

AmeriCorps Planning Grant Requirements

These items are to be accomplished and documented during a planning phase of up to 12 months.

Service Implementation

- Identify Services to be Provided and Program Structure
- Proposed Service Plan and Program Structure
- National/Nevada Priority Areas
- Member Structure (Number of Members and Slot Types)
- Program Service Year (10-month, 8-months...)
- Staff members working on the program and roles
- Advisory Committee/Board
- Participation in National Service Days

Define and Document Community Needs

- Problem to be addressed is a true need of the community
- Local data to support the need
- Community benefit
- Changes in information from original submission

Identify Partners and Host Service Sites

- Current partners and past relationships
- Collaboration with local faith based and or small community based organizations
- Host site identification
- Commitment letters from potential host sites

Performance Measures

- Performance Measures developed (alignment with logic model)
- Outputs
- Outcomes
- National Performance Measures
- Instruments used to measure impact

Members

- Member Position Descriptions:
- Minimum requirements and characteristics
- Primary/secondary duties
- Alignment with Nevada Volunteers position description guidance

Member Recruitment

- Recruitment plan
- AmeriCorps National Recruitment web page
- Diversity within the program
- Members with disabilities and potential accommodation issues

Member Orientation & Training

- Training for members (program orientation, host site orientation, ongoing) including:
- Policy and procedures
- National Identity to AmeriCorps and storytelling tips
- Types of training
- AmeriCorps service gear

Host Site/Community Partner Plan/Fiscal Agent

- Site supervisory list of responsibilities
- Orientation and ongoing training plan for host sites, supervisors, and staff
- Justification for the number of members placed at a site
- Site visit plan for ensuring compliance at host sites
- Financial support from sites including cash and in-kind match
- Host site agreements
- Outline responsibilities
- Policy and procedure expectations
- Member placement
- Fiscal responsibilities

Host Site Application, Interview, and Selection

- Application packet to distribute to interested persons
- Screening and interview process
- Final selection of members
- Matching members to host sites

Member Supervision

- Plans for bringing members together on a regular basis
- Member evaluation procedure
- Mid-term evaluation
- End of term evaluation
- Plans for visiting host sites
- Plans to prepare members for life after AmeriCorps

System Manuals and Tracking Instruments

- Member handbook for each host site
- Member contract that includes all the required items
- Position description
- Term type and dates
- Drug free workplace policy
- Discipline, suspension, and termination policy
- Grievance procedure
- HS Diploma, equivalency, or agreement to obtain prior to using education award
- Procedure to assure the program obtains the required documentation
- Signatures
- Health care enrollment/waiver
- Media/photo release

- Child care benefit (as applicable)
- Tax forms
- Member's eligibility to serve
- Procedure for criminal history checks

Program Systems in Place

- Policy and procedure manual including all member procedures mentioned above, as well as programmatic policies and procedures
- Position description for program staff
- Financial and accounts procedure manual
- Program tools
- Member time sheets
- In-kind voucher forms
- Site reports
- Data collection instruments

Public Awareness Campaign

- Plan to educate the community about the program
- Program brochure and/or website
- Develop standard messaging about program that includes AmeriCorps

Sustainability Plan

- Plan for non-AmeriCorps volunteer generation
- Plan for volunteer management, training, and tracking
- Current relationship with funders such as foundations and corporations
- Plans for the next three to five years
- Plans for the program to continue if AmeriCorps resources are cut

Financial

- Plans for securing match
- Adjustments for accounting program required to manage AmeriCorps funding
- Spreadsheet development for NERF