



INTERNAL USE ONLY:

Project Title:
 Project ID:
 State:
 Focus Area:
 APD:
 Select one: Rural Urban Suburban Wilderness
 Select one: New Sponsor Repeat Sponsor

APPLICATION INFORMATION				
1	Organization Name			
	Mailing Address			
	City		State	ZIP
	Office Telephone		Ext.	
	Secondary Sponsor Organization Name			
	Mailing Address			
	City		State	ZIP
	Office Telephone		Ext.	
2	EIN		Secondary Sponsor EIN	
3	Organization Type	Community-Based Nonprofit Organization Federal Government Indian Tribe Local Government or Municipality National Nonprofit School State Government		
4	Authorized Representative			
	Organizational Title			
	Phone Number		Ext.	
	Email Address			
5	Project Site Supervisor			
	Organizational Title			
	Phone Number		Ext.	
	Email Address			
PROJECT INFORMATION				
6	Estimated Completion Time (Weeks)			
	Project Start Date		Fixed or Flexible?	
	Project End Date		Fixed or Flexible?	



PROJECT FOCUS AREAS AND OBJECTIVES		
7	Primary Area of Community Need	Energy Conservation Environmental Stewardship and Conservation Infrastructure Improvement Natural and Other Disasters Urban and Rural Development
8	Disaster Type (if applicable)	Preparedness Mitigation Readiness Recovery
9	Project Objectives	Access to Care At-Risk Ecosystems Awareness and Stewardship Capacity Building and Leverage Community Support Disaster Assistance Provided Education Support Energy Efficiency Engaging Participants Environmental Conservation Financial Literacy Housing Inclusion of People with Disabilities
	Other (please specify)	



AREAS AFFECTED BY THE PROJECT			
10	State or Territory		City or County
	State or Territory		City or County
	State or Territory		City or County
	State or Territory		City or County
OTHER			
11	Organization Goals Relevant to the Project	1	
		2	
		3	
12	Are there any required permits or zoning variances for this project?		Yes No
	If 'Yes,' please list the specific permits or zoning variances required and state whether you have secured them. Though not required at the time of application, proof of permits may be requested at a later date.		
13	Is your organization currently funded wholly or in part by AmeriCorps?		Yes No
	If 'Yes,' is the proposed project funded by an AmeriCorps State and National grant or any AmeriCorps VISTA resources?		Yes No
	If 'Yes,' to either of the above questions, please provide detailed information concerning the funding source and utilization of those funds.		
14	Will the proposed service replace any of your organization's current or projected staff or contracted labor?		Yes No
15	Could this project be impacted by inclement weather?		Yes No



Table with 2 columns: Question ID and Question/Response. Rows include questions 16, 17, 18, and 19 regarding project work opportunities, background checks, and safety hazards. Includes a footnote at the bottom: '*Selection of 'Yes' to this question does not preclude your organization from receiving an AmeriCorps NCCC team. You will need to further explain any hazards or conditions in the Safety and Security Narrative (Question 30).'

Continue onto next page



LOCATIONS										
20	Location of Service #1					Primary Site?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Organization									
	Projected Start Date			Projected End Date						
	Street Address									
	Address Line 2									
	City			State		ZIP				
	Accessible for people with disabilities?					<input type="checkbox"/> Yes <input type="checkbox"/> No				
	Site Supervisor Name									
	Organizational Title									
	Email Address			Phone Number						
	Location of Service #2					Primary Site?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Organization									
	Projected Start Date			Projected End Date						
	Street Address									
	Address Line 2									
	City			State		ZIP				
	Accessible for people with disabilities?					<input type="checkbox"/> Yes <input type="checkbox"/> No				
	Site Supervisor Name									
	Organizational Title									
	Email Address			Phone Number						
Location of Service #3					Primary Site?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Organization										
Projected Start Date			Projected End Date							
Street Address										
Address Line 2										
City			State		ZIP					
Accessible for people with disabilities?					<input type="checkbox"/> Yes <input type="checkbox"/> No					
Site Supervisor Name										
Organizational Title										
Email Address			Phone Number							
*For projects with more than three site locations, please attach a PDF with the information required above for each additional site location.										



