

Due: Friday, January 21, 3:00 PM- email to sturmM@charleston-sc.gov or hand deliver.

City of Charleston AmeriCorps VISTA Project 2022 Project Site Application

Organization/Agency Name _____

Executive Director/CEO _____

Phone _____ *Email* _____

Staff Contact _____

Phone _____ *Email* _____

Mailing Address _____ Website _____

_____ EIN _____

_____ No. years organization has existed _____

Physical Location (if different from mailing address): _____

Please respond to the questions below in 5-7 pages.

1. **Describe your organization-** Including your mission and purpose, clients served, and key programs. Indicate which of the selected Focus Area(s) your VISTA Project falls under- Education, Healthy Futures, or Economic Opportunity.

2. Define your VISTA Project

Provide a 2-3 page narrative of the project that includes the following:

- A summary of the project- the goal/purpose, action steps that the VISTA will take to accomplish the goals, etc.
- The sustainability plan for the VISTA Project- include the specific steps that will be taken to ensure that there is a plan to sustain the work beyond the resources of VISTA.
- Demonstrate how the project will help alleviate poverty among your clients. Provide any relevant data demonstrating the current or expected impact on population served.
- Demonstrate how the project is a priority for the leadership of the organization.
- Describe key partnerships related to the VISTA Project, noting how you collaborate.
- Complete the **VISTA Project Plan (included below)** to describe the Goal and Objectives of the proposed project. The goal should be specific to the VISTA Project, rather than the broader programmatic or organizational goal.

3. Recruitment, Training, and Member Support

- Describe efforts you will take to recruit your VISTA member- how will you disseminate information regarding the position, utilize your network, etc.

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- Describe the skills, characteristics, qualifications, and educational attainment you will be looking for in a VISTA member (at a minimum, all VISTAs must have a high school education).
- Describe how your VISTA member will be oriented, trained, supervised and supported to achieve the goals and objectives of your project.
- Describe your plan for integrating the VISTA member into your organization.
- List the name and contact information (name, title, email, phone number) for the person who will serve as the **VISTA supervisor**. Indicate the Supervisor's involvement in the project, and how they have been consulted on this application.
- What resources will be available for the VISTA member to perform their tasks (desk space, IT equipment, etc.)?

4. The following are all required for a site to host a member. Please indicate your ability to provide each:

- Parking- Yes/No
- Whistleblower policy in place and employee handbook that is regularly distributed with updates- Yes/No
- Site and workspace are accessible to persons with disabilities, or able to make reasonable accommodations as needed- Yes/No
- Site Fee (\$2500)- ability to pay- Yes/No

Exec. Director/CEO Name: _____

Signature: _____ **Date:** _____

Electronically Submit (preferred) or Hand Deliver Applications to the address below.

EMAIL: sturmM@charleston-sc.gov
Mayor's Office for Children, Youth & Families
75 Calhoun Street, Suite 3700, 3rd Floor
Charleston, South Carolina 29401
Phone: 843-965-4190

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<i>For internal use only:</i>
_____ Signature
_____ Date Received

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VISTA Project Plan

Project Goal (*i.e. the “who, what, when, where and how”... What organizational or community problem does your organization aim to tackle in relation to the anti-poverty mission of CNCS and the overall project goals of the CASC? See attached for the goals of the CASC).*

VISTA Project Goal:

Objectives (*i.e. What the VISTA is expected to achieve during his or her term or what will the organization have in place that was not in place before the VISTA).* **Please list 3-4 objectives**

Objective 1:
 Acitivity 1:
 Activity 2:
 Activity 3:

Objective 2:
 Acitivity 1:
 Activity 2:
 Activity 3:

Objective 3:
 Acitivity 1:
 Activity 2:
 Activity 3:

Objective 4:
 Acitivity 1:
 Activity 2:
 Activity 3: