Address poverty by VISTA efforts
- Describe who (population) will be served
- Include verbs to describe the VISTA **in-direct** activities
- Define how the VISTA activities will build capacity
- State the specific product(s) or service(s) resulting from VISTA efforts

**Goal:**

**Objective of the Assignment (mm/dd/year - mm/dd/year)**

**\*As a general rule, each project should have 3-4 Objectives**

(Articulate what the VISTA will achieve throughout the assignment in order to reach the project’s goal. Include multiple objectives that link the overall project goal and the VISTA member’s activities. Use active verbs. Include a performance period (what month of service you want the VISTA member to work on the objective) with a clear beginning and end for each objective. It is helpful to be specific with performance periods, as your VISTAs will use that information to guide their service terms. For example, a performance period could be, “First through third month of service.”)

**Member Activities:**

1. Identify the specific activities the VISTA will carry out to achieve the objectives. Activities that include the desired outcome or deliverable are most informative and effective. Use active verbs and avoid vague statements such as, “will assist with...” Activity statements should be specific enough that someone unfamiliar with the project can understand the expectations of the VISTA.
  - a. Smaller element that’s part of the first activity.
  - b. Another element of the activity.
2. Second activity

<p>3. Third activity.  a. Sub-activity (if applicable)</p>	
Objective #1:	
Timeframe:	(mm/dd/year - mm/dd/year)
Member Activities: (please number or use bullet points)	
Objective #2:	
Timeframe:	(mm/dd/year - mm/dd/year)
Member Activities: (please number or use bullet points)	
Objective #3:	
Timeframe:	(mm/dd/year - mm/dd/year)
Member Activities: (please number or use bullet points)	
Objective #4:	
Timeframe	(mm/dd/year - mm/dd/year)
Member Activities: (please number or use	



bullet points)	
Objective #5:	
Timeframe:	(mm/dd/year - mm/dd/year)
Member Activities: (please number or use bullet points)	

**Section 6: Documents**

The list of documents provided below, must be uploaded into your individualized Google Folder to complete the application.

- Letter of Support from College/University President
- Letter of Support from Community Partner
- Supervisor’s Resume