

AmeriCorps California Volunteer Infrastructure Project Request for Proposals – 2010/2011 Program Year

Through the AmeriCorps' California Volunteer Infrastructure Project, the Volunteer Center of the East Bay will provide 6 full time AmeriCorps Members to 6 local nonprofits ("Host Sites") that serve low-income children, youth, and families. The AmeriCorps members will help develop volunteer program infrastructure within these Host Sites.

The primary goals of the program are:

1. Generate a minimum of 50 new volunteers (25 one-time, 25 on-going) for every host site. Each new volunteer will provide services to 25 clients (children, youth and families).
2. Provide capacity building services in the areas of volunteer recruitment and management to non-profits enabling them to increase the number of clients they serve by 20%.

The program will begin in August 1, 2010 and extend for one year to July 31, 2011. Selected nonprofit organizations will be notified by June 30, 2010. The program will provide participating organizations the opportunity to enroll an AmeriCorps Member who will commit to a service period of one year, as agreed upon by the Volunteer Center and the host site in return for a modest stipend and an educational scholarship.

HOST SITE REQUIREMENTS

- Eligible host agencies must be a non-profit (501(c)3).
- Provide opportunities for AmeriCorps Members to perform service that promotes the generation and support of volunteers to meet the needs of low-income youth and their families.
- Not use members to displace any paid employee providing the same or similar service at the site or to displace any current volunteers providing the same or similar services at the site.
- Not offer members any additional salary or wage.
- Certify that the host site is a Drug-Free workplace and in compliance with the requirements for federal grant recipients under Section 5153 through 5158 of the Anti-Drug Abuse Act of 1988.
- Offer services without regard to age, religion, disability, political affiliation, veteran status, gender, sexual orientation, race, ethnicity, or national origin.
- Nonprofit organizations are only eligible to become a host site once. 2009/2010 participating organizations cannot participate in 2010/2011.

HOST SITE RESPONSIBILITIES

1. Meet the criteria outlined in the AmeriCorps VIP Host Application
2. Provide an in-kind match of \$4,000 per year in the form of staff supervision of the AmeriCorps member. Submit monthly reports indicating the value of the in-kind services contributed by the host site on behalf of the member.

3. Provide cash payment of \$12,000 for AmeriCorps member's stipend, health benefits, training and coaching (2 payments, \$6,000 due in August 2010 and \$6,000 due in February 2011).
4. Provide members with an orientation and any organization-specific training they will need to carry out their assigned tasks. Orient organization staff about AmeriCorps and the roles and responsibilities of any members assigned to the organization.
5. Designate full-time, experienced supervisor to supervise the member's day-to-day performance, provide input for semi-annual performance evaluation of the member, and approve and turn in the member's monthly reporting timesheets.
6. Allow members to attend all scheduled AmeriCorps VIP sponsored events, trainings, and service projects.
7. Provide the member with any resources and tools needed to perform effectively, including adequate workspace and full-time access to a computer and phone.
8. Provide members with appropriate leadership opportunities that will enhance their professional development, including encouraging the member to participate on organization committees, working groups, or boards.
9. Notify the Volunteer Center Staff in a timely manner of any problems with the member's performance, including failure to report to the site, unprofessional behavior, etc.
10. Conduct regular supervision meetings with the AmeriCorps Member at the host site.
11. Maintain service records and documentation and participate in AmeriCorps VIP surveys, assessments, and progress reports when needed.
12. Provide projects that offer members an average of 40 hours per week for a service period of one year of full-time, meaningful service.

SUPERVISING AGENCY RESPONSIBILITIES

1. Recruit, screen (including background check), enroll, assign, and orient (1) AmeriCorps Member(s) to serve an average of 40 hours per week developing volunteer programs at [HOST AGENCY].
2. Ensure all appropriate documents are received and filed in accordance with the AmeriCorps Member File Checklist, ensuring eligibility for each Member to serve in AmeriCorps.
3. Coordinate the payment and tracking of AmeriCorps Member(s) in the completion of their service hours and receipt of their education award.
4. Develop training program and manual for AmeriCorps Members to include host site information, volunteer development basics, recruitment, retention, and strategies for support based on characteristics of the volunteer population, and basic training on setting up an effective volunteer program.
5. Provide reflection opportunities for AmeriCorps Members to encourage personal growth and continuous improvement.
6. Provide ongoing support to participants and host site liaisons through on-site, telephone, email, and web-based training and technical assistance.
7. Provide assistance in the completion of all required reports.
8. Compile data for quarterly reports to be submitted to statewide project administrator, Napa County Office of Education- Cal SERVES.

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The criteria used in site selection include:

- Meets the target requirements outlined in the above description.
- Population served by the host site matches the target groups of the program;
- Management is in place to effectively supervise the AmeriCorps Member; and
- Information gathered by program staff during an interview with contact person.

Please log on to <http://www.surveymonkey.com/s/P8FZF8V> and submit your application online by 5pm on Wednesday, February 17, 2010.

The full list of application questions is available below. Please prepare your responses before logging into the application, as you cannot save an unfinished application and return later.

We would appreciate it if you would keep your responses brief and to the point.

1. Name:
Nonprofit Organization:
Address:
City:
State:
Zip:
Email:
Phone:
2. Nonprofit EIN:
3. Website:
4. Mission: (Limit: one paragraph)
5. Annual budget:
6. How many staff does your organization employ? Please list numbers for PTE, FTE and voluntary staff members.
FTE:
PTE:
Voluntary:
7. Does your organization have a volunteer coordinator? Yes No
8. If yes, please provide his/her contact information and the hours per week he/she dedicates to volunteer management.

9. If no, who within your organization has primary responsibility for volunteer recruitment, training and management? Please provide the names, titles, and average hours per week spent on volunteer management for all staff and volunteers who fulfill this role.
10. Please describe the primary population your organization serves. (Limit: 1 paragraph)
11. How many clients do you serve annually?
12. Could you serve more clients with additional volunteer support? If so, approximately how many more clients could you serve?
13. Purpose of your volunteer program. (Limit: 1 paragraph)
14. Please list your organization's programs that serve low-income children, youth and families. Detail the services each program provides to the community and how increased volunteer support for those programs would yield positive results.
15. Please describe the strengths and weaknesses of your current volunteer program. (Limit: 2 paragraphs)
16. Does your organization have the capacity to manage 50 additional volunteers over the course of a year? Yes No
17. Who in your organization will provide daily supervision for the AmeriCorps member placed with your organization?
18. What is that person's role in your organization?
 - Executive Director
 - Development Manager
 - Program Manager
 - Volunteer Coordinator
 - Other: _____
19. Is this person a full-time employee? Yes No
20. Please provide a brief biography of AmeriCorps' supervisor. (please limit response to 1 paragraph)
21. Are you able to host an AmeriCorps Member from August 2010 through July 2011?
 Yes No
22. Are you able to provide the required \$4000 per year in-kind match in the form of staff supervision of the AmeriCorps member? Yes No
23. Are you able to provide the required \$12,000 cash match for the AmeriCorps member?
 Yes No
24. Additional comments: