

**Program Year 2019-2020**

Thank you for taking the time to complete the Kentucky Campus Compact (KyCC) AmeriCorps VISTA project application. AmeriCorps VISTA is an antipoverty initiative focusing on building capacity for organizations that address poverty related issues. The goal of a KyCC VISTA project is to have an AmeriCorps VISTA member work on specific activities that combat poverty, build capacity and lead toward organizational sustainability in Kentucky higher education institutions, schools, government agencies, and nonprofit organizations.

**Areas of Interest**

Education

Healthy Futures

Economic Opportunity

**Eligibility**

Any Kentucky Campus Compact member institution of higher education, other educational institution, government agency, or Kentucky nonprofit organization with a 501(c)(3) status.

**Program Duration**

The 2019-2020 VISTA cycle will enroll VISTA members into service during the summer of 2019. AmeriCorps VISTA members commit for one year of service with a host organization, with opportunities to re-enroll for additional service terms.

**Next Steps**

**Priority deadline for submitting application materials is Friday, January 25, 2019. *Please submit completed applications to*** ***info@kycompact.org******.*** Once your application has been submitted, our team will review each section and reply if we have any questions. Each objective and member activity must show how the project will be building capacity and working toward sustainability at your organization. *Note: Your VISTA Assignment Description (VAD) will be developed by the KyCC staff using the objectives and member activities listed in your application.*

* The application will be reviewed based on project sustainability and focus area.
* You will be notified of your application status no later than 5 weeks from submission.

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| **Project Application Checklist** |
| [ ]  Completed VISTA application | [ ]  Signed KyCC Memorandum of Agreement |



Kentucky Campus Compact (KyCC)

**AmeriCorps VISTA Project Application**

\*Please submit a unique application per project. One host site can submit multiple unique VISTA project applications.

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| **HOST SITE INFORMATION** | **VISTA PROJECT INFORMATION** |
| Host Agency:  | VISTA Project Title: |
| Address: | VISTA Supervisor:  |
| City: | VISTA Supervisor Email: |
| \*Zip + 4:  | VISTA Supervisor Phone:  |
| \*\*EIN:  |  |
| Host Site Leader Name: |  |
| Host Site Leader Email: |  |
| Host Site Leader Phone:  |  |

\*All applications are required to include the [USPS +4 digits](https://tools.usps.com/go/ZipLookupAction_input).

\*\*All applications are required to include your nonprofit Employer Identification Number (EIN).

**Project Narratives**

1. What year is this VISTA project with the KyCC program for 2019-2020?

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| --- | --- | --- | --- |
| [ ]  Year 1 | [ ]  Year 2 | [ ]  Year 3 | [ ]  Year 4 or more |
| Continue to Question #2 | Continue to Question #8 |

**First-year VISTA project**

1. Describe your organization’s mission and purpose.

VISTA is a short term opportunity to help build capacity at your organization. Using VISTA resources, the host site is expected to work toward project sustainability and be able to continue to engage and meet the needs of the community even after VISTA resources are gone.

1. How will your organization benefit from having an AmeriCorps VISTA member in 2019-2020?
2. Please describe the goal of the VISTA project for the 2019-2020 cycle. *This section will be included in your VISTA Assignment Description (VAD)*. **(Maximum 750 characters allowed)**
3. In one sentence describe how this project will alleviate poverty. (*Please note: This section will be included in your VISTA Assignment Description (VAD)*.
4. List a minimum of 3 objectives (no more than 5) on how the VISTA project will reach the goal statement listed above:

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1. For each objective above, list a minimum of 3 activities the VISTA member will complete to achieve the objective. \*Feel free to add additional rows and columns or attach a sheet if you have more than what is provided below.\*

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| **Objective 1:** **Member Activities** | **Objective 2:** **Member Activities** | **Objective 3:****Member Activities** |
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**Please continue to the VISTA RECRUITMENT section**.

**VISTA project continuation**

VISTA is a short term opportunity to help build capacity at your organization. Using VISTA resources, the host site is expected to work toward project sustainability and be able to continue to engage and meet the needs of the community even after VISTA resources are gone.

All VISTA projects are expected to progress year to year with the project being sustainable from VISTA resources after about 3 years. Each year, the VISTA project is assessed on capacity building and sustainability through the goals, objectives, member activities and performance measures reached.

1. Having read the above section, describe the continuation goal of this VISTA project for the 2019-2020 cycle. *Please note: This section will be included in your VISTA Assignment Description (VAD)*. **(Maximum 750 characters allowed).**
2. In one sentence describe how this project will alleviate poverty. (*Please note: This section will be included in your VISTA Assignment Description, VAD)*.
3. Briefly describe how this project is different from the previous year(s)?
4. List a minimum of 3 objectives (no more than 5) on how the VISTA project will reach the goal statement listed above:

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1. For each objective above, list a minimum of 3 activities the VISTA member will complete to achieve the objective. \*Feel free to add additional rows and columns or attach a sheet if you have more than what is provided below.\*

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| **Objective 1:** **Member Activities** | **Objective 2:** **Member Activities** | **Objective 3:****Member Activities** |
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 **VISTA RECRUITMENT**

The following questions are to assist the KYCC program in recruiting for your project. Complete each section to be listed on your recruitment flyer. Please note that many VISTA candidates range from no professional experience to having very minimum professional/office experience.

1. What **basic qualifications** do you seek for this VISTA project? (i.e. education, skills, etc.)
2. What **preferred qualifications** do you seek in applicants for this VISTA project? (i.e. education, skills, etc.)
3. Are there any training and/or professional development opportunities that will be made available to the AmeriCorps VISTA member during their term of service? If so, explain.
4. Are there any additional benefits your organization can offer to the selected AmeriCorps VISTA candidate? (i.e. reduced cost housing, mileage reimbursement, meal plans, etc.) *\*****As a reminder, VISTA’s ARE NOT PERMITTED to receive additional cash directly from their host site. This supplemental benefit can be in the form of a gift card, direct payment to landlord, etc. Contact KyCC Executive Director Gayle Hilleke at 859-572-7634 or*** ***execdirector@kycompact.org*** ***if you have additional questions.***
5. How many VISTAs are you requesting for this VISTA project? *(Note: There is a cost-share per VISTA member per service term due by the VISTAs first day of service, see section II of Memorandum of Agreement.)*

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| [ ]  **1 member** | [ ]  **2 members** | [ ]  **3 or more members** |

1. Which month would you like to reserve a spot for your VISTA member to start service? (Note: All sites are required to select their KYCC VISTA candidate(s) **1.5 months prior to the VISTA’s start date**.)

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| [ ]  **MAY 21-24\*** | [ ]  **JULY 16-19\*** |
| *\*These dates are determined based on the VISTA’s required Pre-Service Orientation (PSO) schedule.* *KyCC will notify you if there are changes to the dates above.* |

**PERFORMANCE MEASURES**

**Capacity Building**

**Capacity Building Outputs** are one of the ways that VISTAs improve the ability of the organization at which they serve. **VISTA names volunteer recruitment and management as a program priority.** These outputs below are the targets you will be expected to report.

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| **OUTPUTS -** Please provide a target number for this project in each of the following output performance measures. **If your organization does not work directly with volunteers, count [1] for each organization/agency you serve that DOES work directly with volunteers.** | **Target Numbers:***Use only whole numbers* |
| G3-3.1 Number of community volunteers recruited for VISTA-related projects |  |
| G3-3.2 Number of community volunteers managed for VISTA-related projects |  |
| **OUTCOMES** - As a result of the output measurement you chose above, you will need to measure the impact of those activities through capacity building outcomes.  | **Please check YES or NO in the box below:** |
| G3-3.3 Will the VISTA complete effective volunteer management activities? | [ ]  YES[ ]  NO |

* **Describe your tracking methods for your capacity building OUTPUT/OUTCOME pair you indicated above:**

**Antipoverty Performance Measures**

**SELECT ONE** **AntiPoverty Output/Outcome Pair** from the options below. We understand that some Host Sites address poverty in more than one focus area. For reporting purposes, host sites should **CHOOSE ONLY ONE** **AntiPoverty Output/Outcome Pair** **in ONE Focus Area**. Indicate your selection by listing the target number and describing your tracking method.

