

SECTION I: INTRODUCTION

This application can be found at <http://texascampuscompact.org>.

WHAT IS AMERICORPS* VISTA?

AmeriCorps* VISTA (Volunteers in Service to America) is a full-time national service program for men and women ages 18 and older interested in developing lasting solutions to the problems of poverty in America. AmeriCorps* VISTA members address the problems of poverty in a particular community and mobilize community resources while increasing the capacity of the low-income community to solve its own problems. AmeriCorps* VISTA is part of the AmeriCorps national network of service programs within the Corporation for National and Community Service. The AmeriCorps* VISTA program has been addressing the needs of impoverished communities since 1965.

WHAT IS THE TCC AMERICORPS* VISTA PROGRAM?

The Texas Campus Compact [AmeriCorps* VISTA http://www.americorps.org/for_individuals/choose/vista.asp] TCC VISTA program was created in 2001 through a partnership between TCC and the Texas Corporation for National and Community Service state office. This program was developed in response to the needs of TCC member campuses and in recognition of the potential for institutions of higher education to more responsibly address the needs of those in poverty in Texas communities. Through their unique campus based placement, TCC VISTA members build, support and develop the capacity for TCC member institutions to establish and maintain strong service programs. Ultimately through this program partnership, TCC seeks to create better stewards of the community and allow students and institutions the opportunity gain a fuller, holistic and more valuable experience outside the classroom and beyond.

The role of the AmeriCorps* VISTA member is primarily to build capacity in communities, create sustainable projects, and upon conclusion have created and developed programs and structures that no longer require staffing from a TCC VISTA member. They build mutually beneficial relationships which can lead to long-term partnerships between community-based organizations and colleges and universities; VISTA members supply human-based resources and skill-based actions necessary for enhancing the quality of campus community service and Service learning programs; and encourage increased involvement in the civic life of the community. The TCC VISTA program represents an innovative partnership between national service and higher education. The model has been replicated in numerous other Campus Compact state network offices.

ARE THERE ANY PROGRAM RELATED COSTS?

In order to continue to honor our commitment to provide member institutions with highly trained volunteers and provide those volunteers with significant professional development opportunities, TCC will require all AmeriCorps*VISTA host institutions to send their VISTAs to one state conference per year. This will include travel related expenses, including; mileage or air fare; per diem; and lodging. TCC will waive all registrations fees for VISTAs to attend TCC sponsored conferences and workshops.

HOW WILL TCC VISTAS BE RECRUITED AND SELECTED?

TCC AmeriCorps* VISTA members are recruited, selected, and receive ongoing training through a collaborative process between TCC and the member host site. They are placed on member host campuses to serve as change agents at the institutional, community, and individual levels. In general, TCC recruits college graduates possessing an associates degree or higher, who have committed to performing a voluntary year of national service. They come from around the country with varying backgrounds and professional goals. They are not necessarily experts in any specific field but typically all TCC AmeriCorps* VISTA members have had significant experience in college-level community service and/or Service learning programs. TCC AmeriCorps* VISTA members are placed on campuses and work with students, staff, and faculty on projects that are part of a work plan agreed upon by The Corporation for National Community Service, TCC, and the host campus. Each TCC AmeriCorps* VISTA member remains connected to the TCC VISTA network all year, allowing each host campus to benefit from a network of AmeriCorps* VISTA members and the sharing of effective practices among their campuses. Additionally a minimum of 10 percent of the TCC VISTA member's term of service must be allotted to TCC and VISTA specific activities.

VISTA candidates are recruited through the existing TCC network and through a national AmeriCorps website. TCC VISTA host campuses assist TCC in the recruitment process by identifying and forwarding appropriate candidates to be matched with AmeriCorps* VISTA campuses. This allows the TCC VISTA program to benefit from both local and national recruits all candidates identified through the recruitment process (by TCC member campuses and TCC national recruitment efforts) will become a part of the candidate pool .

All candidates identified participate in a multi-tiered selection process. First, each candidate must submit an online AmeriCorps application and two written references to TCC. Second, each candidate will fill out and email or mail the online TCC review questionnaire to TCC by May 8, 2009. A candidate displaying the required knowledge, skills, and abilities will be forwarded to host campuses according to his/her preferences and anticipated fit. Third, each candidate is evaluated and interviewed by host campus supervisors, sometimes in conjunction with a campus committee. The host campus supervisor then determines each candidate's potential for placement, completes a TCC evaluation form, and submits this form to TCC via email. As the official VISTA program sponsor, TCC retains the responsibility for collecting candidate application and placement materials, and making final placement decisions and candidate offers. Host campuses should not offer the position to any candidate. TCC will make the final decisions in the selection of TCC AmeriCorps* VISTA members.

