



Pamela Engle, Executive Director

147 Possum Trot Lane Kearneysville, WV 25430

Phone (304)661-1460 Email Pamela.J.Mellott@wv.gov , www.fivepromises.wv.gov

Promise VISTA Request For Proposal

Applications are accepted on-going, to Pamela.J.Mellott@wv.gov

*Please complete **this application in Word, save and email in word. We do not accept PDF***

[West Virginia's Promise-The Alliance for Youth, AmeriCorps VISTA Project](#) is currently accepting applications from non-profit organizations, schools and state agencies to gain a VISTA resource to focus on developing, enhancing and sustaining educational programs focusing on fulfilling the [Five Promises](#) of WV's Promise for children & youth. VISTAs members serve to strengthen and supplement efforts [to eliminate and alleviate poverty](#), and to increase funding resources to support your programs. **This application is due to our office 4 weeks prior to VMO month.**

All VISTA candidates **are required** to participate in VMO (Virtual Member Orientation) training. The scheduled 2023-2024 VMO is listed in chart below. Please email this completed application in the word format as received.

We do NOT accept PDF.

General Information: To expand the VISTA Project each year a non-refundable Administration Fee of **(\$5,000.00)** per VISTA is requested to be paid by each Host Site along with a signed Memorandum of Understanding. Once you complete this application and are approved, you will receive an invoice to pay the Administration Fee of **\$5,000** due 30 days after the VISTA is placed. (The cost of a VISTA averages over \$17,000 per VISTA per year.) Additionally, the Host Site agrees to provide office space and supplies (computer, phone, postage) travel, and other administrative cost. If you are interested in having a VISTA member placed at your Site, you will be required to advertise, interview and select the applicant of your choice. All applicants must apply on-line at myamericorps we may have applicants that have already applied online, which will be sent to you once your Application has been received, reviewed & approved. Brief description of the member's duties will include one or more of these topics:

- Getting Things Done – achieving demonstrable results in meeting Americans' educational, public safety, human and environmental needs.
- Strengthening Communities – uniting citizens from different backgrounds and bringing together diverse institutions in partnerships to transform communities in need.
- Encouraging Responsibility – strengthening the spirit of citizenship through service, education about service and understanding of communities.
- Expanding Opportunity – offering education awards in return for service and providing invaluable life and job skills to members which they will carry through the rest of their lives.

The focus area is:

- Education

The [Five Promises'](#) are the Framework of Service

- Caring Adults
- Safe Place
- Healthy Start
- Effective Education
- Opportunities to Help Others

VISTA Benefits

- VISTA Bi-Weekly Living Allowance (full 14 days of service) = \$877.66 = Yearly total estimate \$22,882- (Before Taxes)
- End of Service Award: Segal Education Award = \$6,895 or Cash Award = \$1,800
- AmeriCorps VISTA Healthcare Allowance
- Student Loan Forbearance
- Career Development
- 10 Personal & 10 Medical Days off

Criteria:

- Age: 18 years old
- Citizenship: U.S. Citizen, National, Legal Resident
- High School Diploma or GED
- Background Check: Fingerprinted

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DEADLINE: Candidate application must be completed with two professional references. Host Site email name of candidate to Sponsor-Pam. Sponsor will download completed candidate application & email to Host Site. Host Site will review, interview, check references, email Sponsor statement of recommendation along with requested start date. Sponsor will recommend/offer position to candidate, candidate will accept position. All Due By:	Countdown Webinar 3 p.m. ET	Onboarding Forms Deadline	Virtual Member Orientation Start Date & Launching Webinar 3 p.m. ET MUST Participate	First AmeriCorps Pay Date \$\$
10/13/2023	10/31/2023	11/1/2023	11/6/2023	11/24/2023
11/10/2023	11/28/2023	11/29/2023	12/4/2023	12/22/2023
12/22/2023	1/9/2024	1/10/2024	1/16/2024	2/2/2024
1/19/2024	2/6/2024	2/7/2024	2/12/2024	3/1/2024
2/16/2024	3/5/2024	3/6/2024	3/11/2024	3/29/2024
3/15/2024	4/2/2024	4/3/2024	4/8/2024	4/26/2024
4/12/2024	4/30/2024	5/1/2024	5/6/2024	5/24/2024
5/10/2024	5/28/2024	5/29/2024	6/3/2024	6/21/2024
5/24/2024	6/11/2024	6/12/2024	6/17/2024	7/5/2024
6/21/2024	7/9/2024	7/10/2024	7/15/2024	8/2/2024
7/5/2024	7/23/2024	7/24/2024	7/29/2024	8/16/2024
7/19/2024	8/6/2024	8/7/2024	8/12/2024	8/30/2024
8/2/2024	8/20/2024	8/21/2024	8/26/2024	9/13/2024