**ECONOMIC OPPORTUNITY**

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| **FINAINCIEAL LITERACY - output/outcome** | **Target Numbers:***Use only whole numbers* |
| O1- Number of economically disadvantaged individuals receiving financial literacy services |  |
| O9 – Individuals with improved financial knowledge |  |
| **Describe your tracking methods for your OUTPUT/OUTCOME pair you selected above:** |

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| **EMPLOYMENT - output/outcome** | **Target Numbers:***Use only whole numbers* |
| O2 – Number of economically disadvantaged individuals receiving job training and other skill development services. |  |
| Number of individuals showing improved job skills |  |
| **Describe your tracking methods for your OUTPUT/OUTCOME pair you selected above:** |

**EDUCATION**

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| **SCHOOL READINESS - output/outcome** | **Target Numbers:***Use only whole numbers* |
| ED21 - [Number of children that completed participation in CNCS-supported early childhood education programs.](https://www.nationalservice.gov/resources/performance-measurement/ed21) |  |
| ED23 - Number of children demonstrating gains in school readiness in terms of social and/or emotional development |  |
| **Describe your tracking methods for your OUTPUT/OUTCOME pair you selected above:** |

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| **K-12 SUCCESS - output/outcome** | **Target Numbers:***Use only whole numbers* |
| ED2 – Number of students that completed participation in a K-12 education program supported by VISTA-related projects |  |
| ED27 – Number of students in education program(s) who demonstrated improved academic engagement. |  |
| **Describe your tracking methods for your OUTPUT/OUTCOME pair you selected above:** |

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| **POST-SECONDARY SUCCESS - output/outcome** | **Target Numbers:***Use only whole numbers* |
| ED1 – Postsecondary Success –Number of students who start in a CNCS-supported education program. |  |
| ED 11 - Postsecondary Success – Number of students earning a post-secondary degree. |  |
| **Describe your tracking methods for your OUTPUT/OUTCOME pair you selected above:** |

**HEALTHY FUTURES**

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| **FOOD SECURITY - output/outcome** | **Target Numbers:***Use only whole numbers* |
| H10 – Number of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations |  |
| H12 – Number of individuals who reported increased food security |  |
| **Describe your tracking methods for your OUTPUT/OUTCOME pair you selected above:** |

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| **HEALTH CARE ACCESS - output/outcome** | **Target Numbers:***Use only whole numbers* |
| H2 – Number of individuals to whom information on health insurance, health care access, and health benefits programs is delivered |  |
| Number of individuals reporting increased awareness on health insurance, health care access, and health benefits programs |  |
| **Describe your tracking methods for your OUTPUT/OUTCOME pair you selected above:** |

2019-2020

Memorandum of Agreement

between

**Kentucky Campus Compact**

**90 Campbell Drive, CA 270**

**Highland Heights, KY 41099**

and

Host Site

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Host Site Address

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The purpose of this Memorandum of Agreement (MOA) is to delineate the terms, conditions and responsibilities regarding the participation of the Host Site in the Kentucky Campus Compact VISTA (Volunteers in Service to America) program funded by the Corporation for National and Community Service (CNCS).

This document defines the responsibilities of **Kentucky Campus Compact** as the Project Sponsor and the host site listed at the beginning of the document with respect to the assignment of AmeriCorps VISTA member(s). Community needs and project-related KyCCs are outlined in Host Site Application and VISTA Assignment Description documents. The obligations of the parties hereto are subject to and governed by the terms and conditions of the Memorandum of Agreement between the Corporation for National & Community Service (CNCS) and **Kentucky Campus Compact**, and federal laws and regulations and CNCS policies applicable to the project, or which may become applicable to it subsequent to the execution of this Memorandum of Agreement (MOA).

# **Duration**

Host applications are awarded for one year at a time with the expectation a site would have a VISTA project for 3 years depending on federal funding and performance. The service term for any individual VISTA is for one (1) year beginning with the last day of AmeriCorps VISTA Pre-Service Orientation (PSO). VISTA members receive ten (10) days of personal leave and ten (10) days of sick leave.

The duration of this agreement shall be concurrent with the terms of service for any and all VISTA members beginning service at the Host Site in 2019 and 2020.

# **Cost Share**

The cost-share (program fee) of each VISTA is due no later than the VISTA member’s start date unless an alternate payment plan has been agreed to between the Host Site and KyCC. Host sites are not allowed to use sources of federal funding for this fee, unless this MOA is accompanied by a letter or email of permission from the federal agency stating explicit permission to do so. An invoice will be sent once the member is selected. The cost-share is non-refundable if the VISTA leaves service early.

