



COMMUNITY - SITE PARTNERSHIPS



AmeriCorps National Grantee Community Partnerships Case Study

Description:

Socially Responsible Communities is a national organization with 100 affiliates located in 30 states. Socially Responsible Communities is a recent AmeriCorps National Direct grantee receiving 48 MSY's to support the areas of volunteer management and environmental stewardship in eight sites located in four states: Michigan; Ohio; California; and Montana.

California

- San Francisco

Ohio

- Columbus
- Canton
- Akron

Michigan

- Detroit
- Grand Rapids

Montana

- Missoula
- Great Falls

Each site has been approved by CNCS and is receiving 12 MSY. The sites will be providing monthly programmatic and financial reporting to Socially Responsible Communities.

A sub grantee (or sub recipient) agreement has been developed to support this partnership and has also been approved by CNCS.

Questions:

1. What is the role of National Direct grantee Socially Responsible Communities in this partnership?
2. What is the role of the Socially Responsible Community affiliate in this partnership?

Part A

One month into grant implementation, Socially Responsible Communities was contacted by Sally, the Program Director of the Great Falls, Montana, site with a proposition. Sally explained that in an effort to avoid service duplication and she would like to allow 6 MSY's to serve in a local community-based organization called Mother Earth that has a similar mission and program design. Both the Great Falls site and Mother Earth have decided to work towards community environmental stewardship while building on their own strengths. While Socially Responsible Communities is skilled in developing and implementing large scale service projects, Mother Earth is skilled in community organizing and will focus on grassroots education and outreach to community members.

Questions:

1. What are the next steps for the AmeriCorps National Direct grantee Socially Responsible Communities?
2. What type of document would outline and support this partnership between Great Falls, Montana, sub site and Mother Earth?

Part B

Socially Responsible Communities conducts monthly training and technical assistance calls required by all of their sub grantee sites. As standard practice, each sub site has the chance to highlight successes and challenges they have experienced. While on the call, Andrew, the Program Director from the Akron, OH, site mentioned that they had developed a partnership with the county government whereby the Akron sub site will provide volunteers to support education recycling while the local county government will provide space for volunteer meetings and encourage their employees to volunteer for county clean ups. Andrew was excited about the opportunities that this partnership can bring.

Questions:

1. What are the next steps for Socially Responsible Communities?
2. What is the role of the Akron, OH, site?
3. What is the role of the local county government?
4. What type of document should outline and support this partnership?

Memorandum of Understanding: Organizational Responsibilities

Source: The Resource Center - <http://nationalservicerresources.org/ac-startup>

Below are some suggested items to include in the Memorandum of Understanding.

Human Resources Support

__(Organization Name)_____ will

- Recruit and prepare qualified Corps members.
 - Hold AmeriCorps members accountable for the desired service results and will work with members on their professional development and behavior.
 - Regular communication with the Host Site via phone, facsimile, email, and face-to-face.
- __(Name)_____ will meet on __(day of the week)___ with members for supervision, training, feedback, guidance and other support.

Orientation and On-going Training

__(Organization Name)_____ will

- Conduct a National Service orientation.
- Hold an orientation for Host Site supervisors.
- Provide leadership, professional development, and skills training for members.
- Conduct member retreats during the months of _____, _____, _____.
- AmeriCorps members will receive an orientation to your organization __(date)___ to prepare them for a successful service year.
 - The orientation will include an understanding of organizational structure, organization's mission, service activities, prohibited activities, service timeline, staff meeting schedule, and all other appropriate topics.
- AmeriCorps member will participate in all Host Site training relevant to the accomplishment of service activities.
- *Other information as required.*

Site Monitoring

__(Organization Name)_____ will

- Conduct four formal site visits during the service year. A formal evaluation tool will be used to assess partnership functions. (*Identify the dates of formal site visits*).
- Conduct informal site visits on an on-going basis.

Financial Support

__(Organization Name)_____ will

- *Indicate what type of financial obligation the Organization incurs.*

Material Support

__(Organization Name)_____ will

- The Host Site agrees to provide the following
 - AmeriCorps member uniforms
 - Secure storage space for personal belongs.
 - Office space – including access to bathrooms, tables or desks, meeting space, etc.
 - Secure storage space for personal belongs.
 - Telephone, computer, and copier access.
 - Transportation access (public accessibility)
 - *Other information as required.*

Evaluation/Performance Measurement Administration

__(Organization Name)_____ will

- Complete all entries into WBRS
- Complete all required performance measurements with the timely input from Host Sites.
- Collect and share data on members' activities, accomplishments, and number of hours served.
- *Add other information as required.*

