

## ShareCorps Host Site Application Instructions: Program Year 2022-2023

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**Ohio Association of Foodbanks**  
**100 East Broad Street, Suite 501, Columbus, OH 43215**

Proposals are to be submitted no later than 5:00pm on January 7, 2022. Please submit all applications to the Ohio Association of Foodbanks ShareCorps team at [mallen@ohiofoodbanks.org](mailto:mallen@ohiofoodbanks.org). You will receive a confirmation e-mail within one business day that your application has been received. If you do not receive a confirmation e-mail, please contact Maureen Allen at (614) 221-4336 ext. 230.



### Background

The Ohio Association of Foodbanks is Ohio's largest charitable response to hunger. The association represents Ohio's 12 Feeding America foodbanks and, in partnership with the State of Ohio, distributes tens of millions of pounds of food yearly through the Ohio Food Program and Agricultural Clearance Program. The association recognizes that hunger is often an adverse outcome of poverty and has developed its AmeriCorps VISTA initiative, ShareCorps, into a nationally recognized anti-hunger and anti-poverty project.

The association, in cooperation with the Corporation for National and Community Service (CNCS), has developed ShareCorps as a way to expand the capacity of organizations to provide services to Ohioans in poverty. As an intermediary organization, the association serves as the project sponsor for various AmeriCorps VISTA projects statewide, providing ongoing program management and technical assistance to its partner organizations. As the lead agency, the association has demonstrated the capacity to serve as a mentor agency for other community-based and grassroots organizations, offering these agencies an opportunity to increase their capacity and develop sustainable programs that would otherwise not be available. ShareCorps projects maintain the association's emphasis on addressing not only the problem of hunger, but the root cause of hunger, which is poverty.

### AmeriCorps VISTA (Volunteers In Service To America)

AmeriCorps VISTA is a federally-funded program that places members in community-based agencies, full-time for one year, to help implement goals and objectives identified by the community and sponsoring agency. The role of the VISTA in the poverty problem-solving process is focused on mobilizing human and other resources to increase the capacity of low-income communities.

**VISTA members do not provide direct service. Direct service can mean working directly with clients, manual labor, administrative tasks not created by the member, etc. VISTAs are system builders** that involve local communities and organizations in the planning and implementation of strategies and programs, with the eventual goal being for the community to operate and sustain the strategies and programs on their own without the assistance of the VISTA member. ShareCorps members may be particularly helpful with building capacity through solicitation of donations (cash and in-kind), recruitment and mobilization of volunteers engaged in the fight against poverty, and research, development, and implementation of innovative anti-hunger and anti-poverty programs.

### **Appropriate tasks for AmeriCorps VISTA members**

#### **AmeriCorps VISTA members *should*:**

- ✓ Build partnerships with local and public schools and private sector organizations/businesses
- ✓ Recruit, screen, train, and coordinate volunteers
- ✓ Write grant applications for funding and other resources
- ✓ Solicit donations and other in-kind support for the project
- ✓ Publicize the project
- ✓ Create community events to support the project
- ✓ Mobilize resources in and outside of the community in support of the project
- ✓ Promote project sustainability

#### **AmeriCorps VISTA members *should not*:**

- ✗ Displace paid staff nor supervise employees of organization
- ✗ Do one-on-one literacy tutoring or teaching
- ✗ Be directly responsible for evaluating the AmeriCorps VISTA project, the sponsoring agency, or other related agencies. They can, however, assist in the evaluation process in a supportive role, e.g., interviewing, gathering of information, etc.
- ✗ Have the direct lead in drafting/negotiating agreement between the sponsoring agency and other organizations or individuals relative to designated aspects of the AmeriCorps VISTA project
- ✗ Be solely responsible for mobilizing financial or material support for the sponsoring agency; they can assist, however, in generating this support
- ✗ VISTA members are prohibited from participation in religious instruction or proselytizing and from participation in political activity (partisan or non-partisan) while on duty or perceived to be on duty

*The above list is based upon CNCS Headquarters decision memos on AmeriCorps VISTA project applications and discussions with AmeriCorps VISTA staff in Headquarters.*

### **Who Can Apply to Become a Host Site?**

The association is looking for non-profits with current 501(c)(3) status or government agencies in Ohio to host one or more full-time AmeriCorps VISTA members for one year. In order to qualify for a VISTA member, applicants must have the capacity to provide on-site supervision, dedicated work space, computer and any other equipment necessary to complete required tasks, mileage reimbursement for any travel required by the site, and an environment that conforms to all relevant workplace-related health and safety laws. Interested organizations must complete the following application. Limited slots are available; therefore, this is a competitive process and we will reserve some slots for foodbank specific initiatives.

