

AmeriCorps★National Civilian Community Corps

Service Project Application

Meeting the Needs of the Community...

Getting Things Done for America



Created in 1993 with support from Congress, the President, and community groups nationwide, the **Corporation for National and Community Service** is a public-private partnership that oversees three national-service initiatives- **AmeriCorps**, which includes AmeriCorps★NCCC, AmeriCorps★VISTA and hundreds of local and national sponsors; the **National Senior Service Corps**, which includes Foster Grandparents, Senior Companions, and the Retired and Senior Volunteer Program; and **Learn and Serve America**, which provides models and resources for teachers integrating service into classrooms from kindergarten through college.

Upon request, the material in this publication will be made available in alternative formats for people with disabilities.

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Guidelines and Instructions

A M E R I C O R P S ★ N C C C

AmeriCorps★NCCC is a residential national service program for young adults, modeled after the Civilian Conservation Corps of the 1930's and the US military. Program participants, called corps members, are based at one of five AmeriCorps★NCCC campuses, from which they travel to all 50 states and US territories to perform community service. Working in teams of 10-12 members and supervised by an experienced team leader, corps members conduct service projects that help meet educational and other unmet human needs, protect the environment, promote public safety, and respond to natural disasters. AmeriCorps★NCCC is based on the premise that civic responsibility is an inherent duty of all citizens, and that national service can effectively solve local problems, provide opportunities to learn practical skills, and engender a life-long commitment of service to others.

T H E C O R P S M E M B E R S O F A M E R I C O R P S ★ N C C C

AmeriCorps★NCCC is composed of young men and women, 18 - 24 years old, with a wide range of social, cultural, and educational backgrounds. More than half of the corps members have some college experience, but a small number in each class are still working on their high school equivalency.

All corps members have earned their place on an AmeriCorps★NCCC team by demonstrating a commitment to serve their community, develop practical skills, and make the nation stronger through a year of hard work. The rewards for their service include a deep sense of knowing that they have made a positive difference in the lives of others, technical and interpersonal skills that will serve them well in the future, and an education award that will enable them to continue to excel.

Service projects are the primary means by which AmeriCorps★NCCC accomplishes its mission “to get things done” in communities throughout the United States. Selected projects must meet the following criteria:

- address compelling community needs
- have clearly stated and well planned tasks and objectives
- have demonstrable, measurable goals
- engage all team members in meaningful service throughout the project
- provide opportunities for member growth and development
- involve the community throughout the project
- have a plan for sustainability after the AmeriCorps★NCCC team completes its service.

Projects are normally 6 - 8 weeks in duration, but project duration will vary depending on the nature of the project. Projects must be capable of using at least one full team effectively (10-12 Corps members). AmeriCorps★NCCC provides its corps members with transportation and some basic tools. Project sponsors are required to provide materials, specialized tools, orientation, training, and technical supervision. AmeriCorps★NCCC deploys teams to projects in the most cost-effective and logistically feasible manner. When teams must be based off-campus (called “spikes”), the project sponsor works with AmeriCorps★NCCC to help arrange housing, food, and other logistical matters.

AmeriCorps★NCCC service projects address community needs in one of five issue areas

- Unmet Human Needs - These projects generally have an impact on individual community members. Health, housing, the elderly, and assistance to other members of society with special needs are the focus of unmet human needs projects.
- Environment - In the tradition of the Civilian Conservation Corps, the environmental projects help to preserve and enhance a community’s natural resources. Corps members perform a wide range of activities, from conserving and restoring natural habitats in extreme wilderness regions to working with urban neighborhoods to implement recycling programs and plant urban gardens.
- Education - AmeriCorps★NCCC education projects focus on improving the living standards for Americans by helping to improve the quality of their educational experience. Projects are designed to provide direct service to students and others by way of tutoring and one-on-one assistance. The projects also enable local organizations and educational institutions to help community members to improve the quality of life for their children and adult learners.
- Public Safety - Corps members work with community organizations to solve problems before they become crises and build bonds of trust and collaboration among citizens and local police officers. Projects include safety in the home, crime watches, establishing safe havens, conflict management training, and working with juvenile offenders.

- **Disaster Relief** - As part of the National Disaster Response Network, AmeriCorps★NCCC members work hand-in-hand with the Federal Emergency Management Agency, the American Red Cross, and the National Park Service to provide assistance when disasters strike. Corps members are trained and certified in first aid, CPR, damage assessment, family assistance, and fire fighting, and they have responded to floods, hurricanes, tornadoes, and forest fires throughout the United States.

A M E R I C O R P S ★ N C C C S E R V I C E P R O J E C T S P O N S O R S

Project sponsors are usually local organizations who are addressing an important need within their community, but who find they have insufficient resources to solve a problem fully. Sponsors include neighborhood and community-based non-profit organizations; national non-profits; schools; city, town, county, state, and federal agencies; and Native American Tribal Councils.

The first step in becoming a project sponsor is to prepare an AmeriCorps★NCCC Service Project Application. **Before completing an application**, sponsoring organizations are encouraged to contact the Director of Projects and Training at the campus serving their state for technical assistance, submission deadlines, and other information.

A P P L I C A T I O N I N S T R U C T I O N S

The project application is the means by which AmeriCorps★NCCC receives information about a proposed service project. The application is a relatively brief document, but each item is vital in assessing the merits of a proposed project. It is important that each question be answered as fully as possible. If a particular question is not relevant to the project, please write, "Does Not Apply" for that question. The project application will take approximately eight hours to complete.

Project applications are available through the AmeriCorps★NCCC campuses or the national office. If the application is submitted in hard copy, the responses should be typed and single-spaced, using attached sheets as needed. An electronic version is also available at www.americorps.org/nccc/. If responding electronically, the spaces between the questions on the application may be expanded.

Please submit an application to the Director of Projects and Training at the appropriate campus. Applications may be submitted in several ways:

- A hard paper copy of the application may be mailed or faxed to the campus.
- An electronic copy may be sent to the campus on a PC compatible 3.5 inch disk in MSWord format.*
- The application can be sent by e-mail. Contact the campus that serves your community for the e-mail address.*

Submission deadlines vary from campus to campus, but in general the project application should be submitted approximately 2-4 months prior to the anticipated start date of the project. Contact the appropriate Director of Projects and Training for specific application deadlines.

* Electronic signatures are acceptable if technologically feasible. The signature page can also be forwarded by mail or fax.

Project applications will be retained by AmeriCorps★NCCC for five years. The AmeriCorps★NCCC Service Project Application Form displays a currently valid OMB Control Number.

C O N T A C T I N G A M E R I C O R P S ★ N C C C

Please submit project applications to the appropriate AmeriCorps★NCCC campus.

AmeriCorps★NCCC Western Region Campus serves AK, AZ, CA, HI, ID, NV, OR, UT, WA, and the Pacific Territories. Contact:

Director of Projects and Training
AmeriCorps★NCCC Western Region Campus
2650 Truxtun Road
San Diego, CA 92106-6001
Tel: (619) 523-2651
Fax: (619) 523-2658

AmeriCorps★NCCC Central Region Campus serves CO, IA, IL, IN, KS, MI, MN, MO, MT, NE, NM, ND, OK, SD, TX, WI, and WY. Contact:

Director of Projects and Training
AmeriCorps★NCCC Central Region Campus
1059 Yosemite St.
Bldg. 758, Room 213
Denver, CO 80230
Tel: (303) 844-7438
Fax: (303) 844-7440

AmeriCorps★Northeast Region Campus serves CT, DE, MA, ME, MD, NH, NJ, NY, RI, and VT. Contact:

Director of Projects and Training
AmeriCorps★NCCC Northeast Region Campus
P.O. Box 27
Perry Point, MD 21902-0027
Tel: (410) 642-2411, ext. 6264
Fax: (420) 642-1888

AmeriCorps★NCCC Capital Region Campus serves DC, OH, PA, VA, and WV. Contact:

Director of Projects and Training
AmeriCorps★NCCC Capital Region Campus
#2 DC Village Lane, SW
Washington, DC 20032
Tel: (202) 561-1094
Fax: (202) 561-1090

AmeriCorps★NCCC Southeast Region Campus serves AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, Puerto Rico and the Virgin Islands. Contact:

