Campus Compact

AmeriCorps

Campus Compact AmeriCorps VISTA Program Host Site Request for Proposal

Proposals due:
January 19, 2022

ISSUED BY:
Campus Compact

IN PARTNERSHIP WITH:
Northeast Regional Office of AmeriCorps

Awards contingent on final appropriations and approval by AmeriCorps.

Host Site Application	Dates and Deadlines
Please note that the dates outlined below are for our full application process. IF you are a current grantee, please refer to the continuation application RFP released internally on our google site. If you have questions or need more information about which RFP you should follow, please reach out to Lindsey Ravizza via email.	
Request For Proposal (RFP) released	**Wednesday, December 1, 2021**
Application Assistance Sessions RSVP Here	Application Assistance Sessions focus on reviewing the program, RFP, and application process. These sessions are optional but always encouraged, as content changes occur each year. **You must register** for the session using the link to the left. The webinar includes a visual presentation, please login via computer. Dates and times are subject to change so please review our website for the most up-to-date information. **Thursday, December 9, 2021 10 - 11:30am EST** **Wednesday, December 15, 2021 12:30 - 2pm EST** **Wednesday January 5, 2022 2:30pm - 4:00pm EST**
Open Q&A Sessions RSVP Here	Open Q&A sessions are meant as a supplement, **not a replacement**, to the Application Assistance Sessions. We encourage all applicants to attend an Application Assistance session first to answer overall questions about the application process and join us for Q&A session with any additional project specific questions. **Please register** at least 24 hours in advance for the session using the link to the left. **Thursday, January 6, 2022, 1pm - 2pm EST** **Tuesday, January 11, 2022, 3pm - 4pm EST** **Tuesday, January 18, 2022, 3pm - 4pm EST**
Intent to Apply Form Due Access form Here	*This is not mandatory, however, we strongly recommend submitting.* No later than **Wednesday, January 5, 2022**
Host Site Applications Due	**Wednesday January 19, 2022**

Access Application Here	
Feedback Letter with Award Decisions	No later than **February 28, 2022** Each applicant will receive a feedback letter. If your letter requests changes to your project, we ask that you submit your changes within the requested time period.
For Host Sites Selected for 2021-22 ONLY	
AmeriCorps member Recruitment Webinars	Tuesday, February 22, 2022 2:00pm - 3:00pm EST Tuesday, March 8, 2022 3:00pm - 4:00pm EST Wednesday, March 23, 2022 2:30pm - 3:30pm EST
Supervisor Orientation	All supervisors are required to attend an orientation. ***New Supervisors Virtual Meeting*** (Pick One) Wednesday, May 18, 2022 12:00pm - 3:00pm EST Thursday, June 2, 2022 2:00pm - 5:00pm EST
Host Site Invoices and MOUs issued	July 1, 2022
AmeriCorps Member Recruitment Deadlines	June 20, 2022 for a July 18, 2022 start July 5, 2022 for a August 1, 2022 start
On-site Orientation and Training Plans Due	June 18, 2022 for July 18, 2022 start July 2, 2022 for August 1, 2022 start
Campus Compact VISTA 2021 Start Dates	July 18, 2022 OR August 1, 2022

The following staff are available for questions related to this RFP:

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I. Introduction & Program Overview

A. CAMPUS COMPACT

Campus Compact is a national coalition of over 700 U.S. colleges and universities, representing approximately 6 million students, committed to fulfilling the public purposes of higher education. As the only national higher education association dedicated solely to campus-based civic engagement, Campus Compact promotes public and community participation that develops students' citizenship skills, helps campuses forge effective community partnerships, and provides resources and training for faculty seeking to integrate civic and community-based learning into the curriculum. Campus Compact engages with students, faculty, staff, senior leaders, and partners to encourage campuses to develop comprehensive approaches to advancing the public good. Campus Compact's membership includes public, private, two- and four-year institutions across the spectrum of higher education.

Campus Compact has a long history of partnering with national service programming to further anti-poverty and civic engagement work on campuses and in communities. In partnership with AmeriCorps, the Campus Compact AmeriCorps VISTA Program seeks to activate higher education institutions and their partners to work together to make an impact on poverty in their local community. Our host sites' VISTA projects are developed in accordance with AmeriCorps VISTA's core principles: an antipoverty focus, community empowerment, sustainable solutions, and capacity building. Campus Compact AmeriCorps members serving with the VISTA program build capacity for high impact programs, organizational approaches, and collective impact efforts focused on low-income individuals in one of the following areas: education, healthy futures, economic opportunity, Veterans/military families, and environmental stewardship. The Campus Compact VISTA program consists of a passionate cohort of individuals dedicated to service to others and making an impact on poverty.

Campus Compact functions as an intermediary AmeriCorps VISTA sponsor through the Northeast Regional office of AmeriCorps. The Campus Compact VISTA (CC VISTA) subgrants AmeriCorps positions in support of a range of diverse campus and community-based projects across the United Status. VISTA members serve at their individual campus but receive training and both administrative and programmatic support from Campus Compact that is designed to enhance performance in the local community.

For the 2022-2023 grant cycle, applications are invited from Campus Compact member institutions or their partners. Applicants from states with a Campus Compact affiliate office with an active VISTA project should consult with their affiliate office prior to submitting their application to this RFP.

Please note: Awards under the Campus Compact AmeriCorps VISTA (CC VISTA) program are subject to appropriations and approval from AmeriCorps.

Campus Compact expects the 2022-2023 AmeriCorps VISTA program year under this grant to be July 18, 2022-July 17, 2023 or August 1, 2022-July 31, 2023.

B. OVERVIEW OF AMERICORPS VISTA

Founded in 1965, Volunteers in Service to America (VISTA) is a federal anti-poverty program. In 1993, VISTA was incorporated into the AmeriCorps network of national service programs, housed at AmeriCorps.

AmeriCorps VISTA supports efforts to alleviate poverty by providing opportunities for Americans 18 years and older from a diverse range of backgrounds to dedicate a year of full-time service with a sponsoring organization to create or expand programs designed to empower individuals and communities in overcoming poverty.

C. CORE PRINCIPLES FOR VISTA PROGRAMMING

Projects must be developed in accordance with AmeriCorps VISTA's core principles: an anti-poverty focus, community empowerment, sustainable solutions and capacity building.

1. **Anti-Poverty Focus**
   The statutory purpose of AmeriCorps VISTA programs is to strengthen and support efforts to eliminate and alleviate poverty and address poverty-related problems in the United States. Each VISTA project should focus on empowering individuals to emerge out of poverty, not simply make poverty more tolerable. **VISTA projects focus on long-term solutions to poverty rather than short-term services.**

   All VISTA service activities must be designed to support one or more specific anti-poverty programs at a host site. Applications must clearly define the anti-poverty program being created or enhanced as opposed to focusing solely on capacity building for the organization. The anti-poverty program described in the application must carry through to the performance measures and to the VISTA Assignment Descriptions (VAD).