SECTION II: HOST SITE OVERVIEW AND REQUIREMENTS

ELIGIBILITY

Proposals must be submitted by a TCC member institution of higher education by May 15, 2009. Multiple proposals from a single institution are permitted. Host campus selection is competitive based on proposal alignment with program goals and institutional capacity to host a TCC VISTA. Institutions applying to host a TCC VISTA after Year 1 will be evaluated according to program results to date and past adherence to program requirements including compliance with reporting and assessment initiatives. TCC is also interested in pursuing institutional type and geographical diversity. Any member host site, who has hosted a TCC VISTA for 3 or more years, must cost share with TCC and CNCS. Cost sharing basically means that the institution agrees to pay for the VISTA's "Living Allowance" for the year of service. Depending upon the zip code of the applying entity, the amount would be \$10,908.00, \$10,380.00, or \$9,996.00. If you know that you will fall under cost sharing requirements, please contact TCC for more information.

HOST SITE REQUIREMENTS

For satisfactory job performance, TCC requires the following:

- College ID with library privileges
- Secure office/desk space with office supplies
- Daily access to phone and private voicemail
- Daily access to computer with Internet and individual e-mail account
- Access to fax, photocopier, and printer
- Comprehensive community and campus orientation

Though not all colleges have residential living, whenever possible *encourages* applicants to provide *housing and/or a meal plan* for the AmeriCorps* VISTA member. This provision allows TCC to recruit nationally for positions and assimilates the AmeriCorps* VISTA into the daily life of the community. Non-residential campuses should provide information on how they will assist the AmeriCorps* VISTA in locating affordable housing.

PROGRAM DURATION

The performance period for the 2009-2010 TCC AmeriCorps* VISTA program is summer 2009 through summer 2010 (specific dates to be determined). TCC AmeriCorps* VISTA members serve for 365 consecutive days.

AWARD INFORMATION

The Texas Campus Compact AmeriCorps* VISTA positions for 2009-2010 are contingent upon continued funding from the Corporation for National and Community Service.

PROGRAM GOALS AND ALLOWABLE ACTIVITIES

TCC AmeriCorps* VISTA positions should focus on the three program goals listed below:

Goal I. Support the development of new and existing service learning courses offered by the member host site.

Goal II. Closing the Gaps/Mentors in the Community: Support the development of new and existing community based mentoring programs that help prepare people to enroll in a higher education program.

Goal III. Volunteer Recruitment: Leveraging student and community volunteer man-hours to support community anti-poverty missions.

RESTRICTED ACTIVITIES

The following are restrictions on the use of AmeriCorps* VISTA positions:

- TCC AmeriCorps* VISTA members are not permitted to engage in any political or lobbying activities including voter registration drives.
- TCC AmeriCorps* VISTA members are not permitted to hold another job, or receive additional compensation for work performed as well as serving as a full-time student.
- TCC AmeriCorps* VISTA members are not permitted to proselytize or engage in related religious activities.
- TCC AmeriCorps* VISTA positions may not supplant, replace or eliminate staff positions. They are not to be used as an administrative stopgap.

HOST CAMPUS RENEWAL

TCC recognizes that the goals set forth by the VISTA program require a multi-year approach. Host campuses may apply for a TCC VISTA position for up to 4 years to address the same specific community and campus need. TCC member institutions that have hosted a VISTA member for four years are eligible to submit a proposal that demonstrates a new need or previously unaddressed issue. (Please note this proposal and the intended activities of the VISTA member must differ considerably from all previous proposals, and CNCS Cost Sharing applies to all sites that have had a TXCC VISTA for 3 or more years, regardless of programmatic focus.) These proposals are submitted one year at a time and are part of the competitive process. The strategy of the TCC VISTA program is to build the capacity of campus-community partnerships until these service initiatives can be sustained without AmeriCorps* VISTA assistance.

SECTION III: VISTA OVERVIEW AND REQUIREMENTS

ELIGIBILITY

VISTAs must be at least 18 years old. There is no upper age limit and many AmeriCorps* VISTA members bring significant work and life experiences to their assignment. Texas Campus Compact VISTAs should have an Associate's, or higher, and a history of community service. Self-initiative, flexibility, and organizational skills are a must. Given that VISTA is a full-time position, VISTA members are not permitted to take classes during their year of service, or have outside jobs.

