



ServeNebraska AmeriCorps VISTA Host Site Application 2021-2022

INSTRUCTIONS

Please complete the following information and submit electronically to ServeNebraska at dhhs.americorps@nebraska.gov by **5 PM CT on October 29th 2021**.

It is strongly suggested that potential applicants review the ServeNebraska VISTA Host Site Guidance, the ServeNebraska VISTA Assignment Description Guidance and the Capacity Building Performance Measures in advance of completing this application. Any questions regarding this application can be submitted to the email address listed above.

Core Principles of AmeriCorps VISTA

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 is to strengthen and support efforts to eliminate poverty. Each VISTA project should focus on empowering individuals to emerge from poverty, not simply make poverty tolerable. VISTA projects should focus on long-term solutions rather than short-term services.
- 2. Community Empowerment:** Prospective and current AmeriCorps VISTA project sponsors must engage low-income community members in planning, developing, implementing, and evaluating the project. Each project must be responsive and relevant to the lives of community residents, and tap into inherent community assets, strengths, and resources.
- 3. Sustainable Solutions:** Congress has directed AmeriCorps VISTA to serve as short-term resources that serve to build the long-term sustainability of anti-poverty programs. Projects should be developed with a goal to phase out the need for VISTAs within three years and have the project continue without them.
- 4. Capacity Building:** VISTAs create systems that remain long after their term of service ends. VISTA projects expand the scale, impact, and resource-leveraging ability of programs and organizations that work to eliminate poverty. Our members strengthen sponsors by building infrastructure, expanding community partnerships, securing long-term resources, coordinating training for participants, and more, as determined by local needs.

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

VISTAs are not staff members or employees of the sponsoring organizations to which they are assigned.

VISTAs may not engage in activities at sponsoring organizations that would displace or supplant paid staff, contractors, or existing volunteers. These prohibitions against displacement and supplantation include activities related to the application and management of other AmeriCorps grants and programs.

PART ONE: GENERAL INFORMATION

Organization Name and Mailing Address	
Organization Website	
Organization Mission	
Area(s) to be served by the VISTA (list the specific city, county, or region)	
What physical site(s) will VISTA members be serving at? Will a workstation, telephone and computer access be provided?	
Title for the AmeriCorps VISTA Position (must include the phrase, "VISTA")	
Project Host site organization type (choose one):	<input type="checkbox"/> Designated 501(c)3 Organization <input type="checkbox"/> School <input type="checkbox"/> Government <input type="checkbox"/> Native American Tribe <input type="checkbox"/> Other, Please explain:
Project Host site EIN number:	
Project Host site Duns number:	
Which of the VISTA Priorities most closely aligns with your project goals?	<input type="checkbox"/> Economic Development <input type="checkbox"/> Education <input type="checkbox"/> Healthy Futures <input type="checkbox"/> Veterans and Military Families <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Priority Populations: Rural Communities, Indian Country, and areas of deep poverty <input type="checkbox"/> Racial Equity

<p>How many VISTA members are you applying for?</p>	<p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p>
<p>Project Host site contact – Name, Phone, Email (will serve as contact with ServeNebraska during application process)</p>	
<p>Project Host site is able to contribute cost share funding of \$3750.50 paid to ServeNebraska + \$150 for OnCorps per member to be paid to OnCorps. (Awarding priority will be given to organizations able to provide cost share funding)</p>	

PART TWO: COMMUNITY NEED AND PROJECT GOALS

AmeriCorps VISTA members provide indirect, capacity-building service to improve your agency's ability to accomplish your mission and thereby reduce poverty. Indirect service can take many forms, such as efforts to secure additional funding, create a community volunteer program, develop new outreach materials or curricula, or improve client intake and service systems. Complete the following sections in their entirety.

Community need statement: Explain the community's specific poverty-related need to be addressed. Include the following information: Describe the need in measurable terms. Include relevant characteristics of the community, including the number of low-income people directly affected by the identified problem or unmet need. Cite a reliable source that documents the need in the area being served. Briefly explain the organizations capacity to address the need and what is preventing the community's need from being met. The suggested length of this statement is 3-6 sentences.

Goal statement: Include the following: Describe who (population) will be served by the VISTA, describe what the VISTA will do using verbs (develop, implement), describe how poverty is addressed by VISTA efforts (breaking the cycle of poverty by...), state the specific self-sustaining product or service resulting from the VISTA efforts (volunteer systems, partnerships, funding), and if applicable describe how resources will be used (VISTA will write grants to support...). The suggested length of this statement is 1-3 sentences.

Sustainability: Describe in measurable terms the anticipated sustainability of results at the conclusion of the project. The suggested length of this statement is 1-3 sentences.

Community Involvement in Planning: Indicate the involvement of beneficiaries (as an advisory group) in project development and implementation throughout the life of the project. The suggested length of this statement is 1-3 sentences.

Volunteer Management: Indicate the role of the VISTA member in developing or enhancing the ability of the organization or partner organization(s) to implement effective volunteer management best practices and/or engage volunteers in meaningful service. The suggested length of this statement is 1-3 sentences.

Service experience and Training: Please address how your organization will ensure a meaningful service experience for the AmeriCorps VISTA member. What professional and/or educational training opportunities will you offer the member? How will you integrate the VISTA member into your organization and community? The suggested length of this statement is 1-3 sentences.

Monitoring: Please address how your AmeriCorps VISTA member will be supervised on-site, frequency and consistency of supervisory meetings, how you will monitor the VISTA member's progress toward the targets identified in the VAD, and your ability to complete and submit reports in a timely fashion. The suggested length of this statement is 3-4 sentences.

Data Collection: VISTA Programs are required to report demographic information, capacity building outputs and outcomes, and other relevant resource development data resulting from their VISTA programming. What process will you use to collect this data? List any departments/people who will be included in this process. The suggested length of this statement is 1-3 sentences.

