Campus Compact of New York and Pennsylvania
AmeriCorps*VISTA Program 2019 - 2020
Host Site Application
Year 1 Projects: Due Friday, November 9, 2018 by 12 noon
Year 2&3 Projects: Due Thursday, November 15th, 2018 by 12 noon

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Overview of AmeriCorps VISTA Program

In partnership with the Corporation for National and Community Service (CNCS), Campus Compact of New York and Pennsylvania (CCNYPA) is pleased to announce the availability of up to forty-eight (48) AmeriCorps*VISTA projects to our member institutions for the 2019-2020 academic year. In exchange for a full-time CCNYPA AmeriCorps*VISTA serving a 12-month term, host sites are required to be members of CCNYPA and pay a nonrefundable AmeriCorps VISTA program fee by Tuesday, July 9, 2019. CCNYPA is accepting host site project applications for Year 1 projects now through Friday, November 9th, 2018 at 12 noon and for Year 2 and 3 projects by Thursday, November 15th, 2018 at 12 noon. AmeriCorps VISTA grants are awarded based on availability of federal funding through CNCS.

AmeriCorps VISTA (Volunteers in Service to America) is a national service program that for 50 years has been at the forefront of building the capacity of communities to fight poverty. VISTA members devote a year or more of their lives to address poverty's root causes. They do this by mobilizing community volunteers and local resources, and by increasing the capacity of people in low-income communities to rely on themselves. To achieve its program purpose, VISTA operates under the following core principles:

1. Anti-Poverty Focus – The statutory purpose of AmeriCorps VISTA is to strengthen and support efforts to eliminate poverty. Each VISTA project should focus on empowering individuals to emerge from poverty, not simply making poverty more tolerable. VISTA projects should focus on long-term solutions rather than short-term services.

2. Community Empowerment – Prospective and current AmeriCorps VISTA project sponsors must engage low-income community members in planning, developing, implementing, and evaluating the project. Each project must be responsive and relevant to the lives of community residents, and tap into inherent community assets, strengths, and resources.

3. Sustainable Solutions – Congress has directed AmeriCorps VISTA to serve as short-term resources that build long- term sustainability of anti-poverty programs. Projects should be developed with a goal to phase out the need for VISTAs within three years and have the project continue without them.

4. Capacity-Building – VISTAs create systems that remain long after their term of service ends. VISTA projects expand the scale, impact, and resource-leveraging ability of programs and organizations that work to eliminate poverty. Our members strengthen sponsors by building infrastructure, expanding community partnerships, securing long-term resources, coordinating training for participants, and more, as determined by local needs. VISTAs focus on capacity-building activities. On occasion,

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they may perform limited direct service activities if such activities are incidental to the activities required under their VISTA Assignment Description (VAD) duties, a part of a term-limited special initiative, or a necessary part of VISTA training activities.

For more information visit http://www.nationalservice.gov/programs/americorps/americorps-vista**

CCNYPA*VISTA Project Focus Areas & Objectives

All projects should provide support for low-income families

Focus Area	Objective	Programming Area *(Examples included below)*
Economic Opportunity	Financial Literacy	Projects in this area may include various financial literacy concepts, ranging from budgeting and long-term financial planning to tax support and general financial literacy.
	Housing	Projects in this area may include various housing projects, ranging from developing and/or repairing healthy, safe, and affordable housing units, to making accommodations to make housing accessible to people with disabilities.
	Job Readiness and Access	Projects in this area may include various employment services, ranging from skill and job trainings, resume/portfolio development to job search process and employment placements.
Education	K-12 Readiness and Success	Projects in this area may include providing services for children in poverty to make gains in school readiness and success. These projects can include any in or out-of-school tutoring or mentoring program for K-12 students.
	Post-Secondary Readiness and Success	Projects in this area may include any in or out-of-school tutoring, mentoring, or college access program for economically at-risk students.
Healthy Futures	Nutritious Food Access and Education	Projects in this area may include any food access program, ranging from food banks or food pantries to food reclamation projects, for low-income families.
	Access to Health Care	Projects in this area may include various health services programs, ranging from support in acquiring health services or health insurance to providing health services and supporting health clinics.
Military and Veteran Families	Support Services to Military and Veteran Families	Projects in this area may include efforts to meet the unique needs of military families. Such services include mentorship and tutoring for military children, legal assistance, affordable housing, health care, counseling and more.

