



**Northern New England
AmeriCorps*VISTA Collaboration
HOST SITE APPLICATION
2017-2018**



Campus Compact

***A non-binding "email of intent" is due to your state Campus Compact Office by February 10, 2017
Proposals are due electronically by 5:00 p.m. on March 10, 2017 to:***

Maine Campus Compact Meghan McCormick 220 College St. #2 Lewiston, ME 04240 Phone: (207) 786-8346 Fax: (207) 786-6053 Email: meghan@mainecompact.org	Campus Compact for NH Jillian Oates 3 Barrell Court, Suite 200 Concord, NH 03301 Phone: (603) 223-2302 Fax: (603) 223-2018 Email: oates@compactnh.org	Vermont Campus Compact Kim Coleman SMC - Box 289 1 Winooski Park Colchester, VT 05439 Phone: (802) 654-2092 Fax: (802) 654-2095 Email: kim@vermonthec.org
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Please note: All elements of the application must be completed and submitted. Applications with missing elements will be returned. A complete application includes a VISTA Assignment Description (VAD).

I. APPLICANT INFORMATION:

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip +4 _____ - _____

County Name: _____

*Federal EIN#: _____

(Please check with your business, fiscal or grants office for this information)

Physical/Mailing Address where VISTA will serve *(only if different from above)*:

Address: _____

City: _____ State: _____ Zip +4 _____ - _____

County Name: _____

*Federal EIN#: _____

(Please check with your business, fiscal or grants office for this information)

VISTA Site Supervisor: _____

Title: _____

Phone: _____ Fax: _____

E-mail: _____

II. OVERALL PROJECT DESCRIPTION (4 page max):

The goal for the Northern New England Campus Compact VISTA Collaboration is to build strong infrastructure around quality partnerships and collaboration in communities to support and sustain strong anti-poverty programs promoting access and success. Provide a narrative summarizing the primary objectives of the AmeriCorps*VISTA position proposed on your campus/partnership. You will be asked to complete a Volunteer Assignment Description (VAD) as part of your application. The VAD will require you to identify specific performance measures, tasks and timelines for our project. The Project Description should be used to provide an overview of the program.

Your narrative should address the following items:

- Please describe the community need to be met and the population(s) to be served by your project
- Provide an overview of the kind of programming your project will provide. Please note projects should be focused on improving college aspirations, increasing the belief that college is an option and increasing access to higher education for low income individuals seeking higher education and increasing higher education success for low income individuals.
- Explain how you project will recruit and manage volunteers to support access and success of low income populations and/or leverage both in kind and cash donations to support the project

III. RECRUITMENT ABSTRACT (no more than 125 words)

Please create a condensed project description (not to exceed 125 words) to be used for recruiting purposes. The description will be given to candidates when interviewing with Campus Compact and should provide a brief overview of the project.

IV. SPECIAL FOCUS AREA

Special Focus Area: (please check off any special focus areas that you are selecting. This is not required, but priority will be given to applicants who participate:

_____ SIG Schools _____ STEM _____ Veteran Services

V. SUPERVISION

Please designate who will be the supervisor for the VISTA member and who will orient, train, supervise, and evaluate the VISTA member. Please indicate if additional supervision will come from campus or community partners, and if so, who those supervisors will be. VISTA's serve for one year which includes the summer when many campuses are less active – please describe how you will ensure supervision and support throughout the VISTA's term of service.

Additionally, VISTAs are required to submit semi-annually reports and attend monthly Corps meetings and statewide events. Describe how the supervisor will work with the VISTA to ensure timeliness of reporting and attendance at mandatory events/meetings. Since the VISTA's plan is to start in mid-August, please address how and who will orient the VISTA to his/her new project. The supervisor will also be required to a Site Supervisor Orientation

VI. STAKEHOLDER SUPPORT (1 page max)

Describe the roles and responsibilities of key individuals or groups involved (faculty, campus staff, agency staff, and students).

VII. ORGANIZATIONAL CAPACITY (1 page max)

Describe the institutional capacity that exists to support each VISTA position. **For satisfactory job performance, Campus Compact requires the following be provided for each VISTA:**

- Secure office/desk space with office supplies
- Designated on-site supervisor responsible for daily supervision and the completion of reporting and evaluation requirements including four quarterly progress reports
- College ID with library privileges
- Phone, computer, voicemail and individual email account
- Access to fax, photocopier, and printer

Provide a detailed description of what resources will be provided to the VISTA. Though not all colleges have residential living, CCNH encourages applicants to provide housing and/or a meal plan for the VISTA whenever possible. This allows CCNH to recruit nationally for positions and assimilates the VISTA into the daily life of the community. ***Please note if your campus is able to provide housing and/or a meal plan. Campuses without available housing should provide information on how they will assist the VISTA in locating housing and/or subsidize his/her housing.***

VIII. SUSTAINABILITY (1 page max)

Sustainability outcomes are the impacts that lead to the institutionalization of the new programming effort, measured over a five-year time horizon (staff positions funded to continue activity, student leadership of activities, new programs maintained by existing staff, etc.). Explain how you will work toward sustaining VISTA initiatives. (Note: It is understood that your sustainability outcomes will be different depending on whether you will be entering your first, second, or third year of hosting an AmeriCorps*VISTA member.)