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| **Cost share fee** |
| **KyCC member institution** | **Non-member campus/Community organization** |
| $5,000/per VISTA | $7,000/per VISTA |

# **Responsibilities**

As the Project Sponsor, The Kentucky Campus Compact (KyCC) is responsible for the following:

* Ensuring progress toward the mission, goals, and objectives written in the project plan
* Promoting the service of the VISTA member and the related work of the Host Site
* Creating a Volunteer Assignment Description (VAD) in collaboration with the Host Site, for each VISTA describing the nature of the VISTA’s service at the Host Site
* Providing training and technical assistance to VISTA members and site supervisors
* Serving as the liaison to the CNCS, ensuring compliance with regulations and VISTA members’ receipt of appropriate benefits
* Submitting reports and documentation to CNCS, including bi-weekly verification of VISTA’s full-time service

As the Host Site, you are responsible for the following:

* Ensuring and documenting that all site supervisors have read, understand and agree to follow the terms and conditions set forth in this document
* Abiding by policies and provisions set forth in the AmeriCorps VISTA supervisor manual and VISTA handbook
* Allowing members to participate in local emergency disaster relief efforts if needed and in national service days (e.g. Make a Difference Day, Martin Luther King Holiday, Native American Youth Service Day, National Youth Service Day)
* Designating a site supervisor to oversee the VISTA member and serve as the primary site liaison to KyCC
* Ensuring that the VISTA member submits accurate service hours, vacation time/personal time (10 days), and sick time (10 days) recorded in the required Google Sheets format
* Ensuring progress toward the mission, goals, and objectives written in the VISTA’s Volunteer Assignment Description
* Providing the VISTA member(s) individualized On-Site Orientation and Training at the beginning of their term of service, and within 30 days after the VISTA start date
* Ensuring site supervisor participation in any training events given by KyCC (includes webinars) and timely responses to requests and communication from the KyCC/KYCC VISTA staff.
* Meeting weekly with the VISTA member to discuss work progress, goals, difficulties, and accomplishments
* Notifying KyCC of any proposed changes in the approved VAD and/or issues or concerns with VISTA
* Providing on-going supervision, training, and support to the VISTA member related to the goals of your project
* Providing the VISTA with travel expectations and mileage reimbursement for VISTA service-related travel
* Providing the VISTA with professional development opportunities and/or conference expense coverage
* Providing the necessary resources for the VISTA member to accomplish project KyCCs, including computer/work space
* Actively recruiting and selecting an individual to serve as a VISTA member for your service site, in collaboration with the KyCC program staff

As the program participants, VISTA members are responsible for the following:

* Abiding by policies and provisions set forth in the AmeriCorps VISTA member handbook
* Attending all required trainings and events
* Completing additional assignments deemed necessary by KyCC
* Completing and participating in all evaluation requirements identified by KyCC
* Meeting regularly with site supervisor to discuss work progress, goals, difficulties, and accomplishments
* Performing responsibilities identified in the VAD
* Submitting all reports mandated by the program coordinator and/or the VISTA Leader

# **Prohibited Activities**

The Host Site and the VISTA member understand that under no circumstances may the VISTA member participate in the following activities:

* Any project or activity where the involvement of the VISTA member will result in the displacement of employed workers or impair existing contracts for services
* Assisting in planning, initiating, participating in, or otherwise aiding in any demonstration as a part of their AmeriCorps VISTA duties or while in any way representing AmeriCorps
* Completing VISTA-related work from the VISTA’s residence except when granted explicit permission from CNCS in accordance to the teleservice policy (all KYCC VISTAs are recommended to complete the teleservice policy)
* Direct or indirect attempts to influence passage or defeat of legislation or proposals as a part of their AmeriCorps VISTA duties or while in any way representing AmeriCorps in accordance with the Hatch Act
* Enrolling in college courses, unless approved first by the site supervisor, KyCC VISTA coordinator, and the State Office of the Corporation for National and Community Service in accordance with VISTA guidelines
* Participating in labor or anti-labor organization or related activities as a part of their AmeriCorps VISTA duties or while in any way representing AmeriCorps
* Participating in partisan and nonpartisan political activities, including voter registration as a part of their AmeriCorps VISTA duties or while in any way representing AmeriCorps in accordance with the Hatch Act
* Religious instruction, worship services, proselytizing, or any other specifically religious activity as an official part of their AmeriCorps VISTA duties

# **Endorsements**

* This statement certifies that our location is physically accessible to persons with physical and mental impairments or disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973.

Authorized Official of Host Site Signature Date

* This statement certifies that the host site organization’s status is non-profit, a public agency, and/or a private non-profit organization, and therefore eligible to participate in KYCC VISTA.

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Authorized Official of Host Site Signature Date

* After reading all of the items documented above, please sign below to demonstrate that you understand and agree to the terms, conditions, and responsibilities for participation in the KYCC Initiative.

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Authorized Official of Host Site Signature Date

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Kentucky Campus Compact AmeriCorps Program Director Signature Date