



SHARECorps



AMERICORPS VISTA HOST SITE APPLICATION Program Year 2012-2013

Ohio Association of Second Harvest Foodbanks
51 N. High St., Ste. 761, Columbus, OH 43215
Please contact Rachel Diskin with any questions
Ph: 614.221.4336 ext. 260 or E-mail: rdiskin@oashf.org

Background:

The Ohio Association of Second Harvest Foodbanks (OASHF) is Ohio's largest charitable response to hunger. OASHF represents Ohio's 12 Feeding America-affiliated foodbanks and, in partnership with the State of Ohio, distributes tens of millions of pounds of food to over 3,300 member charities yearly through the Agriculture Clearance Program and the Ohio Food Program. OASHF recognizes that hunger is merely a symptom of poverty and because of this has developed a strong Outreach and Education division with nationally recognized anti-hunger and anti-poverty programs, including SHARECorps (Second Harvest AmeriCorps VISTA Resource & Engagement Corps), an AmeriCorps VISTA initiative.

OASHF, in cooperation with the Corporation for National and Community Service (CNCS), has developed AmeriCorps VISTA projects as a way to expand the capacity of organizations to provide services to poverty-stricken Ohioans. As an intermediary organization, OASHF serves as the project sponsor for various AmeriCorps VISTA projects statewide, providing ongoing program management and technical assistance to its partner organizations. As the lead agency, OASHF has demonstrated the capacity to serve as a mentor agency for these other community-based and grassroots organizations, offering these agencies an opportunity to increase their capacity and develop sustainable programs to aid poverty-stricken Ohioans that would otherwise not be available.

SHARECorps projects maintain OASHF's emphasis on addressing not only the problem of hunger, but the root cause of hunger, which is poverty. OASHF utilizes VISTA members to increase the capacity of the anti-hunger and anti-poverty community to deliver services to low-income individuals in Ohio in a variety of ways, including development of anti-hunger programs, volunteer recruitment, resource development, and more.

AmeriCorps VISTA (Volunteers In Service To America):

AmeriCorps VISTA is a federally-funded program that places members in community-based agencies, full-time for one year, to help implement goals and objectives identified by the community and sponsoring agency. The role of the VISTA in the poverty problem-solving process is focused on mobilizing human and other resources to increase the capacity of low-income communities.

VISTA members do not provide direct service. Direct service can mean working directly with clients, manual labor, administrative tasks not created by the member, etc. VISTAs members are system builders that involve local communities and organizations in the planning and implementation of strategies and programs, with the eventual goal of the community operating and sustaining the strategies and programs on its own without the assistance of the VISTA member. SHARECorps VISTAs may be particularly helpful with building capacity through solicitation of

donations (cash and in-kind), recruitment and mobilization of volunteers engaged in the fight against poverty, and research, development, and implementation of innovative anti-hunger and anti-poverty programs.

Appropriate tasks for AmeriCorps VISTA members

All of the goals and objectives in the project work plan and activities in the VISTA Assignment Description should lead to measurable outcomes and the sustainability of the project activities by the community being served.

AmeriCorps VISTA members can:

- √ Build partnerships with local and public schools and private sector organizations/businesses
- √ Recruit, screen, train, and coordinate volunteers
- √ Write grant applications for funding and other resources
- √ Solicit donations and other in-kind support for the project
- √ Publicize the project
- √ Create community events to support the project
- √ Mobilize resources in and outside of the community in support of the project
- √ Promote project sustainability

AmeriCorps VISTA members cannot:

- √ Recruit membership for the project's AmeriCorps VISTA advisory council, nor participate in the formation of the council
- √ Serve as members of the project's advisory council
- √ Do one-on-one literacy tutoring or teaching
- √ Be directly responsible for evaluating the AmeriCorps VISTA project, the sponsoring agency, or other related agencies. They can, however, assist in the evaluation process in a supportive role, e.g. interviewing, gathering of information, etc.
- √ Have the direct lead in drafting/negotiating an agreement between the sponsoring agency and other organizations or individuals relative to designated aspects of the AmeriCorps VISTA project.
- √ Be solely responsible for mobilizing financial or material support for the sponsoring agency. They can assist, however, in generating this support.

