Literacy Leadership AmeriCorps VISTA Program (Literacy Minnesota)
Digital Literacy Track – 2021-22
New Project Application

The online application form is located at **https://www.tfaforms.com/4918583**. You may reference the content of the online form in this document, but the final application must be submitted though the online form.

For detailed information on hosting a Literacy Leadership VISTA and what Literacy Minnesota is looking for in its request for proposals for Literacy Leadership VISTA projects, please visit www.literacymn.org/AmeriCorps-VISTA.

USING THIS FORM
To save your work:
1) Click "Save my progress and resume later" at the top of any page.
2) You will be prompted to enter your email address and create a password.
3) You may then choose to "Resume this form now." You may also log back into the form later.
At any point before you click "submit" and "confirm" at the end, you may return to a page and make changes. We recommend completing the narrative sections in a Word document and then copying and pasting into this online form.

Applying for a Literacy Leadership AmeriCorps VISTA project
Please complete the following form to apply for a Literacy Leadership AmeriCorps VISTA project with Literacy Minnesota. AmeriCorps VISTA projects typically renew for 3-5 years through a non-competitive continuation application. If selected, your first year of hosting an AmeriCorps VISTA would be in our 2021-22 program year, with members starting their one year term of service in January 2022.

Before you begin, please review the Request for Proposals, available on our website, www.literacymn.org/americorps-vista.

Organization Information

Please provide information on the organization applying to host a Literacy Leader.

Name of Organization

What type of agency is your organization?
- ☐ A 501(c)(3) non-profit organization
- ☐ Local, state or federal government agency
- ☐ Tribal Nation
- ☐ Public school or school district (K-12)
- ☐ Preschool or early childhood center
- ☐ Library
- ☐ Institute of higher education
- ☐ Workforce development organization
- ☐ Adult education organization

☐   Other (* Please specify for other.)

Organization's Street Address
Address Line 2
City   State   Zip Code (+4 extension)
Organization's Web Address

Organization's Employer Identification Number (EIN) *(federal tax ID number)*
How many full time staff members are currently employed by this organization?
How many part time staff members are currently employed by this organization?
What is your organization's annual budget?

* If this is a large organization (i.e. school district, public library, college, large nonprofit with multiple branches) OR if the AmeriCorps VISTA member(s) will be housed at a different location, please provide information for the particular location(s), department(s) or program(s) that would host the AmeriCorps VISTA member(s).

Contact Information

Please provide information on the people we may contact regarding this application and this Literacy Leadership-Digital Literacy AmeriCorps VISTA capacity-building project.

* Primary contact person regarding this proposal:
* Primary contact person's title:
What is this person's role regarding the Literacy Leadership AmeriCorps VISTA project?
 * Email address of contact person:
* Phone number of contact person:

* Is the person listed above the same person who will be responsible for providing direct supervision throughout the project?
 Yes
No

Name of staff person identified to be site supervisor:
 site supervisor's title
 Email address of site supervisor:
 Phone number of site supervisor:

* Would you like to provide contact information for any other staff regarding this application or this Literacy Leadership AmeriCorps VISTA project?
 Yes
No

Name of staff person:
Staff person's title
What is this person's role regarding the project?
Email address of staff person

Phone number of staff person

Participation in National Service Programs

Please provide information, to the best of your knowledge, about your organization's involvement with national service programs. National service programs include: AmeriCorps, AmeriCorps VISTA, CTEP, Promise Fellows, Reading Corps, Math Corps, Senior Corps, RSVP, Experience Corps, Public Allies, College Possible, Teach for America, and more.

Does your organization currently host any national service members?
(Please provide as much information as possible. List the type of national service program, the sponsoring agency, projects on which they serve, and projected timeframe of the project)

Has your organization hosted national service members in the past?
(Please provide as much information as possible. List the type of national service program, the sponsoring agency, projects on which they served, and timeframe of the project)

Does your organization plan to apply for other national service resources in 2021-22?
(Please provide as much information as possible. List the type of national service program, the sponsoring agency, proposed project, and proposed timeframe of the project)

Organization Description

Please describe your organization (narrative, 250-350 words). Include a brief summary of: organization's history; mission and goals; current programs or activities; relevant statistics about how many people you serve and in what ways; geographic scope of your agency's services; and recent accomplishments or strengths of your organization.

