



## 2020-2021 Partner Organization Application

Deadline: Friday, March 27, 2020 5:00pm

In September, Serve Louisiana will place 35 AmeriCorps members with non-profit and community based organizations who develop excellent corps member projects. Projects should feature innovative ways for your organization to address the most pressing health and environmental needs in your community through capacity building activities intended to grow and strengthen your programs. Capacity building activities are indirect services that enable organizations to provide more, better and sustained direct service.

Serve Louisiana's strong leadership development training will enable our members to expand services and work collaboratively with other groups. It's a strong partnership that benefits everyone involved – the AmeriCorps members, your organization, and the people you serve.

The application process for corps members is competitive. Please read the information enclosed in its entirety. Take time to develop your proposal. If your organization is selected, you and your corps member(s) will be expected to fulfill the goals you craft in this application.

The deadline for submission is March 27th. If you have questions or need further information, please feel free to call (225) 930-9949 and speak to a member of the program team.

The 2020-2021 Partner Organizations will be announced April 17th.

Please keep in mind that all approved Partner Organizations are provisional pending notification of our award from the Corporation for National and Community Service. We expect this notification in July 2020.

## Available Positions and Eligibility

### *Available Positions*

Serve Louisiana announces the opening of 35 full-time AmeriCorps positions in southeast Louisiana for non-profit organizations, government agencies, and public schools.

### *Eligibility*

Partner Organizations can be non-profit organizations, city and parish government agencies, public schools, state government agencies, higher education institutions, and faith-based institutions with secular programs.

Community organizations must provide proof of non-profit status with their application. An organization described in Section 501(c) 4 of the Internal Revenue Code that engages in lobbying activities is not eligible to apply. For-profit agencies are also not eligible to apply.

## Serve Louisiana Priority Area

### *Healthy Communities*

Serve Louisiana's goal is to place members with partner organizations which provide needed services to improve health outcomes in the areas of nutrition and fitness as well as mental health, substance abuse and HIV/AIDS, homelessness prevention and protection of the environment. Corps Members will build capacity within their respective partner organizations through one of 4 project types (or a combination of activities):

- 1) Volunteer Coordinator- Corps member(s) may recruit and manage volunteers; create volunteer position descriptions; create volunteer training curriculum; train volunteers; set up (design, implement) systems to track and manage volunteers and volunteer hours; supervise and communicate timely with volunteers; oversee volunteer service projects, organize reward celebrations of volunteers and evaluate volunteer impact etc.
- 2) \*Technology and Social Media Coordinator- Corps member(s) may design informational/educational material for social media, email (ie. constant contact), and web platforms; train staff and volunteers on maintaining web site, Facebook page etc. once the systems are set up. Research and implement technology systems to increase the efficiency of the program or service the program provides.
- 3) Program Outreach & Community Awareness Coordinator- Corps member(s) may design and implement informational/educational materials and tools to increase outreach to potential community beneficiaries (ie. press releases, marketing materials); create/implement annual outreach plan; cultivate relationships with potential community partners to assess outreach opportunities and maintain existing ones; convene partners and stakeholders; develop system to track outreach effectiveness; plan, organize, implement informational outreach events (fairs, workshops).
- 4) Program Development Coordinator- Corps member(s) may develop guidelines, curriculum, timelines, policies and procedures and tracking systems etc. to pilot a new or fledgling program within the organization. The member may also test what they have developed and assess effectiveness. They may offer recommendations for improvement of the program. The intention of this role is to design a program which provides long-term, on-going service, not an episodic project or event. All corps members will evaluate their capacity building activities quarterly and will develop strategies to further improve their effectiveness.

\*The Technology and Social Media Coordinator could easily be collapsed into one of the other positions if it would not be a full time position in itself. Keep in mind that corps members have 11 months to serve

and must serve an average of at least 40 hours per week (excluding holidays and 10 personal days).

