

# ShareCorps Host Site Application

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## Part 1: Basic Information

Organization Name:

Mailing Address:

Address Line 2:

City:

County:

Zip Code + 4:

Tax ID Number:

*(9-digit number, no hyphen)*

Contact Person:

*This individual is responsible for reviewing VISTA member applications, conducting interviews, and notifying the association of a final placement decision.*

Contact Person E-Mail Address:

Contact Person Phone Number:

VISTA Supervisor:

*If different than the Contact Person listed above*

VISTA Supervisor E-Mail Address:

VISTA Supervisor Phone Number:

How many years has your organization hosted VISTA member(s) overall? \_\_\_\_\_ years

Has your organization hosted VISTAs through sponsors other than the Ohio Association of Foodbanks? If so, please list the names of those sponsors and a brief description of those activities.

What is your current office schedule (hybrid, fully remote, fully in-person)?

## Part 2: Organizational Capacity and Background

Check to attest that your organization understands the timeline for member recruitment and supervisor training and the reporting requirements for VISTA, and that your organization commits to adhering to this timeline and these requirements.

Check if your VISTA member(s) will have immediate and consistent access to a phone, computer, printer, the Internet, and a desk, and that your organization (the sponsor) will pay for all costs related to the use of these items.

Check if your organization will be able to pay for travel and per diem for project-related travel for its VISTA member(s).

Enter the rate at which members will be reimbursed for mileage: \_\_\_\_\_ per mile

Check if your VISTA member(s) will have immediate and consistent access to supervision, and that the assigned VISTA supervisor will attend mandatory site supervisor training.

Describe your organization's mission and vision. What are the major programs and services provided by your organization? How does your mission and the programs you offer align with the ShareCorps mission to *provide VISTA resources to organizations that fight the causes of hunger and its effects, in order to improve health outcomes in Ohio communities?*

How is your organization structured? If you have an organizational chart, please include it with your application. Otherwise, outline your personnel structure below.

**Part 3: Community and Organizational Need**

Describe the needs facing your organization and the community you serve. What population(s) will this project target? What needs are they facing that are not being met? How would VISTA resources help your organization to meet these needs and bring people out of poverty?

#### **Part 4: Project Description, Goals, and Activities**

Describe how your organization proposes to use the VISTA member(s). What are the proposed outcomes and results of the project? What role will the VISTA member(s) play in achieving those outcomes and results? What activities and responsibilities will the VISTA member(s) carry out to build lasting capacity within your organization? Your response should be used to develop your Priority Areas and VISTA Assignment Description (VAD) on the following pages.

**Part 5: Impact of VISTA on Project (For Continuation Projects Only)**

***New projects do not need to complete this section.***

Please list the accomplishments and results achieved by VISTA member(s) working on the project up to this point. What activities have they completed? What relationships have they built? Have they introduced new processes or procedures, launched programs, or built capacity at your organization? What is still left to be accomplished in relation to this project? What would another VISTA member contribute to the next phase of this project?

## Priority Areas

ShareCorps projects should fall under one or both of the priority areas indicated below. Below, you will outline proposed goals for the VISTA member(s). In many cases, VISTA members will work toward multiple goals. Do your best to make an accurate estimate of realistic goals for the member. These goals should align with the member activities you outline in the VISTA Assignment Description (VAD) and with how the member(s) will be spending their time. You should only enter goals for activities that the member will be completing.

### Priority Area 1: Capacity Building

**Goal 1:** Number of community volunteers to be recruited by member

**Goal 2:** Number of staff/community volunteers to receive training by member

**Goal 3:** Hours of service completed by community volunteers recruited by member

**Goal 4:** Hours of service completed by community volunteers coordinated/managed by member

**Goal 5:** Dollar value of cash resources leveraged by member

**Goal 6:** Dollar value of in-kind resources leveraged by member

**Goal 7:** Number of new systems/business processes (technology, performance management systems, etc.) put in place as a result of member's capacity building work

**Goal 8:** Number of community assessments conducted by member

**Other Goal:**

### Priority Area 2: Food Security/Food Access

**Goal 1:** Number of individuals receiving nutrition education or related services to alleviate long-term hunger (that can be directly attributed to member's capacity building work)

**Goal 2:** Number of individuals receiving emergency food from a hunger relief organization (that can be directly attributed to member's capacity building work)

**Goal 3:** Number of individuals that reported increased food security of themselves and their children (that can be directly attributed to member's capacity building work, as measured by pre- and post-surveys or other assessment tool)

**VISTA Assignment Description (VAD) – please refer to pages 5 to 8 in the RFP/Instructions for a sample VAD**

**Goal:**

*Provide a description of the overall goal for your VISTA project.*

**Objective #1:**

**Timeline:**

(e.g., June 2022 – November 2022)

*Provide a description of a primary objective of the project.*

Which goal(s) from your Priority Areas on page 5 correspond with this objective?

What specific activities will the member(s) complete to achieve this objective?

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Objective #2:                      Timeline:  
*Provide a description of a primary objective of the project.*

Which goal(s) from your Priority Areas on page 5 correspond with this objective?

What specific activities will the member(s) complete to achieve this objective?

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Objective #3:                      Timeline:  
*Provide a description of a primary objective of the project.*

Which goal(s) from your Priority Areas on page 5 correspond with this objective?

What specific activities will the member(s) complete to achieve this objective?

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## **Part 5: Member Recruitment and Development**

Describe how your organization will actively recruit potential applicants. What methods will you use to reach out to qualified candidates? How will you evaluate candidates for potential placement to ensure the candidate has the desired skillset to accomplish your project goals?

Describe your plan for providing support to your member(s) throughout their year of service. How will you support their professional development? How will you recognize their accomplishments?

## ShareCorps Project Descriptions for the *AmeriCorps.gov* website

*please refer to page 9 in the RFP/Instructions for a sample project description*

Position Name:

Give a brief two (2) line description of the program (**must be 200 characters or less**). This is the tagline for your position and is the first thing potential applicants will see, so you should focus on making it grab their attention and capture their interest in serving with your project!

Enter your program description (**must be 2000 characters or less**). This is a description of your organization and what you do.

SERVICE AREAS: Choose from the following:

Community/ Economic Development	Entrepreneur/Business	Hunger	Public Safety
Community Outreach	Elder Care	Homelessness	Technology
Children/Youth	Ex-offender Reentry	Housing	
Education	Health	Neighborhood Revitalization	

SKILLS: Choose from the following:

Counseling	Conflict Resolution	Leadership	Teaching/Tutoring
Business/Entrepreneur	Education	Medicine	Trade/Construction
Communication	First Aid	Public Health	Writing/Editing
Community Organization	Fundraising/Grant Writing	Public Speaking	Youth Development
Computers/Technology	Law	Recruitment	General Skills

Provide a brief overview of what the VISTA member will be doing during their term of service (**1000 characters or less**). This will help applicants know whether this position is a good fit for them.

Select your desired education level for candidates: