

**Host Site Application for the 2020-2021 Sierra Corps Program**

**Directions:** Please complete and submit the following application via email to nicole@sierranevadaalliance.org. If you have any questions, please contact Nicole Lutkemuller, Sierra Corps Program Director, at 530-542-4546 ext. 708 or nicole@sierranevadaalliance.org

For any additional information that does not fit into the space provided, please use the ‘Comments’ section at the end of this application which does not include any character limits. If you are concerned with being able to provide the cash match required but have a strong need for a Fellow’s

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| **I. Basic Partner Site Information:** |
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**Name of Organization/ Agency:**

**Name of Individual filling out form:**

**Job Title:**

**Phone:**       **Alternate Phone:**       **Fax:**

**Email:**

**Address:**

**County you work in:**

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| **II. Site Eligibility:** |
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1. If you are applying for Fellow(s) through a partnership of organizations to host and supervise the Fellow, please describe your partnership structure here: (2,500 characters - approx. 310 words)
2. What Sierra Nevada communities or forests will your fellows serve? (1,000 characters – approx 125 words)

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| 3. Questions | Answer (YES/NO) |
| Is your organization a Sierra Nevada Alliance Member Group organization? |  |
| Can your site provide the required cost share per Fellow? ($24,500 for Sierra Nevada Alliance Member Groups, $25,000 for non-member Groups.) Please contact Program Director, Nicole Lutkemuller at nicole@sierranevadaalliance.org if you need to discuss the cost share. |  |
| Is your organization a 501c(3)? (Note: 501c(4) organizations are not eligible for Sierra Corps) |  |
| Is your organization a federal, state or local agency?  |  |
| Will your designated site supervisor be able to attend a 1-day host-site training during Pre-Work Orientation? |  |

4. Site Supervision

* Who will be the Site Supervisor at your site?

* Please briefly describe this person’s current position.

* Is this person a full-time or a part-time staff member?

(Optional) If you are applying for more than one Fellow or have a partnership arrangement splitting the Fellow’s time and have more than one site supervisor please complete the following for the partner supervisor.

Supervisor Two:

* Name:

* Please briefly describe this person’s current position.

* Is this person a full-time or a part-time staff fellow?

Will your designated site supervisor(s) agree to undergo a criminal background check including state, federal and national sex offender registry?

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| **III. Needs & Capacity:** |
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5. How many staff work at your organization? (If you are a branch organization of a larger organization, please cite the staff size of your branch) How many staff work on the program areas that your Fellows will be focused on? (400 characters – approx. 50 words)

6. Describe your organizational and/or program needs and the importance for work done by Fellows. (1,500 characters – approx. 160 words)

7. What community needs does your fellow help fill? How does your community benefit from Fellows? (1,500 characters – approx. 160 words)

8. Please describe the organizational resources that will be provided to assist the fellow in successfully completing their projects. (1,500 characters – approx. 160 words)

9. Please describe your organization’s financial capacity to support Fellow(s) and their projects and describe your track record to document financial match for grants. (1,500 characters – approx. 160 words)

10. Please describe your organization’s ability and capacity to supervise Fellows. (1,500 characters – approx. 160 words)

11. Please describe your planned methods for communication with the Fellows. (i.e. meetings, evaluations, etc.) (1,500 characters – approx. 160 words)

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| **IV. Work Projects:** |
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12. Complete and submit the Fellow Work Plan Form for each fellow your organization is applying to host. The form can be downloaded by [**clicking here**](https://sierranevadaalliance.org/wp-content/uploads/2020/05/Fellow_Work_Plan_Form_Blank.docx).

1. Sierra Corps Fellows must work on projects that focus on one or more of the following:
	1. Forest Health Project Planning, Assessment or Restoration
	2. Biomass Utilization
	3. Wildfire Resilience and Recovery

13. Complete and submit the Position Description Form for each fellow your organization is applying to host. The form can be downloaded by [**clicking here**.](https://sierranevadaalliance.org/wp-content/uploads/2020/05/Position_Description_Blank_2020.docx)

14. Importance of targeted beneficiaries:Please briefly explain the importance of the forested ecosystems, populations, volunteers, or projects that the fellow will be servicing. (For example: your fellow will be restoring a severely burned conifer forest with an endangered species or the fellow will be conducting defensible space education and outreach) (1,500 characters – approx. 180 words)

15. How will your site identify the high needs population (acres to be restored, individuals to be educated, etc.) that their work will be focused on? (1,500 characters – approx. 180 words)

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| **V. Fellow Development, Recruitment & Satisfaction:** |
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16. Please describe your organization’s plan or systems for ensuring Fellow satisfaction with work. Feel free to reference your organization’s systems for staff or volunteer satisfaction. (1,500 characters – approx. 160 words)

17. Please describe the ways your organization will orient and integrate the Fellow into the organization and staff. (900 characters – approx. 110 words)

19. Please describe the skills training that will be provided for your Fellow, if applicable. (This section refers to training outside of the ones provided by the Alliance as part of the Program.) (1,200 characters – approx. 160 words)

20. Please describe what mentorship and career development training your site will provide for the Fellow(s). (1,200 characters – approx. 160 words)

21. The Sierra Corps Program is responsible for national and statewide recruitment of fellow applications while host sites are responsible for local recruitment. Please describe what your site will do to assist with local fellow recruitment. (900 characters – approx. 110 words)

22. Please describe why your host site would be appealing for fellow applicants in terms of location, work projects, and field work. (1,200 characters – approx. 160 words)

23. Please describe any fellow benefits that your organization would be able to provide (i.e. housing, commuting stipend, local food baskets, equipment, etc. This refers to benefits other than the ones provided by the Alliance for the program)? (600 characters – approx. 75 words)

24. Other Comments(please use this space to discuss any info about your host site that is not covered in the application form):

Thank you for your time. Sierra Corps Program Staff will be contacting you shortly to notify you on the possibility of placing a Sierra Corps Fellow(s) with your organization/agency. Please contact Program Director, Nicole Lutkemuller, with any questions or concerns at nicole@sierranevadaalliance.org