

AmeriCorps VISTA Summer Associate Host Site Application: Program Year 2021

Ohio Association of Foodbanks
100 E. Broad St. Suite 501, Columbus, OH 43215

STOP: Before entering data, save a copy of this application to your computer. Data entered directly into your browser will not be saved.



Proposals are to be submitted no later than February 5, 2021. Please submit all applications to the Ohio Association of Foodbanks ShareCorps team at 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 operates nationally recognized anti-hunger and anti-poverty programs, including ShareCorps, an AmeriCorps VISTA initiative.

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 to support and strengthen their reach and impact. AmeriCorps VISTA Summer Associates are unique in that they are permitted to provide both *direct* and *indirect* service to their host sites. *Direct Service* includes tasks such as working directly with clients, administrative tasks, tutoring, manual labor, etc. *Indirect Service* includes tasks such as volunteer recruitment, resource development, research, program design and implementation, etc.

Appropriate tasks for AmeriCorps VISTA Summer Associates

AmeriCorps VISTA Summer Associates *should*:

- ✓ Recruit, screen, train, and coordinate volunteers
- ✓ Serve free meals for Summer Food Service Program (SFSP) participants
- ✓ Solicit donations and in-kind support for projects
- ✓ Design and implement educational programming
- ✓ Publicize the project
- ✓ Create community events to support the project
- ✓ Track SFSP participation data and complete reports

AmeriCorps VISTA Summer Associates *should not*:

- ✗ Be *directly* responsible for evaluating the sponsoring agency or other related agencies, such as Summer Food Service Program sites
- ✗ Have the direct lead in drafting/negotiating agreement between the sponsoring agency and other organizations relative to designed aspects of the AmeriCorps VISTA project
- ✗ Be *solely* responsible for mobilizing financial or material support
- ✗ Displace existing staff member(s) or volunteer(s)

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 Summer Associates for 8 to 10 weeks during summer 2021. In order to qualify for a VISTA Summer Associate, applicants must have the capacity to provide on-site supervision, mileage reimbursement for any travel required by the site, and all tools necessary to carry out their service, including access to a computer and the Internet for submitting timesheets and reports.

Member Recruitment Process:

Host sites are expected to recruit within their communities for potential VISTA Summer Associates. The association will use the AmeriCorps website as a supplemental recruiting tool. The association will conduct initial pre-screening and provide an informational video to all applicants. After applicants have been determined eligible to serve and interested in your program, the association will send their applications to your organization for the final interview. Potential VISTA members are generally considering more than one program, so interviews must be conducted quickly in order to obtain the most qualified members.

Host Site Requirements

Host sites will be required to assign a supervisor to any VISTA members granted. Supervisors will need to make sure members are submitting timesheets on time on a biweekly basis. Supervisors are also required to approve these timesheets and fax or scan and e-mail them to the association.

Sites will also be required to complete all required reporting and evaluations as needed. We are required to report on the outcomes of our programs to our funders, and will need your help to collect that data. All sites will be required to participate in these evaluations. Failure to participate could affect future funding.

Program Overview

- VISTA members serve full-time (minimum of 35 hours per week) for the summer service term. 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 and the choice of either an education award or an end-of-year stipend upon completion of service.
- VISTA members are required to attend a one-day ShareCorps Orientation prior to beginning service at host sites. All accommodations will be made and provided by the association.
- 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 ShareCorps team at the association will assist host sites during the recruitment process. 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 all required reporting, along with any supporting documentation upon the request of the association.
- All host sites are required to submit reporting at the end of the program based on outcomes proposed in this application.

Timeline

VISTA Host Site Application Due	February 5, 2021
Award Notification to host sites from association	Early March 2021
Recruitment Begins	Early March 2021
VISTA member selection and paperwork due to association	May 2021
Anticipated start date of members	June 7, 2021

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 or school) – *first-time applicants only*
- Letter of support for your application to be a host site from your organization’s executive director OR your organization’s board chair

Proposals are to be submitted no later than 5:00pm on February 5, 2021. Please submit all applications to the association ShareCorps team at mallen@ohiofoodbanks.org.

AmeriCorps VISTA Summer Associate Host Site Application: Program Year 2021

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:

Check if your organization operates a Summer Food Service Program (SFSP)

If so, how many years has your organization participated in the Summer Food Service Program (SFSP)?

If you operate an SFSP, what are the dates your program will operate in summer 2021?

Check if your organization participated in one or more of the Governor's Summer Meals Programs last year in partnership with the Ohio Association of Foodbanks

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.

Available funding from CNCS to directly offset the costs of member stipends fluctuates, sometimes significantly, from year to year. Going forward, we will use a scale model for our fee structure. Under current circumstances, our per member cost structure for PY2021 is:

1 st VISTA member: NO COST	2 nd VISTA member: \$250	3 rd VISTA member: \$500	4 th VISTA member & all members beyond 4: \$750 per member
--	--	--	--

For example, if you were to request, receive, and place 6 VISTA members, your fee to host those members would be \$3,000 for Summer 2021 PY. If you feel the cost would prohibit you from submitting an application, please contact Maureen Allen.

Number of AmeriCorps VISTA Summer Associates being requested:

What role does the VISTA supervisor play in your proposed project? Briefly describe how the VISTA Summer Associate(s) will fit into your project’s structure and how they will interact with the designated VISTA supervisor.

What are the major programs and services of your organization? Do they include a Summer Food Service Program? How is your SFSP integrated into your other services?

Part 3: Community and Organizational Need

Describe the needs facing your organization and the community you serve. What communities 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?

How has COVID-19 changed agency operations or summer plans for 2021? What precautions does your agency take to ensure the safety and health of employees and volunteers? Are there any special requirements or procedures VISTA members will need to complete during service? *Please note: CNCS will likely not allow teleservice for Summer Associates.*

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) have? Your response should be used to develop your VISTA Assignment Description (VAD).

If your VISTA(s) will be serving at SFSP sites, indicate your goal for the number of summer meals that will be served at those sites:

If your VISTA(s) will not be serving at an SFSP site, select one benchmark that you will use to track and report on the results achieved by the VISTA(s):

SFSP sites can also choose an additional goal, but it is not required

Enter your numerical goal for this benchmark:

VISTA Assignment Description (VAD) – please refer to pages 14 to 15 for a sample VAD

If you are applying for more than one VISTA and your members will be working on different project/activities, you should complete a separate VAD for each member. [You can find an additional blank VAD here](#) – submit any additional VADs along with your application.

Goal:

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

Objective #1:

Provide a description of a primary objective of the project.

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

- 1.

2.

3.

4.

5.

Objective #2:

Provide a description of a primary objective of the project.

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

1.

2.

3.

4.

5.

Objective #3:

Provide a description of a primary objective of the project.

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

1.

2.

3.

4.

5.

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?

On-Site Orientation (OSO) Agenda: ShareCorps host sites are required to provide an on-site orientation for AmeriCorps VISTA member(s). You are encouraged to use and build upon your organization's existing orientation for new employees in order to introduce the member(s) to your organization and their position. Below, please outline planned activities that will take place during your on-site orientation.

1. Description of subject matter:

Objectives of planned orientation activity:

Trainer or Presenter: Length of Activity: hr(s)

2. Description of subject matter:

Objectives of planned orientation activity:

Trainer or Presenter: Length of Activity: hr(s)

3. Description of subject matter:

Objectives of planned orientation activity:

Trainer or Presenter: Length of Activity: hr(s)

4. Description of subject matter:

Objectives of planned orientation activity:

Trainer or Presenter: Length of Activity: hr(s)

ShareCorps Project Descriptions for the *AmeriCorps.gov* website

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
Community Outreach
Children/Youth
Education

Entrepreneur/Business
Elder Care
Ex-offender Reentry
Health

Hunger
Homelessness
Housing
Neighborhood
Revitalization

Public Safety
Technology

SKILLS: Choose from the following:

Counseling
Business/Entrepreneur
Communication
Community Organization
Computers/Technology

Conflict Resolution
Education
First Aid
Fundraising/Grant Writing
Law

Leadership
Medicine
Public Health
Public Speaking
Recruitment

Teaching/Tutoring
Trade/Construction
Writing/Editing
Youth Development
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.

VISTA Assignment Description (VAD)

AmeriCorps VISTA: ██████████	
Member ID: 1512497	Effective Dates: 06/01/2020 - 08/09/2020
Title: NOCAC- Summer Food 2020	
Sponsoring Organization: Ohio Association of Foodbanks Project Name: ShareCorps One Project Number: 15VSNOH008 Project Period: 09/01/2019 - 08/29/2020	
Site Name (if applicable): Northwestern Ohio Community Action Commission	
Focus Area(s) Primary: Healthy Futures Secondary:	

VISTA Assignment Objectives and Member Activities

Goal of the Project: To see an increase of 2% to the meals served in 2019 (from 12,560 meals served to 12,811). To recruit and work with volunteers who will remain passionate about keeping these services available in the community. To keep the children interested in what they are eating as well as encouraging each child to engage in the provided activity. To help build a program that incorporates the community to help teach families the importance of nutrition and activity while promoting quality 'together' time.

Objective of the Assignment (*Period of Performance: June 2020- August 2020*)

In order to increase the number of meals served, the menu and food options should be kid friendly, colorful and more diverse.

Member Activity: Communicate with the vendor/cook. Talk to parents to see what would keep the children coming back. Take time to research variety with fruits and vegetables and provide ideas to the vendor for implementation.

Member Activity: Research food items that are popular during the summer and ways to prepare them. Set up activity time (weekly) to show the children how to prep certain fruits and vegetables.

Member Activity: Introduce new fruits and vegetables through educational activities

Objective of the Assignment (Period of Performance: June 2020- August 2020)

To increase the number of volunteers and familiarize them with food safety procedures. Grow a relationship with the regular volunteers; get to know their passions and connect them with the part of the program that they can use their strengths. Keep them interested in coming back.

Member Activity: Contact the coaches of the HS athletic groups a couple of weeks prior to their assigned weeks to confirm participation. Assign a student leader and ensure that the teams are helping in the correct capacity.

Member Activity: Reach out to community groups to let them know about the volunteer opportunity at this site for serving the meal. Meet with groups to explain what the need is and how they can help build the program to serve more children.

Member Activity: Encourage local schools teaching staff to attend the program regularly. Children love to see a familiar face.

Member Activity: Create a spreadsheet with volunteer information. Use this sheet to keep track of volunteer schedule and hours.

Objective of the Assignment (Period of Performance: June 2020- August 2020)

Help build the program to incorporate teaching families the importance of nutrition and activity while promoting quality 'together' time.

Member Activity: Communicate with caregivers (parents, grandparents, etc) who attend with the children. Include them in the planning of activities and food selection.

Member Activity: Work with the local schools to send reminders through their text alert system, post info of the program on their web site and/or Facebook page. Invite schools kitchen support to help with the variety of food prep.

Member Activity: Continuously market the program. Deliver fliers, door hangers and postcards to local food pantries, low income housing, grocery stores, etc.

Member Activity: Develop a marketing plan that includes "family together time" and send out to local churches, social service agencies, doctor offices and library's