The Corporation for National and Community Service requires the association to pay a cost-share, which is the living allowance for a portion of our members. The estimated living allowance for Program Year 2022-2023 is approximately \$14,9604 per member. The association will cover the majority of this allowance, but does seek to recover a portion of this from participating sites at a cost of **\$1,500 per member**.

These costs may vary from year to year based upon the cost of living increase provided to the VISTAs from the Corporation for National and Community Service, which is set by Congress. If you have questions or concerns about this fee, please contact Maureen at [mallen@ohiofoodbanks.org](mailto:mallen@ohiofoodbanks.org).

**ShareCorps VISTA members may be used for the following types of projects:**

**Food Security/Food Access** – The VISTA member can work to develop or enhance programs, services, or approaches that improve food security, increase access to fresh foods, increase access to nutrition education, or similar anti-hunger initiatives.

**Capacity Building** – VISTA members strengthen, expand, and increase the reach of anti-poverty organizations and programs by working on projects with staff and volunteers, rather than directly with people in need. For instance, recruiting volunteers, planning a fundraiser, developing a database, writing a curriculum, creating a program, etc.

*Host sites are selected through a competitive application process. Host sites are expected to outline specific activities to provide more opportunities for healthy eating and living (access to fresh food, nutrition information, etc.) and/or strengthen, expand, or develop anti-poverty programs to help people in need. Each host site will develop concrete goals to demonstrate the impact of their VISTA project. Other host site selection criteria includes: the organization's ability to recruit, supervise, and support VISTA(s); whether the project description is realistic and focused on capacity building; the number of VISTA members requested; and the organization's performance as a previous host site, if applicable.*

**Program Overview**

- VISTA members serve full-time for one service year. If, for any reason or point in time, a VISTA member must discontinue service a host site cannot receive a replacement VISTA and must wait until the next application cycle to apply for a new member.
- All VISTA members receive a modest living allowance, health coverage, and the choice of either an education award or an end-of-year stipend upon completion of service. They may be eligible for child care benefits or a relocation allowance if moving more than 50 miles to serve.
- VISTA members are provided with professional development opportunities and may attend nearly all association trainings and events free of charge.
- VISTA members are required to participate in a Pre-Service Orientation prior to beginning their service. Host sites must ensure that members complete required tasks on time.
- Host site supervisors, identified as part of this application, may be required to attend a virtual sub-site VISTA supervisor training.
- Recruitment will follow host site selection. The Project Description filled out as part of this application will be used by the association to post the position to the CNCS online application database.
  - The association will use the AmeriCorps website as its main recruiting tool. Host site organizations also should recruit within their communities for VISTA members. The association has a team of two staff members charged with helping the host site to recruit members. They will conduct initial pre-screening questionnaires. Once a VISTA member is identified as interested in your program and eligible to serve, the association will submit the application to your organization for the final interview. VISTA members are generally considering more than one program, so interviews must be conducted quickly in order to obtain the volunteers with the best qualifications.

- All VISTA members are required to submit bi-weekly timesheets and a monthly report, along with any supporting documentation upon the request of the association.

### Timeline

VISTA Basics Webinar ( <a href="#">Register Here</a> ) <i>For organizations or individuals new to VISTA</i>	December 2, 2021 from 10–11 AM
In-Depth VISTA Application Workshop Webinar ( <a href="#">Register Here</a> )	December 10, 2021 from 10–11:30AM
VISTA Host Site Application Due	January 7, 2022
Award Notification to host sites from association	February 2022
Recruitment Begins	March 2022
CNCS Host Site Supervisor Training	Virtual TBD
VISTA member selection and paperwork due to association	TBD
VISTA member begins service at host site	Summer 2022

*Please note: This timeline is contingent upon approval for funding by the Corporation for National and Community Service.*

### Application Checklist

When submitting your completed application, please remember to also include:

- Documentation of your organization’s tax exempt status (501(c)(3) IRS determination letter, unless a government agency) – *only required for new applicants*
- Letter of support for your application to be a host site from your organization’s executive director *OR* your organization’s board chair

### More Resources

In addition to the sample VISTA Assignment Description, Project Tagline, and Project Listing on the following pages, [view this on-demand presentation about recent successful VISTA projects](#) to get more ideas about how VISTA can support your organization!