TERMS AND BENEFITS OF SERVICE

In return for a year of full-time service, TCC VISTAs also receive other benefits as well:

- A \$4,725 Segal AmeriCorps Education Award or \$1,200 post-service stipend
- Modest living allowance (varies by county)
- Healthcare benefits while in service
- Childcare assistance while in service (if eligible)
- Student loan forbearance or deferment while in service (if eligible)
- One year of noncompetitive status for a federal government job
- Access to the network of VISTA & VISTA alumni (170,000 strong)

ELIGIBILITY FOR VISTA EXTENSION AND RENEWAL

AmeriCorps* VISTA members are allowed to serve for three years with AmeriCorps; however, VISTA members are only allowed to receive two Education Awards. VISTA members are strongly encouraged to serve a second term. VISTA members may also extend his/her service for up to 11 months if he/she is unable to commit to a full term. In the event that the VISTA member wishes to extend or renew his/her service at the current host site, the following must be submitted to TCC one month prior to the VISTA member's end of service term:

- Written notice from VISTA member that he/she intends to extend
- A letter from the VISTA supervisor supporting the VISTA member's extension
- The supervisor and VISTA member must provide a detailed outline of what the VISTA member's activities, project goals and project outcomes will be throughout the duration of the extension
- VISTA member will need to complete and submit all required CNCS paperwork

SECTION IV: SUBMISSION PROCESS

PROPOSAL REQUIREMENTS

Proposals should be submitted electronically and will be accepted until May 15 2009. Proposals should be typed using 12 point font, double-spacing, and one inch margins. Proposals should be emailed to jim@texascampuscompact.org. Appendices should be submitted electronically as well. When this is not possible, they should be referenced in the electronic proposal and mailed to the attention of Texas Campus Compact VISTA Recruitment

NOTIFICATION OF VISTA PROPOSAL APPROVAL

Notification of proposal status will be made on an ongoing basis and no later than Friday, May 15, 2009 changes to this schedule will be communicated to you.

APPLICATION ASSISTANCE

Application assistance is available through the TCC office. Please contact either [jim](mailto:jim@texascampuscompact.org) Conditt or Barbara Lynn Prince at (512) 579-5025 or email at jim@texascampuscompact.org or lynn@texascampuscompact.org.

SECTION V: APPLICATION INSTRUCTIONS

COVER SHEET

Please complete the title page provided.

POSITION DESCRIPTION (not to exceed 250 words)

Provide a clear and concise position description. This will be used to describe your program throughout the year and should be ready for publication. It should include the name of your College/University, the supervisor's name and title, the overall vision for the VISTA position, a list of the proposed activities for the year, and a summary of additional benefits offered at your host campus. This position description will be utilized to advertise the VISTA position in the recruitment process and to promote the awarding of the VISTA position to your host campus.

PROGRAM NARRATIVE (not to exceed 10 pages)

The program narrative must be organized into the five sections outlined below:

Campus and Community Need

a. Describe the specific needs of your campus for building infrastructure for community partnerships, curricular and non-curricular service programming, and working with students. Delineate how the proposed AmeriCorps* VISTA position will strengthen your institutions

capacity the address the needs of the community. Demonstrate why a TCC AmeriCorps* VISTA position is an appropriate way to address these needs. TCC requires at least one letter of support from an upper level campus administrator in support of the proposed AmeriCorps* VISTA position. This letter should show a clear understanding of the priorities of the proposed position.

b. Describe the identified community issues and needs that this position will target. Discuss the process by which these needs were determined. Explain specifically how the work of the TCC AmeriCorps* VISTA member will address these needs.

Work Plan

- The Work Plan section of the narrative must be based on the TCC VISTA Program goals, and include activities, timeline, and anticipated results. This section serves as the guide for the TCC AmeriCorps* VISTA member throughout the program year.
- Use at least one page per TCC VISTA Program goal.
- Fill in activities corresponding to each goal. Activities are specific tasks that will combine to achieve the anticipated results. There should be several activities listed under each goal.
- Fill in the timeline corresponding to each of the activities in terms of month(s). If the activity is episodic, list only the month during which it will occur. If the activity is on-going, list the range of months during which it will occur.
- Fill in the outputs corresponding to each activity. Outputs are measures of the number and amount of services delivered, beneficiaries reached, or goods produced. Outputs should be stated as targets (often numbers or percentages) that describe the amount or level of change you anticipate within the timeframe indicated.
- Indicate with whom the AmeriCorps VISTA will be working on the specified activities and individual projects.
- Fill in intermediate outcomes corresponding to each activity. Intermediate Outcomes are immediate changes or benefits experienced by service recipients or communities. Intermediate outcomes should also be stated as targets.
- Fill in end outcomes corresponding to each activity. End Outcomes are significant and lasting changes or benefits experienced by service recipients, organizations, or communities. End outcomes should also be stated as targets.
- Over the lifespan of the VISTA program on your campus (3 or more years), the activities and anticipated results will change. The work plan should address only the activities planned for 2009-2010.

