Volunteer Iowa VISTA Project Host Site Application 2023-2024

INSTRUCTIONS

Thank you for your interest in AmeriCorps VISTA. Application deadlines are based on VISTA member start dates which are pre-determined by AmeriCorps. Organizations may select project start date that best the VISTA project needs. Please see the VISTA Host Site Guidance for additional information on available VISTA start dates.

Interested applicants are encouraged to set up a consultation to discuss the VISTA program, proposed project ideas, and timeline. Once the application is complete, submit to Julie Struck, Volunteer Iowa VISTA Program Officer, at julie.struck@volunteeriowa.org

This application is for new VISTA projects only. For VISTA projects that are renewing for a 2nd or 3rd year there is a project continuation form that needs to be completed.

Questions? Contact Julie Struck via email or call 515-348-6238.

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 more tolerable. VISTA projects should focus on long-term solutions rather than short-term services.

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

3. **Sustainable Solutions**
   Congress has directed AmeriCorps VISTA to serve as short-term resources that 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.

PART ONE: GENERAL INFORMATION	
Organization Name and Mailing Address	
Area to be served by the VISTA (list the specific city, county, or region)	
Title for the AmeriCorps VISTA Position (must include the phrase, "VISTA")	
Organization type (choose one)	
Organization EIN number:	
Is your organization a certified Service Enterprise? (Additional information about the Service Enterprise Initiative visit https://www.volunteeriowa.org/SEI	
Which of the VISTA *priorities most closely align with your project goals? *A description of these priority areas can be found in the Applicant Guidance.	
Organization Contact (Serves as contact with Volunteer Iowa during application process)	
Phone	
Email	
Host Site Supervisor contact (Serves as contact with Volunteer Iowa if a position is awarded)	
Phone	
Email	
Organization Fees Site Support Payment $700 Cost Share Fee $3300 Total fee per VISTA $4000 **Host site is able to pay total fee per VISTA?** **If no, indicate amount that can be paid.** (Awarding priority will be given to organizations able to provide cost share funding)	

PART 2: COMMUNITY NEED AND PROJECT GOAL

VISTA members provide indirect, capacity-building service to improve your organization's ability to accomplish your mission and thereby reduce barriers to 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, and much more. Complete the following sections in their entirety.

Community need statement: Describe the unmet poverty-related community need you propose to address through your VISTA project. 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 current capacity to address the need.
The suggested length of this statement is 6-8 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 3-5 sentences.*

Sustainability: Describe in measurable terms the anticipated sustainability of results at the conclusion of the project. *The suggested length of this statement is 2-4 sentences.*

Planning: Indicate the involvement of beneficiaries (i.e. advisory group, community involvement, etc.) 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 2-4 sentences.

Service experience and training: Please address how your organization will ensure a meaningful service experience for the AmeriCorps VISTA member. What 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 2-4 sentences.*

Monitoring: Please address how your AmeriCorps VISTA member will be supervised, 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.

PART THREE: CONNECTION TO VOLUNTEER IOWA & NATIONAL SERVICE

Connection to the Iowa Commission on Volunteer Service mission, vision, and objectives: Describe how the proposed AmeriCorps VISTA project relates to the VOLUNTEER IOWA mission, vision, and goals for service in Iowa). (Reference www.volunteeriowa.org)
The suggested length of this statement is 2-4 sentences.

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

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

Title	
Sponsoring Organization	
Project Name	
Project Period	
Site Name	
Focus Area(s)	

VISTA Assignment Objectives & Member Activities	
EXAMPLE: Project Goal	*The Grinnell Education Partnership is a "collective impact" project that aims to help local organizations develop, align, and sustain high-impact initiatives and equitable systems to better support low-income students and families. Selected VISTA Member will foster community-wide connections, so ALL Grinnell area kids and families have access to resources and educational opportunities.*
EXAMPLE: Objective	***TRAINING****. Become familiar with the Grinnell Education Partnership program objectives, history, stakeholder opportunities, and challenges through general and specific training to prepare for responsibilities. Timeframe: This learning process will take place during week 1 and 2 of the service term.*
EXAMPLE: Member Activities	*Go through Grinnell Education Partnership orientation:* 1. *Get introduced to Grinnell Education Partnership stakeholders and their roles.* 2. *Learn about the background on Grinnell Education Partnership in the previous years.* 3. *Receive training on the worksheet for long-and short-term Grinnell Education Partnership action plans.* 4. *Participate in other site-specific training.*
Project Goal	
Objective 1	
Member Activities	

Objective 2	
Member Activities	
Objective 3	
Member Activities	
Objective 4	
Member Activities	
Objective 5	
Member Activities	

VISTA POSITION LISTING FORM

VISTA Project Name	
VISTA Project Period	
Contact Name	
Address (city, state, zip)	
Contact Phone	
Email	
Website	

Describe your VISTA Project. Be descriptive and highlight the benefits and opportunities to maximize interest from potential VISTA candidates. The information provided will be used to create a national recruitment post on MyAmeriCorps

Give a brief tagline for the VISTA position to draw in readers *(200 characters or less)*

Enter your VISTA Project description *(2000 characters or less)*

Answer the following questions:		
	Yes	**No**
Is housing assistance provided?		
Does the VISTA need their own transportation?		
Is there a language requirement other than English?		
Enter Education Requirement *(HS diploma, some college, associate, bachelor, or graduate degree)*		
Is this position full-time in person, full-time teleservice, or hybrid? If hybrid, what percentage of time will VISTA be allowed to serve remotely? *(teleserve = serve remotely occasionally up to full-time)*		
Is this a virtual service site? (Organization does not have an office – completely virtual).		
Do you require the VISTA to live in the community you serve?		
Is your organization willing to provide any additional financial or in-kind supplemental benefits for the VISTA member?		
What skills does host site desire in an ideal VISTA member? Ctlr + select all that apply		

What will the VISTA member do? Use descriptive, captivating statements to describe VISTA activities *(1000 characters or less)*

Indicate the service areas in which the member(s) will serve. Ctrl + select all that will apply.