2. **Community Empowerment**
   VISTA project sponsors and host sites must engage people of the communities to be served by the project in planning, developing, implementing and evaluating the project. Each project must be responsive and relevant to the lives of community residents and should tap into inherent community assets, strengths and resources.

3. **Sustainable Solutions**

AmeriCorps members serving at VISTA projects serve as short-term resources that serve to build the long-term sustainability of anti-poverty programs. Projects should be developed with a goal to phase out the need for AmeriCorps members within three years and have the project continue without VISTA resources. Both new and continuation applications must address specific steps the host site and partners will take to ensure that the anti-poverty project(s) created or enhanced using VISTA resources will be available to the community after VISTA resources are withdrawn.

4. **Capacity-building**
   VISTA projects leverage AmeriCorps members to create systems that remain long after their term of service ends by expanding the scale, impact, and resource-leveraging ability of specific anti-poverty programs. AmeriCorps members serving at VISTA projects strengthen sponsors by building infrastructure, expanding community partnerships, securing long-term resources and addressing specific local needs with all activities focused on creating pathways out of poverty for low-income communities. AmeriCorps members must focus on building the capacity of specific anti-poverty programs and interventions and not on general capacity building for the host site.

   AmeriCorps members focus on capacity-building activities. On occasion, they may perform limited direct service activities which are deemed a necessary component to completion of the AmeriCorps member's overall capacity building assignment; these activities may be written into the VISTA Assignment Description (VAD) if known at the beginning of the AmeriCorps member's term of service, but this is not a requirement. AmeriCorps members also participate in direct service activities as part of a term-limited special initiative such as National Days of Service.

Beginning in the 2021 fiscal year, AmeriCorps has specified their prioritization and recognition of the way "economic inequity is inexorably linked to the history of racial inequity in this country" and stated their commitment to addressing this issue. AmeriCorps' FY2022 guidance includes prioritization of projects that advance racial equity in all of the priority areas (See Section II, A-D). Campus Compact strongly supports this transition and is eager to support projects in their development in this area. Over the past few years, the Compact has taken significant programmatic steps to develop trainings and educational opportunities for our AmeriCorps members and host site supervisors to advance racial equity and justice. As a program focused on ending poverty through community engagement, we recognize that our work is inextricably linked to the dissolvement of systems that allow poverty to persist and disproportionately impact marginalized communities. Campus Compact will prioritize host sites that advance racial equity.

D. ABOUT CAMPUS COMPACT AMERICORPS MEMBERS

AmeriCorps members serving with Campus Compact vary in age and come from a range of diverse backgrounds and experiences. Typically, Campus Compact AmeriCorps members have completed a two or four-year college degree before volunteering for a year of service with our corps; however, they may be part-time students. AmeriCorps members are not experts in any specific field but often have experience working with community-based organizations and/or have participated in college-level civic engagement. The CC VISTA program is a passionate cohort of individuals dedicated to community development, service, and making an impact on poverty.

Campus Compact AmeriCorps members may receive the following benefits:
- Living allowance of approximately $575 - $1025 on a biweekly basis (pre-tax) – determined by the cost of living in the county where the host site is located (see this chart to determine living allowance for your county).
- 10 personal and 10 sick days
- Choice between a Segal Education Award of $6,495 or $1,800 end of service payment at the completion of their service
- Basic Health Insurance or an Out-of-Pocket Allowance
- Education loan deferment/forbearance (depending on the lender)
- Limited relocation assistance for moves greater than 50 miles
- Professional development and training opportunities while in-service
- Any additional benefits you, as a host site, may offer

E. CAMPUS COMPACT VISTA HOST SITE APPLICATION PROCESS

The Campus Compact VISTA Host Site application process aligns with AmeriCorps guidance, priorities, and practices and directs host site applicants to use tools and resources to address key priorities and navigate federal requirements. In order to submit a successful application, it is recommended that applicants familiarize themselves with supplemental documents, including the performance measure guidance, and refer to them frequently throughout the submission process. Identified capacity building measures, anti-poverty focus areas, priority populations, and programs should be highlighted throughout your application. The 2022-23 Host Site Application can be accessed here.

F. VISTA GRANT CYCLES & CONTINUATION

As an AmeriCorps VISTA sponsor, Campus Compact will subgrant AmeriCorps positions to selected host sites. VISTA grants to host sites are intended to operate on a three year cycle during which a project is designed, implemented, and evaluated. While a host site may receive multiple years of AmeriCorps positions, the people serving in those positions typically serve for 1 term or 12 months.

Current Campus Compact VISTA host sites may apply for continuation of the current grant for up to three years following all of the guidelines in this Request for Proposals (RFP). **Continuation applications from host sites in good standing will be prioritized in the review process**. Awards are made on an annual basis and are <u>not</u> guaranteed. Continuation applicants must address the progress they have made under the original plan and detail the goals and objectives for the renewal year based on lessons learned and progress made from the current year's project. The most competitive continuation application projects will show strong plans for sustainability as well as evidence of capacity building impact.

For the 2022-2023 grant application process, continuation applicants will be asked to follow an alternative application process. During the May 2022 Supervisor Meeting with projects selected for the 2022-23 cycle, Campus Compact will address the grant assessment and reapplication process with all project sponsors to develop an enhanced system for grant continuation based on these criteria.

Although VISTA projects can be continued for up to three years, please note that AmeriCorps members are short-term resources that serve to build the long-term sustainability of anti-poverty programs. AmeriCorps VISTA projects must be developed with the goal to phase out the need for AmeriCorps members and for the proposed campus/community partnership to have the capacity to continue without them.

II. Key Legal and Administrative Aspects of the VISTA Program

AmeriCorps VISTA is a federal program that Campus Compact operates, and key items of legislation and legal limitations are important to understand as a host site applicant.

A. GOVERNING LEGISLATION AND REGULATIONS
The VISTA program's governing legislation and applicable regulations are the:
III.   Domestic Volunteer Service Act of 1973 (as amended)
IV.   National and Community Service Act of 1990 (as amended)
V.   Code of Federal Regulations, Title 45, Chapter 25 Part 2556

Campus compacts recommends all applicants review relevant legislation and regulations prior to submitting their application.

B. PROHIBITION AGAINST SUPPLANTING/DISPLACING EXISTING WORKERS

AmeriCorps members are not staff members or employees of the sponsoring organization to which they are assigned or the host site and its partners. AmeriCorps members may not engage in activities at the sponsoring organization or host site that

would displace or supplant paid staff, contractors, or existing volunteers. These prohibitions against displacing or supplanting workers include activities related to the application and management of other Federal grants and programs (including using AmeriCorps members to apply for Federal grant programs).

C. Force Majeure & COVID-19

To best support VISTA programming during times of uncertainty, including the ongoing COVID-19 pandemic, host sites are asked to plan and prepare for the possibility of teleservice programming. Teleservice capability is dependent on AmeriCorps approval and must ensure the VAD is able to be implemented through that model. This includes providing remote supervision, project management and implementation, necessary equipment and access to materials to support the teleservice of AmeriCorps members. In the position description and during the interview process Campus Compact requires host sites to specify the expectations around teleservice, in-person service, the percentages of time for each, and how likely those things are to change based on COVID-19 restrictions.

VI. Campus Compact VISTA Program Priorities for FY 2022

With a broader vision of higher education as social change agents, the Campus Compact AmeriCorps VISTA Program seeks to activate higher education institutions and their partners to work together to make an impact on poverty in their local community. Our host site's VISTA projects are developed in accordance with AmeriCorps VISTA's core principles: an antipoverty focus, community empowerment, sustainable solutions and capacity building.

Campus Compact AmeriCorps members serving with the VISTA program build capacity for high impact programs, transformational organizational approaches and collective impact efforts focused on low income individuals in one of the following areas: education, healthy futures, economic opportunity, Veterans/military families, and environmental stewardship. Campus Compact believes that a multi-tiered approach is essential to bringing about lasting community change, and VISTA projects should consider which one or more of the following domains aligns with their focus area:

- **Program Change:** Host sites can propose to host AmeriCorps members who will build capacity for programs, services, and interventions that directly address the educational, health, and/or economic needs of community members impacted by poverty.

- **Organizational Change:** Host sites can leverage AmeriCorps members to build capacity at the organizational level to have a greater impact through assessing

and coordinating disjointed efforts, building communication systems, and/or further developing internal or external partnerships.

- **Systems Change/Collective Impact:** Host sites will propose to host VISTA members who will build capacity for systems-level, collective impact through multi-sector partnerships (government, education, private industry, non-profits, and philanthropy) working together to address the needs of community members who live in poverty.

Over a three year grant period, AmeriCorps members will be leveraged to build capacity at higher education institutions and/or partnerships between higher education and their government and non-profit partners that directly work with community members who live in poverty. Within AmeriCorps program priorities, Campus Compact has selected priorities that are most aligned with the mission and resources of the Compact and higher education: Education, Economic Opportunity, Healthy Futures, Veterans and Military Families, and Environmental Stewardship.

Additionally, VISTA will focus on awarding projects that advance racial equity and that invest in underserved communities, particularly those impacted by the pandemic. These national priorities are established annually based on Administration guidance, input received from AmeriCorps staff, sector research, and a review of the existing portfolio of AmeriCorps VISTA projects nationwide. Campus Compact fully supports these priorities and emphasizes the importance of racial equity in our national service work.

Programming Priority Areas:

As a requirement, Host sites and their partners will leverage an AmeriCorps member to build capacity for high impact programs, organizational approaches, and/or collective impact efforts focused on low income individuals in one of the following areas. Please note that priority areas do not always align directly with performance measures and applicants should refer to the performance measurement guidelines before identifying priorities.

A.   EDUCATION

Within this priority focus area Campus Compact will support projects that leverage an AmeriCorps member to enhance services and resources that contribute to improved educational outcomes for economically disadvantaged children [and college students]. AmeriCorps VISTA will target new project development in communities not currently served by other AmeriCorps VISTA education focused projects and with large concentrations of low-income students (e.g., Title I schools).

Host sites will propose to build capacity in one of the following focus objectives:

1. **School Readiness and Learning Loss**

Projects focused on economically disadvantaged children. Activities can support tutoring, mentoring, other classroom support, out-of-school time programs, family engagement, service learning, summer learning, classroom teaching, social and emotional support.

2. **K-12 Success**
Projects focused on student educational and behavioral outcomes in low-achieving schools. Activities can support remote learning program development, tutoring, mentoring, other classroom support, out-of-school time programs, family engagement, service learning, summer learning, classroom teaching

3. **College Access and Success**
Projects focused on supporting the post-secondary academic success of low-income college and pre-college students through tutoring, mentoring, family involvement, service learning, and/or summer learning.

4. **STEM (Science, Technology, Engineering and Math)**
Projects focused on STEM programs as pathways for economically disadvantaged students including tutoring, mentoring, other classroom support, out-of-school time programs, family engagement, service learning, summer learning, or classroom teaching.

5. **Career and Technical Education (CTE)**
Projects focused on helping low-income students gain the skills they need to compete for employment through tutoring, mentoring, family involvement, service learning, and/or summer learning.

B. ECONOMIC OPPORTUNITY

Within this priority area Campus Compact will support projects that leverage an AmeriCorps member to enhance access to services and resources that contribute to improved economic success outcomes for economically disadvantaged individuals specifically in the one of these objectives:

1. **Housing**
Projects focusing on transitioning individuals into or helping them remain in safe, affordable housing, with a special focus on veterans and those displaced due to COVID-19 related unemployment and eviction prevention. Activities can support housing placement/assistance, housing repair, and housing development.

2. **Employment/Workforce Development**
Projects focusing on improving or creating job skills training programs that lead to increased employment. Activities can support job placement, job training, and GED & adult education that lead to increased employment.

3. **Federal Benefit Access**
   Projects that increase awareness of and access to federal benefit programs such as the Child Tax Credit (CTC), Supplemental Nutrition Assistance Program (SNAP), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), and others.

C. HEALTHY FUTURES

Within this priority focus area Campus Compact will support projects that leverage an AmeriCorps member to enhance access to services and resources that contribute to improved food security and access to health care for economically disadvantaged individuals:

1. **Food Security**
   Projects focused on alleviating hunger and increasing access to nutritious food. Potential partners may include, but are not limited to, individual food banks and pantries; networks of food banks and K-12 schools and after-school programs, including food security programs located on the host site campus to serve low-income college students. Activities can support outreach, education and training, referrals, and nutrition/food support.

2. **Access to Health Care**
   Projects focused on connecting economically disadvantaged individuals to preventative education and treatment/recovery services particularly regarding treatment/recovery services regarding the COVID-19 pandemic and opioid crisis, to include mental health services. Activities can support outreach, education and training, referrals, medical services, counseling/coaching, opioid/drug intervention, or disability inclusion.

D. VETERANS AND MILITARY FAMILIES

Within this priority focus area, Campus Compact will support projects that leverage an AmeriCorps member to build capacity for projects that focus on education, economic opportunity and healthy futures for low-income veterans and military families. Host site applications will propose to leverage an AmeriCorps member to build capacity for organizations or programs in one of the following areas:

1. **Education**
   School readiness, success in K-12 education,and postsecondary employment success.

2. **Economic Opportunity**
   Employment and veterans' homelessness prevention/reduction homelessness prevention/reduction.

3. **Healthy Futures**
   Access to health services, including substance abuse prevention and recovery and mental health services.

