



**RURAL DYNAMICS, INC.
MONTANA ECONOMIC OPPORTUNITY
AMERICORPS
VISTA PROGRAM**

**Full-Time VISTA Host Site Application
*2018-2019 Program Year***

For further information, technical assistance, or to submit your completed proposal contact:

Jordyn Rogers, AmeriCorps Vista Program Manager
Rural Dynamics, Inc.
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MEO VISTA PROGRAM APPLICATION

The MEO AmeriCorps VISTA program application includes three parts: program narrative, letters of support/commitment, and Certification Page. The program narrative can be completed – and submitted - in this Word document or drafted separately maintaining question headings and should be no longer than 5 pages in length. Program applications are evaluated based on alignment with RDI’s MEO and AmeriCorps VISTA funding priorities.

Application Summary and Project Goal

Organization Name		Site Supervisor	
Project Title		Title	
Physical Address		E-Mail Address	
Mailing Address		Phone Number	
Website		Fax Number	
Project Period	July 2018-July 2019	Application Type- first, second or third year VISTA	
Please list any additional members of the organization who should be included in VISTA contact below.			
Name	Position/Title		Email address
Number of VISTA Members Requested			



Program Narrative for Host Site Approval: Please outline the specifics of the program including member duties and expected outcomes in detail.

Name of Organization:

- City where member will serve:
- # of VISTAs requested:
- # of VISTAs that have served at this site in the past, with which project and in what capacity:
- Proposed primary CNCS Focus Area (also include Veterans if they will be served through the primary focus area, i.e. Healthy Futures and Veterans): Economic Opportunity
- The overall goal of the project, what does the host site want to achieve (this is not the capacity building activity). Must align with Goal 1 Anti-Poverty Outcomes. The overall goal should be outcome based, as well as anti-poverty based. Should look something like this: The overall goal of the project is to reduce barriers to financial and housing security for at-risk, low-income populations, including homeless veterans and individuals returning from correctional facilities. This will be achieved by creating 3 additional services, including financial education services, work placement services, and wraparound service availability after program is completed; aligning with G3-3.15 Number of additional types of services offered by organizations as a result of capacity building services provided by CNCS-supported organizations or national service participants.
- List populations to be served: i.e. veterans, homeless, native Americans, etc. (Keep in mind; you will need to track these demographics.)
- Project Summary – should include but not limited to the following:
 - ☐ Community Problem (compelling need and issue)? You must provide data to support the problem (this should also include poverty data). The problem must relate back to the overall goal of the project, i.e. if you want to increase high school graduation rates, then this section must address the issue with high school graduation rates in the community to be served. The populations to be served must also be integrated in to this section.

PRIORITY PROGRAMMING AREAS

Please choose one of the following programming areas that describe the proposed project. To change checkboxes, right-click on box to open "Properties" and change "Default Value" to "Checked".

<input type="checkbox"/>	Veterans: Programs focusing specifically on low-income veterans and military families as beneficiaries, or enhance existing programs to begin or better serve low-income veterans and military families.
<input type="checkbox"/>	Economic Opportunity - Housing: Programs supporting connections between families and individuals to emergency housing, transitional services, and affordable permanent housing.
<input type="checkbox"/>	Economic Opportunity - Financial Literacy: Programs providing low income households access to financial opportunities to build wealth to assist in alleviating poverty. This includes financial / budget education, individual development account access, and income tax assistance.
<input type="checkbox"/>	Economic Opportunity - Employment: Efforts to train and employ low income individuals. This includes literacy, vocational training aimed at building and gaining work-related skills.
<input type="checkbox"/>	Rural Community Development: Projects that address high-poverty counties and persistent-poverty counties that works towards moving people in rural communities out of poverty.

PROGRAM GOAL DEVELOPMENT

Please be as brief as possible for each statement, utilizing one sentence per section. This information will be combined in paragraph form in the MEO application for VISTA project status, so please ensure language flows well from one response to the next.

<p>What is the community issue that the organization is trying to resolve and why? Example: There are 45 homeless veterans living in poverty in Billings; ABC Organization works exclusively with this population to alleviate poverty conditions to connect these veterans to housing and services.</p>	
<p>What is the intended result for the issue the organization is working on? Example: The intended result of this project is to increase client access and participation in Program X by 15%, a total of 75 individuals.</p>	
<p>What changes must be made in order to achieve success in resolving this issue? Example: In order to achieve success, 35 new volunteers must be recruited and trained to serve clients in accessing program benefits and \$5,000 must be raised to provide program match to carry out this activity.</p>	
<p>What will this capacity allow the organization to do to impact poverty in the future? Example: Building this capacity will alleviate poverty conditions for 75 individuals in the community this year and will serve over 300 clients in the next five years.</p>	



<p>Will the project increase/improve services to clients? What services will be added and/or how will they be improved? Please include baseline numbers and the number of NEW clients or NEW services to be served / implemented. Example: This project will increase service access by improving the support system directing and managing Program X.</p>	
<p>Who will this project serve? Veterans, children, children of incarcerated adults, at-risk households, New Americans, at-risk seniors, disabled citizens, etc.</p>	
<p>How will this project specifically alleviate poverty? Example: A total of 75 clients will have new access to financial benefits through Project X this year.</p>	
<p>How specifically will the project impact those served? Example: Clients served through the new fiscal literacy program will be able to manage funding levels well enough to establish and maintain an Individual Development Account for use in future education.</p>	

Reporting Verification

During a term of service, host sites (site supervisors and VISTAs) are required to periodically report back on progress using performance indicators. A series of outputs and intermediate outcomes are used to monitor performance of individual program. Please select the performance measures and approximate targets for your program. Rate them in the order of importance if more than one option is chosen.

