

VISTA Host Site Application

Healing Action Network is looking for organizations interested in being a host site for AmeriCorps VISTA service members. We are accepting site proposals from eligible organizations that are innovative, high-performing, and impact-driven, and share the AmeriCorps VISTA mission to lift people and communities out of poverty.

AmeriCorps VISTA Project is a quick and cost-efficient way to leverage the human capital your program needs to jumpstart new initiatives, while bypassing the complexity and expense of launching and implementing an AmeriCorps VISTA project on your own.

Healing Action Network makes it easier for organizations to access national service resources by providing greater flexibility and ongoing support. You can rely on our extensive experience and knowledge of AmeriCorps program management, which allows you to focus on the important work of alleviating poverty in the local community.

* Required

Organizational Information

Organization Legal Name *

Employer Identification Number *

Address *

City *

State *

ZIP code *

Phone number *

Contact Person First Name *

Contact Person Last Name *

Job title/position *

Email address *

Person who will supervise VISTA member, if different than above

Authorized organization representative* full name

(*A person authorized to enter and sign contracts for the organization) *

Describe your organization and/or department (mission, vision, etc.): *

Does your organization fit into one of the qualifying categories designated by AmeriCorps? *

- Yes - Faith Based or Registered Non Profit with 501c 3
- Yes - Government Agency (city, county, regional, tribal, federal)
- Yes - School District or other educational service
- No

Location of the organization or where the VISTA will be primarily located *

Geographic areas (cities or counties) affected by the project: *

Location of event *

Project Description:

Which Healthy Futures Area will your project address? *

- Recovery (Assist is making a life in recovery possible for more people. AmeriCorps members offer peer support and project management to help recovery organizations)
- Home (All Missourians deserve a safe place to call home. AmeriCorps members assist and support individuals experiencing homelessness as they work to overcome barriers and achieve their housing goals.)
- Public Health (Building healthy, strong, and resilient communities. AmeriCorps members serve as Public Health Project Coordinators to increase public health capacity and respond to community needs while growing the public health workforce.
- Other?

If other, please describe how you feel your project is applicable but does not fit one of these categories *

Project Title or Brief Description *

What specific population groups does your project intend to serve? Describe the community you plan to serve, addressing their demographics, geographical location, etc. (Describe in 1,500 characters or less) *

Explain why this population is underserved or their needs are not being met, and how your proposed project aligns with the AmeriCorps program priority of Healthy Futures. *

Delineate the basic goals or objectives of the project/program (in which the VISTA will be placed). Include in the description how it meets the previous economic opportunity designated. *

Indicate how VISTA member(s) would be used, listing and describing the scope of each project/activity they will be involved in and the type of tasks they will be assigned. *

AmeriCorps VISTA member activities must be capacity-building for your organization, so you can increase the reach, effectiveness, efficiency, or resources for your anti-poverty programming.

We have identified five core position types and corresponding duties that VISTA members have been approved to complete. *This is not an exhaustive list, and you are not limited to only the position types and activities outlined below.*

We recommend selecting **1-2 position types** below for each requested VISTA position. Within the selected position type, select as many member activities as you feel are achievable and necessary during a one-year term of full-time service. You will have the opportunity to further customize and specify duties after Healing Action Network has reviewed your host site application. *

- Volunteer Management/Recruitment
- Marketing/Communications
- Community Engagement/Outreach
- Fundraising/Development
- Program Development

Describe any additional activities you would like a VISTA member to accomplish during a term of service. *

Describe the involvement of beneficiaries in project development and implementation of project objectives. *

Describe how the project will build capacity and long-term sustainability in your organization or program to ensure it continues after VISTA resources end. *

Healing Action Network has selected the following Federal AmeriCorps Objectives for this VISTA program: (1) Capacity Building and Leverage and (2) Healthy Futures, for which it will collect specific data. Describe how your initiative will connect to one or more of the objectives and interventions in the table below and how you can assist in collecting data for such. *

What is your organization's experience operating physical and well-being programming in the identified area(s) of activity? Provide examples of past work in this area. *

How will other staff or volunteers be involved in the project? *

Provide a detailed plan on how you will recruit and supervise the VISTA member(s). *

What supplemental incentives (gas card, housing assistance, etc) or resources—including office and desk space, access to computer and phone, and other supplies—will you provide to the VISTA member(s)? *

How will your organization ensure a meaningful service experience for the VISTA member? How will you integrate the VISTA member into your organization and community? What education and/or professional training opportunities will you offer the member? *

Provide the name and title of the individual(s) in the organization who will be responsible for developing member content (VISTA Assignments Description, Service Opportunity Listing, On- site orientation and training), submitting required reports and providing daily member supervision *

Project Site Requirements

Listed below are the Healing Action Network requirements for successful VISTA host sites. **Please check all statements that you agree to support.** *

Please select at most 19 options.

- Provide acceptable work plans and a plan for the use of AmeriCorps VISTA members.
- Provide day-to-day supervision of the activities of the AmeriCorps VISTA members.
- Contribute a **host site fee of \$7,200 per VISTA** for the full project year to cover reasonable and actual costs incurred by Healing Action Network directly related to the VISTA project. Healing Action Network will send an invoice for the full site fee unless the Host Site submits a written request to make payments on a quarterly basis (\$1,800 per quarter).
- Provide transportation and/or mileage reimbursement for project related travel expenses outside of the everyday commute for AmeriCorps VISTA members.
- Provide materials and supplies related to the performance of assignments and adequate working space to permit AmeriCorps VISTA members to perform their assigned duties; specifically, office equipment, computer, internet access, email, and telephone.
- Provide reasonable accommodations to VISTA members with disabilities, if needed.
- Assist in reviewing performance of AmeriCorps VISTA members.
- Provide VISTA with On-site Orientation and Training (OSOT).
- Attend quarterly Healing Action Network VISTA Host Site 1-hour webinars.
- Provide for any project specific training requirements outside of the AmeriCorps sponsored training including fingerprinting if it is a requirement of your site.
- Provide staff and time for one (1) yearly on-site review of project.
- Ensure that VISTAs meet the expectation that they identify themselves as AmeriCorps VISTA members and have the AmeriCorps logo somewhere on their person or on something they are carrying (bag, water bottle) at every external meeting and event that they attend.
- The designated VISTA Supervisor from the host site staff must attend and complete a virtual 1-hour site supervisor orientation.
- Allow AmeriCorps VISTA members to participate in local emergency disaster relief efforts if needed.
- Allow AmeriCorps VISTA members to participate in Days of Service, i.e., Martin Luther King, Jr. Day of Service, and 9/11 Day of Service.
- Allow AmeriCorps VISTA members to participate in monthly team meetings, monthly reports, training, and occasional AmeriCorps Statewide events and conferences (up to 5 hours a week).
- Identify the program as an AmeriCorps VISTA site and members as AmeriCorps VISTA members.
- Clearly state that the site is an AmeriCorps VISTA project and shall prominently display the AmeriCorps logo.
- Timely and actively engage in the recruitment process for AmeriCorps VISTA members.

If you did not check any of the boxes above, please explain why. *

Signature *

Date *

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