** In addition to the above focus area, CCNYPA welcomes any projects that address mental health, opioid intervention, and housing legal aid if applicable to your locality and host-site institution.

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Cover Sheet

Submission Instructions: This application should be completed within Google Docs (as it was sent to you). You will upload the supporting materials of the application to your Host Site's Google Drive Folder. A link to access your Google Drive Folder will be provided to you by Breanna Datesman. **Once you have completed the application, please email Breanna Datesman (Breanna@compactnpya.org) to confirm your completed application.**

Application Information:

Applicant Institution:

Program Name (*give your VISTA project a name either by linking it to your community partner or the project's issue*):

Community Partner:

VISTA Supervisor's Name:

VISTA Supervisor's Title:

Mailing Address:

City: **State: PA**   **Zip (with 4 digit zip code extension):**   -

Telephone: **Fax:**   **Email:**

EIN:

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Applicant Information:

Applicant Institution:
Program Name:
City and County of VISTA Project:

VISTA Project Year: *Select one.*
  Year 1   Year 2   Year 3

Has your institution ever hosted a PACC AmeriCorps*VISTA?
  Yes   No

If you are currently hosting a VISTA, are they interested in serving an additional year with your project?
  Yes   No

Project Focus Area: *Check **one** from the following list*
  Economic Opportunity
      Financial Literacy
      Housing
      Job Readiness & Access
  Education
      K-12 Readiness & Success
      Post-Secondary Readiness & Success
  Healthy Futures
      Nutritious Food Access & Education
      Access to Health Care
  Veterans and Military Families

Priority Funding Areas:
CNCS is committed to projects that prioritize capacity building, data collection, and management for results. Preference will be given to small and mid-size cities, as well as rural areas.

Directions: Respond to the following questions as thoroughly as possible and in the order that they are asked. Use headers to indicate your answers to each question or complete the fillable form below. **Adhere to word limits.**

1. VISTA Project Abstract *(250 Word Limit)* This abstract is a promotional pitch for your project. Please give a summary of your proposed project and the VISTA's role within the project, including the general tasks and activities the VISTA will perform in order to implement the proposed project. Include how the selected Project Focus Area will impact the community and fulfill the anti-poverty goals of the AmeriCorps CCNYPA*VISTA program. If your potential project is accepted, the abstract is used to market your positions, so you are encouraged to make it compelling and memorable.

2. Community Need Statement *(300 word limit)* Describe the unmet poverty-related need(s) that this project addresses, emphasizing statistical data and citing reliable sources. Clearly describe which populations the project will serve, why the needs are not currently being met, and how the planned program strategy will ultimately strengthen the community. Include any evidence that suggests your approach will be successful. Include evidence of past performance, results from credible research, or results from a similar, successful program. Evidence will provide the basis for decisions about the design, frequency, and intensity of the proposed intervention.

3. Partnership (Year 1 projects only) (*500 word limit*) Describe your community partner's role in designing this project proposal. Describe the history, strengths and assets that exist in the partnership. Explain how there will be a balance of power among partners enabling resources to be shared in the scope of the VISTA project.

4. Strengthening Communities *(500 word limit)* Describe how your VISTA project will complement or expand current efforts in the community to address the need(s) outlined above. Include information on how you will ensure that low-income community members are part of the planning, execution, and sustainability of the project. Include how this approach will change over time as the VISTA(s) implements the project and builds capacity. What new infrastructure or organizational capacity will be created by this project and how will it change what is already being done?

5 . Logic Model *(250 word limit)* Briefly describe your logic model - how will this project bring individuals out of poverty (1 paragraph **AND** 1 chart)?