### **Restrictions**

The Corporation for National and Community Service prohibits AmeriCorps members from participating in a number of activities. AmeriCorps members cannot perform the following tasks:

- Perform more than 33% of committed service hours to direct service. At least 67% must be Capacity Building activities;
- Displace paid employees;
- Fund raise for an organizations' overall budget (members may assist in fundraising efforts targeting the sustainability of their project no more than 10% of committed service hours);
- Influence legislation;
- Organize or participate in protests, petitions, boycotts, or strikes;
- Assist, promote, or deter union organizing;
- Impair existing contracts for services or collective bargaining agreements;
- Register voters;
- Engage in partisan political activities or other activities designed to influence the outcome of an election to any public office;
- Participate in, or endorse, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- Participate in activities that pose a significant safety risk;
- Engage in religious instruction, conduct worship services, provide instruction as part of a program that includes mandatory religious education or worship, construct or operate facilities devoted to religious instruction or worship, or engage in any form of religious proselytizing;
- Provide a direct benefit to a business organized for profit, a labor union, a partisan political organization, a non-profit organization that fails to comply with the restrictions contained in 501(c) of the Internal Revenue Code of 1986, and an organization engaged in the religious activities described above, unless the corps member is not used in support of those religious activities.
- Provide abortion services or referrals for receipt of such services.

### *Additional Restrictions*

Serve Louisiana members may not fill in for absent employees or perform services, duties, or activities assigned to a paid employee at a Partner Organization.

Serve Louisiana will place members in an organization that currently has another stream of AmeriCorps members on a case by case basis. Services must not be duplicated and AC members may not supervise other AC members.

Corps members may not receive additional wages or stipend money from the partner organization. They may not serve additional hours for additional monetary compensation. The members may receive in-kind donations such as housing or food. They should receive transportation reimbursement for travel undertaken on behalf of their project.

### **Corps Member Selection**

Once an agency is accepted as a Serve Louisiana partner organization, they will be asked to take a highly active role in the recruitment of their corps member(s). The Partner Organization will work closely with the Serve Louisiana program staff in recruitment and selection of these members. This selection process should start immediately after the Partner Organization is notified of their acceptance into the program. Corps members are recruited nationally (via AmeriCorps website, Craigslist etc.) and locally through Serve Louisiana outreach and Partner Organization efforts. Serve Louisiana strives to recruit from a diverse pool of potential applicants.

Corps members are selected based on the following criteria:

- Members must be a U.S Citizen or U.S. national or a lawful permanent resident alien of the US;
- Members must not have a felony record (all members must undergo a state and federal criminal background check);

- Must be at least 17 years or older;
- Must have a high school diploma or GED;
- Must have a desire and willingness to serve their community;
- Must be able to live on the allowance of \$15,000 and be able to commit to a year of full time service;
- Must have an acceptable application including compelling motivational statements;
- Employer and Community references;
- Members must have reliable transportation;
- Members must be able to utilize the \$6,095 education award to either pay off student loans or go back to school within 7 years of the end of their service.
- Members may not have served more than 4 other terms in AmeriCorps or earned the equivalent of 2 full time education awards.
- Members cannot be hired if they, at any time were employed (received monetary compensation) by their prospective Partner Organization.
- Members may not be students while they are serving

Partner Organizations may ask for additional requirements when recruiting a corps member such as experience in a particular field or some specific educational certification.

\*Serve Louisiana does not discriminate in program admission based on race, color, sexual orientation, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of community service, or any bona fide occupational qualifications.

## **Grant Terms and Requirements**

### *Grant Period*

Serve Louisiana's term is from September 1, 2020 to July 31, 2021. Any time served after the end date must be done on a volunteer basis or as a paid employee, unless a corps member needs to make up hours. Both corps members and Partner Organizations may apply to participate in a second term of service, which will begin in September of 2021.

### *Grantee Match*

Serve Louisiana raises additional public cash and in-kind support to lower program costs. To demonstrate local support, all Partner Organizations will be required to pay a cash match for their corps member. Partner Organizations must contribute \$11,000 for each corps member serving at the site. All cash match is due by October 15th. The matching funds will go directly to the corps member's living allowance and are non-refundable. Agencies that are unable to provide the matching funds will not be accepted as Partner Organizations. The cash match also covers the cost of their member's workman's comp insurance which we will provide through Serve Louisiana. In addition to the cash match, Partner Organizations must be able to cover their members with their liability insurance. The cash match does not represent fee for service. If a corps member does not complete their year of service, money is not reimbursed. Corps members may be replaced only through October 31st.

Serve Louisiana also requires that Partner Organizations provide an in-kind match in the form of training, supervision, access to equipment and materials, etc. Partner Organizations must submit monthly accounts of the in-kind match to the Serve Louisiana office (including receipts, time sheets etc.).