# VISTA Assignment Description (VAD)

**Title:** CD4AP\_Thrive to 5 Coordinator\_PY\_2021-22

**Sponsoring Organization:** Ohio Association of Foodbanks

**Project Name:** ShareCorps One

**Project Number:** 15VSNOH008

**Project Period:** 08/30/2020 - 08/28/2021

**Site Name:** Community Development for All People

## Focus Area(s)

**Primary:** Healthy Futures

**Secondary:**

## VISTA Assignment Objectives and Member Activities

**Goal of the Overall VISTA Project:** The Thrive to Five VISTA will work alongside staff as they accompany 250 children and pregnant women moving through developmental stages, identifying specific strategies for successful progression, connecting them to power partners, and providing them with relevant parent education. The VISTA position will leverage resources, volunteers and systems toward these goals.

### Objective of the Assignment

Recruit, train, and equip essential volunteers and interns to implement the Thrive to 5 program. Volunteers are needed to mentor parents, conduct trainings, organize program events and track progress.

**Member Activity (08/30/2020 - 08/28/2021):** Continuously recruit new volunteers while actively engaging current volunteers.

**Member Activity (08/30/2020 - 08/28/2021):** Develop systems for long-term volunteer stability. Implement and test new retention efforts.

**Member Activity (08/30/2020 - 08/28/2021):** Develop and create onboarding, training, and recognition for volunteer and internship opportunities.

**Member Activity (08/30/2020 - 08/28/2021):** Send volunteers regular updates/newsletter about upcoming events and volunteer opportunities.

**Member Activity (08/30/2020 - 08/28/2021):** Seek a diverse population of volunteers, specifically Spanish speaking volunteers.

**Member Activity (08/30/2020 - 08/28/2021):** Build relationships with organizations that provide and facilitate volunteer service.

**Member Activity (08/30/2020 - 08/28/2021):** Represent organization in volunteer recruitment tabling events (post pandemic).

**Member Activity (08/30/2020 - 08/28/2021):** Design and provide volunteers and interns with in-service training opportunities.

**Member Activity (08/30/2020 - 08/28/2021):** Create marketing materials for recruitment.

## Objective of the Assignment

Organize events for the Thrive2Five program and implement incentivizing efforts for parents (leverage donations, create tracking systems, administer incentives).

**Member Activity (08/30/2020 - 08/28/2021):** Represent organization at community events and tabling to promote Thrive to 5 opportunities and resources.

**Member Activity (08/30/2020 - 08/28/2021):** Explore opportunities to create ESL classes for families enrolled in the Thrive to 5 program.

**Member Activity (08/30/2020 - 08/28/2021):** Test and monitor participant incentive tracking system to ensure sustainability.

**Member Activity (08/30/2020 - 08/28/2021):** Inform the development of training resources for classes.

**Member Activity (08/30/2020 - 08/28/2021):** Explore additional methods for utilizing social media to promote Thrive to 5 and/or share resources and learning opportunities.

**Member Activity (08/30/2020 - 08/28/2021):** Create and manage tracking systems of participant resource referrals, social determinants of health referrals, immunizations and well child exams, developmental milestones, and kindergarten readiness scores.

**Member Activity (08/30/2020 - 08/28/2021):** Assemble monthly event, class, and workshop calendar for virtual programming ensuring that a facilitator is selected along with a virtual platform.

**Member Activity (08/30/2020 - 08/28/2021):** Ensure website is updated monthly with current events and classes.

## Objective of the Assignment

Build relationships and network with current and future community partners to increase collaboration across organizations and to more effectively connect parents to available community resources and educational materials. Build capacity and sustainability of organization programs through the identification and management grant opportunities.