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Always keep in mind full-time yearlong members **do not** perform direct service. VISTA members serve a minimum of **35 hours per week** to create or expand programs designed to bring individuals and communities out of poverty. Below is a list of some of the **indirect service, capacity building and sustainability service activities full-time members can do**. These can be some of the steps for the Volunteer Assignment Description on page 9-10:

- Recruit, Train, Manage, Track Volunteers
- Create Volunteer Assignments
- Train Trainers, Direct Service Providers
- Develop Train the Trainers Curriculum
- Public Speaking, Develop Media kits, Press Releases
- Develop a Speakers' bureau
- Research & Secure Funding for Project
- Organize Fundraising Events
- Grant Research, Write & Submit Grants
- Develop Marketing and Conduct Outreach, web sites, media tools, PSA
- Organize Task Forces
- Develop Community Partnerships
- Develop, Plan, Enhance, Promote Food Security programs, projects, events, opportunities
- Develop Templates; Brochures, Handbooks, Manuals
- Secure Partners; Develop Databases, Web Sites, Social Media Accounts
- Create Infrastructure
- Create Evaluations Tools
- Complete Research
- Develop Out of School/After School Safe Places

Please contact me if you have any questions or if you may be interested in applying to become a Host Site. I will assist you in completing the required documents.



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General Information

Name of Your Organization:	
Today's Date:	
Director:	
Address: PO Box, Street #, City, State, Zip & 4 digit zip code	
County:	
Director Cell Phone:	
Email:	
Web Site:	
FEIN Number:	
DUNS Number:	
Project Year: 1, 2, 3	
Boards President Name, Email & Phone	
Boards Treasurer Name, Email & Phone	
VISTAs are required to submit reports monthly/quarterly/annual; hand written or PDF reports are not acceptable . Will your VISTA have access to a computer to complete all required reports in word ? As you are completing this application!	

Recruiting Contact Information

The contact person(s) is responsible for reviewing VISTA applications, conducting interviews, and notifying us of a final decision, reviewing & signing VISTA timesheets & reports. Please note if different from the individual who will be responsible for VISTA Supervision. It is essential that the following information be accurate and kept current with our office should there be any changes in the contact person(s).

Site Supervisor Name:	
Email:	
Telephone:	
Site Supervisor Cell Phone #:	
Address:	

Corporation for National and Community Service Focus Area(s) to Be Addressed

(Click on the box and/or underline the areas of focus; Note: in each focus area your member will be serving with a goal indirectly to fulfill/deliver the [Five Promises](#))

Education

Which Promise(s) does your Site project to fill through VISTA in-direct services?

Caring Adults Safe Place Healthy Start Effective Education Opportunities to Help Others

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Which of the following best describes your organization?

(Place an x next to the appropriate selection.)

Government Agency			
Federal		Private Non-profit	
State		Tribal	
Municipal		Other	
School		Describe	
County		Other:	

Executive Summary

Please read and answer each question/bullet in this application

Today's Date:	
Project Name:	West Virginia's Promise-The Alliance for Youth, <i>(insert name of your organization/school here)</i>
Where/How did you hear about Promise VISTA opportunity?	
Has an AmeriCorps member ever served at your organization? If Yes, what year?	
(Continuation/New Site) Year of Project:	
Projected Month of VISTA placement:	
Number of children/youths served yearly?	
Narratives	
Number of VISTA resources requesting:	
Estimated length of time required to complete your project:	
Briefly describe your organization mission, vision, history and beneficiaries of your organizations programs:	Mission/Vision: History: Beneficiaries:

All Promise VISTA Site Projects must be developed in accordance with **AmeriCorps VISTA's core principles:** an anti-poverty focus; community empowerment; sustainable solutions; and capacity building. Please describe below how your VISTA will fulfill each.