### *School Breaks/Summer Activities*

School based programs or seasonal programs must provide full-time activities for corps members during school breaks, such as Thanksgiving, Christmas, and summer vacation. Agencies that do not provide specific plans for such breaks will not be accepted.

## **Review Process and Selection Criteria**

### *Review Process*

All Serve Louisiana partner organization applications will be read and evaluated by our staff. Selected

members of the Serve Louisiana board of directors and alumni members will also read and evaluate applications. Serve Louisiana staff will then discuss applicants who receive the approval of the above group. Final notification of acceptance will be sent by April 17th.

### *Selection Criteria*

Applicants will be judged by the review panel on the following criteria:

- General application quality;
- Commitment to corps members' leadership/professional development;
- A request for projects in rural communities surrounding Baton Rouge and New Orleans;
- Sustainability of project;
- Project fits with AmeriCorps/Serve Louisiana's mission (fits with the healthy communities initiative);
- Project activities are building capacity (improving effectiveness and efficiency of services, expanding services, leveraging resources etc.)
- Demonstration of clear responsibilities for corps members;
- Community need for the project;
- Demonstration of clear, consistent, quality mentorship/supervision by Partner Organization staff of Serve Louisiana project;
- E-mail/internet access, mileage reimbursement, acceptable in-kind report and other resources for corps members; access to office space.
- For renewal applications—history of prompt return of requested forms and paperwork, payment of cash match, attendance of Serve Louisiana Partner Organization events/orientations, encouragement and support of members attending team meetings and out of town trainings, members highlighted as Serve Louisiana/AmeriCorps members as well as corps member feedback/evaluations.

## 1. Organization Information

**Organization Name: \***

**Address: \***

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

**Email Address of Project Supervisor: \***

example@example.com

**Website: \***

**Phone Number: \***

Area Code Phone Number

**Alternate/Cell Phone Number:**

Area Code Phone Number

**Executive Director: \***

**Project Supervisor (if different from above):**

**Organization Type (must be a 501c3): \***

Government (state, district or parish)

Faith-based Institution

Community Based Organization

Educational Institution

**Number of Corps Members Requested \***

**Type of Position(s) Requested \***

Volunteer Coordinator/Manager

Technology and Social Media Coordinator

Program Outreach & Community Awareness Coordinator

Program Development/Program Evaluation

**Is your organization an equal opportunity employer that does not restrict or refuse services based on race, religion, age, disability, political affiliation, veteran status, gender, sexual orientation, ethnicity or national origin? \***

Yes

No

**Is your organization in compliance with the "Drug Free Workplace" federal grant recipient requirements? \***

Yes

No

**Can your organization provide a non-refundable cash match of \$11,000 to cover a portion of the living cost associated with each corps member placed with your organization? Cash match includes the cost for workman's comp insurance. (Due in full by October 15th). \***

Yes

No

**Will your organization be able to provide liability insurance for the Serve Louisiana members? \***

Yes

No

**Was the position applied for previously filled by an employee or non-AmeriCorps volunteer? \***

Yes

No

Corps member candidates will undergo a federal and state background check and be checked against the National Sex Offender Registry. The AmeriCorps and Serve Louisiana guidelines dictate that a candidate can be disqualified for the following reasons:

- Murder conviction
- They are registered on the sex offender registry
- They provide a false statement in response to inquiry about criminal history (application or interview)
- They refuse to undergo the background check

## Proposed Project Plan

**GEOGRAPHIC LOCATION (Name each city and parish in which corps members will serve) \***

0/500

**Briefly describe your organization's program activities. \***

**Describe your proposed Delta Service Corps projects by completing each of the following steps for each project. a) How did the project idea come about? How did your organization engage the community in designing your plan? Describe your targeted beneficiaries? b) Provide a description of the proposed project. c) Describe a typical day for corps members placed with your organization. d) Describe how you will collaborate with other community organizations and community members to accomplish these goals. \***



## Corps Member Mentorship/Supervision

**a) Please indicate who will directly supervise/mentor the Serve Louisiana members? Direct supervisors must undergo a state and federal background check and will sign off on timesheets and in-kind reports. \***

**b) How many hours per week will direct supervision of corps members be provided? \***

**c) How will the corps member be mentored/supervised? \***

**d) Please describe the orientation that will be provided to the corps member. Members must receive a minimum of 15 “orientation” hours. How will you prepare them to achieve the objectives you have proposed? \***

