



MONTANA CAMPUS COMPACT AMERICORPS*VISTA



NEW SITE APPLICATION INSTRUCTIONS *JULY 2010 START*

An affiliate of AmeriCorps*VISTA (Volunteers in Service to America), the Montana Campus Compact AmeriCorps*VISTA program, or "MTCC VISTA," is an anti-poverty National Service program which connects campus resources with unmet community needs. MTCC VISTA project host sites may be college campuses, community-based organizations, nonprofits, schools, or faith-based organizations. MTCC VISTA members work closely with communities to build local capacity - through initiatives, programs, partnerships and organizations. All MTCC VISTA projects address local poverty problems such as: housing, school performance, hunger and disaster preparedness. Past MTCC VISTA projects have generated new campus-community partnerships, volunteer programs, grants for after school and enrichment programs, heightened community awareness about specific poverty issues, and thousands of community volunteers mobilized. Montana colleges and universities offer a diverse array of resources to their communities and MTCC VISTA projects help to mobilize them for community benefit. MTCC VISTA members do the hard work of helping communities organize to address poverty problems in Montana.

The Montana Campus Compact (MTCC) is a higher education consortium, or network of college campuses committed to renewing the public good within higher education. As such, all MTCC VISTA projects must have an official connection to a Montana higher education campus. If the applicant is not a college campus, (e.g. nonprofit, community-based organization, school, or faith-based organization) the applicant's proposal must include explicit plans outlining the creation of a partnership with a local college campus. Partnerships vary dramatically, and there are multiple ways of setting up a partnership to address a local poverty problem. In the event a community does not host a college campus, potential partnerships may be developed with Extension offices or higher education partners in other communities. Campus-Community partnerships open opportunities for students to learn in new ways, for community needs to be met, and for positive change to occur. Campuses offer communities resources such as: libraries, research, faculty and staff expertise, and student volunteers. Contact the MTCC VISTA Program Manager for help in finding local partners.



MONTANA CAMPUS COMPACT AMERICORPS*VISTA JULY 2010 PROPOSAL COVER PAGE



**To be considered, all proposals must contain a fully completed cover page.*

Project Title: (eg: "Fergus County Food Bank Volunteers") _____

Host Site: _____

Site Supervisor: _____

Address: _____

Mailing Address (if different from above): _____

Phone Number: _____ **Fax:** _____

Email Address: _____

I have reviewed this proposal in its entirety, including the Proposal Narrative, VISTA Member Assignment Description (VAD), Cost Match Agreement, and all supplemental documentation (i.e., letters of support). If funded, I agree to commit my office to supporting the efforts of the proposed project.

SIGNATURE: _____ **DATE:** _____

Project Partner: _____ **Contact Person:** _____

Address: _____

Mailing Address (if different from above): _____

Phone Number: _____ **Fax:** _____

Email Address: _____

By signing below I attest that I have reviewed the proposal narrative and give my full support to the project. If funded, I agree to be a partner in this project.

SIGNATURE: _____ **DATE:** _____

PROPOSAL NARRATIVE INSTRUCTIONS

The proposal narrative is the “blueprint” for the local project and it will be used to recruit VISTAs, to guide site visits and to plan appropriate training for members and supervisors. The narrative should be clear and direct, and answer each question below completely. Responses must be type-written on a separate document and should not exceed five pages. Each proposal will be evaluated using scoring rubric based around the sections below. Any proposal with one or more sections receiving an “inadequate” score will be returned to the applicant for revision. Applicants who have received an inadequate score will be allowed two weeks from receipt of scores to re-submit proposals for potential funding.

**Responses must be type-written on a separate document and are not to exceed five pages.*

I. EXECUTIVE SUMMARY

1. Provide a brief description of the proposed project, including the project goal(s) as well as an overview of the activities the requested VISTAs will perform. All VISTA projects are required to adhere to the Community Building Lifecycle, outlined in the VISTA Assignment Description.
2. Briefly describe your organization’s mission, history, and the beneficiaries of your organization’s programs.

II. NEED

State in measurable and quantifiable terms the specific poverty-related need(s) identified by the community(ies) that the VISTA project will address, including the number of low-income people directly affected by the problem(s). If your program will operate at multiple sites, demonstrate a need in each community you propose to serve. Include information about how you identified the need and where is it documented. Use current and local statistical data, citing the source, to substantiate the problem. The need should relate to one of the MTCC VISTA Legislated Programming Areas found in the NOFO.

Example:

If you are proposing to develop a child care program for families transitioning from welfare to work you would explain the scope of the child care shortage in their county including statistical references to the number of families transitioning from welfare to work, the average cost of child care in the county, and other data to illustrate the need to be addressed. The applicant also would describe the cause of the child care shortage, how long it has persisted, and the long-term effects it may have on the low-income families in the county.

III. STRENGTHENING COMMUNITIES

1. Describe current activities your organization and other organizations are undertaking to address the problems identified in your need statement. Describe how the proposed project will complement this work.
2. Describe how the new infrastructure or organizational capacity created by your project will address the needs of the community and bring individuals and, ultimately, the community out of poverty.

Example:

An applicant proposing to develop a child care program for families transitioning from welfare to work might explain how the child care program will allow current and former welfare recipients to pursue education, job training and employment opportunities, resulting in financial asset development gains that move affected families out of poverty.

