



Concho Valley Council of Governments



VISTA Site Application

AmeriCorps

Organization Name		Address (City, State)		Zip Code
Primary Point of Contact (POC):		POC Title	Organization Telephone No.	
Email Address of Primary Point of Contact			POC Telephone No: (if not the same)	
Organization Type				
<input type="checkbox"/> 501(c) 3	<input type="checkbox"/> Government Agency	<input type="checkbox"/> Faith Based	<input type="checkbox"/> Other	
Has your organization served with AmeriCorps or Senior Corp?		How did you hear about CVCOG's VISTA program?		
<input type="checkbox"/> Yes <input type="checkbox"/> No				

Describe your organizations purpose:

Describe the impact of your program on the community:

Project Overview

Describe what population will be served with your project:

Describe how your project will work to reduce poverty and its affects on the community (provide data depicting the need in your community/population:

VISTA Position

Proposed VISTA Position Title:

Why would this project be important to the community/population in the next 12 months?

Describe the activities you expect your VISTA members to accomplish:

What type of long term sustainability will this project provide to your organization?

Member Supervision

Proposed VISTA Supervisor Full Name:

Proposed VISTA Supervisor Title:

**VISTA Supervisor Job Description and Resume Required*

Recruitment Information

General Description of VISTA position (for recruitment purposes):

What level of education is required for your VISTA position?

- | | | | | |
|-----------------------|---------------------|-----------------|----------------------------|-----------------|
| Less Than High School | High School Diploma | Some College | Apprenticeship/Internships | Tech/Vocational |
| Associate Degree | Bachelor Degree | Graduate Degree | | |

What level of education is required for your VISTA position?

Field of service areas your VISTA will be serving:

- | | | | |
|---------------------------|------------------------|--------------------------------|-----------------------|
| Architectural Planning | Business /Entrepreneur | Community/Economic Development | Community Outreach |
| Communications | Community Organization | Children/Youth | Disaster Relief |
| Computers/Technology | Conflict Resolution | Education | Entrepreneur/Business |
| Counseling | Disaster Services | Elder Care | Ex-Offender Reentry |
| Education | Environment | Health | Hunger |
| Fine Arts/Crafts | First Aid | Hurrican Response and Recovery | Homelessness |
| Fundraising/Grant Writing | General Skills | Housing | Homeland Security |
| Law | Leadership | Neighborhood Revitalization | Public Safety |
| Medicine | No-profit Management | Technology | |
| Public Health | Public Speaking | | |
| Recruitment | Social Services | | |
| Teaching/Tutoring | Team Work | | |
| Trade/Tutoring | Urban Planning | | |
| Trade/Construction | Writing/Editing | | |
| Veterans | Other | | |
| Youth Development | | | |

Is there a language requirement for this VISTA position? If so, please list which language.

Project Site Requirements

The following list includes CVCOG VISTA site requirements. This list is was compiled using information from successful VISTA sites. Please consider each item carefully and indicate if your site would be able to meet each requirement. **please note, not all requirements are listed, more may be added during the application process and or once a VISTA is placed.*

Provide AmeriCorps and Sponsor approved work plans to VISTA member.

Provide daily supervision to all VISTA member activities.

Contribute cost share fee of \$3122 for the full project year to cover a portion of living costs for the assigned or selected VISTA members.

Pay site fee in full, unless other arrangements are made for quarterly payments.

Provide transportation and/or mileage reimbursement for project related travel expenses outside the everyday commute for AmeriCorps Vista Member.

Provide materials and supplies required to complete VISTA assignment, not limited to, office space, office equipment, computer, internet access (if required) email, and telephone access.

Provide reasonable accommodations to VISTA members with disabilities, if needed, in accordance with Americans with Disabilities Act (ACA).

Assist in reviewing performance of AmeriCorp Vista Members, including real time feedback and notification to VISTA Sponsor if performance issues arise.

Provide notification to Sponsor immediately of member challenges, changes, or events that happen to the VISTA member, such as member performance issues, hospitalizations, arrests, leave of absences, or other significant changes.

Maintain detailed and accurate records regarding the VISTA member and all work preformed, issues or investigations. All records should be readily available to share with Sponsor and should be maintained for seven years after completion or termination of project.

Provide VISTA with proper orientation and training.

Provide timely and regular updates to VISTA Sponsor.

Verify and ensure VISTA members dedicate a minimum of 40 hours per week to their VISTA work plans and VADs. Host Sites may utilize organization policies to record and or track hours served.

Allow VISTA member to participate in monthly team meetings, trainings, and AmeriCorps statewide events or conferences (generally up to 5 hours a week).

Identify the program/project as an AmeriCorp VISTA site, not limited to, displaying AmericCorp VISTA logo on public materials, application forms, recruitment brochures, on-line posting, signs, banners, websites, social media, press releases and publications related to AmeriCorp VISTA project in accordance with CNCS requirements.

Create an advisory group for your project that includes at least 51% of project beneficiaries.

If there are any items listed above, you were not able to select, please indicate why.

Proposed VISTA Supervisor certifies that all of the information in this application is accurate and has reviewed the list of prohibited activities for VISTA members.

Proposed VISTA supervisor certifies they agree to and will adhere to all requirements listed above and will notify Project Director immediately of any issues or changes.

Proposed VISTA Supervisor Full Name and Date

Proposed VISTA Supervisor Signature

VISTA Project Application Checklist

application completed in full

Partnership Overview reviewed and understood by proposed VISTA Supervisor

VISTA Assignment Description (VAD)

Organizational Chart

Organization Tax ID Form or letter showing organization's tax status

Job Description of proposed VISTA Supervisor

Resume of Proposed Project Supervisor

List of prohibited activities for VISTA members reviewed and understood by Proposed VISTA Supervisor