LODGING SITE #1						
21	Lodging Provider					
	Anticipated Arrival Date		Anticipated Departure Date			
	Type of Lodging	Apartment or Condo	Hotel			
		Armory	Military Facility			
		Bed and Breakfast	NCCC Campus			
		Cabin	Recreational Vehicle			
		Campsite	School Room or			
		Church or Other Faith-Based Organization	Classroom Trailer			
		Community Center	Vacant Home			
		Dorm	Volunteering Housing			
Homestay		Yurt				
Hostel		Other				
Lodging Category	Community or Faith-Based Organization	Local Government or Municipality				
	Federal Government	Military				
	Indian Tribe	National Nonprofit Organization				
	Institute of Higher Education	National or State Park				
Street Address						
Address Line 2						
City		State		ZIP		
Accessible for people with disabilities?	Yes	Beds provided?	Yes			
	No		No			
Full Kitchen (including stove and fridge) on site?	Yes	If no full kitchen, microwave oven on site?	Yes			
	No		No			
Showers on site?	Yes	Laundry on site?	Yes			
	No		No			



LODGING SITE #1 Continued

Lodging Contact Name			
Phone number		Email Address	

Please use the space provided below to further describe team lodging accommodations.



NARRATIVES

Please refer to the application instructions guide for full details on requirements for each section.

22 Executive Summary

Empty text area for the Executive Summary.



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23

Need

23	Need



24

Project Design

24	
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Project Management



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Recruitment

26	Recruitment



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Member Development

27	Member Development



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Strengthening Communities

28	Strengthening Communities



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Organizational Capacity

A large, empty rectangular box with a black border, intended for the applicant to provide details regarding organizational capacity.



30

Safety and Security



31

Tools and Equipment

31	Tools and Equipment



ADDITIONAL QUESTIONS		
*	How did you hear about AmeriCorps NCCC?	<p>I am an AmeriCorps NCCC alum.</p> <p>I am a past AmeriCorps NCCC Sponsor.</p> <p>I am a past AmeriCorps NCCC Staff member.</p> <p>From a AmeriCorps NCCC alum.</p> <p>From a AmeriCorps NCCC Staff member.</p> <p>From a current AmeriCorps NCCC member.</p> <p>From an AmeriCorps Regional office.</p> <p>From an AmeriCorps State or VISTA member.</p> <p>From a community partner.</p> <p>By email.</p> <p>On social media (e.g. Facebook, Twitter, Instagram, YouTube, LinkedIn).</p> <p>On the AmeriCorps Website.</p> <p>Other</p>
**	Has your organization previously sponsored an AmeriCorps NCCC team?	<p>Yes</p> <p>No</p>
	If 'Yes,' how many teams have served with your organization?	
	If 'Yes,' when did a team most recently serve with your organization?	
***	Has your organization ever had a "Fee-for-Service" arrangement with a Youth Corps or Conservation Corps program?	<p>Yes</p> <p>No</p>
****	<p>If 'Yes,' AmeriCorps NCCC has effectively been used in past projects to augment and support existing Youth Corps partnerships with organizations. Please describe how you plan to utilize the AmeriCorps NCCC team with your existing partnership with the "Fee-for-Service" Corps.</p>	



IMPORTANT NOTICES SECTION

REQUIRED ATTACHMENTS: Supporting documentation is a critical component of the Service Project Application. The supporting materials requested below will help AmeriCorps NCCC Regional staff develop a better understanding of the proposed project during the application review process. Samples and templates are provided for your convenience in the appendix of the "Service Project Application Instructions" document provided by your region's campus or online at www.americorps.gov/ncccsponsor. Please include the following documentation when submitting your application.

ON-SITE ORIENTATION: Please attach a comprehensive on-site orientation agenda to your application. This should include an overview of your organization and the project, introductions of the team to the staff of the sponsoring organization(s), tour of the work site(s) and the community, safety and security and a lodging use overview.

TRAINING PLAN: Please attach a training plan outlining the training that AmeriCorps NCCC members will receive during the project. This plan should include tool training, safety training, and project specific training (e.g., positive youth development, tree identification, roofing instruction, etc.). If a variety of tasks have been proposed in the work plan, the training plan should identify how/when members will be trained to perform the task.

PROJECT WORK CALENDAR: Include a project work plan that outlines the schedule of work. The schedule will assist in planning where a team will perform work, which staff member will work with the team, the assigned task(s) for each work day and the number of AmeriCorps NCCC members it will take to complete each task. The work plan calendar is an essential part of demonstrating how the organization will provide at least 40 hours of work for each member of the team.

OPTIONAL ATTACHMENTS: The supporting materials requested below are OPTIONAL and will help AmeriCorps NCCC Regional staff develop a better understanding of the proposed project during the application review process.