Descriptive Paragraph:

Logic Model:

VISTA Activities	Outputs (Capacity Building Performance Measures)	Outcomes (Anti-Poverty Performance Measures)	Assessment/ Data Collection Methods
Planned actions, processes, and interventions needed to deliver the services	Units of service provided	Changes or benefits that indicate progress toward achieving the intended result of a program, which usually represents a change in the situation of beneficiaries of service	How you measure progress toward outcomes
Example: Volunteer Mobilization	Example: 20 Volunteers Mobilized	Example: 150 Individuals Report Increased Food Security	Example: Basic Needs Survey

6. Project Management *(500 word limit)* 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. Describe the development of an Advisory Council that will oversee your proposed project. Provide the **actual** names, organizations, and roles of Advisory Council members in planning and overseeing the project (1 paragraph **AND** 1 chart).

Descriptive Paragraph:

Advisory Council Members:

Name	Organization	Role (in relation to project)

7. Assessment *(300 word limit)* Provide a detailed plan for assessing progress toward or achievement of specific outputs and outcomes relating to project sustainability. Include information on data measurement and tracking tools, methods, and systems you will use to assess performance (refer to Outputs and Outcomes outlined in your Logic Model).

8. Recruitment and Development *(500 word limit)* Beyond what CNCS and CCNYPA provide in terms of support and training for the VISTA, describe additional support and professional development you will provide your VISTA, such as onsite orientation and training. Outline the supervisor's experience in general supervision and in supervising AmeriCorps*VISTA members and your organizational capacity to manage this project and a full-time VISTA volunteer. Describe your institution's capacity to manage this project and a full-time VISTA member.

9. Summary of Accomplishments (Year 2 & 3 projects only) (*250 word limit*) Provide a description of the project's accomplishments to date. Describe progress made towards the performance measures and goals set for your project.

PART C: Financial Commitment Form

Commitment of Financial Support:

All applicants must confirm that their institution is able to pay the **nonrefundable** AmeriCorps VISTA program fee by Tuesday, July 9, 2019. CCNYPA encourages you to leverage institutional buy-in for this grant by informing institutional executive leadership of the value of your institution hosting a CCNYPA*VISTA.

Remember that your VISTA's start of service is contingent upon receipt of this payment by the aforementioned due date.

The person responsible for this payment must be the same person who signs this document.

Signature:

Name:

Title:

Telephone:

Email:

Date:

Campus Compact of New York & Pennsylvania * 28 S. Dewberry Street, Box 8 * Harrisburg, PA 17101 * (717) 796-5072

Completed Application Checklist

My application includes the following completed sections:
Cover Sheet
PART A: Executive Summary
PART B: Narratives
PART C: Financial Commitment Form
PART D: Application Checklist

The following supporting documents are uploaded on Google Drive with my application:
Supporting Document: Letter of Support from College/University President acknowledging continuation of
  CCNYPA membership as well as the capacity to remit the program fee
Supporting Document: Letter(s) of Support from at least one community partner
Supporting Document: Résumé of Supervisor(s)

Your signature confirms that this application is complete. Any application that is incomplete will not be considered.

Signed by Host Site Supervisor:

Date:

Review Process: CCNYPA's review committee will review applications and will offer revisions to qualified applicants on or before November 30th, 2018. A final draft of the application will then be due to CCNYPA by Thursday, December 13th, 2018. CCNYPA will send their final list of recommended applications to the CNCS State Office for final approval and awarding of AmeriCorps VISTA projects.

Next Required Steps (if project is accepted):
- **Supervisors' Orientation:** Mandatory all-day workshop at the Radisson Lackawanna Station Hotel Thursday, February 28, 2019.
- **Host Site Agreement:** An agreement between CCNYPA and the CCNYPA*VISTA host site that details mandatory events, reporting and policies of the CCNYPA*VISTA program.
- **VISTA Assignment Description (VAD):** A project position description that illustrates the role assigned to a member, and includes goals, objectives, and activities a member is expected to complete in order to satisfy project needs.
- **Project Performance Measures**: A framework of outputs and outcomes that provide a common focal point for CNCS' work across all programs and initiatives.
- **Opportunity Listing:** Resources used for recruitment of CCNYPA*VISTAs, including an engaging listing that will be posted to the AmeriCorps website.