Director of Projects and Training
AmeriCorps★NCCC Southeast Region Campus
2231 S. Hobson Ave.
Charleston, SC 29405
Tel: (843) 743-8600, ext. 3008
Fax: (843) 743-8609

For questions or information at the national level, contact:

National Projects Director
AmeriCorps★NCCC
1201 New York Ave., NW
Washington, DC 20525
Tel: (202) 606-5000, ext. 144
Fax: (202) 565-2791

Privacy Act Notice: The collection of this information is authorized by the provisions of the National and Community Service Act, as amended by the National and Community Service Trust Act for 1993. This agency informs the potential persons who may respond to the collection of information that such persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Estimated time to complete this application, including time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information is eight hours. If you have any comments regarding this collection of information, send them to: Corporation for National and Community Service, National Civilian Community Corps, Attn: Wayne Verry, 1201 New York Avenue, N.W., Washington DC 20525.



AmeriCorps National Civilian Community Corps Service Project Application



For AmeriCorps★NCCC use only:

Project No. _____ Project Title _____
 Issue Area _____ Spike _____ No. Planned Teams _____ Rotational _____

PRIVACY ACT NOTICE The collection of this information is authorized by 42 USC § 12617. The information is intended for use by AmeriCorps★NCCC in determining whether or not to support a project. Information provided will not be disclosed outside the Corporation for National Service without written permission from the applicant. While providing the information is voluntary, failure to disclose the requested information will adversely affect the applicant's eligibility for project selection.

INSTRUCTIONS

The information requested by this application will be used to evaluate your proposal for approval and selection. Please be as complete and comprehensive as possible in describing your proposed project. Return this form as the initial pages of your proposal. Attach additional pages as needed.

Sponsoring Agency/Organization _____

Partner Agencies _____

Sponsor Representative _____ Position Title _____

Mailing Address _____

Office Telephone _____ FAX _____ E-Mail _____

Project Site Supervisor _____ Position/Title _____

How many weeks will it take a team of 10-12 corps members working full-time to complete this project?

Proposed Beginning and End Dates _____ Are these dates Fixed _____ Flexible _____

This section assists AmeriCorps★NCCC in the identification of possible collaboration efforts with other AmeriCorps programs, verification of the community-based/non-profit status of the sponsoring organization, and confirmation that there are no other resources reasonably available to perform the work described in the project application.

- 1) Is your organization currently funded wholly or in part by the Corporation for National Service? Yes ___ No ___
 - a) If yes, is this proposed project for NCCC work funded by an AmeriCorps grant? Yes ___ No ___
 - b) If you answered yes to either of the above questions, please provide detailed information concerning the funding source and utilization of those funds.

- 2) Please check the appropriate description of your organization: a community-based non-profit organization ___; a school ___; a local ___, state ___, or federal ___ government agency; a Native American Tribal Council ___; or other organization ___ (please explain.) Attach confirmation of non-profit status.

- 3) Could the proposed project be accomplished with contracted labor? Yes ___ No ___
 - a) If yes, does your organization currently have the resources to pay for contracted labor? Yes ___ No ___
 - b) Will the proposed service replace any of your organization's current or projected staff? Yes ___ No ___

PROJECT PLAN

Please answer the following questions thoroughly on additional sheets of paper. Refer to corresponding numbers and letters on the application when providing responses. Please consider the seven criteria on page ii of the Guidelines when answering these questions.

1. MISSION AND OBJECTIVES

This section provides a summary of the proposed service project. A description of the sponsoring organization helps to relate the service project to the overall mission and purpose of the sponsor. Clear statements of the need(s) to be addressed and the overall benefit(s) to the community help AmeriCorps★NCCC ensure that all service activities provide real, demonstrable, and measurable assistance to the community. The responses in this section are essential in understanding the purpose and value of the project.

- a) Describe the overall mission of your agency.
- b) What **compelling community needs** will be addressed through this project? As appropriate, provide a brief description of the community to be served, including available demographic information (e.g., mean income, primary local industries, ethnicity, subsidized school lunch programs, etc.)
- c) Describe how the proposed project will help to meet these needs.

2. WORK PLAN

This section provides a detailed description of the work that corps members will perform in the course of the service project. The proposed tasks must be clearly related to the need(s) identified in the previous section. Expected project outcomes should be described in measurable terms that have a positive impact on the community.

- a) Describe the **specific tasks and activities** that the team will perform.
- b) Provide a work plan that identifies the tasks to be accomplished during each week of the service project (provide a daily plan if appropriate), and an estimate of the number of corps members required to complete each task. Include a calendar that shows the sequence of activities throughout the planned duration of the project.
- c) How will the degree of success of the project be measured? Please list **direct and demonstrable results** of the project. (Examples: miles of fence built, percent increase in reading comprehension test scores, number of children immunized, square feet of walls painted, number of volunteers recruited)
- d) If applicable, describe the tasks that the corps members will perform in the event of inclement weather. Attach a work plan or schedule as appropriate.

3. PROJECT SITE

This section identifies the location(s) where the actual work is to be performed.

Please provide the following information for each work site location. (Some of this information may be the same as the sponsor information on page 1. If so, please copy those answers here.)

- a) Site address (include zip code) _____

- b) Site telephone number _____ FAX _____
- c) Estimated distance from the AmeriCorps★NCCC campus to the project site:
Miles _____ Hours driving time _____
- d) Describe the project area climate, geographical and cultural environment.
(Attach maps, brochures and other documents as appropriate).
- e) Is this an urban____ , suburban____, rural____ , or wilderness____ area?

4. COMMUNITY INVOLVEMENT

Collaboration with other volunteers is an important element of a service project. AmeriCorps★NCCC seeks to encourage and support volunteer participation whenever possible. It helps to confirm that the community recognizes the significance of the project and provides a means for sustaining the project after the corps members depart.

- a) Describe how the community is already involved in helping to meet the stated needs of the project.
- b) Provide an estimate of the number of volunteers who may assist the corps members during the course of the project.
- c) How will the project be sustained after the corps members leave?

5. ACCOMMODATIONS AND PROJECT SUPPORT

a) If the project site is more than a 60-90 minute drive from the NCCC campus, please describe how the team of 10 to 12 corps members will be lodged and fed, and to what extent your organization can support these needs. Please note that inability to provide housing and food does not preclude you from receiving a team. In addressing these issues please consider the follow issues:

- Adequate space (separate female - male facilities)
- Availability of cooking and food storage facilities
- Special dietary needs/preferences (many corps members do not eat meat or dairy products)
- Access to bathroom and laundry facilities
- Safety and security of corps members, personal belongings, and equipment
- Travel distance and time to work site

- b) What additional resources will you make available to the corps members? This can include access to recreation, media opportunities, recognition ceremonies, etc.
- c) Please describe any phones, fax, computer, or internet capabilities that can be made available to the team to help accomplish the project.

6. CORPS MEMBER DEVELOPMENT

Corps members must receive orientation and training that will give them the necessary knowledge and skills to accomplish the service project. This includes pre-project training as well as on-site orientation and training.

Orientation, training, and project tasks help corps members make the connection between what they are doing and why it is important to the community. We call this educational methodology *Service Learning*. Project sponsors work closely with campus staff in the design, support and implementation of training, orientation, and other service learning opportunities.

- a) **Pre-Project Training** - Describe thoroughly the necessary pre-project training that the corps members should receive before arrival at the project.
- b) **On-Site Orientation and Training** - Describe the on-site orientation and training that the corps members should receive after arrival at the project. Indicate the orientation and training that your organization will provide both initially and throughout the life of the project.
- c) **Other Service Learning Opportunities** - Describe other learning opportunities that could help corps members enhance their overall knowledge and life experience. (This could include guest speakers, videos, community events, background documents, etc. Please indicate which of these resources your organization will help to provide.)

7. SAFETY AND MEDICAL CONSIDERATIONS

Corps member safety is of paramount importance in considering a project application. This section should be completed as thoroughly as possible to help ensure the safety and well being of all concerned.

- a) Does this project include possible exposure of corps members to asbestos, lead paint, hazardous waste, or any other safety hazards? Yes No If yes, please provide detailed information concerning identity of the hazard, and the actions that will be taken prior to project start up and throughout the project to prevent exposure from occurring.
- b) Will corps members be required to work with potentially hazardous chemicals, such as solvents, acids, pesticides, herbicides, adhesives, etc.? Yes No If yes, please provide the Material Safety Data Sheets (MSDS) for each chemical. Indicate the availability of appropriate personal protective equipment (respirators, gloves, goggles, etc.) and properly trained supervision.

- c) Are there other conditions that would make corps member participation difficult or uncomfortable (e.g. extreme weather, allergies or phobias, ticks, poison oak, etc.)?
 Yes No If yes, please specify and include recommended information for preparing corps members to work safely in that environment.
- d) List any required and recommended immunizations. If any immunizations are required, can you arrange to have them provided?
- e) Identify local medical facilities, including address, telephone number, hours of operation, distance from the work site and team lodging, and local emergency response procedures (i.e, 911 response).
- f) Identify any other potential safety considerations associated with the project.

8. PROJECT/PERSONAL EQUIPMENT

AmeriCorps★NCCC can provide basic hand tools and personal safety equipment. Project sponsors are responsible for providing building materials and other supplies for a service project. They should plan to provide additional tools and equipment that may be necessary to complete the project.

- a) What equipment, tools, and storage facilities will your organization provide?
- b) What equipment and tools are requested from AmeriCorps★NCCC?
- c) What personal equipment and clothing should the AmeriCorps★NCCC team bring (cooking gear, sleeping bags or other bedding, foul-weather gear, boots, sun protection, hats, gloves, etc.)?
- d) Please identify any safety hazards associated with the use of tools and equipment. Please provide details of any safety training that will be provided and by whom.

9. PERMITS

AmeriCorps★NCCC will not be able to commit to a project if all necessary permits are not obtained. Please identify any permits or licenses required for this proposed work. Have they been secured?

Yes No If no, please indicate the date they will be obtained.

10. PROJECT SUMMARY

Briefly summarize the overall project in 250 words or less, including the need(s) to be addressed, the work to be accomplished, and the expected benefits to the community and to the corps members.

I M P O R T A N T N O T I C E S

Sponsoring organizations should review this information carefully and contact the appropriate AmeriCorps★NCCC campus as the project application is developed. Please note that if the project application is approved and AmeriCorps★NCCC performs the service project, the project sponsor will be asked to sign two additional documents: the Sponsor Agreement and the Project Completion Report.

SPONSOR AGREEMENT - Once the project application has been approved, a formal agreement will be executed between the sponsor organization and AmeriCorps★NCCC, which will specify the roles, responsibilities, and contributions of both parties. Teams cannot begin work on the project until this agreement is in place.

PROJECT COMPLETION REPORT - After the project is completed, the Sponsoring Organization Supervisor(s) will be asked to sign the AmeriCorps★NCCC Project Completion Report and return it to the appropriate Campus Director of Projects and Training within five days of receipt.

DISASTER/FIRE RESPONSE - AmeriCorps★NCCC members and staff are part of the Federal Emergency Management Agency (FEMA) and American Red Cross National Disaster Response Network. In addition, AmeriCorps★NCCC assists local, state, and national forest services with wildfire suppression. Potential sponsors should note that, in the event of a national disaster or wildfire, corps members may be recalled from projects to serve as part of the federal effort to provide relief. This could result in a decrease in the number of corps members assigned to your project for an extended period.

NON-DISCRIMINATION - Under federal law, a project sponsor receiving assistance from AmeriCorps★NCCC may not unlawfully discriminate against individuals on the basis of race, color, national origin, religion, sex, age, political affiliation, or disability (for otherwise qualified individuals with disabilities). Corporation for National Service policy also prohibits discrimination on the basis of sexual orientation, marital or parental status, military service, and social affiliations. Project sponsors will be required to sign an assurance of non-discrimination as part of the Sponsor Agreement.

SERVICE PROJECT LIMITATIONS - In the course of performing a service project, corps members cannot engage in any work that involves direct fundraising, preparation of a request for a future grant/federal assistance, or any political or religious activities.

S I G N A T U R E

The service project application must be signed by a representative of the sponsoring organization for consideration by AmeriCorps★NCCC.

Project Sponsor Signature	Date

*National Civilian Community Corps
1201 New York Avenue, NW
Washington, DC 20525
(202) 606-5000
TDD (202) 565-2799
www.americorps.org/nccc/*

