



In partnership with the Corporation for National and Community Service (CNCS), we are pleased to announce the availability of awards for the 2020-2021 Rochester Youth Year AmeriCorps VISTA service term. We invite your organization to apply.

Rochester Youth Year engages and empowers local graduates to strengthen the capacity of community organizations in an effort to alleviate the effects of poverty for Rochester youth and families. They do this through indirect, capacity-building service – building systems, resources, and partnerships to better allow your organizations to accomplish their missions.

Rochester Youth Year AmeriCorps VISTA members can be invaluable resources in the development and implementation of new projects and increase the capacity of your organization to more efficiently meet its goals and advance its mission. VISTA members mobilize volunteers, leverage resources, expand partnerships, and more.

In the last year alone, Rochester Youth Year AmeriCorps VISTA members:

- Leveraged **\$2.1 million** in cash and in-kind resources
- Mobilized over **1,400** volunteers who in turn served over **9,500** hours of service
- Created or enhanced **176** different systems and business processes

Application Instructions & Timeline

January 10, 2020: Email a brief indication to apply to abigail.deacon@rochester.edu

February 7, 2020: Submit complete project proposal application

1. Prepare Narrative section (3A – 3D) in **one comprehensive PDF document**.
2. Prepare a VISTA Assignment Description using the template provided.
3. Apply online at: <http://tiny.cc/RYYProjectProposal2020>
 - a. Submit sections 1 and 2 of this application directly through the online form.
 - b. Submit sections 3 and 4 as PDF attachments through the online form.

For more information, please visit: www.youthyear.org. If you have any questions, please contact Abigail Deacon by email at abigail.deacon@rochester.edu or by phone at 585-275-5957.

Sincerely,

A handwritten signature in black ink that reads "Abigail Deacon".

Abigail Deacon
Associate Director for Civic Engagement
University of Rochester, Rochester Center for Community Leadership



The full project proposal application is due **Friday, February 7, 2020.**

1. AGENCY & PROJECT INFORMATION

Agency, contact, and supervisor information will be submitted directly online.

Will the project require the Rochester Youth Year AmeriCorps VISTA member to have a valid driver's license or personal vehicle? If so, please describe the nature and purpose for this project-related travel. Please also indicate whether this is a preference or a necessity. Not all Rochester Youth Year AmeriCorps VISTA members have access to a license or vehicle. *Host organizations are required to reimburse for project-related travel.*

Select the priority area that this project best falls under:

- **Economic Opportunity:** VISTA will give priority to projects that support financial literacy, job skills training or employment, and housing.
- **Education:** VISTA will give priority to projects that support access to improved educational outcomes for economically disadvantaged children. This may include school readiness, K-12 success, or post-secondary success. STEM education programming is of particular interest.
- **Healthy Futures:** VISTA will give priority to projects that meet health needs, including access to food resources and health care, for economically disadvantaged individuals. Projects that address the opioid crisis are particularly of interest.

2. DIRECT AND IN-KIND SUPPORT

Please confirm that your organization will provide the following:

- Daily supervision and participation/cooperation with mandatory events (orientation, quarterly training, Annual Meeting, Closing Ceremony, site visits, ...)
- A robust orientation to the agency and the populations it serves
- Cost-share not to exceed \$6,500
- Reimbursement of VISTA for service-related travel (mileage, etc.)
- Work space and equipment (including computer and phone)



3. PROJECT NARRATIVE

Please address sections A through E in one comprehensive **PDF** document.

If the project has hosted a member in the past, please reference previous accomplishments and explain how a new Rochester Youth Year AmeriCorps VISTA member could build upon these.

A. Executive Summary

Provide a narrative of your proposed project, outlining the overall goals and project model you intend to move forward. (500 words maximum)

Include:

- Measurable, quantifiable, **poverty-related needs of the community you serve**. Focus on needs that will be *specifically* addressed by your organization and this project. Indicate how these needs were identified and how they relate to your organization's overall mission.
- At least **three objectives** for the project
- The **strategies** you envision implementing to achieve these objectives/goals
- How these goals and strategies address the **poverty-related needs** outlined above
- The **constituent population** the project will serve and collaborate with to achieve goals

B. Strengthening Communities

- i. How do the strategies implemented by the Rochester Youth Year AmeriCorps VISTA member build capacity for the project or organization? Describe how this capacity contributes to efforts that aim to bring families out of poverty. Proposals that actively and respectfully involve the community will be awarded additional points. (250 words)
- ii. Describe how the VISTA member will collaborate with other local agencies, community groups, or government offices in order to support the proposed project. Proposals that collaborate with area colleges will be awarded additional points. (250 words)

C. Project Management

- i. List the recommended skills and qualifications that the Rochester Youth Year AmeriCorps VISTA member should possess to successfully complete the proposed project. (List)



- ii. Describe plans for daily supervision of the Rochester Youth Year AmeriCorps VISTA member. Be sure to identify additional supervisors and what department the VISTA member will work with most directly.
 - a. If secondary or satellite sites will host/supervise the Rochester Youth Year AmeriCorps VISTA member, please list the names of those organizations and the names, titles, and contact information of staff members who may serve as satellite site supervisors. Describe the structure of their relationship to your organization.
 - b. Describe plans to provide the Rochester Youth Year AmeriCorps VISTA member with a robust professional development experience. Particular attention should be paid to their on-site orientation training throughout the first month of service. (250 words)
- iii. Describe your plans for evaluating progress made on project goals. What are (measurable) key outcomes? What data will demonstrate the impact of the project? How is the data collected? What deliverables, or tangible products, will be created? (250 words)

D. Organizational Capacity

- i. Rochester Youth Year values accessibility, equity, and inclusion. Describe how your organization is able to accommodate AmeriCorps VISTA members with disabilities. A description beyond “the organization is ADA-compliant” is required. (100 words)
- ii. Describe your agency’s work environment and culture. For example, what are your agency’s shared values? How do you build team? How are meetings structured? (250 words)

4. VISTA Assignment Description (VAD)

Complete the VISTA Assignment Description template by listing objectives for the project and the activities the Rochester Youth Year AmeriCorps VISTA member will perform to accomplish these objectives. These objectives and activities should be consistent with the overall project goals proposed in the narrative. Full-year VISTA assignments typically have 3-5 objectives.

The VISTA Assignment Description **should not include** direct service activities, administrative activities, or work overtly political/religious in nature. Tasks should keep a capacity-building focus, allowing the project to become sustainable and successful even after VISTA service. The VAD should not include activities or duties that would otherwise be carried out by employed workers, or would supplant the hiring of, or result in the displacement of, employed workers.

We recognize that elements of the VISTA project are likely to change and consider the VAD a “living document.” If selected, our staff will work with your organization to develop this into a meaningful guide for service and are happy to accept amendments throughout the year.