PART THREE: CONNECTION TO SERVENEBRASKA & NATIONAL SERVICE

Does your service site have any other relationships to ServeNebraska? If yes, please describe: Examples may include staff member serves on the Commission, agency hosts another program or grant awarded through ServeNebraska, etc.

Other AmeriCorps programming at your site: Are there other AmeriCorps members serving at your site? If yes, please share what you know about their service, such as what stream of service of AmeriCorps and what program. How will the AmeriCorps VISTA's duties relate to the existing members' service activities?

Other national service programming at your site: Are there other national service programs at your site (i.e. AmeriCorps Seniors, Foster Grandparents, Senior Companions, Volunteer Generation Fund)? If so, how will the AmeriCorps VISTA activities complement the other national service programming?

PART FOUR: VISTA ASSIGNMENT DESCRIPTION (VAD)

The VISTA assignment description should identify key capacity building tasks and activities that can be accomplished in a single year.

Please develop 2-4 objectives for the VISTA member, identify the member activity steps to complete the objective, and the planned period of service (e.g. Months 1-6, Months 4-12, etc.).

Include enough detail in the activity description to guide the VISTA member while still allowing for flexibility in carrying out day-to-day tasks and activities. Please review the resources listed in *ServeNebraska VISTA Host Site Guidance* and the *ServeNebraska VISTA Assignment Description Guidance* for additional assistance.

VISTA Assignment – Overall Goal of the Project:

SAMPLE

Objective: Establish volunteer management infrastructure to assist with service delivery

Step 1: Develop the policies and procedures for the recruitment, screening, training, and supervision of volunteers.

Step 2: Develop volunteer recruitment, screening, training, and supervision materials.

Step 3: Train all staff members in volunteer policies and procedures.

Step 4: In collaboration with staff, conduct an organizational needs assessment to identify potential positions for volunteers and create volunteer position descriptions.

**Planned
Period of
Service**

Months 1-5

Objective:

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

**Planned
Period of
Service**

Objective:

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

**Planned
Period of
Service**

Objective:

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

**Planned
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Objective:

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

**Planned
Period of
Service**

Comments:

PART FIVE: VISTA SERVICE OPPORTUNITY LISTING

VISTA Project Host Site Organization Name:

VISTA Start Date: ☐ December 20 Recruitment Deadline – January 18, 2022 State Date

☐ January 18 Recruitment Deadline – February 14, 2022 State Date

Submitted By Organization Name:

If approved, ServeNebraska will use the position description information provided in this form to develop and list your VISTA position on the national recruitment site: my.americorps.gov. Complete the questions in their entirety and be specific in highlighting your project to potential candidates.

1. Tell us about your VISTA project. Be descriptive and highlight the benefits and opportunities to maximize interest from potential VISTA applicants.

➤ Give a brief tag line for the VISTA position (200 characters or less):

➤ Enter your VISTA project description (2000 characters or less):

2. Are there additional benefits or requirements for the VISTA member?

- Does project host site offer housing benefits to the VISTA? Yes ☐ No ☐
- Does project host site recommend VISTA have their own car? Yes ☐ No ☐
- Does project host site have a language requirement? Yes ☐ No ☐
- Other, please describe:

3. What skills does the project host site desire in an ideal VISTA member?

*Select all that apply

<input type="checkbox"/> Counseling	<input type="checkbox"/> Fund raising/Grant Writing	<input type="checkbox"/> Youth Development
<input type="checkbox"/> Architectural Planning	<input type="checkbox"/> Law	<input type="checkbox"/> General Skills
<input type="checkbox"/> Business/Entrepreneur	<input type="checkbox"/> Leadership	<input type="checkbox"/> Environment
<input type="checkbox"/> Communications	<input type="checkbox"/> Medicine	<input type="checkbox"/> Non-Profit Management
<input type="checkbox"/> Community Organization	<input type="checkbox"/> Public Health	<input type="checkbox"/> Social Services
<input type="checkbox"/> Computers/Technology	<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Urban Planning
<input type="checkbox"/> Conflict Resolution	<input type="checkbox"/> Recruitment	<input type="checkbox"/> Disaster Services
<input type="checkbox"/> Education	<input type="checkbox"/> Teaching/Tutoring	<input type="checkbox"/> Veterans
<input type="checkbox"/> Fine Arts/Crafts	<input type="checkbox"/> Trade/Construction	<input type="checkbox"/> Team Work
<input type="checkbox"/> First Aid	<input type="checkbox"/> Writing/Editing	

4. Is there a certain level of education required to serve with this project?

5. What will your VISTA member do? Use descriptive, captivating statements (1000 characters or less)

6. Indicate the field of service areas in which your member(s) is serving:

*Select all that apply

<input type="checkbox"/> Community and Economic Development	<input type="checkbox"/> Ex-Offender Reentry	<input type="checkbox"/> Homeland Security
<input type="checkbox"/> Community Outreach	<input type="checkbox"/> Environment	<input type="checkbox"/> Neighborhood Revitalization
<input type="checkbox"/> Children/Youth	<input type="checkbox"/> Health	<input type="checkbox"/> Public Safety
<input type="checkbox"/> Disaster Relief	<input type="checkbox"/> Hunger	<input type="checkbox"/> Technology
<input type="checkbox"/> Education	<input type="checkbox"/> Hurricane Katrina	<input type="checkbox"/> Tribal
<input type="checkbox"/> Entrepreneur/Business	<input type="checkbox"/> Homelessness	<input type="checkbox"/> Veterans
<input type="checkbox"/> Elder Care	<input type="checkbox"/> Housing	

Authorized Representative

Signature
Printed Name
Title
Date



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