



Campus Compact

Southern New England

CCSNE AmeriCorps VISTA

2018-2019 PROGRAM & APPLICATION OVERVIEW



VISTA

Volunteers In Service To America

- Founded in 1965 as Volunteers in Service to America and merged with the Corporation for National Service as an AmeriCorps program in 1993
- Domestic anti-poverty program focused on increasing the capacity to lift Americans out of poverty
- In FY2019 AmeriCorps VISTA expects to support 8000 full-time VISTA members who will serve in 1100 projects to leverage human, financial and materials resources to develop sustainable solutions to problems in low-income communities



How AmeriCorps VISTA resources flow

- 1. Corporation for National & Community Service (CNCS)**
- 2. CNCS State Office - Massachusetts**
- 3. Sponsor - CCSNE**
- 4. CCSNE VISTA Host Sites**

CCSNE AmeriCorps VISTA

CCSNE is an intermediary AmeriCorps VISTA sponsor through the Massachusetts office of the Corporation for National Service (CNCS).

For the 2018-19 program year 55 AmeriCorps VISTA members including 3 VISTA leaders are expected with the possibility of expansion to 65 members.

Awards under the CCSNE VISTA program are subject to appropriations and approval from the Corporation for National Service.

CCSNE AmeriCorps VISTA Eligibility

- Institutions of higher education who are members of Campus Compact
- Non-profit organizations, regional consortia and K-12 schools who are partners with higher education institutions
- May apply in partnership with other member institutions or with an external partner
- May host multiple VISTA positions under one project/partnership with separate VADs
- May host multiple VISTA positions for multiple projects under separate proposals and separate VAD's

CCSNE VISTA Projects

Must include **all** four core principles

1. anti-poverty
2. community empowerment
3. sustainable solutions
4. capacity building

AND

**Focus on the
CNCS Education
Priority**

CNCS Education Priority

Priority focus area of education. This focus reflects the mission, values and strategic goals of CCSNE, and the strengths of Campus Compact as a national organization.

- **School readiness:** School readiness for economically disadvantaged young children
- **K-12 Success:** Educational and behavioral outcomes of students in low-achieving elementary, middle and high schools
- **Post-secondary success:** Preparation for and prospects of success in post-secondary education institutions for economically disadvantaged students

School Readiness

Building capacity for economically disadvantaged pre-school aged children to make gains in social/emotional skills, literacy or numeracy skills.

Including (but not limited to): capacity building for teaching, tutoring and the provision of education readiness support services to children and families.

K-12 Success

Building capacity to support academic and behavioral outcomes of low-income students in elementary, middle and high schools.

Including (but not limited to): capacity building for teaching, tutoring, mentoring of students, expanded learning or out of school time programs and other school improvement support

Post-secondary Access and Success

Building capacity to prepare students for higher education and training and improve the prospects of success in post-secondary institutions for economically disadvantaged students.

Including, (but not limited to) programs that help students prepare for college and careers including building capacity for college counseling, tutoring, enrollment support and retention support for first generation and low-income students.

Additional Priorities

EDUCATION PRIORITIES

- STEM Programming

POPULATIONS AND REGIONS

- Vulnerable Youth
- Rural Community Development
- Indian Country

Capacity Building

Expanding the scale, impact and resource-leveraging ability of programs, organizations and systems/collective impact efforts

Capacity Building Scope - Programs

Building capacity for programs that address the education needs of children and college students who live in poverty to progress, stay on grade level and graduate.

Capacity Building Scope- Organizations

Building capacity at the organizational level for multiple departments, to work together successfully to address the education needs of children and college students who live in poverty.

Capacity Building Scope– Systems/Collective Impact

Building capacity for involvement in multi-sector partnerships working together to address the education needs of children and students who live in poverty

Role of CCSNE

- Manage overall AmeriCorps VISTA program
- Oversees Federal grant compliance and reporting requirements
- Provides supervisor training & support
- Provides comprehensive member support and training
- Provides a conduit for program and partnership information sharing, best practice and networking

Role of Host Sites and Host Site Supervisor

HOST SITE PROVIDES

- Host site fee
- Designates a host-site supervisor
- Reimburses work-related travel and transportation
- Provides office space, computer & phone access, and office supplies
- Provides optional non-cash support

HOST SITE SUPERVISOR

- Supervises and supports the VISTA member
- Attends Supervisors orientation
- Attends two grantee meetings/year
- Accommodates one site-visit and one monitoring visit
- Responsible for completion of reporting, compliance with program provisions and VISTA terms conditions and benefits.

Recruitment Expectations

- Host campuses **must** recruit for their CCSNE AmeriCorps VISTA position
- All host sites must:
 - post their position
 - Screen and interview candidates
 - Submit the locally recruited candidate to CCSNE
- Selected Candidates must:
 - Submit an application in the My AmeriCorps Portal
 - Submit a resume, cover letter to ccsnevista@compact.org

Selected Candidate Processing

- Once completed applications are submitted to CCSNE. Program staff will review, screen and interview the candidate.
- CCSNE program staff will then forward the candidate to the Corporation for National Service for processing and approval.