**Member Activity (08/30/2020 - 08/28/2021):** Build and maintain partnerships with community organizations and agencies, healthcare/mental health programs, workforce development, housing, food security, managed care partners, early childhood education providers and schools.

**Member Activity (08/30/2020 - 08/28/2021):** Create collective opportunities to collaborate with community partners in line with the overall goals of the Thrive to 5 program.

**Member Activity (08/30/2020 - 08/28/2021):** Facilitate preparation and submission of 5-8 grant proposals to secure and sustain funding for program staffing and create new opportunities as the program expands.

**Member Activity (08/30/2020 - 08/28/2021):** Develop a more efficient grant management system and grant report out system for current grantors.

**Member Activity (08/30/2020 - 08/28/2021):** Attend community coalition meetings to build relationships and stay up to date on community events and resources.

**Member Activity (08/30/2020 - 08/28/2021):** Communicate with community partners about upcoming Thrive to 5 events, potential collaborations, and donations of handouts/promotional items.

**Member Activity (08/30/2020 - 08/28/2021):** Organize the collection of community partner handouts and resources to be distributed to Thrive to 5 participants.

## Sample Project Listing:

### ShareCorps - CD4AP - Thrive to 5 Coordinator

The Community Development for All People (CD4AP) vision is for a whole, healthy, and engaged community where All People are empowered to pursue their hopes, dreams, and aspirations. To achieve this vision, the CD4AP mission catalyzes collaborations with key strategic partners to improve the quality of life for all residents of Columbus' South Side through individual and community services. The Thrive to 5 offers comprehensive services to families to ensure babies are born healthy, celebrate a first birthday, flourish to age 5, and arrive kindergarten developmentally ready for school. By engaging parents as their child's first teacher, we increase their child's chances for success. The VISTA position will leverage resources, volunteers and systems toward these goals.

Further help on this page can be found by [clicking here](#).

Please note:

- **This listing is currently not accepting applications.**

**Member Duties :** The Thrive to 5 VISTA Coordinator will support program staff as they accompany 250 children and pregnant women moving through developmental stages and identify specific strategies for successful progression, connect them to power partners, and provide them with relevant parent education. The VISTA Coordinator will leverage resources, volunteers, and systems toward these goals. Specifically, the VISTA Coordinator will recruit, train, mentor, and equip volunteers and interns to implement the Thrive to 5 programming. The VISTA Coordinator will coordinate comprehensive classes and workshops to encourage parents as their child's first teacher. VISTA Coordinator will increase participation by creating a buzz through social media, supporting/organizing events, and incentivizing parents by leveraging donations, creating tracking systems, and administering incentives. VISTA Coordinator will assist with the research, preparation, and submission of grant proposals to increase program capacity.

**Program Benefits :** Training , Choice of Education Award or End of Service Stipend , Living Allowance , Relocation Allowance , Childcare assistance if eligible , Health Coverage\* .

\*For details about AmeriCorps VISTA healthcare benefits, please visit <http://www.vistacampus.gov/healthcare>

**Terms :** Permits attendance at school during off hours , Permits working at another job during off hours , Car recommended .

**Service Areas :** Community and Economic Development , Health , Public Safety , Education , Children/Youth , Hunger , Community Outreach .

**Skills :** Community Organization , Public Speaking , Writing/Editing , Education , Teaching/Tutoring , Conflict Resolution , General Skills , Leadership , Recruitment , Public Health , Fund raising/Grant Writing , Communications , Computers/Technology .

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SUMMARY	
Program Type:	AmeriCorps VISTA
Program	ShareCorps - CD4AP - Thrive to 5 Coordinator
Program Start/End Date	07/06/2021 - 07/05/2022
Work Schedule	Full Time
Education level	Some college
Age Requirement	Minimum: 18 Maximum: None
Program Locations	OHIO
Accepting Applications	From 03/01/2021 To 06/02/2021
Contact	Carrie Dennis 946 Parsons Ave Columbus OH 43206 6142214336 cdennis@ohiofoodbanks.org
Listing ID	93561

Your project description should communicate the information a potential applicant needs to know whether they would be a good fit for your project. What responsibilities will they have? What opportunities will be available to gain valuable skills and make an impact? What sets your organization and your VISTA position apart? Why does your mission, and this project, matter?