IX. VISTA ASSIGNMENT DESCRIPTION:

Please complete and submit a VISTA Assignment Description (VAD) for your proposed VISTA position as part of your application using the included form. A sample VAD is also attached. The VAD (VISTA's equivalent of a job description, with more detail) identifies key activities for VISTA members during their service year. The VAD should identify key capacity-building tasks and activities that can be realistically accomplished in a single year and should include enough detail to guide the VISTA member while still allowing for flexibility in carrying out day-to-day tasks and activities. It is essential that VAD's are **clear and detailed and outline what the VISTA will actually be doing on site**. VISTAs will use their VAD at PSO to better prepare for their service assignment. Feel free to add additional steps and activities as you see fit.

*** Please note that sites may request to have a VISTA attend an alternative break trip. Service on ASB trips must tie to access and success and the trip must be incorporated into the member's VISTA Assignment Description (VAD) at start of service. Prior consultation with CCNH for any sites wishing to send VISTAs on ASB trips must occur within the first month of the VISTAs service. Final approval from CNCS is required before a VISTA may attend an ASB trip.**

X. APPENDICES (5 page max)

Applicants may submit up to five pages of appendices. These may include short biographies of staff, letters of support, newspaper articles, etc. They may not include videotapes, books or other large publications.

XI. PROVISIONS*

Please describe how the project expenses for the VISTA will be provided. Consider sponsorship costs, general office and host site required travel expenses.

	Support	No Support
Year 1	\$5,000	\$7,000
Year 2	\$6,000	\$8,000
Year 3	\$7,000	\$9,000
Year 4	\$8,000	\$10,000
Year 5	\$9,000	\$11,000

***Note- Sites who are applying for a VISTA for the first time, or who did not fill a VISTA position last year will be considered year 1**

****If a campus is applying for more than one VISTA position, the sponsorship fee for any additional VISTAs will be \$12,000 per VISTA per year, regardless of institutional support.**

Your state Campus Compact will invoice sites for sponsorship costs when VISTAs are placed.

* Note: This section will **NOT** be scored. Your state Campus Compact requires sufficient provisions for hosting a VISTA member.

XII. CERTIFICATION

The applicant certifies that the appropriate authorities of the applying institution have approved the filing of this application, and that these authorities have committed the host site to meet the costs for each VISTA member requested, and has agreed to all provisions stated

Site Supervisor Name: _____ Title: _____

Site Supervisor Signature: _____ Date: _____

Authorized Official Name: _____ Title: _____

Authorized Official Signature: _____ Date: _____

AmeriCorps*VISTA Assignment Description (VAD)

Please be sure that your VAD proposal is clearly outlined. This document will be used at PSO to help your VISTA prepare for what is expected of them when they start their service on campus.

VAD's that do not have all sections completed will be returned and VISTA recruitment may not begin until the VAD is complete.

VISTA Project: Northern New England Campus Compact VISTA Collaboration		VISTA Member Name: TBA	
Site Name:		Assignment Area: Education	
Special Focus Area(s) (if applicable)		<input type="checkbox"/> SIG Schools	<input type="checkbox"/> STEM
		<input type="checkbox"/> Veteran Services	
Performance Measures: Please answer all of the following questions. Refer to the guidelines at the end of this document for questions:			
1. How many non-duplicated volunteers will your VISTA recruit? _____			
2. How many non-duplicated volunteers will your VISTA manage? _____			
3. How many collective hours do you estimate will be served by volunteers recruited by your VISTA? _____			
4. How many collective hours do you estimate will be served by volunteers managed by your VISTA? _____			
5. Estimate the dollar value of cash resources you anticipate the VISTA leveraging: \$ _____			
6. Estimate the in-kind resources you anticipate the VISTA leveraging: \$ _____			
VISTA Member Activities and Steps Checklist			Planned Period of Work
Northern New England Campus Compact Program Goal: The Northern New England Campus Compact AmeriCorps*VISTA Collaboration will develop programming on campuses across Maine, New Hampshire and Vermont that will increase access and retention to higher education for low income individuals by providing programming focused on improving college aspirations, increasing the belief that college is an option and increasing access to higher education for low income individuals seeking higher education. (please do not remove this language)			Program Year
Goal for the VISTA Site: <i>(Enter the overall goal of your project:)</i>			Program Year