Note: Ten percent of the VISTA's time must be allotted for TCC VISTA related activities.

**Campuses applying for renewal of a TCC AmeriCorps* VISTA position must also respond to the questions below denoted by the ► symbol.*

► Describe lessons learned from the past year(s) and areas to improve upon in the upcoming year.

Organizational Capacity

Describe the designated host campus supervisor's current position and experience with supervision and mentorship. Describe the roles and responsibilities of the key individuals or groups involved (faculty, campus staff, community partners, and students) in the additional support of the VISTA. TCC will give preference to proposals that designate a host site supervisor who has previous supervisory experience and mentorship experience. Host campus supervisors must be available to attend a supervisors' orientation, accommodate at least one TCC campus visit, and conduct regular accountability check-ins with their AmeriCorps* VISTA members for the required monthly and quarterly progress reporting. TCC requires that one person serve as the on-site VISTA supervisor. This person will receive all TCC communications pertaining to the VISTA program and be ultimately responsible for meeting the requirements of the VISTA program.

Describe the VISTA's office location and supplies to be provided, including: desk space, computer, Internet access, campus email, phone, voicemail, and access to fax, copier, printer, and office supplies. Host campuses must provide a college ID with library privileges as well as parking privileges within a reasonable distance to the office location (in instances where the VISTA does not have access to personal transportation a public transportation pass must be provided).

Describe the additional amenities to be provided, including: campus or near-campus housing, meal plan, recreation privileges, public transportation, child care, and access to additional professional development funds/opportunities. Though not all colleges have residential living, whenever possible, TCC strongly encourages host campuses to provide housing, a meal plan, and other amenities for the VISTA member. These provisions allow TCC to recruit nationally for positions and assimilate the VISTA into the daily life of the community. Non-residential campuses that are unable to secure housing for the VISTA somewhere in the community should provide information on how staff will assist the VISTA in locating affordable housing prior to the year of service which may include providing a housing stipend.*

**Contact TCC for policy relating to housing stipend.*

► Delineate any modifications for the upcoming year in relation to what has been provided to the VISTA in the past.

Sustainability

Provide evidence of institutional and community support for the program, including letters of commitment from administrators, faculty, staff, and representatives from community organizations. (Please ensure your application does not exceed the page limit for appendices—see below.)

Describe the lasting outcomes that will result from the infrastructure development and capacity-building activities of the VISTA on campus and with community organizations. Describe long-range institutional plans to sustain the initiatives begun by the TCC VISTA (staff positions funded to continue programming, student leadership for activities, new programs maintained by existing staff, etc.).

▶ Summarize progress from previous years and describe the steps taken to ensure that activities initiated in previous years have been/will be sustained.

Recruitment

Recruitment for TxCC Vistas is through the [Americorps](#) web site. Our **Listing ID is 9248**.

APPENDICES (limited to five pages)

These may include short biographies of staff, letters of commitment from key community partners, publications indicating documented need, etc. If these materials do not originate in an electronic format, they can often be scanned and saved electronically for submission. TCC will not accept appendices such as videotapes, books, or other materials that occupy excessive physical or computer storage space.

Note: Remember to include mandatory letter of support from upper- level administrator.

Texas Campus Compact
AmeriCorps* VISTA Host Campus Application 2009-2010
Cover Page

Check one: Year 1 Host Campus Year 2 Host Campus Year 3 Host Campus Year 4 Host Campus

TCC Member Institution:
VISTA Supervisor: _____
Name:
Title:
Address:
City/State/Zip:
Telephone Number:
Fax Number:
Email:

Information about the Authorized Institutional Fiscal Officer (Legal Applicant) responsible for appropriating funds:
Name:
Title:
Address:
City/State/Zip:
Telephone Number:
Email:
Fax Number:

Authorized Signature: The legal applicant certifies to the best of her/his knowledge that this data is true and correct, that the filing of this application has been duly authorized by the governing body of the applicant and that the applicant will comply with the assurances required if the proposal is approved.

_____	_____
Name	Title
_____	_____
Signature	Date

May TCC adapt and share elements of your proposal with others in grant writing workshops and on our website?
Yes No

Return All Applications to:
lynn@texascampuscompact.org.

Texas Campus Compact cannot accept physical applications; however, additional materials, such as appendices may be mailed to the TCC state office. *TCC prefers to receive all documentation electronically.*

If you have any questions regarding your application or the application process, contact Lynn Prince at (512)579-5023 lynn@texascampuscompact.org, or Jim Conditt at (512)579-5027, jim@texascampuscompact.org.

Texas Campus Compact
Attention: VISTA
702 Colorado Street
Suite 1.118
Austin, Texas 78701