

**Host Site Application for the 2018-19 SNAP Program**

**Sierra Nevada AmeriCorps Partnership**

**Directions:** Please complete and submit the following electronic application via email to rachel.durben@sierranevadaalliance.org no later than **5pm, May 25, 2018**. If you have any questions please contact Rachel Durben, SNAP Program Director, at 530-542-4546 ext. 705 or rachel.durben@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.

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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:

Provide contact information for two organizations or agencies you work with in the Sierra as a professional reference. (Include name, title, organization and contact information):\*

Reference #1:

Reference #2:

\*Note – the Alliance may be contacting references or others your organization may work with to confirm the following:

* Your organization has a track record of stable funding.
* Your organization has demonstrated an ability to fulfill contractual obligations.
* Your organization provides a healthy work environment for its staff and volunteers and has limited staff turnover.
* Your organization performs work on time, in budget and to the satisfaction of partnering groups or individuals.
* Your organization is likely to meet AmeriCorps requirements and not have the member perform prohibited activities such as lobbying.

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| **II. Site Eligibility:** |
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1. How many members is your site applying to host? SNAP prefers Host Sites host multiple members, but single Members are placed at organizations very rarely.

If you are applying for Member(s) through a partnership of organizations to host and supervise the Member(s) (See section V of the Host Site RFA for more information about local host site partnerships), please describe your partnership structure: (2,500 characters - approx. 310 words)

2. What Sierra Nevada communities or watersheds will your members 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 cash match per member? ($11,000 for Sierra Nevada Alliance Member Groups, $12,250 for non-Member Groups, and $13,250 for agencies) If the answer is no, then your site is not eligible to host members. |  |
| Can your site provide the full cash match per member by September 14, 2018? |  |
| Is your organization a 501c(3)? (Note: 501c(4) organizations are not eligible for SNAP) |  |
| 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-Service Orientation on October 22, 2018? |  |

4. Site Supervision

* Who will 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 member and have more than one site supervisor please complete the following for each member’s supervisor.

Supervisor Two:

* Name:
* Please briefly describe this person’s current position.
* Is this person a full-time or a part-time staff member?

Will your designated site supervisor 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 Members will be focused on? (400 characters – approx. 50 words)

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

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

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

9. Please describe your organization’s financial capacity to support Member(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 track record and systems to fulfill extensive monthly programmatic reporting requirements, and to meet the requirements, rules, and regulations of a federal program. (1,500 characters – approx. 160 words)

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

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

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| **IV. Service Projects:** |
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13. Complete and submit the Member Service Plan Form for each member your organization is applying to host. The form can be downloaded by [**clicking here**](http://sierranevadaalliance.org/programs/sierra-nevada-americorps-partnership/host-sites/apply-to-host-members/).

1. A sample service plan can be found [**here**](http://sierranevadaalliance.org/programs/sierra-nevada-americorps-partnership/host-sites/apply-to-host-members/).

 Sierra Nevada AmeriCorps Partnership Members must work on projects that focus on one or more of the following:

* 1. Watershed Restoration and Assessment
	2. Environmental Education
	3. Volunteer Recruitment and Support

Members are not allowed, as part of their service, to write *federal* grants or do general fundraising, lobby, participate in advocacy, engage in any union or religious activity or perform substantial fundraising. Any research performed in their service must be directly related to their focus of restoration, monitoring, environmental education, or volunteer support.

14. Complete and submit the Position Description Form for each member your organization is applying to host. The form can be downloaded by [**clicking here**](http://sierranevadaalliance.org/programs/sierra-nevada-americorps-partnership/host-sites/apply-to-host-members/).

1. Sample position descriptions can be found [**here**](http://sierranevadaalliance.org/programs/sierra-nevada-americorps-partnership/host-sites/apply-to-host-members/).

15. Importance of targeted beneficiaries:Please briefly explain the importance of the watersheds, populations, volunteers, or projects that the member will be servicing. (For example: your member will be restoring a disturbed watershed with an endangered species or the member will be conducting service learning projects for underserved and impoverished youth) (1,500 characters – approx. 180 words)

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

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

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

19. Please describe the skills training that will be provided for your SNAP Member. (1,200 characters – approx. 160 words)

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

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

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

23. Please describe any member benefits that your organization would be able to provide (i.e. housing, commuting stipend, local food baskets, equipment, etc.)? (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 Nevada AmeriCorps Partnership Staff will be contacting you no later than **June 8, 2018** to notify you on the possibility of placing an AmeriCorps Member(s) with your organization/agency. **All Member placements and SNAP Program activities are contingent on AmeriCorps funding.**