**e) Describe what kind of support your mentor/supervisor will need from Serve Louisiana to be effective in their role? \***

**f) What training and professional development will your organization provide the corps members to enhance their project? Members must receive at least 65 hours of site specific training throughout their service. \***

**g) How will you highlight your corps member to others in the community (newspaper articles, board meetings, website, newsletters etc.)? \***

**h) What safety trainings will provide your corps members to ensure their safety while serving with your organization? \***

**i) Monthly team meetings, Fall and Spring retreats, and Corps-wide service projects require corps members to be away from their Partner Organization an average of 16 hours each month (up to two times for up to three consecutive days). How will you support the project when the corps member is out? \***

**j) Monthly team meetings will contain an educational element based on the theme of that meeting and will have readings, outside facilitators/panels and be corps member lead. Team meetings will be led in a “train the trainer” structure. How will you support your member’s leadership development by allowing them to share their trainings with your organization? \***

**k) If your site is school based, what will the corps members do when school is not in session (corps members must serve from September 1, 2020 through July 31, 2021)? \***

**l) What resources will be made available to the corps members in order to ensure success in the project? \***

computer

mileage reimbursement (required if use of personal vehicle is used to travel outside of home and work)

phone

personal office/ desk

**m) How will the member's service impact the project's outcomes, persons served, community or mission? What are the measurable short and long-term goals that should be achieved by the member that they can be evaluated on? \***

## **2. AmeriCorps Member Position Description**

**Member Position/ Title \***

**Member Immediate Supervisor \***

**Days of the week/hours of service (members must serve an average of 40 hours per week and have two consecutive days off) \***

**Member Position Summary: \***

Please choose one of the 4 positions (or a combination of) Volunteer Coordinator, Technology and Social Media Coordinator, Program Outreach & Community Awareness Coordinator or Program Developer. Describe the responsibilities of the position in a narrative format. Keep in mind that this section should thoroughly define the member service activities in specific terms including quantifiable performance goals and projected accomplishments. Member Position Descriptions should provide meaningful service activities and performance criteria that are appropriate to the skill level of members.

## **Member Impact: \***

Include a narrative that describes how the activity discussed in the Member Position Summary will directly address the issues defined in the Community Need section and what specific quantitative and/or qualitative changes will be seen to address those Community Needs. Explain how the member's service will impact the project's outcomes, clients, community, or mission. It is critical to identify expected impact of the member's service so that he/she will be aware of the importance of their service.

## **Essential Functions of Position: \***

List all basic service activities that the member must perform to achieve the targets defined in the Member Impact section. Identify only the tasks essential to the position. Focus on results, not process. List as many activities as necessary which constitute the position. Confirm that each activity is necessary. What is the relationship between each task? Is there a specific sequence the tasks must follow? Do the tasks necessitate specific physical activities such as sitting, standing, walking, lifting, carrying, etc?

## **Required Knowledge, Skills, and Abilities: \***

Identify the specific areas of knowledge, skills and abilities required to be qualified for the position.

## Required Academic and Experience Qualifications: \*

List minimum qualifications, training, or experience required and/or useful to be successful in the position.

## Required Transportation Needs: \*

Indicate whether the position will require the use of a private vehicle and for what purpose. Or indicate if the member would be able to utilize a bike or public transportation.

**Submission of this application does not guarantee that the Serve Louisiana will provide corps members to your organization, nor does it compel your organization to accept any such corps members. If corps members are placed with your agency, your agency will be responsible for the supervision of the corps members, the development and implementation of service projects, and the effective evaluation of those projects. Corps members may not perform tasks that have been done by paid employees or a volunteer within the last twelve months. If a corps member placed at your organization withdraws or is released from service, the Serve Louisiana does not guarantee a replacement and will not refund any portion of the cash match. If your organization is accepted as a host agency, your organization agrees to collaborate with Serve Louisiana to meet all project evaluation objectives as stated by Serve Louisiana . Your organization must fulfill all requirements of the application process prior to being awarded corps members including the orientation seminar. Non-compliance with the mandated guidelines for Partner Organizations as described in the Program Handbook may result in loss of corps member's placement. Serve Louisiana reserves the right to call upon the immediate services of the corps members during times of national or local emergency.**

Supported by a grant from the Volunteer Louisiana Commission in the Office of Lieutenant Governor Billy Nungesser.