MANYCorps Booster Host/Service Site Agreement

Mid Atlantic Network of Youth & Family Services

This is formally recognizing the agreement between the Mid-Atlantic Network of Youth & Family Services (MANY) and (name of program) to host AmeriCorps Education Award Program members as MANYCorps Boosters in service at your program.

 name of program , as the Host Program, has requested and been granted the following member slots for the 2001-02 program year:

- Part-time (900 hours)
- Reduced Part time (450 hours)
- Summer - Reduced Part-time (381 hours)
- Other (please specify)

The Host Program agrees to implement the AmeriCorps program in accordance with the AmeriCorps 2001-2002 Program Provisions. Specifically, the Host Program agrees to:

- Submit two program reports on member activities and accomplishments according to report format on the following dates: April 15, 2002 and October 15, 2002.
- Conduct best efforts to recruit the number of AmeriCorps members awarded to this Host Program in a timely manner.
- Provide members with an AmeriCorps uniform and assure members are appropriately identified as AmeriCorps members when in service.
- Ensure orientation, training, and supervision of MANYCorps members to prepare them for their service assignment. Include full-corps events and training sponsored by MANY specifically for the AmeriCorps program
- Submission of accurate documentation of member service hour and activity logs within 30 days of the close of each month.
- Implement programming to address the program objectives indicated and evaluate progress towards accomplishing those objectives.
- Identify Program staff to oversee the member supervision and support as act as point of contact for MANY's program monitoring.

MANY Program Director

Host Program Signature

Signature

Signature

Date

Date

Source: The Resource Center
<http://nationalservicerresources.org/ac-startup>

City Year Service Project Request for Proposal

Contact Information Page

1. For the point person submitting this proposal, please complete section 1:

First Name _____ Last Name _____

Organization _____ Title _____

Address _____ Day Phone _____

City/State/Zip _____ FAX _____

Email address _____

2. The following people participated in completing this proposal:

Name _____ Title _____

Organization _____ Day Phone _____

Name _____ Title _____

Organization _____ Day Phone _____

Name _____ Title _____

Organization _____ Day Phone _____

3. If you are a service partner or private sector sponsor please provide a brief description of your history with City Year.
4. If you are a service partner or private sector sponsor please submit the mission statement of your organization.
5. What length of time is needed to complete this project? ____ months, ____ weeks
6. This project needs to start on _____ and end by _____.
7. How many Corps members will you need to implement this project?
8. Please identify potential funding sources.

City Year Service Project

Request for Proposal Concept Paper

City Year's mission is to put idealism to work by tapping the civic power of young people for an annual campaign of idealism that generates transformative community service, breaks down social barriers, inspires citizens to civic action, develops new leaders for the common good, and improves and promotes the concept of voluntary national service. City Year's vision is that one day the question most commonly asked of an eighteen year old is: "Where are you going to do your service year?"

- Please provide a one-page concept paper of your proposal, including how this project fulfills City Year's mission and what will be the major impact of the project (short and long term).

Major Outcomes

- Complete the following chart on the project's planned outcomes, measure of effectiveness and project activities. In describing how to measure outcomes,^[1] you may refer to existing City Year instruments, measures, and tools; cite instruments, measures and tools from other sources; or state what new information you will obtain and how you will obtain it.

| | What is (are) the activity (ies) that will generate this outcome? | How will you measure the effectiveness of the activity (ies) in reaching this outcome? |
|---|---|---|
| Example of a Major outcome <i>Young Heroes will believe that they will make a difference in the world</i> | <i>Weekly service activity</i> <i>Debriefs about service at the end of the day</i> | <i>Pre-post surveys of Young Heroes: measures about making a difference</i> |
| Major Outcome #1 | | |
| Major Outcome #2 | | |

| | | |
|-------------------------|--|--|
| Major Outcome #3 | | |
|-------------------------|--|--|

[See AmeriCorps Performance Measurement Toolkit regarding outputs and outcomes.]

Roles and Responsibilities

11. Why are City Year Corps members the best resource for this project?

12. Complete the following information regarding the position(s) needed to implement the project:

| Position Name | Brief Job Description | Hours/week needed in this position | # of people needed in this position |
|----------------------|------------------------------|---|--|
| | | | |
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13. How will these human resources be recruited and selected?

14. Who will be the City Year leadership on this project and why?

Training and Investment

15. The team on this project must represent what skills when it begins? Please be specific, such as: proficiency in Microsoft Windows, three people with basic construction skills, one person who is a resident of the neighborhood, etc.