- The above list is based upon CNCS Headquarters decision memos on AmeriCorps VISTA project applications and discussions with AmeriCorps VISTA staff in Headquarters.

Who Can Apply to Become a Host Site:

OASHF is looking for non-profits with a current 501(c)3 or government agencies in Ohio to host one or more full-time AmeriCorps VISTA members for one year. In order to qualify for a VISTA member, applicants must have the capacity to provide on-site supervision, dedicated work space, computer and any other equipment necessary to complete required tasks, and mileage reimbursement for any travel required by the site. Interested organizations must complete the following application.

The Corporation for National and Community Service requires OASHF to pay a cost-share, which is the living allowance for a portion of our members. The estimated living allowance for Program Year 2012 is \$10,000 per member. OASHF covers the vast majority of the cost-share, but does seek to recover a portion of this from participating sites on the following fee schedule (cost is **per member**):

Years as Host Site	Administrative Fee Amount
Year One	\$750
Year Two	\$1,000
Year Three and on	\$1,500

These costs may vary from year to year based upon the cost of living increase provided to the VISTAs from the Corporation for National and Community Service, which is set by Congress. If you have questions or concerns about this fee schedule, please contact Dustin Speakman at dustin@oashf.org.

OASHF will use the AmeriCorps website as its main recruiting tool. Host site organizations should also recruit within their communities for VISTA members. OASHF has a team of 3 VISTA Leaders led by an OASHF Program Coordinator charged with recruiting and conducting initial pre-screening questionnaires and conference calls. Once a VISTA member is identified as interested in your program and eligible to serve, OASHF will submit the application to your organization for the final interview. VISTA members are generally considering more than one program, so interviews must be conducted quickly in order to obtain the volunteers with the best qualifications.

Prior to beginning recruitment, all host site supervisors are required to attend the “Nuts and Bolts” training facilitate by the Corporation for National and Community Service. The date for “**Nuts and Bolts**” is **March 27 from 10 a.m. to 2:30 p.m. at 51 N. High St., Suite 761, Columbus, OH 43215**. In addition, supervisors are required to attend a **SHARECorps recruitment training immediately following “Nuts and Bolts,” from 2:30 p.m. to 4 p.m.** Lunch will be provided.

OASHF’s SHARECorps VISTA members may be used for the following types of projects:

Ohio Benefit Bank – The Ohio Benefit Bank™ (OBB™) is a movement led by OASHF, in partnership with the State of Ohio, four federal agencies, nine state agencies, and more than

1,100 faith-based and community organizations. The OBB strives to connect low-income Ohioans to work support programs and tax credits which can provide financial stability, allowing the individuals and families to focus on ways to become self-sufficient. OASHF and its member foodbanks host and coordinate all OBB trainers, but partner organizations can host VISTA members to increase the capacity of their organization to provide OBB services by recruiting and coordinating volunteer counselors, soliciting donations of equipment, and writing grants.

Anti-Hunger and Community Food Projects – The VISTA member may work with community groups to establish community gardens; increase the capacity of innovative programs such as the Back Pack program, Kid’s Cafes, etc.; develop and implement nutrition education classes to fight obesity among the low-income population; develop partnerships between local retailers and restaurants and emergency food providers such as food pantries, soup kitchens, and homeless shelters.

Resource Development –The VISTA member can research and identify local, state, federal, and private resources to increase the capacity of the organization to fight poverty.

Volunteerism – The VISTA member may recruit, train, and coordinate volunteers to further the anti-poverty work of the organization.