Summary of Request

How many Literacy Leadership - Digital Literacy AmeriCorps VISTA members are you requesting for this project?*
Organizations are generally awarded one AmeriCorps VISTA member per project, which is renewable for 3-5 years. If your organization would like to request more than one AmeriCorps VISTA member for this project, please use the narrative sections below to make the case for why this is necessary. If your organization would like to apply for more than one distinct Literacy Leadership AmeriCorps VISTA project, please complete a separate application for each project.

Which best describes the main focus of this capacity-building project?
- ☐ SCALE/REACH: As a result of this project, we will be able to SERVE MORE people or a NEW GROUP of people. The project will add new services or expand services in order to serve more individuals and/or a different group of individuals (including new geographic area).
- ☐ EFFECTIVENESS: As a result of this project, we will be able to provide a HIGHER QUALITY of services. The project will enhance existing programming (e.g., by improving curriculum, training, evaluation strategies, systems, practices for volunteer engagement, etc).

SUMMARY: Please provide a brief, 2-3 sentence summary of what you would like to accomplish with this project. What new digital literacy services will the project help your organization be able to offer? How will the project help your organization expand existing digital literacy services to serve more individuals, particularly those living in poverty? Or, how will the project help your organization be more effective in providing digital literacy services, particularly to individuals living in poverty? (150-200 words)

Need Statement

Target Population
Please describe the population that will be served by your proposed project. Include information on poverty in this population and the particular digital literacy/digital equity needs of this group; any other relevant demographics (age range, languages, cultures, geographical area served); and current statistical data (citing sources whenever possible) to substantiate the needs of the population who will be served through this project. (narrative, 250-350 words).

Identifying Community and Capacity-Building Need
How did your organization identify a need for this project? Who was involved in planning for this project? Have members of the target population been involved in identifying the need and/or informing project design? Please explain how the need was identified and/or how the project will incorporate needs assessment to inform project design. (Narrative, 150-300 words)

Capacity-Building and Sustainability

Project Vision
Describe your long-term vision for this project (narrative, 350-500 words).
- What makes your project innovative and unique?
- What will the Literacy Leadership – Digital Literacy AmeriCorps VISTA member(s) do to build the capacity of your organization, and how will that benefit the target population described in the Need Statement?
- How will the community be different 3-5 years from now, as a result of the proposed project?
- How will your organization be different as a result of the proposed project?
- How will your organization ensure that expansions or improvements to programming established with this project can be maintained after the project is complete?
- How will you sustain the momentum of the project beyond three years of AmeriCorps VISTA support?

Project Management and Supervision

Describe how you plan to support and manage the project at your site (narrative, 250-350 words). Include all of the following:
- Who within your organization or other partners will be involved in the implementation of this project?
- Describe your plan for providing administrative support for the project. How will this support help ensure completion of the goals and objectives of the project, including long-term sustainability?

- Who will provide direct supervision to the Literacy Leadership AmeriCorps VISTA member(s)? What skills, values or past experience does this person have as a supervisor?
- Describe your plan for providing effective supervision, training and support to the Literacy Leadership AmeriCorps VISTA member(s) throughout the year.

Project Plan

Thinking about only the first year of the project (2021-22), please indicate which of the following types of capacity-building responsibilities will be included in the AmeriCorps VISTA's service. If selected, you will have an opportunity to refine and flesh out this project plan further with assistance from Literacy Minnesota national service staff.

☑	**Capacity-building Responsibilities**
	Developing, Designing or Enhancing Program Content Developing or designing new program content; creating systems for standardizing content across programs; aligning program content with standards; creating processes for reviewing and modifying program content; evaluating program content to ensure it is responsive to participants' needs; finding ways to make better use of technology to increase effective use of content and materials; and/or developing and implementing training for staff on new program content and related systems, tools and processes.
	Designing or Conducting a Program Evaluation Activities may include: Developing a comprehensive, actionable logic model; defining measurable outcome objectives and output targets; conducting a program evaluation; analyzing evaluation results to guide program improvement; and/or disseminating evaluation findings.
	Developing or Strengthening Goals/Performance Targets and Milestones Activities may include: Developing or strengthening program goals/performance targets to ensure they are clearly defined and aligned with program goals and strategies; articulating short-term and long-term targets and milestones; ensuring program staff and volunteers are aware of relevant goals, objectives and milestones; identifying, developing and/or implementing new tools for assessing and tracking program goals/targets (i.e. pre and post-test assessments, participant surveys, intake forms, databases); finding ways to make better use of technology to increase efficiency in collecting data; and/or developing and implementing training for staff on new systems, tools and processes for assessment and data tracking.
	Developing and Nurturing Partnerships Activities may include: Developing and nurturing partnerships in the community to deliver services or otherwise directly support service delivery (for example, by providing a volunteer pipeline); creating processes for ongoing collaboration and communication between community

☑	**Capacity-building Responsibilities**
	partners; and/or developing or identifying appropriate systems for tracking information related to community partnerships.
	Enhancing Volunteer Recruitment and/or Training Activities may include: Creating new opportunities for engaging volunteers; increasing the size and diversity of the organization's pool of volunteers; identifying pipelines for providing an ongoing source of volunteers; increasing the effectiveness of volunteers in program delivery by developing enhanced resources for training and orientation; and/or developing and implementing training for staff on new systems, tools and processes for volunteer recruitment and training.
	Improving Volunteer Systems Activities may include: Implementing new systems for volunteer recruitment, training and/or management; formalizing systems so the organization can more effectively and efficiently use volunteers; increasing volunteer retention and reliability by creating improved systems for volunteer support, recognition and management; creating or enhancing a written volunteer generation plan, volunteer manual, job descriptions for volunteers, formal screening process, formal volunteer orientation, systems for measuring volunteer impact, etc.; developing or identifying appropriate systems for tracking volunteer information (i.e. databases, intake forms, etc.); finding ways to make better use of technology to increase efficiency of tracking volunteer data or communication with volunteers; and/or developing and implementing training for staff on new volunteer systems, tools and processes.
	Implementing New Program-Related Outreach or Fundraising Strategies Activities may include: Creating plans or materials for outreach for new or expanded programming; conducting outreach in the community or among potential participants to increase awareness of programming; developing communications materials to showcase program outcomes or successes to potential stakeholders; identifying and securing resources for new or expanded programming through fundraising, grant-writing, volunteer engagement, or in-kind donations; and/or developing and implementing training for staff on new systems, tools and processes related to new outreach or fundraising strategies.

Please provide the estimated amount of the AmeriCorps VISTA member's time that will be dedicated to each capacity-building category you selected, and briefly describe the AmeriCorps VISTA member's duties and what you would like your AmeriCorps VISTA member to accomplish in the **first year of the project** (*the total percent of time should add up to, and not exceed, 100% of the AmeriCorps VISTA's time*).

Description of Capacity-building Responsibilities	% of Time	Brief description of activities and accomplishments
Developing, Designing or Enhancing Program Content		
Designing or Conducting A Program Evaluation		
Developing or Strengthening Goals/Performance Targets and Milestones		
Developing and Nurturing Partnerships		
Enhancing Volunteer Recruitment and/or Training		
Improving Volunteer Systems		
Implementing New Program-Related Outreach or Fundraising Strategies		
Other category of responsibilities		
	Total % of AmeriCorps VISTA's time (should total 100%)	

Capacity-Building Activities

Please select up to five of the following capacity-building activities that will be part of your proposed project.

- ☐ Community assessment
- ☐ Community awareness and engagement
- ☐ Expand/strengthen partnerships/networks
- ☐ Financial resources
- ☐ Material development
- ☐ Outreach
- ☐ Performance measurement
- ☐ Program development and delivery
- ☐ Technology use
- ☐ Volunteer recruitment and management system

Will your AmeriCorps VISTA be responsible for developing or implementing training for staff? (yes/no)

Capacity-Building Performance Measures

Based on your responses, the following performance measures appear to be applicable to your project. Please fill in a target number that you expect to be able to reach after Year 1 of your project. Please be reasonable about what will be manageable to accomplish in one year and something that you will be able to measure and report on. If you will be unable to track/report on this data, please enter "0." *(Items will vary depending on responses in previous section)*