16. What skills, necessary for the completion of the project, will be taught and by whom?

17. What are other organizations or individuals that will support this project and how?

18. Who from your organization will be the on-going liaison and advisor to the service project?

19. What other staff from your organization will be involved in the project?

20. What resources will your organization provide for the project?

Office Space

Computers

One

Two

Three

Other (please specify) _____

Printer

Fax Machine

Phone

Funding

Orientation to your organization

Training

weekly

monthly

other (please specify) _____

Advisory meetings

weekly

monthly

other (please specify) _____

Other (please specify) _____

21. Please identify potential funding sources.

22. City Year involves many private sector institutions in the sponsorship of a team or a service project. What role do you see employees from the sponsor institution playing in the service project?

Application Submitted by:

Name of point person _____

Signature _____ Date _____

Source: The Resource Center

<http://nationalservicerresources.org/ac-startup>

Partnership Readiness Worksheet

Use this worksheet to help you think about your program and how partnerships can help your service efforts succeed.

Understanding your Organization

What are the goals of your program?

Are you able to meet those goals currently? Why or why not?

How do you want to expand the work you do in the community?

What types of volunteer projects do you want to undertake? How do you want to leverage additional volunteers through your program?

How can community partner organizations help you enhance your current work, take on new volunteer projects, and accomplish your goals?

Defining Partnership Needs

What are some of the resources your program will need that might not be available within your organization? These could be material resources, specific skills, access to certain individuals, visibility, volunteer generation, member placement sites, match, etc.

Identifying Your Resources

What resources you can offer a partner organization? Consider material resources, specific skills, access to certain individuals, visibility, volunteer generation, etc.

Source: HandsOn Network

Partnership Assessment Worksheet

Use this worksheet to evaluate your potential partner organization.

Type of Organization

What type of organization is the partner (e.g., nonprofit, school, local government, faith-based, neighborhood association)? Is it the type of organization you want to partner with?

Mission & Culture

What is the partner's mission and culture? Are they a good fit with your organization? **IMPORTANT:** Do the organizations have a shared goal of service in the community?

Issue Area

What issue area (e.g., youth, environment, education, etc.) does the organization work around? Does this match the issue area your program wants to address?

Resources Offered

What type of resources can the partner offer? Are they resources your program needs?

Resources Needed

What resources can you offer partner? Does this organization need those resources?

Location

What is the partner's location? Is this a geographic area where your program currently serves or wants to expand?

Policies and Provisions

What organizational policies or provisions govern your program's partnerships? How do they affect the potential partnership with this organization?

Partnership Decision

Would this organization be a good fit for your program?

Source: HandsOn Network

Assessing Potential Partners Activity

As a small group, choose one of the case studies below and evaluate the potential partner using the Partnership Assessment Worksheet.

Case Study #1

In the coastal community of Baldwin County, wetlands are lost at the rate about 25 square kilometers annually.

Baldwin County Loves Wetlands is a newly formed community group with a mission: Restoring and enriching our community through wetland preservation. Baldwin County Loves Wetlands plans to coordinate volunteers for monthly meetings with educational presentations. They are also seeking to plan and sponsor projects during which volunteers will install barrier fences to help reduce erosion. They are also seeking long-term volunteers to lead others in installation of the barrier fences.

Baldwin County Loves Wetlands is currently meeting at the local library one night a week for educational presentations but is seeking volunteers and a location to increase the number of presentations to 3 nights per week. In addition to the barrier fence installation the group would like to explore beach replenishment—replacing sand in eroded areas—efforts in the areas that have suffered most.

Case Study #2

As a result of a long history of unsustainable land use practices and a continuing dependence on trees for fuel wood and charcoal, less than 2% of the country's original forests remain. Much of the land now cannot support agricultural activities and malnutrition is a serious issue throughout Haiti. Trees for Our Children, seeks to empower rural groups to restore tree cover to the lands of Haiti. Planting trees protects the environment and helps to preserve traditional livelihoods and cultures for generations.

Last week John Williams, the founder of TFOC, approached your organization about forming a partnership. He has 10 years of experience with government operated reforestation programs but he has little experience with nonprofits. He only heard of your organization's volunteer efforts through a recent press release about Earth Day. He has big dreams for TFOC and wants to work with you to make them happen.

Case Study #3

A national home improvement chain is opening a store in your community. They have a corporate focus on volunteering and volunteer leadership, and they encourage all their associates to participate in team-based service projects.

Your volunteers have expressed an interest in organizing a large day of service for Earth Day. They envision service projects happening at 15 sites, engaging volunteers of all ages, races, backgrounds, and abilities in service on that day. They want to approach the home improvement store about becoming a partner for their MLK Day celebration of service.