3. How will you involve the community to ensure the sustainability of the proposed project?

Hint:

One of the primary purposes of VISTA is to ensure sustainable solutions to problems facing low-income communities. Address how you will ensure that the proposed project, and its results, continues upon completion of the project and withdrawal of VISTA support.

4. Describe your plans to partner with a college campus. What will the partnership entail? How will the partnership be beneficial for both parties?

IV. PROJECT MANAGEMENT

1. Describe how you will supervise the project and provide daily supervision of VISTA. Specify how much of your time will be spent on supervision of the VISTA.

2. Are 51 percent or more of the persons on your board of directors' members of the low-income community? If not, please describe how your agency has developed a separate advisory group for the VISTA project that consists of members or representatives of the low-income community served by the proposed project.

Hint:

Address the involvement of low-income individuals in the development and implementation of the proposed project.

3. Briefly describe your plans for evaluating progress towards achieving your project's anticipated goal(s) and milestones. What information and data will you use to demonstrate the concrete impacts of the project?

4. How, if at all, will you collaborate with other national service programs (Senior Corps, Learn & Serve America, Campus Corps, Conservation Corps, etc...) in order to support the proposed project?

5. How will you ensure that your VISTA and supervisor receive adequate training, and attend mandatory state-based training events?

V. ORGANIZATIONAL CAPACITY

1. Address your organization's capacity to manage the proposed project including previous experience working with community volunteers and/or national service participants. Was your organization previously assigned VISTAs? If so, specify the sponsoring organization (if different from MTCC), years and number of members. Briefly describe how the proposed service activity differs from what your members did previously. Also, if your agency is currently receiving other CNCS resources (i.e. AmeriCorps or other VISTA projects), specify which program and the number of members.

2. What resources are available to support the project? Is there an advisory committee? Work space? Phone? Computer? Identify the names of partner organizations.

The Community Building Lifecycle: MTCC VISTA's Work Plan.

All VISTA work plans are called VISTA Assignment Descriptions or “VADs.” These documents closely follow the community building lifecycle, a tried and true method of engaging the community in antipoverty work to ensure long-term sustainability of initiatives. The outline below is the roadmap for the work that the VISTA member will complete during the year. Different projects will likely be at different stages in the Community Building Lifecycle. The activities (numbered 1-7) listed below must be stated in the VAD using the same words as below. Applicants will add steps under each activity. A guidance and worksheet follow to assist you in developing the VAD. The VAD must include a summary statement addressing how VISTA resources will: move individuals and communities out of poverty; support organizations efforts in the community; increase the number of clients served, improve or increase the number of services provided; build capacity.

1. Community assessment

- ⇒ Clearly define the specific poverty problem which the VISTA project was created to address – working with local experts,
- ⇒ Develop and maintain an “map” of campus and community assets/resources in the form of people, places, things and expertise

2. Develop public relations/public education program

3. Develop groups, boards, or support existing group to address community issues

- ⇒ Develop community leadership
- ⇒ Develop collaborative relationships
- ⇒ Recruit groups and boards
- ⇒ Support and strengthen group or board

4. Develop sustainable strategic plan through inclusive collaborative efforts

- ⇒ Vision
- ⇒ Missions
- ⇒ Objectives
- ⇒ Short-term strategies
- ⇒ Long-term strategies

5. Implement plans and strategies and generate necessary resources (people, places, and things) to address critical community issues

- ⇒ Plan, develop, and carry out a strategic plan to **a)** create a volunteer program **b)** carry out fund-raising campaign **c)** other strategies

6. Evaluate success and measure results

7. Sustainability

- ⇒ Create documents and processes that will enable the project to last beyond the VISTA term of service.



Montana | Campus Compact

MTCC

2010-2011 Host Site Participation Agreement

Each year, MTCC pays for a large portion of VISTA living allowances. This cost sharing is based on the total number of AmeriCorps*VISTA members which MTCC places around Montana and is generated by sites paying a participation fee. To encourage project sustainability, this cost sharing is gradually phased in to all Montana AmeriCorps*VISTA projects, including MTCC VISTA. In the 2010 – 2011 program year, first-year projects are assessed \$2,500, billed quarterly in \$625 increments. Second year projects: \$4000, billed quarterly in \$1000 increments. Third year projects will pay \$6500, billed quarterly in \$1625 increments. Partnerships between community-based organizations and campuses may be used to share costs. MTCC VISTA site supervisors are encouraged to include fundraising on the VISTA work plans they create. For partnership and fundraising ideas contact Cody Lillstrom (406.243.5451, lillstrom@mtcompact.org).

Payment schedule

<i>MTCC bills host site:</i>	AMOUNT DUE			<i>Date Due:</i>	<i>Paid</i>
	<i>Year 1 Sites</i>	<i>Year 2 Sites</i>	<i>Year 3 Sites</i>		
October 2010	\$625	\$1000	\$1625	October 31, 2010	
January 2011	\$625	\$1000	\$1625	January 31, 2011	
April 2011	\$625	\$1000	\$1625	April 30, 2011	
July 2011	\$625	\$1000	\$1625	July 31, 2011	

By signing this form you agree to pay the above amount, by the date due. Checks should be made payable to "The Montana Campus Compact".

Name of Proposed MTCC VISTA Host Site: _____

Authorized Host Site Representative: _____

Signature _____ date _____

MTCC VISTA 2010/2011 Site Applicant

Signature _____ date _____

MTCC VISTA Program Manager