<p>Activity 1:</p> <p>Please list the steps the VISTA will need to take to accomplish Activity 1 (<i>add additional steps as needed</i>)</p> <p>Step 1:</p> <p>Step 2:</p> <p>Step 3:</p> <p>Step 4:</p> <p>Step 5:</p> <p>Tools used to track outcomes: (<i>The site will be required to report on all milestones selected</i>)</p>	<p>Check planned period of work:</p> <p><input type="checkbox"/> Fall</p> <p><input type="checkbox"/> Winter</p> <p><input type="checkbox"/> Spring</p> <p><input type="checkbox"/> Summer</p>
<p>Activity 1 Comments/Summary of Accomplishments: (<i>leave blank, will be reported on in progress reports</i>)</p>	<p>Activity 1 Completed (date):</p> <p>_____</p>
<p>Activity 2:</p> <p>Please list the steps the VISTA will need to take to accomplish Activity 2 (<i>add additional steps as needed</i>)</p> <p>Step 1:</p> <p>Step 2:</p> <p>Step 3:</p> <p>Step 4:</p> <p>Step 5:</p> <p>Tools used to track outcomes: (<i>The site will be required to report on all milestones selected</i>)</p>	<p>Check planned period of work:</p> <p><input type="checkbox"/> Fall</p> <p><input type="checkbox"/> Winter</p> <p><input type="checkbox"/> Spring</p> <p><input type="checkbox"/> Summer</p>
<p>Activity Comments/Summary of Accomplishments: (<i>leave blank, will be reported on in progress reports</i>)</p>	<p>Activity 2 Completed (date):</p> <p>_____</p>

<p>Activity 3:</p> <p>Please list the steps the VISTA will need to take to accomplish Activity 3 (<i>add additional steps as needed</i>)</p> <p>Step 1:</p> <p>Step 2:</p> <p>Step 3:</p> <p>Step 4:</p> <p>Step 5:</p> <p>Tools used to track outcomes: (<i>The site will be required to report on all milestones selected</i>)</p>	<p>Check planned period of work:</p> <p><input type="checkbox"/> Fall</p> <p><input type="checkbox"/> Winter</p> <p><input type="checkbox"/> Spring</p> <p><input type="checkbox"/> Summer</p>
<p>Activity Comments/Summary of Accomplishments: (<i>leave blank, will be reported on in progress reports</i>)</p>	<p>Activity 3 Completed (date):</p> <p>_____</p>
<p>Activity 4:</p> <p>Please list the steps the VISTA will need to take to accomplish Activity 4 (<i>add additional steps as needed</i>)</p> <p>Step 1:</p> <p>Step 2:</p> <p>Step 3:</p> <p>Step 4:</p> <p>Step 5:</p> <p>Tools used to track outcomes: (<i>The site will be required to report on all milestones selected</i>)</p>	<p>Check planned period of work:</p> <p><input type="checkbox"/> Fall</p> <p><input type="checkbox"/> Winter</p> <p><input type="checkbox"/> Spring</p> <p><input type="checkbox"/> Summer</p>
<p>Activity Comments/Summary of Accomplishments: (<i>leave blank, will be reported on in progress reports</i>)</p>	<p>Activity 4 Completed (date):</p> <p>_____</p>

<p>Activity 5:</p> <p>Please list the steps the VISTA will need to take to accomplish Activity 5 (<i>add additional steps as needed</i>)</p> <p>Step 1: Step 2: Step 3: Step 4: Step 5:</p> <p>Tools used to track outcomes: (<i>The site will be required to report on all milestones selected</i>)</p>	<p>Check planned period of work:</p> <p><input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer</p>
<p>Activity Comments/Summary of Accomplishments: (leave blank, will be reported on in progress reports)</p>	<p>Activity 5 Completed (date):</p> <p>_____</p>

Guidelines for Developing a VAD

- Data should be reported only for programs that the VISTA works with directly
- Please be conservative in your estimations. This information will be used to set target goals for your VISTA. Progress on these numbers will be collected as part of the VISTAs two progress reports.
- Volunteers – include all volunteers: students, faculty, staff, community members
- Non-duplicated – unique volunteers for all programs. Ex. A student who is a big sister but also serves as a tutor in an after school program would be counted once
- Collective hours - total hours for all unique volunteers in all programs that that VISTA will work with during his/her term of service
- Volunteers recruited: Enlisted or enrolled as a direct result of an intentional effort to do so.
- Volunteers managed: Includes training, direction, coordination and supervision of the community volunteer by the organization or VISTA in tasks, duties and services for the intended purpose of supporting or enhancing the program