Outcomes and project activities for this priority area's objectives fall into the performance measures of the aligned focus areas and may include building capacity for education, job training, job placement, GED education, other adult education, tutoring, mentoring, family involvement, service learning, summer learning, nutrition/food support, outreach, counseling/referrals counseling/coaching, opioid/drug intervention. This includes programs located at the host site in support of low-income Veterans' education success at the host site.

E. ENVIRONMENTAL STEWARDSHIP

The AmeriCorps VISTA and Campus Compact program will support anti-poverty initiatives that focus on environmental stewardship and climate change in low-income communities. Priority objectives include:

1. **Renewable energy and energy efficiency**
   Projects focused on providing weatherization and energy efficiency improvements to low-income communities through weatherization or retrofitting

2. **Building community resilience**
   Projects focused on education in environmental stewardship and/or environmentally conscious practices though education, training, or service-learning

F. PRIORITY POPULATIONS

Within the selected program focus, AmeriCorps VISTA encourages new project development where appropriate in the following specific populations and geographic areas. Projects focused on serving these populations and communities will be given the highest consideration for the investment of AmeriCorps VISTA resources.

1. **Rural Communities**
   VISTA seeks a balanced portfolio of urban and rural programming. More than 35% of those living in rural counties live in high poverty areas and 85% of persistent poverty counties are in rural America. Campus Compact seeks host site proposals that will build capacity for addressing the needs of economically disadvantaged individuals in rural communities.

2. **"Indian Country"***
   In fiscal year 2021, VISTA aims to increase its footprint in tribal areas. According to the Census Bureau, Native Americans have the highest poverty rates in the country and reservations are some of the poorest locations in the United States. The devastating impact of COVID-19 on tribal nations and communities was a clear demonstration of the continuing need to support economic and health initiatives in "Indian Country". Campus Compact seeks host site proposals that will

build capacity for addressing the needs of economically disadvantaged individuals in tribal communities.
This is federal terminology utilized by AmeriCorps, not Campus Compact

3. **Areas of Deep Poverty**

Additionally, priority will be given to projects that serve individuals experiencing deep poverty and communities with a high number of households experiencing deep poverty. Deep poverty is defined as having a household income below 50% of the federal poverty line. A persistent poverty level of 20% or greater for 30 years or more is considered persistent poverty and should be noted in the application. You can use the [USDA poverty mapping tool](#) or [Census Poverty Data](#) as resources to help identify these areas.

Applicants should identify which priority populations their project serves in the application process by both checking the categories that apply and addressing it throughout their narratives. Although it is not required to serve these populations, doing so will strengthen the application.

VII. Host Site Eligibility and Requirements

A.   ELIGIBILITY TO APPLY FOR CAMPUS COMPACT AMERICORPS VISTA

Campus Compact AmeriCorps members will be awarded primarily to institutions of higher education who are Campus Compact members in good standing as defined by the payment of their membership dues on or before July 1, 2022. Current non-member institutions of higher education from these states may apply to host a Campus Compact VISTA, and if selected, the institution must join the Compact through the payment of membership dues on or before July 1, 2022.

Non-profit organizations, regional consortia, and K-12 schools are eligible to apply under this program and propose to leverage an AmeriCorps member. These applications will be considered when the non-member organization or school is partnered with an institution of higher education who is a member of Campus Compact or who proposes to build significant capacity with an institution of higher education in order to better serve the needs of low-income individuals.

The Campus Compact VISTA Project is a national project; however, applicants from states with a local Compact affiliate office with an active VISTA project should consult with the affiliate office prior to submitting their application to this RFP. For a listing of affiliate Compacts, please visit the [Campus Compact website](#).

Applications for more than one AmeriCorps member from multiple departments of the same higher education institution will be considered and should be submitted as

separate applications. Applications for more than one AmeriCorps member by the same department may be submitted as one application with separate VISTA Assignment Descriptions (VAD) for each proposed position. Please confer with program staff on which strategy is appropriate for your circumstance.

B. Supervision

Applicants must designate a person who will serve as the primary host site supervisor. This person must have the capacity to provide day-to-day supervision of the proposed AmeriCorps member, both in-person and through remote supervision, in consideration of COVID-19. Campus Compact requires that the host site supervisor be a full-time employee of the host institution. Year-round supervision is required regardless of the host institution's summer schedule; host supervisors who are faculty members on a 9 or 10-month contract must provide a plan and identify a person who will serve as the supervisor during the summer. Advanced communication should be shared with Campus Compact in the event of a planned sabbatical of the primary or secondary supervisors. Additional or secondary supervisors must also participate in a supervisor orientation and should be identified during the completion of the application.

1. **General Requirements of Host Site Supervisors**
   - Recruit an AmeriCorps member to serve at the host site
   - Provide on-site orientation and training at the beginning of service in-person or virtually
   - Create a safe, inclusive, and equitable in-person and remote work environments for the AmeriCorps member
   - Provide daily direct supervision and support to the AmeriCorps member
   - Oversee the VISTA Assignment Description (VAD) implementation
   - Meet regularly with identified partners and ensure they are properly introduced to the pillars of AmeriCorps and the role of the AmeriCorps member
   - Meet weekly with the assigned AmeriCorps member in addition to providing ongoing communication
   - Attend supervisors' orientation, Fall and Spring grantee meetings
   - Accommodate site visits and/or monitoring visits from Campus Compact VISTA staff
   - Approve AmeriCorps member electronic timesheets along with sick and personal leave requests on a bi-weekly basis
   - Approve monthly AmeriCorps member electronic data report
   - Oversee completion of required paperwork, data collection and reporting
   - Communicate with Campus Compact in a timely manner regarding issues with the assigned AmeriCorps member, partner sites, and/or program implementation
   - Ensure the attendance of an AmeriCorps members at required Campus Compact and AmeriCorps training and events
   - Complete MOU and compliance paperwork by designated deadlines
   - Understand and be aware of the differences in capacity building and direct service
   - Plan for supervision during periods of time when the supervisor is off/away

2. **Required Host Site Support of the AmeriCorps member**
   Host sites are required to provide their assigned AmeriCorps member with:

   - Organizational ID (with campus access that includes library privileges and other similar services, if applicable)
   - Safe, productive, ADA compliant office environment that includes a secure office/desk space with office supplies (including PPE and appropriate sanitization materials)
   - Daily access to computer and internet. This will be especially important if teleservice is required due to COVID-19 and may require additional accommodations (i.e. webcam, microphone) to support virtual engagement
   - Individual organizational email account
   - Access to basic office equipment including, but not limited to: photocopier, printer, and a phone including a private voice-mail
   - A budget for work-related expenses including travel and transportation
   - Comprehensive community and organizational orientation
   - Assistance in securing housing and accessing resources at the local level, if necessary

   Host sites and community partners are permitted to provide additional **non-cash support** to the Campus Compact VISTA during their year of service. Examples of allowable non-cash support are:

   - On-campus housing or rental subsidy paid directly to the landlord
   - Meal plans or grocery gift cards
   - Internet and/or phone stipend
   - Access to the campus fitness center
   - Public transportation and/or parking passes
   - Access to free or reduced courses
   - Conference attendance and other professional development opportunities

   Additional **cash payments beyond the VISTA living allowance by either the host site or community partner are not permitted.** Cash payments include support that functions as cash, such as electronic app transfers (Venmo, Paypal, etc.) and Visa gift cards.

