

Service Project Application

STEP 1: AMERICORPS NCCC PROJECT CONCEPT FORM - INSTRUCTIONS

The Project Concept Form (PCF) serves as an opportunity to provide an overview of your organization, to briefly identify the community need to be addressed and to propose a service project that can help to meet that need. AmeriCorps NCCC Regional staff uses the PCF to assess whether the proposed project fits within the scope of at least one of NCCC's five Project Focus Areas. If the concept of the project has been found to meet basic requirements, you will be invited to complete a full application for AmeriCorps NCCC team(s).

Please use the information below for instructions if you are a prospective sponsor interested in applying for an AmeriCorps NCCC team. The instructions will correspond to each question on the Project Concept form. Answer each question as fully as possible. During this step, AmeriCorps NCCC Regional Offices will have the ability to provide you with technical guidance, should you solicit it. If you have any questions or need additional clarification about any item on the Project Concept Form, please contact them.

The Project Concept Form consists of the following components.

- I. Applicant Information
- II. Project Information
- III. Focus Areas
- IV. Narratives
- V. Locations of Service and Team Lodging
- VI. Authorize and Submit

APPLICANT INFORMATION

1. Enter your organization name and contact information.
2. When registering your organization, you are required to provide your EIN. Known as the Employer Identification Number (EIN) or the Federal Tax Identification Number, the EIN is a unique **nine-digit number** assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification. This number allows CNCS to quickly and accurately identify all organizations that have received CNCS resources for reporting and tracking purposes.
3. Select all of the organization types that apply to your organization; only organizations that fall within the types specified here are eligible to apply. If you have questions on what category your organization may fall into, please contact the representative at your NCCC Regional Office.
4. The Authorized Representative is the organization's designated representative from your organization that is legally authorized and certified to submit the Project Concept Paper and the Application. This person is often referred to as the Project Sponsor and will be the primary person that AmeriCorps NCCC staff will be communicating with regarding the allocation of NCCC teams and organizational support to execute the project. They also should be the signatory on this project application and, if approved, the Sponsor Agreement between AmeriCorps NCCC and your organization.

PROJECT INFORMATION

5. Please provide the title of the project for which you are applying. This title will be used to distinguish between applications if you submit multiple applications to CNCS, so please consider language that most aptly describes the project.

Indicate the number of teams requested and estimated completion time in weeks. This should be calculated for a team of 8 to 12 members serving full time 40-45 hours per week. Please keep in mind that NCCC teams often complete projects quicker than anticipated.

Indicate the proposed **start date** and whether these dates are fixed (not changeable based on the nature or timeline of the project) or flexible (able to be reasonably changed). This will allow the NCCC staff to better arrange logistics and possibly combine the deployments of multiple projects within a specific time frame.

Indicate the proposed **end date** and whether these dates are fixed (not changeable based on the nature or timeline of the project) or flexible (able to be reasonably changed). This will allow the NCCC staff to better arrange logistics and possibly combine the deployments of multiple projects within a specific time frame.

Questions 6-7: These questions address funding and labor resources that your organization receives in relation to this proposed project.

8. If your organization has ever received services of an NCCC team, please enter the number of teams that your organization received going back 20 years. Additionally, please provide the month and year that your organization received the last team. This is one criteria used to determine how we allocate our limited resources.
9. NCCC has effectively partnered with sponsoring organizations that also utilize the services of youth corps that require fees. Fee-for-Service is defined as an agreement in which a youth or community service organization pays fees or reimburses costs to an organization in exchange for member or team support. NCCC does not require a fee but finds value in partnering with organizations that do. NCCC makes every effort to augment and support these local collaborations as much as possible when partnering with sponsoring organizations. Please specify if your organization has ever had a fee-for-service arrangement and, if so, describe how your organization plans to incorporate your existing partnership with NCCC.

FOCUS AREAS

10. Please select from the drop down the primary area of community need that the project will address; You are required to enter a primary area of community need to be addressed.

NARRATIVES

The Narratives section of the Project Concept Form includes 2 topics. Each topic consists of questions you must answer. When completing the Narrative topics, be sure to:

- Clearly label each sub-topic.
- Type single spaced within the fields.
- Type both the question and answer.
- Include activities for the entire span of the project period.

TIP: You may prefer to answer questions first in a word processing document and then paste them into the fillable PDF format. Avoid using special formatting or tables within the fields. You may however attach them separately. To remove special formatting, you can utilize the notepad tool or equivalent that are standard with most home computer systems. If you find that your organization's responses are too long for the fields provided, please provide an attachment noting the section and question number above your continued narrative.