APPLICATION INSTRUCTIONS

- **Applications are due no later than February 29, 2012 at 5 p.m.**
- Please read through the entire application and instructions!
- Answer each question in as much detail as possible. Be very specific about the goals and objectives of your proposed project. **All applications must be completed electronically.** Hand written applications will not be accepted.
- **Applications must include the following attachments:**
 - Proof of your organization’s non-profit status (unless you are a government agency)
 - List of members of your organization’s board of directors, if any
 - A letter from your organization’s board president stating their support for your SHARECorps project (or a letter from your agency’s director if you are a government agency)
- Incomplete applications will not be considered.

Application begins on the following page

**Ohio Association of Second Harvest Foodbanks
SHARECorps, an AmeriCorps VISTA Initiative
Host Site Application**

General Information

Host Site
Organization: _____

Address: _____

County: _____

Telephone: _____

E-mail: _____

Fax number: _____

Director: _____

Contact
Person(s): _____

This information is needed for recruiting purposes. The contact person(s) is responsible for reviewing VISTA applications, conducting interviews, and notifying OASHF of a final placement decision. Please note if different from the individual who will be responsible for VISTA supervision.

Email address: _____

Telephone: _____

Fax: _____

Address: _____

VISTA Member Support Information

1. Will the VISTA have immediate and consistent access to a phone, computer, printer, the Internet and a desk?

_____ Yes _____ No

2. Will all expenses for the use of these items be paid for by the sponsoring agency?

_____ Yes _____ No

3. Will expenses for travel and per diem for site-specific travel and training be paid for by the sponsoring agency? If yes, at what rate?

_____ per mile

4. Who will be the VISTA's immediate supervisor?

5. Will the VISTA have immediate and consistent access to the supervisor?

6. All VISTA sites must conduct on-site orientation for VISTA members. OASHF will provide guidance in regards to on-site training once a VISTA is recruited for a site. Do you agree to provide on-site training to your VISTA member? Please give a brief description of the orientation.

7. If a VISTA is matched with your project, your site supervisor is expected to attend Site Supervisor “Nuts & Bolts” training with the Corporation for National and Community Service and a SHARECorps Supervisor training with OASHF (both are generally at the same location on the same day). It is required and essential the site supervisor attends. SHARECorps supervisors must also participate in a bi-monthly conference call with OASHF staff. Please provide a statement of assurance the site supervisor for the project will attend these trainings and participate in the six yearly conference calls.

8. Please include a simple budget demonstrating how you will support the member. Be sure to include computer and any other equipment required to complete their assignment, office supplies, and mileage reimbursement.

AmeriCorps VISTA Assignment Description

VISTA Project: SHARECorps	VISTA Member Name:
Site Name:	Assignment Area: <i>(example: Franklin County)</i>
Date:	

VISTA Member Activities and Steps Checklist	Planned Period of Work
Goal <i>(example: Establish a community garden)</i>	
Activity 1: <i>(example: Establish Community Committee to guide work)</i> Step 1: <i>(example: Contact community groups and leaders to determine interest)</i> Step 2: <i>(example: Secure meeting location)</i> Step 3: <i>(example: Promote meetings within the community through distribution of fliers, etc.)</i>	July-September 2012
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed (date): _____
Activity 2: Step 1: Step 2: Step 3:	
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed (date): _____

VISTA Member Activities and Steps Checklist	Planned Period of Work
Activity 3: Step 1: Step 2: Step 3:	
Activity 3 Comments/Summary of Accomplishments:	Activity 3 Completed (date): _____
Activity 4: Step 1: Step 2: Step 3:	
Activity 4 Comments/Summary of Accomplishments:	Activity 4 Completed (date): _____

Note: Members assigned to the project will use the VISTA Assignment Description (VAD) as their principal guidance for day-to-day activities designed to achieve the outcomes of the project plan.

Submit Completed Applications to:

Rachel Diskin
SHARECorps Coordinator
Ohio Association of Second Harvest Foodbanks
51 N. High Street, Suite 761
Columbus, OH 43215
Fax: 614.221.8404

Or Email to rdiskin@oashf.org