C. AMERICORPS MEMBER RECRUITMENT

Host sites are required to conduct local recruitment for the AmeriCorps VISTA position at their site. All host sites must post the position, screen, interview candidates and submit the locally recruited candidate to Campus Compact once identified. Access to eGrants will also be given to sites for the purposes of interviewing candidates from the national pool who may be interested in their project. Campus Compact will also interview the candidate, provide additional background information regarding what it

means to serve with the host site as a Campus Compact AmeriCorps VISTA member, ensure reference checks are complete, and nominate the candidate for approval by AmeriCorps.

A webinar on recruitment will be required for all approved host sites and basic information about recruitment including sample position description, recruitment flyers, and guidelines will be provided upon selection to the Campus Compact VISTA program.

D. VISTA ASSIGNMENT DESCRIPTION (VAD)

The VISTA Assignment Description or VAD details the activities AmeriCorps members perform during their year of service. A strong VAD is the foundation on which the AmeriCorps member experience is built. The VAD:

- Provides a broad outline of what an AmeriCorps member will work on during the year of service. Similar to a position description, it's valuable in recruiting members and as the basis of a detailed work plan.
- Breaks down the objectives identified in the host site application into a realistic set of activities to reach those objectives.
- Is written yearly, per assignment. A unique VAD is required for each AmeriCorps member each year. When a renewal application is submitted, VADs will be reviewed to determine growth of the project.
- Can be adapted as the project evolves and the unique strengths of the AmeriCorps become apparent with approval of Campus Compact and AmeriCorps.

The VAD is submitted during the host site application process using the template provided. Effective VADs include the following elements:
1. **Project Goal Statement:** The VAD begins by stating the overall goal of the project (as opposed to the goal of the VISTA position). This statement is equivalent to how you would describe the VISTA assignment to the applicant/member.
2. **Objectives:** Articulate what the AmeriCorps member will achieve through the assignment in order to reach the project's capacity building and anti-poverty goal. Include multiple objectives that link the overall project goal and the AmeriCorps member's activities. Include a period of performance with a clear beginning and end for each objective. Be specific, rather than using the entire service year as the period of performance.
3. **Member Activities:** Identify the specific activities the AmeriCorps member will carry out to achieve the objectives. Activities that include the desired outcome or deliverable are most informative and effective. Avoid vague statements, such as the AmeriCorps member "will assist with…" Activity statements should be specific enough that someone unfamiliar with the project can understand the expectations of the AmeriCorps member.
4. Timeframe: VADs must follow a timeframe and designate periods during which the member is to complete the specified activities.

All VADs are reviewed by Campus Compact and submitted to AmeriCorps for approval. Please save your VAD as a Word document with your host site's name in the document title.

COVID-19 Caveat: In light of the ongoing pandemic, VADs should be written keeping the impact of COVID-19 in mind for project completion especially where access to the host site and/or partnering organizations may be limited. VADs can be updated as restrictions increase or decrease in regard to the pandemic but must be submitted to Campus Compact for approval before implementation.

E. HOST SITE FEE

Campus Compact is responsible for cost-sharing up to one quarter of the cost of living allowances for AmeriCorps members. All host sites pay a "host site fee" to Campus Compact which consists of an equal share of both the living allowance cost-share obligation and the training, travel, and member support costs for the program not covered by federal resources. The host site fee represents less than one third of the total per member program cost and a fraction of the benefit that AmeriCorps members can provide to campuses, partners and communities.

For the 2022-2023 program year, the host site fee will be between $7,000-$9,000. **All host site fees are non-refundable.** The final amount will be determined in the spring semester in conjunction with the federal resources approved by AmeriCorps. Host sites and identified partners are welcome to split the cost of the host site fee. Campus Compact AmeriCorps VISTA host sites fees are due July 1, 2022 before the program begins and the AmeriCorps member arrives at the host site.

As an organization committed to equity and full participation, Campus Compact makes every effort to address financial barriers that might otherwise exclude involvement in our program. While we must meet our programmatic and funder obligations, the Compact is willing to explore options with host sites that might find themselves financially challenged in the meeting of this fee. Please contact Matt Farley, Director of AmeriCorps Programs (mfarley@compact.org) if you have any questions.

Please note that Host Site Fees do increase over time as they are impacted by cost of living allowance adjustments (COLA), fluctuations in program costs, federal match requirements, and federal grant structure.

VIII.   Role of Campus Compact

As the intermediary sponsor, Campus Compact serves as the principal investigator for the grant program and provides program staff and AmeriCorps VISTA leaders in direct support of host sites and AmeriCorps members. The Compact will provide the following:

A.   GRANT ADMINISTRATION
- Write the Federal grant application, negotiate the award and partner with the Regional AmeriCorps Office,
- Issue the RFP, conduct application assistance, review proposals, make grant decisions, provide feedback to host site applicants
- Issue awards, issue MOUs and invoices,
- Complete required programmatic and financial grant reports
- Conduct site visits in support of program implementation
- Conduct monitoring visits to ensure compliance with the federal application, procedures, and reporting
- Complete payroll paperwork and process AmeriCorps member biweekly living allowance and expense reimbursements
- Track AmeriCorps members attendance and use of leave time
- Support host site supervisors by phone, email, and on-site as needed
- Complete semi-annual and annual reports to AmeriCorps to convey overall Campus Compact VISTA program metrics and achievements

B. TRAINING, NETWORKING AND PROGRAM SUPPORT
- Convene host site supervisors annually for supervisor orientation, either in person or virtually
- Convene AmeriCorps members and host sites bi-annually for grantee meetings either in person or virtually
- Connect AmeriCorps members and host sites to additional training opportunities and resources available through Campus Compact and the Regional AmeriCorps offices as well as through the state National Service Commissions

C. RECRUITMENT
- Provide support (i.e. training and coaching, marketing strategies and materials) to host sites to recruit candidates through the AmeriCorps portal, Service Year and other national outreach
- Engage in national outreach for positions in our program (i.e. Service Year Alliance)
- Screen candidates referred by host sites or the national pool and make them available for host sites
- Review candidate applications, conduct interviews, check references, write sponsor evaluations of candidates and submit candidates to AmeriCorps for approval

D. AMERICORPS MEMBER SUPPORT
- Provide relocation support to incoming AmeriCorps members
- Conduct training and residential retreats annually for AmeriCorps members for

orientation, professional development, information sharing and reflection, either in person or virtually, depending on state and local guidelines on COVID-19
- Conduct needs assessment for professional development and provide optional training opportunities to corps members
- Provide support to AmeriCorps members by phone, email, video conference, and on-site as needed

IX. Performance Measures and Reporting Requirements

AmeriCorps VISTA projects have two (2) main conceptual components (1) build capacity of programs or organizations that are intended to (2) help individuals and communities out of poverty. The anti-poverty component is the reason resources are awarded to an organization while the capacity building measures are how the anti-poverty work is accomplished.

Campus Compact host site applicants must report on performance for both the capacity building component and the anti-poverty component of the proposed project. The performance measures and the output and outcome targets selected in the online application become the basis for future progress reporting. Performance measurement is a key part of evaluating a project's success and should be considered carefully in the application process.

Capacity building: For each site that will benefit directly from the capacity building efforts of the AmeriCorps member, the host site must specify the capacity building goal they hope to reach at the site. Applicants must select **at least one** capacity building output that they will track/collect data on and **at least one** capacity building outcome that they will measure. All applicants must also detail how they will collect the required data for the outputs and measure the outcomes specified in the application process.

Anti-poverty: Host site applicants also provide information about how the organization or program will ultimately help individuals and communities out of poverty. The host site identifies the anti-poverty priority focus area (as described in Section II) and specifies (1) anti-poverty output, (2) anti-poverty outcome, and (3) an anti-poverty program intervention strategy. Please note that many of these outputs and outcomes relate to direct service and should reflect the programs and projects the VISTA is supporting rather than the work of the VISTA themselves.

Campus Compact requires host sites to submit narrative reports twice yearly (January & June) and data reports monthly. The submitted data is aggregated into one report for the entire program and submitted to AmeriCorps.

Host sites may include objectives and activities in the VAD for the AmeriCorps member to design and develop data collection and evaluation as well as to design and implement continuous improvement practices. It is critical that the host site be able to measure the effectiveness of its programming and it is also critical that the host site measure the effectiveness of the capacity building effort(s).

Click here for the complete guide to Campus Compact AmeriCorps VISTA performance measures.

X. Application Instructions

Word limits have been set and provided for narrative sections of the application. Please note that character limits are used in the Service Opportunity section because of restrictions in the AmeriCorps online portal.

1. DUE DATE AND NOTIFICATION DATE

The application for Campus Compact AmeriCorps VISTA is to be completed online. A link will be posted on our website by December 1, 2021.

- Regular applications must be completed and submitted by **January 19 2022.**
- Notification of application status will be sent no later than **February 28, 2022**.

The application will be submitted via Survey Monkey Apply, Campus Compact's platform for applications and awards. Users will be able to make an account and then select the appropriate RFP to begin the application process. Please click here to access the application: https://compact.smapply.io/prog/americorps_vista_host_site_application

The following are the required application sections and the question prompts found in the online application. We highly recommend that applicants answer their questions in a word or text file and then copy and paste into the online application. Regularly save your responses in the application. You can refer to Appendix B for additional guidance on language as you develop your responses to each section.

2. APPLICANT INFORMATION

Each host site applicant will have to identify some basic information at the start of their application including, but not limited to:

- Organization/Institution Name, location, membership with Campus Compact, and EIN Number
- VISTA Project location
- Contact Information for the host site supervisor(s), primary contact with authority to commit funds, and ADA Compliance Officer
- Project focus area and priority populations served

3. NARRATIVE SECTION

Executive Summary *(Max: 300 words)*
Please provide a summary of your organization's mission (if you do not have a formal mission statement, how would you describe the main priority/purpose statement at your site?), the proposed project goals, who will benefit from this project, and the AmeriCorps member's role within the project, including the general tasks and activities the AmeriCorps member will perform in order to implement the proposed project. Include how the anti-poverty mission of AmeriCorps VISTA will be addressed within the specific

project focus area (education, economic opportunity, healthy futures, veterans & military families, or environmental stewardship).

If your potential project is accepted, the executive summary is used to market your positions, so you are encouraged to make it compelling and memorable. Executive summaries should reflect selected priority areas and performance measures. As we begin to transition to align with AmeriCorps' efforts in prioritizing racial justice-focused projects, if your work has a focus that advances racial equity, please include it in the section, as well.

We highly recommend using the following suggested template as a guide for the executive summary:

[Organization Name]'s mission is [Mission Statement]. The proposed VISTA project aligns with the [Choose one AmeriCorps Focus Area] focus area. The VISTA project will seek to [enter goal(s)] and expects to benefit [enter type and estimated number of beneficiaries]. [Enter number of VISTA's] AmeriCorps members will contribute to the goals of the project by performing activities such as [enter activities] over the course of [enter expected length of project].

Community Need Statement *(Max: 500 words)*
Describe the unmet, poverty-related, community need(s) that this project addresses, emphasizing statistical data and citing reliable sources, and connecting it to your selected anti-poverty measure.
- Clearly describe which low-income populations the project will serve, why the needs are not currently being met
- Why are AmeriCorps resources a good fit/approach in solving this unmet need?

Joint or Co-host site (If applicable) *(Max: 400 words)*
This section is ONLY for those applicants who have a joint or -co-host site in their VISTA project (i.e. if the VISTA has a dual report to another organization or department within the same organization). Please note, other partners can be identified in a subsequent question. **If this does not apply to your project, please move to the next question.**

- Describe your co-host site'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.
- Describe how you will collaborate to support the VISTA making sure supervision and reporting lines are clear and effective.

Project Goals and Outcomes *(Max: 600 words)*

Describe the proposed AmeriCorps member activities and intended results. Clearly explain how leveraging a Campus Compact AmeriCorps member will result in increased capacity to meet unmet needs.

How will the planned program strategy (i.e. intervention) ultimately strengthen the community and bring individuals out of poverty? 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

Were the service beneficiaries involved in designing the proposed scope? If so, how? If not, what are your plans to engage them in shaping the project in the future?

The narrative here should align with the VISTA Assignment Description (VAD).

History and Partnership(s) *(Max: 400 words)*
Please describe your organization's history with the work you are proposing and any key partners (current or proposed) that are already identified as important to the project's success. For partners, please describe who they are, how/why they were identified and selected, and how they were involved in designing this proposal.

Racial Equity (Max: 300 words)
Reflecting on AmeriCorps' and the Compact's priority focus on advancing racial equity, how will this project support this priority and address racial equity at your organization and within your community?

Campus Connections and Strategic Alignment
Community Engagement & Civic Action (*Max: 300 words*)
Given Campus Compact's vision of higher education as an agent of social change and our historical focus on civic and community engagement and partnerships, please describe how this project intersects, amplifies, or connects with the work of existing civic and community engagement projects on campus.
  ● If this proposal is being initiated by a department that is not located within central civic/community engagement programs on campus, describe how you will share information and collaborate with those departments, centers, and/or projects.
  ● How does the proposed AmeriCorps VISTA project align with existing strategic community initiatives or civic action plan (if completed)?

