

# Concho Valley VISTA Placement Project Request for Proposal (RFP)

2018 PROJECT PROPOSAL

## About the Concho Valley VISTA Placement Project

The Concho Valley VISTA Placement Project at Angelo State University requests proposals for one-year placements of AmeriCorps VISTA Members. VISTA (Volunteers in Service to America) is a federal anti-poverty program administered by the Corporation for National and Community Service. CNCS provides VISTA members to support projects at nonprofit, grassroots organizations, and local government agencies that operate programs to help alleviate poverty in the United States within their approved focus areas.

## What Can a VISTA Do?

The role of a VISTA is to help build capacity in the Partner Agency they are placed using sustainable solutions. Hence, VISTAs do not perform direct services such as tutoring, teaching, counseling, driving clients, painting, manual labor, or clerical work. Instead of tutoring youth, for example, VISTAs may help create or expand a tutoring program by recruiting community volunteers to tutor or by obtaining funding for the program. Below are some examples of the natural progression in the types of service performed by a VISTA; this not meant to be an exhaustive list of allowed activities.

Activity Category	Examples of Capacity Building Activities	Examples of Sustainability Activities
Recruiting Volunteers	Develop forms and write volunteer job descriptions	Develop volunteer handbook
Developing Training Materials	Write training curriculum and train the trainer curriculum	Develop training manual
Coordinating Projects	Develop procedures and strategic plans	Develop procedural guide and volunteer management system
Marketing	Develop press kits and media database	Secure media partners and develop schedule/procedure
Fundraising	Write grants and develop databases	Create planning guides and time lines
Organizing Task Forces/Coalitions	Develop infrastructure of task force/coalition	Implement schedule and communication expectations
Conducting Outreach	Design brochures, attend community events, and deliver presentations	Create mechanism for project evaluation

## Requirements for Hosting a VISTA

- Be a 501 (c)(3) nonprofit or a government agency; (Public, private, or faith-based nonprofit organizations, local, state, or federal agencies)
- Share in the administrative cost of the program at \$3,075 per VISTA member per year
- Have at least one full-time staff member (paid or unpaid) with the capabilities to supervise fulltime
- Provide a professional work environment and regular direct supervision for its VISTA member(s) and all necessary office equipment and supplies
- Develop a project concept designed to alleviate poverty within the community
- Plan for the eventual sustainability of the VISTA's project beyond their service year

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## How Projects are Chosen

Please submit your Project Proposal via email to the Concho Valley VISTA Placement Project (CVVPP) Project Manager. The CVVPP staff will evaluate your proposal on clarity of goals and objectives, feasibility, value of the experience for the development of VISTA members, potential impact on alleviating problems of poverty, sustainability of the project beyond the service of the VISTA, and alignment with federal AmeriCorps VISTA guidelines. Projects that the CVVPP determines have the most potential will be submitted to the State Corporation for National and Community Service Office for final approval.

## Organization Information

Organization:

FEIN:

Phone Number:

Fax:

Website:

Email:

Geographic Service Area:

Sub-Site Supervisor Name:

Physical Address:

Mailing Address:

Organizations Mission Statement:

## Project Goals

1. What are the goals of the project?

**Goal 1:**

**Goal 2:**

**Goal 3:**

2. What activities would a VISTA do to accomplish those goals? Please list.

**Goal 1:**

**Goal 2:**

**Goal 3:**