Recruitment Timeline

December	Guidance for Recruitment issued to current sites
January 2018	CCSNE VISTA member application open on VISTA portal
February-April 2018	Current host site recruitment screening and interviews of local candidates
January-June 2018	Candidate screening and interviews by CCSNE
April 15, 2018	Deadline for current VISTA to commit to re-enrollment
May 1, 2018	Deadline for host site candidate selection

Application Timeline

- January 31, 2018 - Host Site Applications Due
- February 16 - Host site notification/feedback letters sent electronically
- March 2, 2018 - Response to feedback letters due
- May 2018 - Supervisor Orientation
- June 1, 2018 - MOU and host site invoices issued
- July 1, 2018 - MOU and host site invoices due
- July 2018 - CCSNE VISTA 2018-19 begins with pre-service orientation

CCSNE VISTA Member Expectations

- Serve at host sites and partners
- Regularly communicate with CCSNE Program staff
- Attend CCSNE required training including 3 residential retreats, required training days, AmeriCorps Opening Day, 9/11 Day of Service and Remembrance, MLK Day of Service
- Assist with recruitment for CCSNE VISTA Members
- Contribute to CCSNE Communications
- Write reports and update the VAD

Application Requirements

- Title Page
- Executive Summary
- Narrative Sections
 - Need
 - Capacity Building for PK-20 Education Success
 - Organizational Capacity
 - Project Management
 - Recruitment and Member Development
- Attachments
 - Letters of Support
 - VISTA position Job Description
 - VISTA Assignment Description (VAD)

Executive Summary

- Clear
- Concise
- Compelling

The Executive Summary is the public release about your VISTA project and used for website, media and recruitment

Need

Clearly describe the unmet *poverty-related* education needs you propose to address using a CCSNE VISTA and how the planned capacity building strategy will lead to the final intended outcomes for the beneficiary community.

Ensure that your answer addresses each of the bullet points

Capacity Building for PK-20 Education Success

Each subsection is an approximate one-page response.

- **Goals/Outcomes**
- **History & Partners**
- **Alignment with Community Engagement**
- **Continuous Improvement Efforts and Sustainability**

Pay careful attention that your answer in each section responds to all the bullet points

Organizational Capacity

Describe the capacity of your department/campus to successfully host a CCSNE VISTA member in collaboration with your proposed partners including providing the required member support.

- Describe the roles of the key staff who will be involved
- Indicate the source of the required host site fee and whether some or all of the partners will contribute to the cost
- Describe the experience of your department/organization and/or the partnership in operating anti-poverty programming to benefit the unmet educational needs of children, students and their families
- Use the pull-down menu to select optional non-cash support

Project Management

- **Supervision:** Orientation, training, daily support, regular check-ins, performance review at the campus and partner sites (if applicable)
- **Community Involvement:** Describe how your proposed project will ensure that the low-income community being served has input into the project plan, the execution of the project and ongoing support.
- **Data Collection and Impact Assessment:** Describe your plans for assessing progress toward achieving your projected outputs and outcomes. Include detail regarding measurement tools to be used data tracking, collection, aggregation and how you will work with partners to collect data.
- **Collaboration with other CNCS support programs**

Performance Measurement

The CNCS' Performance Measurement framework provides a common focal point for CNCS' work across all programs and initiatives. All projects funded by CCSNE are united under the CNCS education priority.

To complete this section, select your project's primary focus area from the drop down menu. The performance measure associated with your focus area will populate. Review and select the measures your project will report on. Assign realistic targets to each selected measure.

Reporting requirements for the CCSNE VISTA program consist of the following:

- Narrative reports: submitted twice yearly
- Data Collection
- Evaluation of selected capacity building impact assessment measures

Recruitment and Member Development

Recruitment

- Describe the campus-based recruitment process
- Highlight the skills most needed for the position
- Please describe how your organization and/or partnership would provide reasonable accommodations to VISTA members with disabilities.

Member Development

- Describe potential training and professional development opportunities available to the CCSNE VISTA at your host site

Attachments: Letters of Support

1. Partner letter of support
2. Letter of support from the senior administrator in charge of the division where the VISTA will be hosted detailing knowledge of the proposal, how the goals of the project are aligned with the organizational/institutional mission and vision and a statement of the resource commitment of the campus to support the CCSNE VISTA placement.

Letters of support should be scanned into one PDF and uploaded as one document

Attachment: VISTA Job Description

One page job description of the proposed VISTA position

This document will be used for recruitment of potential VISTA members

The job description is scanned and uploaded as a PDF

Attachments: VISTA Assignment Description (VAD) Template

- Project Title, Goal & Focus Area Info
- Each objective includes:
 - Statement of objective
 - Performance Measure/Indicator
 - Performance Period
 - Action Steps

The VAD is completed in the VAD template and uploaded as a word document

Questions?

Next Steps

❖ Submit online application by January 31, 2018

www.ccsne.compact.org

Contact for Application Process:

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