

AmeriCorps*VISTA Member Assignment Description

VISTA Project:	VISTA Member Name:
Site Name:	Date:
At which Step in the Community Building Process is this project?:	
<p>What is the overall goal of the Project?: <i>To address community poverty related needs by strengthening community and the development of community infrastructure through a community building process. The process will engage individual citizens, citizen groups, and agencies to address community needs. The process will enable the community to develop and implement a strategic plan resulting in sustainable activities that meet community needs. To develop programs/systems that will address one of the legislated programming areas listed in the MTCC VISTA NOFO.</i></p>	
<p><i>Please review the VAD Guidance and sign this document when it has been completed and as it is updated.</i></p>	
Site Supervisor Signature:	VISTA Member Signature:

VISTA Member Milestones and Activities	Planned Period of Work
Project Goal <i>(from Proposal Narrative, section I-1):</i>	
Performance Milestone 1: Community Vision/Assessment: Activities:	
Indicator(s): Target: How Measured:	Performance Milestone 1 Completed (date): _____
Performance Milestone 2: Develop Public Relations/Public Education Program- Activities:	
Indicator(s): Target: How Measured:	Performance Milestone 2 Completed (date): _____
Performance Milestone 3: Develop Groups, Boards, or support existing	

VISTA Member Milestones and Activities	Planned Period of Work
group to address community needs- Activities:	
Indicator(s): Target: How Measured:	Performance Milestone 3 Completed (date): _____
Performance Milestone 4: Develop sustainable Strategic Planning through inclusive collaborative efforts- Activities:	
Indicator(s): Target: How Measured:	Performance Milestone 4 Completed (date): _____
Performance Milestone 5: : Implement Plans and Strategies and generate necessary resources (people, places, and things)- Activities:	
Indicator(s): Target: How Measured:	Performance Milestone 5 Completed (date): _____
Performance Milestone 6: Evaluate success and measure results - Activities:	

VISTA Member Milestones and Activities	Planned Period of Work
Indicator(s): Target: How Measured:	Performance Milestone 6 Completed (date): _____
Performance Milestone 7: Sustainability-Activities:	
Indicator(s): Target: How Measured:	Performance Milestone 7 Completed (date): _____

Glossary of Terms

Action Plan: The action plan describes the community need, goal, and performance milestones of the VISTA project. The action plan identifies key performance milestones which the VISTA project will measure to assess performance. The action plan does not itemize the tasks of VISTAs. This information goes into the VISTA Assignment Description (VAD). The VISTA Project Plan consists of one or more action plans.

Beneficiaries: The individuals, groups, and organizations that benefit from services supported by the efforts of VISTAs. Although VISTAs do not engage in direct provision of services to people in need, the capacity-building efforts of VISTAs provide indirect support to service delivery.

Capacity Building: Refers to the effort by VISTA projects to increase the ability of the sponsoring organization to provide services to the community. Capacity-building efforts within or between organizations may be intended to expand resources, increase the number of beneficiaries served, improve service utilization, develop new programs and services, expand existing programs and services and/or improve service coordination among organizations.

Community Need: The problem or issue in the community that the VISTA project will address.

Community Volunteer: An individual from the community who offers their time and talents to assist community-based organizations. Community volunteers differ from VISTAs in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and do not receive a stipend, education award or health benefits.

Data: The numbers and other raw factual information systematically collected to measure results.

Data Source: Identifies the origin (place, organization, or group of individuals) of the information collected to measure results.

eGrants: The Corporation's online grant application and management system, located at: www.cns.gov/egrants. For more information about eGrants, contact your State Office.

Overall Goal: The general goal of the MTCC*VISTA Project.

Project Goal: The broad purpose toward which your project is directed. Goals address what you expect the VISTA project to achieve over the life of the project in relation to community needs identified in the application narrative.

Indicator or Evidence of Progress: A concrete, measurable item of information that specifies progress toward reaching a performance milestone. It answers the question, "What is my *evidence* that the performance milestone has been reached?"

Input: A resource the program will use to achieve performance milestones. Examples include staff, VISTAs, community volunteers, facilities, equipment, curricula, and money.

Instrument: The specific document or form used to collect information from the *data source*. Examples include behavior checklist, sign-in sheet, and community activity log.

Logic Model: A diagram or chart that outlines how a project will address a community need by establishing a "big picture" goal, identifying the inputs and activities needed to address goal and determining the performance milestones that will be used to assess results. The logic model reveals the basic thinking behind the project and how resources will be used to help solve a problem in the community.

Performance Measurement: The process of regularly measuring the performance milestones reached by a VISTA project.

Performance Milestone: An anticipated result of a VISTA project. Performance milestones are to be measured within a 12-month period and should be updated each year. A performance

milestone may measure the amount of work completed or the impact of this work on individuals, groups, or organizations. In the eGrants application, the performance milestone includes the performance milestone statement, indicator/evidence of progress, target, how measured, and description of data collection or measurement process.

Project Plan: Submitted as part of the VISTA application, the project plan consists of one or more Action Plans (see action plan above). The project plan identifies poverty-related community needs that the VISTA project will address and key results that will be measured along the way.

Service Activity: The activities engaged in by members of a VISTA project to achieve the project's performance milestones and goals.

Stakeholder: An individual, group, or organization with an interest in the success of the VISTA project. Stakeholders may include VISTAs, project staff, partner agencies, boards, funders, community partners and program beneficiaries.

Sustainability: The ability of programs, services, and other program infrastructure developed by a VISTA project to endure beyond the completion of the VISTA project.

Target: A statement that quantifies the amount and/or level of change you anticipate achieving within a 12-month period due to the efforts of your VISTA project. The target is derived from the indicator/evidence of progress.

VISTA Assignment Description (VAD): Identifies key activities of VISTAs and the major steps needed to accomplish these activities. Projects develop a VAD for each VISTA. For more information on the VAD, see <http://nationalserviceresources.org/star/vista-vad-samples>.