11. Need Narrative

- A. Describe the overall mission of your organization
- B. Provide a brief overview of the community need
- C. Describe how the project and AmeriCorps NCCC team will meet the need
- D. Geographic area to be served
- E. Demographics of the community

12. Project Design Narrative

Within this field, please describe the following:

- A brief description about the service tasks and activities for which your organization is requesting an NCCC team.
- Goals and desired outcomes expected from the involvement of NCCC and how they are related to the community need and mission of your organization.
- Briefly describe the accessibility of the work site for persons requiring mobility, vision or hearing accommodation. Because teams are not assigned to the project when the Project Concept Form is submitted, accommodations may or may not be required. If a member of the NCCC team has special accessibility requirements, regional NCCC staff will work with you to arrange accommodation if the project has been approved and a team is assigned.
- Description of lodging arrangements you are exploring for the team. This is where you should further explain information about disability accommodation, and information on laundry, kitchen and shower availability that you noted in question #14 – Primary Lodging Site (see below).

LOCATIONS

13. Primary Location of Service

The Location of Service is the physical location a team will be performing work during their time with your organization. AmeriCorps NCCC uses this information to ensure the safety of teams and to report to Congress where teams are performing work across the country (and in their districts). AmeriCorps NCCC requires a site supervisor to provide technical guidance, training, and instruction during the service project. The site supervisor should be an individual who currently has the technical skills and abilities to perform the tasks at the project site and will train members on completing the project tasks.

In this section please enter:

- The name of your organization
- The street address, city, state and zip code where members will be serving, which may or may not be the location of the organization listed.
- Check the box if the project site is accessible for persons requiring mobility, vision or hearing accommodation. Please describe in more detail accessibility in the Project Design narrative. Because teams are not assigned to the project when the application is submitted, accommodations may or may not be needed. If a member of the NCCC team has special accessibility requirements, regional NCCC staff will work with you to arrange accommodation if the project has been approved and a team is assigned.
- The name of the supervisor that will be providing consistent site supervision throughout the team's service on the work site.
- The Organizational Title for the Site Supervisor
- The Site Supervisor's phone number; please note the best number to reach this person, a cell phone is strongly encouraged.
- Site Supervisor e-mail

14. Primary Lodging Site

If selected for service, the sponsoring organization is required to provide lodging for the team and, where applicable, is responsible for any fees associated with the lodging space. **Note:** Some NCCC regions may be able to provide lodging for projects on their campus facilities. When available, these projects must be within a reasonable driving distance of the regional campus. Please inquire with your regional NCCC Regional staff to learn more about availability and driving distance requirements.

Accommodations should be responsive to the following requirements:

- Adequate space for 8-12 members with separate female and male sleeping facilities
- Access to bathroom, shower, and laundry facilities
- Availability of cooking and food storage facilities or meals provided by sponsoring organization
- Availability of cleaning supplies and basic cleaning tools proportionate to the size of the accommodations and team. We suggest basic supplies such as toilet paper be available at the lodging site.
- Safety and security of members, their personal belongings, and equipment
- Reasonable driving distance (inquire with your region for specifics)
- Providing food and/or meals is encouraged, but **not required** in order to receive a team.

In this section, please enter the lodging arrangements you are exploring for the team. During this step, lodging does not need to be finalized. Enter as much information as is possible with your potential lodging. If you need more explanation, please include in the Project Design Narrative section above.

- Indicate the organization name of the lodging provider
- Select the lodging type from the drop-down menu
- Select the lodging category from the drop-down menu
- Indicate the team's anticipated arrival and departure date at the lodging site
- Indicate the street address, city, state and zip code of the lodging site
- Please provide the lodging contact name; this person will be the primary contact for anything related to the lodging site.
- List the phone number and email for the lodging contact person. A cell phone number is strongly encouraged.
- Check this box if beds are provided at this site. Providing beds is not required, however, we are requesting this information in order to ensure teams are provided with the equipment they will need.
- Check this box if the lodging site can accommodate individuals with mobility, vision or hearing limitations. Because teams are not assigned to the project when the concept form is submitted, accommodations may or may not be required. If a member of the NCCC team has special accessibility requirements, NCCC Regional staff will work with you to arrange reasonable accommodation at team lodging if the project has been approved and a team is assigned.
- Select whether laundry is available on site. If applicable, please include additional information about fees in the Project Design narrative. If not, please provide the closest laundry facilities available to the team.
- Select whether a full kitchen is available on site for the team to use. Please detail the use and appliances available in the Project Design narrative. A full kitchen includes a full-sized refrigerator, a stove and/or oven and a sink large enough to clean dishes. If a full-sized kitchen is not available on site, please provide the closest kitchen facility available to the team. If a full kitchen is not available, please note if a microwave and refrigerator or any size is available to the team.
- Select whether showers are available on site. If not, please detail alternate accommodations in the Project Design narrative.

PROJECT CONCEPT FORM SIGNATURE

Please review the document for completeness and accuracy. Then sign and date the Project Concept Form. The person who signs the document must be the applicant organization's authorized representative who has the authority to commit resources to your organization. An electronic signature is accepted and encouraged.