Number of community volunteers recruited or managed (by the AmeriCorps VISTA and/or by the organization with the capacity-building support of the AmeriCorps VISTA)

Number of staff and community volunteers that received training (by the AmeriCorps VISTA and/or by the organization with the capacity-building support of the AmeriCorps VISTA)

Hours of service contributed by community volunteers (who were managed by the AmeriCorps VISTA and/or by the organization with the capacity-building support of the AmeriCorps VISTA)

Anti-Poverty Impact

The project will primarily build capacity for programs in the area(s) of…

- ☐ K-12 Success (serving school-age children and youth)
- ☐ Adult Literacy (serving individuals at least 18 years old and not enrolled in K-12 school system)
- ☐ Employment (serving adults or young adults with a focus on supporting workforce development; includes projects working toward job readiness and/or job placement for individuals)

Anti-Poverty Interventions *(Items will vary depending on responses above)*

K-12 Success. Which of the following interventions will be part of the programming supported by the project?

- ☐ Classroom Teaching
- ☐ Community School Partnership
- ☐ Family Involvement
- ☐ Mentoring
- ☐ Out-of-School Time
- ☐ Service Learning
- ☐ Summer Learning
- ☐ Teacher Training
- ☐ Tutoring -- One on One
- ☐ Tutoring-- Small Group
- ☐ Other Classroom Support
- ☐ College Access/Preparation programming
- ☐ Technology/digital literacy
- ☐ Career readiness/workforce development
- ☐ Other

Please briefly describe programming interventions

Adult Literacy. Which of the following interventions will be part of the <u>programming</u> supported by the project?
- ☐ Classroom Teaching
- ☐ Tutoring -- One on One
- ☐ Tutoring-- Small Group
- ☐ Distance Learning
- ☐ English as a Second Language Instruction
- ☐ GED Preparation or Pre-GED
- ☐ Assistance with Alternative Adult Diploma
- ☐ College and Career Readiness
- ☐ Parent Education or Family Literacy
- ☐ Literacy
- ☐ Digital Literacy
- ☐ Workforce development
- ☐ Other

Please briefly describe programming interventions

Anti-Poverty Performance Measures *(Items will vary depending on responses above)*

Based on your responses, the following performance measures may be applicable to your project. Please fill in a target number that you expect to be able to reach after Year 1 of your project. Please be reasonable about what will be manageable to accomplish in one year and something that you will be able to measure and report on. If a particular performance measure is relevant but you will be unable to track/report on this data, please enter "0." If the performance measure is not applicable, please enter "N/A." Pick at least one output and at least one outcome.
(Items will vary depending on responses in previous section)

K-12 Success

*Output: Number of children/youth served or impacted by the VISTA project

*Outcomes: select at least one -
    Number of children/youth with improved academic performance

    Number of children/youth who demonstrated improved academic engagement

    Number of children/youth who demonstrated improved job/career readiness

Other. **Please describe any other quantifiable outputs or outcomes that you expect to see for participants** (i.e. number of parents engaged, number of high school seniors applying to post-secondary education, etc.)

Adult Literacy

*Output: Total number of adults served or impacted by the VISTA project

*Outcomes: select at least one -
    Number of adult learners demonstrating gains in literacy skills

    Number of adult learners demonstrating increased learning engagement (e.g., increased contact hours/attendance/persistence, increased self-efficacy, increased social integration)

    Number of adult learners with improved job readiness

Other. **Please describe any other quantifiable outputs or outcomes that you expect to see for participants** (i.e. number of participants obtaining employment, number applying to post-secondary education, number obtaining U.S. citizenship, etc.)

Application Submission

Contact Meghan Paul-Cook for assistance or any other questions about this application (mpaulcook@mnliteracy.org, 651-251-9069).

Once you click "submit," you will have a chance to review your full application. Please ensure that all fields are complete. **You must then click "confirm."** Once you confirm, a copy of the completed application will be sent immediately to the email address listed for the person completing this form.

In **early October 2021**, the person (or people) listed in the Contact Information section will be sent an email notification indicating whether this project has been selected to host a Literacy Leadership AmeriCorps VISTA beginning in 2021-22, and site supervisors of selected projects will receive information on participation in the Site Supervisor Webinars.