4. PERFORMANCE MEASURES: OUTPUTS, OUTCOMES, AND INTERVENTIONS

Use this [Performance Measure Guidance](#) document to complete this section.

Please take the time to carefully review each performance measure, its description, approved interventions, and strategies for measurement in the Campus Compact Performance Measures Guidance. Work with your stakeholders and project advisory board to determine which performance measures are relevant to the anti-poverty goals of your project and that your institution or organization has the capacity to measure.

All projects are required to select both a Capacity Building Performance Measure as well as an Anti-poverty Focus Area (Education, Economic Opportunity, Healthy Futures, Veterans and Families, Environmental Stewardship) and a Performance Measure within that focus area. For both your Capacity Building and Anti-poverty focus area performance measures, you will need to select at least one **output** and one **outcome** performance measure but you can select more than one if applicable.

After selecting your capacity building and anti-poverty output and outcome performance measures, you will need to identify **targets** for said outputs and outcomes. **Targets** are the estimated number of low-income individuals you hope to reach through the capacity building efforts of the AmeriCorps member during this grant period. You should consider the scope and stage of your project when setting targets for each selected performance measure. Please set realistic and attainable targets for your project. Projects in year 1 that focus on project development and not implementation are able to put "0" as your first year target numbers.

5. PROJECT EVALUATION
Overall Evaluation Plan (Max: 400 words)
Campus Compact VISTA recognizes that organizations and programs have data and evaluation priorities related to the work of the AmeriCorps member but beyond the AmeriCorps performance measurements. These activities may include assessing needs/assets, process evaluation, and program improvement as well as communication with key stakeholders, funder requests, reports, etc. Please describe your project's overall evaluation plan and the role, if any, that the VISTA may play in that process.

Performance Measures Assessment Plan (No word limit)
Using an intervention category that aligns with your selected performance measures, describe your plans for assessing progress toward achieving your selected project performance measure outputs and outcomes.
- Include details regarding measurement tools to be used (e.g., surveys, databases, etc.) data tracking, collection, and aggregation.
- If applicable, include a description of how you will work with partners to collect data and collectively assess the impact of the capacity building effort.
- *Please reference the [Performance Measure Guide](#) on our website for support.*

Sustainability & Continuous Improvement *(Max: 300 words)*
The work of VISTAs should improve the capacity of the organization long after their term of service has ended.

- How will your 3-year project build over time towards sustainability as the work plan is implemented? What are at least 2-3 concrete steps for the [long-term sustainability](#) of the project?
- How will your project use the performance measure assessments and evaluative process(es) outlined above to ensure continuous improvement, including creating intentional space to reflect, document lessons learned, and adapt processes and systems with an eye towards sustainability as the project progresses over the 3-year period?

6. PROJECT MANAGEMENT

Organizational Capacity (*Max: 300 words*)
Describe the capacity of your department/campus or organization to successfully host a Campus Compact AmeriCorps member in collaboration with your proposed partners. Please include a description of your experience operating anti-poverty programming in the identified areas of activity.

Member Development *(Max: 300 words)*
Describe the potential training and professional development opportunities available to the Campus Compact AmeriCorps member at your host site and/or partner site.

Supervision Plan *(Max: 500 words)*
Describe the plan for daily supervision for the Campus Compact AmeriCorps member. Include the following:

- Plan for ensuring the AmeriCorps member is provided a thorough orientation to the host site, partners, and community
- Plan for sharing the AmeriCorps members time with partner sites (if applicable)
- Plan for coordinating supervision with partner sites (if applicable)
- Plan for ongoing communication and support between the host site Supervisor(s) and the AmeriCorps member
- Plan for monitoring the AmeriCorps members progress in meeting the goals and objectives of the VISTA Assignment Description (VAD)

Teleservice Plan *(Max: 300 words)*
Describe your plan to support teleservice of your AmeriCorps member (pending local guidelines on COVID-19), including access to technology (internet, phone, computer, and video conferencing), equipment, and materials, as well as a remote supervision

plan, and monitoring the wellness of your AmeriCorps member. If you are transitioning back to in-person service, please describe that transition plan (if applicable).

Community Member Advisory Board *(Max: 300 words)*
Each AmeriCorps Project is expected to have an advisory Board of community members to engage in sustainable project development and implementation throughout the life of the project. This could include: partnership development, strong evaluation, work study students working & receiving services, data collection methods (Key Informant Interviews, focus groups), fundraising, etc.
- Describe the development of an Advisory Board that will oversee your proposed project. How have you intentionally considered diverse representation?
- 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 (you will list this out in a table in the application)

Non-cash Support
Indicate what (if any) non-cash support the host site will provide (check boxes)
- Housing on campus
- Rental stipend off campus
- Public transportation pass
- Meal plan on campus
- Food & Grocery Gift Cards
- Access to free or reduced courses
- Access to fitness center
- Access to professional development and training opportunities
- Internet or phone Stipend
- Other (please specify)

7. AMERICORPS MEMBER RECRUITMENT

Recruitment Plan *(Max: 300 words)*
Every host site is responsible for recruiting AmeriCorps members and all supervisors must attend at least one recruitment training hosted by Campus Compact.

- What is your plan for recruiting a member for your host site and what platforms do you intend to use for recruitment?
- What skills are most needed for the AmeriCorps VISTA to be successful for your project?
- What are the service-related transportation needs of the proposed AmeriCorps VISTA position? Is public transit available? Will the VISTA member need to be a licensed driver? Will the AmeriCorps member need access to a personal vehicle?

- How will the host site and/or partner provide reasonable accommodations to meet the needs of qualified persons with disabilities wishing to serve as an AmeriCorps VISTA?

Service Opportunity Listing Statements
The Service Opportunity Listing is used to advertise your project to prospective candidates in the AmeriCorps portal.
1. **Brief Promotional Pitch:** Give a brief description of your project. Give us your "elevator pitch" to get potential candidates interested in your project - why should they want to serve at your site? (200 characters or less to fit within AmeriCorps portal)

2. **Expanded Advertisement:** Describe what your AmeriCorps member will do during their year of service (this is a narrative of the position description). This must be consistent with the VAD and the position Description. (1000 characters or less within AmeriCorps portal)

8. COMMITMENT VERIFICATION PAGE
The Legal Applicant completes the verification statement.

9. FILE UPLOADS
The following are the required attachments for the Campus Compact AmeriCorps VISTA Host Site Application:

1. **Letter(s) of Support**
   a. **Host Institution:** A letter of support from an organization's executive is required. This letter must be on the host site applicant letterhead and be a signed document. The letter should detail knowledge of the proposal, how the goals of the project are aligned with the organizational mission, vision, and strategic priorities, and a statement of the resource commitment of the host site to support the AmeriCorps member placement. This letter should also detail how the proposed partnership aligns with existing civic engagement efforts on the campus (if applicable). If the applicant is a higher education institution, this letter would come from a President, Provost, Vice President, etc. If the applicant is a non-profit organization, this letter would come from the Executive Director or Board Chair. If the applicant is a school, this letter would come from the Principal or Superintendent. [Word or PDF formats]

   b. **Partner Site:** A letter of support from the proposed partner (if applicable) reflecting the commitment and mutual investment in the partnership and its capacity-building goals. If two organizations are co-hosting the VISTA, this is required. If not, this is an optional but recommended action. [Word or PDF formats]

2. **VISTA Assignment Description**

   Complete the VISTA Assignment Description (VAD) using the [VAD template provided on our website](). You will need to download the file and save your own version. Provide a clear and concise overview of the proposal to host a Campus Compact AmeriCorps member. Avoid the use of abbreviations and acronyms. Explain why you are leveraging a AmeriCorps member, the anti-poverty focus and specific capacity building outputs and outcomes for the AmeriCorps VISTA position and who will benefit from the project. **Please be sure to remove "template" from your document upon submission. Please save your document as** "22-23 (two letter state) (institution/organization) VAD" (Example: *22-23 CT Wesleyan VAD*) [Word File Format Only]

3. **Position Description**

   Include a position description for the proposed AmeriCorps VISTA role using the [Position Description Template provided on our website](). You will need to download the file and save your own version. This description is what host sites will utilize to advertise their position, but it must be reviewed and approved by the Campus Compact staff prior to host site distribution. Please use the following naming convention: "22-23 (two letter state) (institution/organization) position description" (Example: 22-23 CT Wesleyan position description) [Word File Format Only]

Appendix A - Application Checklist

VISTA Assignment Description (VAD)
- updated for 2022-2023 priorities
- Goals, outcomes & activities
- "22-23 (two letter state) (institution/organization) VAD"

Position Description/Use Template Provided
- benefits (AmeriCorps & any non-cash benefits provided by Host Site)
- explicitly state this is an AmeriCorps position
- specify the percentage of in-person work and if COVID restrictions will affect this
- contact information for Host Site Supervisor/Recruitment staff
- Saved document as "22-23 (two letter state) (institution/organization) position description"

Letter(s) of Support (if applicable)

Did you use the Performance Measure Guidance to select your outputs, outcomes, and identify your interventions?

Did you consistently reflect on sustainability and the anti-poverty nature of the project as you developed your application and project?

Did you refer to Appendix B for understanding and utilization of key concepts and terms?

Appendix B - Application Supplement

1. **<u>Key Terminology</u>**

Campus Compact recommends that you familiarise yourself with these common AmeriCorps VISTA related Terms.

Capacity building: A set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. Activities may also leverage resources for programs and/or organizations.

Community Partner: Nonprofit organizations, public agencies, government offices, schools, and certain private businesses that your institution/organization seeks to collaborate with on any number of initiatives or activities to support the advancement of the community. As experts on the community, community partners can provide guidance and be involved in the planning, implementation and/or evaluation of the AmeriCorps VISTA projects to ensure the project will and is meeting the needs of the community. In terms of the AmeriCorps VISTA project, community partners are not to be confused with project partners/co-host sites.

Host Site: The institution/organization which applies for the AmeriCorps member. The host site is seen as the base of the AmeriCorps VISTA. The host site supervisor is the main supervisor indicated on the application who is ultimately responsible for ensuring that the AmeriCorps member is engaged in capacity building work and ensuring reporting is completed and accurate.

Sustainability: The long-term plan regarding how the capacity built / the program(s) developed will persist in the absence of the AmeriCorps member. Sustainability should take into account who will/should be involved (stakeholders, students), what resources have been made available, and the transfer of information and knowledge to the community/organization/department that will support the continuation of the project.

Performance Measures: A value or characteristic that measures progress toward goals, and also used to improve progress, reduce risks, or improve cost-effectiveness. Performance Measures include **<u>outputs</u>** (a type of measure that tabulates, calculates, or records the actual products or services delivered by a program, such as students receiving tutoring or houses built) and **<u>outcomes</u>** (a

type of measure that indicates progress toward achieving the intended result of a program, which usually represents a change in the situation of beneficiaries of service, such as educational achievement or housing). AmeriCorps VISTA projects have two main conceptual components: (1) to build capacity of programs or organizations that (2) are intended to help individuals and communities out of poverty. Performance measures are selected by host sites to evaluate both capacity building interventions and anti-poverty outputs and outcomes.

Project Partner/Co-Host Site: This is a joint partner in the AmeriCorps VISTA project. These joint partners will be involved in the planning, implementation and evaluation of the AmeriCorps VISTA project, as well as co-supervision of the AmeriCorps member(s). Co-host supervisors must attend all mandatory Campus Compact meetings (such as supervisor orientation, grantee meetings, site visits etc.). Please note that this category refers to only a partner organization where a VISTA will be placed. We anticipate that projects will have many other significant partners, but this language does not apply to them.

VISTA Assignment Description (VAD): The project outline and overview detailing the goals, objectives and activities the AmeriCorps member(s) will perform during their year of service to achieve the overarching goal of the site application.

2. <u>**Concepts to understand and highlight in your application**</u>
As you work through your application and develop your VAD and Job Description, below are some key concepts and ideas that drive a VISTA project.

An AmeriCorps VISTA Project…
Is anti-poverty focused: An AmeriCorps VISTA project's goal is to help individuals and communities identify and development sustainable systems to address poverty in their communities

Empowers individuals and communities: An AmeriCorps VISTA project strives to involve community members to actively build solutions to problems or issues confronting their community

Is centered around social justice: Social justice in terms of the distribution of wealth, opportunities, and privileges within a society. Recognizing the link between racial inequity and poverty, VISTA projects should begin to prioritize their impact in this area

as well, in terms of the distribution of wealth, opportunities, and privileges within a society. Recommended Resource: [Racial Equity Tools](#)

Eliminates/addresses barriers to success: An AmeriCorps VISTA project addresses structural racism, discrimination based on age, sex, gender, race, religion or any other identity and works towards the alleviation of those barriers through access to resources and ideas

Identifies sustainable solutions to community challenges: An AmeriCorps VISTA project provides direct support to host sites in their development of systems, relationships, and knowledge as they organize and create long-term solutions to address the root causes of poverty.

Remember, an AmeriCorps VISTA member's purpose is not to provide direct service, but they do capacity building. Below are some examples of capacity building terminology we recommend using as you develop your VAD activities and application:

Strengthen systems...
Increase effectiveness, efficiency and/or scope...
Expand services...
Leverage resources...
Take a holistic approach...
Are community builders...
Build and support ...
Engage in innovative approaches...
Develop processes…
Mobilize communities…
Identify assets and resources…
Bring individuals together...
Act as a change agent…
Research and implement best practices ...