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**L.A. Works Volunteer Corps
Host Site Application
2021 - 2022 VISTA term**

ORGANIZATION INFORMATION

Organization Name	
Address	
<i>Address should be the location where VISTA member(s) will serve.</i>	
Website	Phone
Organization EIN#	Number of Staff

CONTACT INFORMATION

Exec Director/CEO Name	Email Address	Phone Number
VISTA Supervisor's Name	Email Address	Phone Number
Financial Contact Name	Email Address	Phone Number

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NATIONAL SERVICE HISTORY

Has your organization ever hosted National Service members in the past? If so, please describe below:

Branch of National Service (e.g. VISTA, NCCC, State/National, Public Allies, Senior Corps)	What year(s)?	Service area (i.e. program/project name)

PROJECT PROPOSAL/VOLUNTEER ASSIGNMENT DESCRIPTION (VAD)

1. How many L.A. Works Volunteer Corps VISTA members is your organization interested in hosting? *If you wish to host more than one member, please clarify the division of the VISTA roles in the following questions, as applicable.*

2. Please provide your organizational Mission Statement:

3. Please explain how the work of an L.A. Works Volunteer Corps VISTA member will increase your organization’s capacity to achieve its mission. What goals do you hope to achieve with the support of an AmeriCorps VISTA member? What specific tasks will be assigned to the member to achieve these goals?

4. What populations does your organization serve? Please explain, specifically, how the work of a VISTA member will contribute directly to your efforts to serve low-income individuals or alleviate poverty in the community:

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5. What is your Organizational Focus Area? Please select your primary issue area AND at least one sub-focus area:

- Education
 - Early Education School Readiness (e.g. social and/or emotional development, literacy skills, math skills)
 - Improved academic performance (e.g. mentoring/tutoring matches, improved school attendance, improved grades)
 - College Readiness
- Healthy Futures
 - Obesity Prevention
 - Food security programming (e.g. food banks, food pantries)
 - Access to health care
- Economic Development
 - Financial Literacy
 - Low income housing
 - Employment (e.g. job training, job placement services)

6. How many **more** individuals do you predict your organization will have the capacity to serve as a result of the VISTA's work? Please explain.

7. In order to increase your capacity to serve a greater number of individuals, the L.A. Works Volunteer Corps VISTA member will work to recruit and place _____ (projected number) of volunteers. Please explain.

8. L.A. Works Volunteer Corps VISTA Host Site organizations are typically allowed by the Corporation for National and Community Service (CNCS) to host VISTA members for a maximum of three years (if your site would like to go over three years, please request a justification form). How will your organization sustain the work of VISTA members after their terms of service are complete?

9. Consider possible challenges an L.A. Works Volunteer Corps VISTA member may encounter during a term of service with your organization. Describe these potential challenges and any measures your organization will take to prevent or address these issues:

HOST SITE REQUIREMENTS

L.A. Works Volunteer Corps host site organizations are expected to provide, at minimum, the items outlined below. Review and initial to confirm your organization can provide the following items (if your organization is unable to provide any of the following items, please explain):

Stipend match paid to L.A. Works:

Contribution rate for organizations with budgets less than \$1.5M:

- \$11,000 total for first-year host sites
- \$12,000 total for second-year host sites
- \$13,000 total for third-year host sites

Contribution rate for organizations with budgets more than \$1.5M:

- \$15,000 for first-year host sites
- \$16,000 for second-year host sites
- \$17,000 for third-year host sites

*[Note: In addition to the stipend match, there is a \$3,000 registration fee (**non-refundable**) due with submission of the host site MOA before recruitment begins. The first installment of the stipend match is due 30 days into the member's term, and the second is due six months into the member's term.]*

Initial:

Mileage reimbursement for host site travel (excluding daily commute) and expenses covered for other host site related activities (e.g. project supplies) *[L.A. Works will reimburse mileage for VISTA meetings and L.A. Works service days].*

Initial:

Office space for member, including designated work area, computer, printer, email and Internet access, phone, and voicemail.

Initial:

Detailed plan for minimum of 8 hours of onsite orientation and training as well as integration into host site organization.

Initial:

Onsite supervisor to provide ongoing guidance, mentorship, and feedback; this individual must attend L.A. Works Volunteer Corps VISTA Supervisor Orientation and Supervisor Meetings (4 meetings annually).

Initial:

A VISTA Assignment Description (VAD) outlining goals for the member's term of service. L.A. Works will provide template and submit document for approval to the California Office of the Corporation for National & Community Service.

Initial:

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Participation in recruitment and interview process, including advertising L.A. Works Volunteer Corps VISTA position within networks and conducting second-round interviews of potential members [*L.A. Works conducts initial screening and first-round interviews*].

Initial:

Release of members to attend L.A. Works Volunteer Corps VISTA trainings, team meetings, service days/site visits, and disaster response. These are mandatory components of L.A. Works Volunteer Corps VISTA service and account for approximately 5% of the member's time.

Initial:

Written evaluation and feedback regarding member performance, as well as participation in L.A. Works' formal member evaluation process. Evaluations will be held at both the 90-day mark and the 6-month mark.

Initial:

Documentation of member disciplinary action or performance issues.

Initial:

ADDITIONAL HOST SITE REQUESTS

10. Please describe any special requests that we may be able to assist with during our recruitment process (include skills, experience, etc.- e.g. bilingual candidate):

11. Please describe any specific requirements your organization may have regarding a background search of potential candidates:

12. Please review the attached Memorandum of Agreement before completing this application. We understand that some entities may require additional provisions or amendments. Will your organization require any amendments to the MOA? Please briefly describe below, and provide a copy of the agreement to any pertinent parties so amendments may be proposed.

MEMBER SUPPORT (NOT REQUIRED)

13. Many VISTA members relocate from other states or communities to serve, and while VISTA provides a relocation allowance, members must secure their own housing. Can your organization provide free housing, low-cost housing, or offer any assistance in a member's housing search (if so, please elaborate)?

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14. Can your organization offer any additional member support (e.g. bus/light rail pass, specialized training, etc.)?

SUPPLEMENTAL MATERIALS

Please attach the following documents with your application. Materials may be sent via email to Alisha@laworks.com.

- Nonprofit organizations must include most recent year-end financial statement
- VISTA supervisor’s resume
- VISTA supervisor’s job description
- Copy of organization’s employee handbook

PROGRAM DATES & DEADLINES

August Cohort: August 02, 2021 – August 01, 2022

Host Site Application: April 15th, 2021

VISTA Recruitment: April 2021 – July 2021

Start Date: August 02, 2021

Authorization

L.A. Works and the Host Site hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement.

Host Site Executive Director/CEO

Signature and Date

Signature and Date

Host Site Supervisor**

Host Site Program Director*

Signature and Date

*Individual primarily responsible for on-site management if not the Executive Director/CEO

** Immediate supervisor if not the Executive Director/CEO or Program Director