Type Answers Here

Anti-poverty focus:

Community empowerment:

Sustainable solutions:

Capacity building:

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<p>Need: In this section describe the unmet poverty-related community need(s) you propose to address using an AmeriCorps VISTA resource(s), answer each bullet question below.</p> <p>Future Goals of Accomplishments (State your need): Short Summary of what plans to be accomplished by the VISTA in the upcoming project year. Answer each bullet below</p> <ul style="list-style-type: none"> • If your program will operate at multiple sites, demonstrate a need in each community you propose to serve. • State the number of low-income people directly affected by the problem(s). • The specific low-income population your project intends to serve. • Provide data that identifies the needs
<p>Type Answers Here Need: Future Goals of Accomplishments:</p>
<p>Strengthening Communities: Describe how your VISTA aims to complement or expand current efforts in the community to address the need(s) described. Your response should encompass the following:</p> <ul style="list-style-type: none"> • Describe how the proposed project will complement this work. • A summary of how your project will ultimately strengthen the community and bring individuals out of poverty.
<p>Type Answers Here Strengthening Communities:</p>
<p>Organizational Capacity: Detail your organization’s capacity to manage a VISTA member, including information that addresses the following issues:</p> <ul style="list-style-type: none"> • If your agency is currently receiving other AmeriCorps resources, specify which program and the number of members or national service participants. • Will your organization be able to provide the member with office space, computer/internet access, phone access, supplies, etc. in order to meet their VAD? • What other resources (cash and in-kind) are available to support the project? • Explain how the VISTA member will be reimbursed for any service-related mileage or project-related expenses. What will be the mileage reimbursement rate? • If able to provide housing, please describe your plans. Please include any other relevant information regarding VISTA support expenses. • Please provide a statement that your organization is able to provide a <u>(\$5,000)</u> Admin Fee per VISTA resource?
<p>Type Answers Here Organizational Capacity:</p>
<p>Project Management: Describe your plan for providing daily supervision to the VISTA member(s) assigned to your Site. Include the following information:</p> <ul style="list-style-type: none"> • Is the site supervisor committed to meeting with the site VISTA at least once every week for 30 minutes for supervision, direction, work plan development, quarterly reporting progress and feedback? • Strategies you aim to ensure members are prepared for their assignments and the ongoing support



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you will provide

Type Answers Here
Project Management:

Recruitment and Development: describe the following:

- Your organization’s methods for recruiting qualified candidates.
- The skills your VISTA should bring to the position(s) to have a successful year?
- How your organization would provide reasonable accommodations to VISTAs with disabilities.
- The plan for on-site orientation of VISTA member(s) to your organization and the community within the first month of service. Describe any training opportunities, technical assistance, and conferences that would be available to members throughout their service. West Virginia’s Promise has an OSO you may opt to use, please make a note here if you wish to have a copy.

Type Answers Here
Recruitment and Development:

Summary of Accomplishments (Renewals only): Short Summary of what has been accomplished by the VISTA in the previous project year. Has your organization hosted an AmeriCorps*VISTA in the past, or currently?

Yes _____ No _____

Summary of Accomplishments (Renewals only):

Output:

Progress to date:

Output:

Progress to date:

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Site Assurances: Please provide the answers to the questions below and submit all the documents required (highlighted in yellow):

- If a VISTA is placed with your project, the site supervisor is expected to attend required Supervisor training provided by AmeriCorps, schedule will be provided when available. At this time trainings are through webinars and conference calls. Do you agree to attend trainings via traveling or electronically?
- Site Supervisors are encouraged, and VISTA members will be **required** to attend State Trainings/Events. All the dates and locations for trainings/events are yet to be determined but will be provided once available. ***It is encouraged and essential that your VISTA attend.*** Please type a **statement of assurance** below that the site supervisor for the project (or their designee) will make an effort to attend and will allow, encourage and send their VISTA member to training/events.
- Please submit at least **2 support letters from your partners**, stating the partner is actively engaged with your organization, and the partner is providing assurance and trust that your organization has the capacity to successfully continuing as a viable site to Host a VISTA resource, provide support to the member and provide the Administration Fee of.
- Submit a **letter of support/commitment** from your agency's board of directors **indicating**
 - a. Support for the VISTA position, understanding of \$5,000 administration fee, & understanding of the VISTA role,
 - b. The organization's commitment to assuring a successful VISTA placement and overseeing all VISTA reports are submitted through email in word documents, as well as printed, signed and mailed.
 - c. Support for working toward the goals, objectives and end outcomes of the proposed project.
 - d. A list of board members and/or advisory council members
 - e. Assurance of safety statement
 - f. 501c3 documentation

Type Answers Here

Site Statement of Assurances:

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VAD (VISTA Assignment Description) is a detailed description of the activities assigned to the VISTA member. Describe what activities in detail your VISTA member will do to accomplish the goals. The **red print cannot be changed. Please add 1-3 Steps to fulfilling each Milestone.**

Volunteer Assignment Description

Please insert VAD Title Below: Include the word "VISTA", describe VISTA role (VISTA Outreach Coordinator, VISTA Volunteer Manager, VISTA Volunteer Recruiter, etc.)

Insert VAD Title:		
VISTA Project: West Virginia's Promise		VISTA Member Name:
Site Name:	Assignment Area:	Date:
VISTA Member Activities and Steps Checklist		Planned Period of Work
<p>Goal Statement 1: West Virginia's Promise-The Alliance for youth (insert the Title of your VISTA position) VISTA(s) will focus on developing/promoting the Five Promises in (insert your County here) by increasing the capacity building services and moving people out of poverty through community volunteers recruited, trained, and delivering and implementing the Five Promises to at-risk and low income children and youth in programs such as educational outreach programs, events and initiatives.</p>		
<p>Milestone 1: Increase, enhance, expand or develop programs to provide four of the 5 Promises. Indicator: How many programs are providing four of the five Promises? Step 1: Step 2: Step 3:</p>		
Milestone 1 Summary of Activities/Progress/Accomplishments/Results:		Milestone 1 Completed (date):
<p>Milestone 2: Provide four of the five Promises to 25 new children and youth. Indicator: Number of new beneficiaries (children & youth) receiving 4 or the 5 Promises? Step 1: Participate in required highlighted National Service Days: <ul style="list-style-type: none">  Martin Luther King Day January 15, 2024  National Volunteer Week - April 14-20, 2024  National Service Recognition Day May 5-11, 2024  Annual National and Global Youth Service Day April 19-21, 2024  Join Hand Day May 4, 2024 (First Saturday in May)  9/11 National Day of Service and Remembrance September 11, 2024  Make a Difference Day October 28, 2023  Veteran's Day November 11, 2023, Holiday day off Friday November 10, 2023 Step 2: Step 3:</p>		
Milestone 2 Summary of Activities/Progress/Accomplishments/Results:		Milestone 2 Completed (date):

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<p>Milestone 3: Recruit 10 new community volunteers. Indicator: Number of community volunteers recruited? Indicator: How many hours of service are contributed by community volunteers? Step 1: Step 2: Step 3:</p>	
<p>Milestone 3 Summary of Activities/Progress/Accomplishments/Results:</p>	<p>Milestone 1 Completed (date):</p>
<p>Goal Statement 2: VISTA members will increase funding through grants, cash and in-kind resources to move people out of poverty (insert County here) by supporting development and expansion of programs delivering the Five Promises to more at-risk and low-income children/youth.</p>	
<p>Milestone 1: VISTA members will develop \$1,000 of cash resources; grants, fundraisers, to sustain and develop programs. Indicator: Dollar value of cash resource developed by member? Step 1: Step 2: Step 3:</p>	
<p>Milestone 1 Summary of Activities/Progress/Accomplishments/Results:</p>	<p>Milestone 1 Completed (date):</p>
<p>Milestone 2: VISTA members will develop \$1,000 of in-kind donations to sustain and develop programs. Indicator: Dollar value of in-kind donations received Step 1: Step 2: Step 3:</p>	
<p>Milestone 2 Summary of Activities/Progress/Accomplishments/Results:</p>	<p>Milestone 2 Completed (date):</p>
<p>Milestone 3: VISTA members will track and report on the results of funds gained. Indicator: Number of programs, events, items developed by funding resources? Step 1: Utilize and Submit WV's Promise required tracking & reporting documents Step 2: Step 3:</p>	
<p>Milestone 3: Summary of Activities/Progress/Accomplishments/Results:</p>	<p>Milestone 3 Completed (date):</p>