Order of Importance	Goal	Target
	Example: G3-3.1, Volunteer Recruitment	Example: 15 volunteers
	G3-3.	
	G3-3.	
	G3-3.	



Member Support

Would your institution consider offering free or reduced-cost housing, a meal plan, a bus pass, or similar non-cash, non-salary benefit to VISTA members? (Note: This is not required but it may be considered when selecting grantees to receive more than one VISTA. It may also affect the number of potential VISTAs interested in your opportunity, particularly if you seek to attract national candidates)

<input type="checkbox"/> Yes	If yes, what could you offer?
<input type="checkbox"/> No	

Required Support Documents

- 1) Letter of support from primary program partner:** Successful VISTA programs include a community partner. Please submit a letter of support from a community-based partner. Letters should delineate partner roles and responsibilities related to the specific activities outlined in the narrative and VISTA Assignment Description work plan. (Note: Special consideration will be afforded to site applicants who leverage the support of local businesses or for-profit entities).
- 2) Letter of commitment from executive leadership:** Prospective host sites must demonstrate organizational commitment to supporting MEO’s Program mission and compliance with AmeriCorps VISTA funding guidelines. (See FAQ for details and examples). Programs should submit a letter from the institution’s CEO, CAO, and Nonprofit applicants must include a letter of support from a board chair.

Submission instructions: All submissions for a service year to begin July 2018 are due to RDI’s office by March 1st. (See FAQ entitled “What is the timeline for RFP submission, awards and service year?”). The program narrative may be submitted electronically or as a hard copy. **Letters of support/commitment and the certification page must be submitted as original hard copies.**

Email electronic narrative submissions to: jordynr@ruraldynamics.org

Mail hard copy submissions to: Attn: Jordyn Rogers
RDI, AmeriCorps Vista Program Manager
2022 Central Avenue
Great Falls, MT 59401



Certification Page

Please confirm that the following components of the Program Application include:

- | | |
|---|--|
| <input type="checkbox"/> Program Application Summary and Program Goals | <input type="checkbox"/> Letter(s) of commitment from executive leadership |
| <input type="checkbox"/> VISTA Assignment Description Work Plan | <input type="checkbox"/> Letter(s) of support from program partner(s) |

By signing and submitting the RDI VISTA Program Application, you acknowledge and agree to the following expectations of host sites, should your program be selected to participate in the program (please initial on the left):

	Remitting CHECK ONLY ONE: ___ \$4,000 (First Year VISTA), ___ \$6,000 (Second Year VISTA) or ___ \$8,000 (Third Year VISTA) fee per member (contact Des with questions on payment) plus a \$1,000 administrative fee;
	Participating in a Site Supervisor Orientation and Training webinar prior to the start of the program (or if a new supervisor is added to the program)
	Submitting timely reports to RDI's office
	Actively recruiting and selecting individuals to serve as AmeriCorps VISTA members, in collaboration with RDI's office
	Providing pre-service support to selected VISTA (e.g. help securing affordable housing, transportation, etc.);
	Providing substantive on-site orientation
	Providing dedicated staff to adequately supervise a VISTA; and
	Providing a dedicated workspace and resources (computer, phone, office supplies, etc.)

Furthermore, I certify that:

	I have received appropriate clearance or authorization to apply for grant funding through RDI's MEO AmeriCorps VISTA Program.
	All information contained in this application is true and correct to the best of my knowledge.
	I have reviewed and agree to abide by program requirements and guidelines, as outlined by RDI and CNCS.

SIGNATURE: _____

DATE: _____



Administrative Approval

Administrator Name:

Position/Title:

Mailing Address:

Physical Address:

Phone Number:

Fax:

Email Address:

I certify that:

- I have reviewed the proposal narrative and this program receives my full support;
- My organization is committed to supporting the VISTA program, as outlined in this application; and
- If funding is provided by RDI, my organization and its partners will not accept funding from other AmeriCorps programs or AmeriCorps VISTA intermediaries* (*assurance of non-duplication)

By signing below, I authorize the placement of an AmeriCorps VISTA member at the designated Host Site, using resources made available to RDI's MEO AmeriCorps VISTA Program.

Signature: _____

Date: _____

For any questions regarding this application, please contact Jordyn Rogers at 406.799.8021 or jordynr@ruraldynamics.org.