**Project Sponsor Application Questions**

***All applications must be submitted using*** [***Qualtrics***](https://fsu.qualtrics.com/jfe/form/SV_bqE1UTgBb3W8Alw)***, please use this as a reference only.***

**Project Narrative** (45 points total)

*Please try to limit answers to each question to a maximum of 250 words****.*** *Please be thorough, yet concise, keeping in mind that quality is better than quantity. Community-based organizations should also answer question five (and provide a letter of partnership/support) as part of the VISTA Proposal Problem Statement. Higher Education Institutions should also provide a community partner letter of support.*

**VISTA Proposal Problem Statement: Assessment of Need & Project Plan** (15 points)

1. What is the overall goal of your project? State in measurable and quantifiable terms the specific problem(s) the AmeriCorps VISTA project will address, including the number of low-income persons directly affected by the problem. Use current statistical data, citing sources wherever possible, to substantiate the problem.
2. How will representation and input from low-income communities be incorporated into the project plan, design, and implementation? Please list any community partners along with their role in the project. *(Higher Education Institutions should provide a letter of support from a community partner.)*

If partnering with any Title 1 schools in your community, please list them here.

1. How will the proposed AmeriCorps member(s) engage the campus and local community through indirect service to address/alleviate poverty? Specifically, how will the VISTA position address one of the CNCS/VISTA Focus Areas? Which strategies will be employed (Community-based learning and/or civic engagement experiences for students, symbiotic campus-community collaboration/partnerships, and research, advancing racial equity and increasing opportunity, College Access & Success programming/mentoring, Collective Impact, Philanthropy, Social Innovation and/or Social Entrepreneurship, or other) Please list each position separately.
2. For new projects, briefly describe your plans for program sustainability utilizing a three-year VISTA project plan?

Year 1:

Year 2:

Year 3:

Or, for renewing projects (entering year 2 or 3), how has hosting a VISTA member(s) effectively increased the capacity or your institution/organization to address poverty related to your project’s selected CNCS Priority Area? Briefly describe major project accomplishments. Have these efforts become sustainable? If not, briefly describe your plans for project sustainability upon completion of the VISTA project.

1. **Community-based organizations must answer this question:** Clearly describe how a partnership with a college or university is an essential component of the proposed VISTA project and assignment description. *Please submit a letter of support from the institution. If needed, contact A|FVN directly to request guidance.*

**Project Management and Support** (15 points)

1. Describe plans for daily supervision of AmeriCorps members. Specify if supervision will be a full-time or part-time responsibility. If members will be supervised by individuals at other sites, please list their names and contact numbers.
2. Describe the on-the-job transportation needs of the AmeriCorps members and your plans for meeting those needs.
3. How will your member(s) be reimbursed for any project-related expenses including, but not limited to, on-the-job transportation expenses and parking?
4. Please describe your organization’s plans to provide local support such as adequate workspace, phone, computer, Internet and email for your AmeriCorps member(s).
5. Describe any on-the-job training opportunities and technical assistance that will be available to the AmeriCorps members throughout their service.
6. Will your AmeriCorps members participate in Alternative Break projects (or similar programming)? If applicable, briefly describe any proposed projects. (Per CNCS guidelines, Alternative Break programming should be included in the project application & VISTA Assignment Description. Refer to the Resource Guide for additional information.)

**Resources of Applicant Organization** (15 points)

1. Are any of your current resources provided by the Corporation for National and Community Service? If so, please specify which and how much. How can the AmeriCorps member activities complement other CNCS resources or programs at your institution?
2. AmeriCorps members commit to serve for one year and receive a modest living allowance. Additional support for AmeriCorps members aids in the recruitment of high-quality candidates. While sites are not required to furnish housing to host an AmeriCorps member(s), what additional support can your organization provide to help a member live in the local community (housing, housing assistance, meal plan, library, and gym access etc.)? (Please note: Host agencies may not directly augment the AmeriCorps member living allowance with direct cash-assistance. Also, AmeriCorps members serving with the same project site must receive comparable benefits.)

**AmeriCorps Member Position Description**

AmeriCorps Member assignments require a full-time, full-year commitment. During the recruitment process, the sponsoring organization must discuss the sponsor’s responsibilities with each Member, as well as the terms and conditions of VISTA service.

The AmeriCorps Member Position Description is used to create the Service Opportunity Listing to recruit and inform potential Members about specific assignments to be performed on your project. Members assigned to the project will use the AmeriCorps Member Position Description as their principal guidance for day-to-day activities designed to achieve the goals, activities, and results of the VAD. The answers to these questions will be used for the position’s Service Opportunity Listing.

NOTE: You will need to complete a separate VISTA Position Description (and corresponding VAD) for each different Member Assignment.

1. Briefly describe the sponsoring organization, its mission and activities, and the low-income population served. ***(2,000 characters or less)***

2. List tasks and activities of the AmeriCorps Member(s), in other words, what will your AmeriCorps member do? ***(200 characters or less)***

3. List requested AmeriCorps Member skills and qualifications.

4. Are there any essential functions to the basic duties that a member must be able to perform, with or without reasonable accommodation? If so, please indicate below. (Please note a reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.)