LODGING PHOTOS: Please provide at least one clearly labeled photo of the proposed team lodging. Strong applications often include photos of team living quarters, kitchen and bath facilities and storage areas for personal belongings.

WORKSITE PHOTOS OR SUPPORTING DOCUMENTS: If feasible, clearly labeled photos of work site tasks, maps of service site locations (e.g. a camp map, trail system map, community housing map, etc.), or similar supporting documentation sometimes can help support the high level of detail you have provided in the Need Narrative and the Project Design Narrative.

ADDITIONAL PAPERWORK REQUIREMENTS: If the Service Project Application is approved and teams perform the service project, the project sponsor will be required to review and sign two additional documents: the Sponsor Agreement and the Project Completion Report. Sponsoring organizations will also be asked to complete a survey to capture their evaluation of their partnership with AmeriCorps NCCC.

SPONSOR AGREEMENT: Once the Service Project Application has been approved, a formal agreement (called a Sponsor Agreement) will be executed between the sponsoring organization and AmeriCorps NCCC, which will specify the roles, responsibilities, and contributions of both parties. Teams cannot begin work on the project until this agreement is approved by signature by both parties.

PROJECT COMPLETION REPORT: After the project is completed the project sponsor will be required to review, approve, and sign the AmeriCorps NCCC Project Completion Report, and return it to AmeriCorps NCCC regional campus staff within five (5) days of receipt.

SURVEYS: Project sponsors and secondary sponsors who have used the services of teams will be asked to complete surveys designed to provide AmeriCorps NCCC with feedback that will inform continuous improvement of services.

DISASTER/FIRE RESPONSE: AmeriCorps NCCC members and staff are part of the Federal Emergency Management Agency (FEMA) and American Red Cross National Disaster Response Network. In addition, AmeriCorps NCCC assists local, state, and national forest services with wildfire suppression. Potential project sponsors should note that in the event of a natural disaster or homeland security crisis, members may be recalled from projects to serve as part of the relief efforts. This could result in a decrease in the number of members assigned to your project, a delay in the deployment of a team, or cancellation of a project.

LIABILITY AND WORKERS' COMPENSATION CLAIMS: AmeriCorps is a self-insured federal agency that administers the AmeriCorps National Civilian Community Corps (NCCC) program. Consequently, AmeriCorps NCCC Corps Members, Team Leaders, and Federal employees of AmeriCorps are covered by the provisions of the Federal Tort Claims Act (liability claims) and the Federal Employees Compensation Act (workers' compensation claims) 42 U.S.C. §12620 (b) & (c). Accordingly, any injuries or property damage proximately caused by the negligence of an AmeriCorps NCCC Member, Team Leader, or AmeriCorps employee will be assumed by the United States Government, if it is determined that the negligent individual was acting within the scope of his/her official service activity or employment at the time of the potentially compensable event. Similarly, any on-the-job injuries received by an AmeriCorps member of the NCCC program or federal employee will be processed by AmeriCorps and the Department of Labor.



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SERVICE PROJECT APPLICATION**

WAIVERS: No member of an AmeriCorps NCCC Team (including any Corps Member or Team Leader) shall sign any document provided by the Project Sponsor or any representative or employee of the Project Sponsor, including but not limited to: liability waivers, hold harmless agreements, indemnification agreements, or employment-related documents. In the event that a member of an AmeriCorps NCCC Team signs a document provided by the Project Sponsor or any representative or employee of the Project Sponsor, the signature on any such document shall have no force or effect of law. Neither the Team nor any Team Leader or Corps Member thereof, may legally bind the AmeriCorps NCCC Team or the AmeriCorps NCCC Program.

NON-DISCRIMINATION: A Project Sponsor receiving teams from AmeriCorps NCCC will comply with all federal statutes, including the National and Community Service Act of 1990, as amended, relating to nondiscrimination, which includes nondiscrimination on the basis of race, color, national origin, sex, age, disability, and in most instances, religion. AmeriCorps prohibits all forms of discrimination based on race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service. All programs administered by, or receiving Federal assistance from AmeriCorps, must be free from all forms of harassment. Project sponsors will be required to sign an assurance of non-discrimination as part of the Sponsor Agreement.

SERVICE PROJECT LIMITATIONS: In the course of performing a service project, members cannot engage in any project assignments that involves direct fundraising, financial transactions, preparation of a grant application to AmeriCorps or to any other Federal agency, or any political or inherently religious activities.

SIGNATURE	
The Service Project Application MUST be signed by the authorized representative of the sponsoring organization.	
SIGNATURE	DATE