***This overview is provided to returning partners to help them organize their application content before starting the online application process.***

**When you are ready to submit your application go to** [**http://civicspark.lgc.org/join-civicspark/project/**](http://civicspark.lgc.org/join-civicspark/project/) **and click “apply now”**

**Key to the overview content**

* Bold = header or question prompt
* Italics = guidance for specific sections or questions
* Bullet = needed content or response type

**I. Organizational Information**

**Organizational Details**

* Name of Organization **\***
* Address **\***
* Website

**Contacts***Provide information for up to 3 contacts that will serve as Project Contact, Fellow Supervisor, and a Billing Contact – they can be the same people in multiple roles.*

* First Name **\***
* Last Name **\***
* Title **\***
* Phone **\***
* Email **\***

**II. Project Description and Goals**

**Project Details**

**Project Title (to be used on the CivicSpark website) \***

* Text field

**CivicSpark Project Description**  
*CivicSpark focuses on building the capacity of local government — to collaborate across sectors and address pressing climate change or water management issues — through research, planning, and implementation projects.*  
*Please provide a brief description (no more than 300 words) of your project, outlining the organizational background, the climate or water goals the project intends to address, and highlighting fellow's role in the project. The description should be as compelling and appealing as possible, to entice fellows applying for the program (your text will be used for the descriptions fellows see when applying).* **\***

* Paragraph Text Box

**CivicSpark Project Outcomes***Our goal for CivicSpark is to support local governments while fostering the next generation of climate and water professionals. What are the anticipated outcomes and/or desired deliverables from the fellow(s) service (as opposed to your proposed project as a whole)?*  
*As above, provide a brief (no more than 300 words) description of outcomes, and try to make them as compelling as possible (your text will be used for the descriptions fellows see when applying).***\***

* Paragraph Text Box

**CivicSpark Fellow Desired Skills and Traits**  
*In order to best identify the kind of fellow who will be most successful for your project please identify 2 traits or skills you would like your fellow(s) to have.   
Desired Skills should be no more than 150 words. Please also consider that our primary demographic are recent college graduates, so we may not be able to accommodate a need for highly technical skills. As above, this will be used in the descriptions fellows see when applying.****\****

* Paragraph Text Box

**Focus and Desired Skills Dropdowns**

*For the next 4 questions, we ask you to pick from dropdown lists for your top two sector focus for the project, and your top 2 desired skills or abilities for fellows working on your project.*   
*Your selections on these items, help us to match more specifically with interests and skills provided by fellows on their applications.*

**Sector Focus 1: What is the primary focus of this project**

* Energy Efficiency / Renewable Energy
* Air Quality
* Alternative Transportation
* Public Health
* Waste Reduction / Composting
* Green Infrastructure
* Environmental Justice
* Greenhouse Gas Inventorying
* Climate Action Planning
* Climate Adaptation Planning
* Vulnerability Assessments
* Land-Use Planning/Management
* Local/Statewide Policy
* Water Conservation / Water Use Efficiency
* Water-Energy Nexus
* Water Supply Reliability
* Stormwater
* Groundwater
* Safe Drinking Water

**Sector Focus 2: What is the secondary focus of this project**

* Same as above

**Project Skills 1: What are the primary skills or activities this project will require**

* Project Management
* Marketing/Communication
* Outreach/Community Engagement
* Education
* Research
* Technical Writing
* Facilitation
* Data Collection/Analysis
* Environmental Justice/Equity
* GIS/Mapping

**Project Skills 2: What are the secondary skills or activities this project will require**

* Same as above

**Are you collaborating with any other organizations on this project? \***

* Yes / No

**CivicSpark Fellow Site Supervisor and Workspace Requirements**

*CivicSpark is committed to nurturing the next generation of sustainability leaders by providing a strong professional development experience for fellows. A critical part of that experience is placing fellows in an environment and under the guidance of a Site Supervisor who can help them learn, grow, and benefit from exposure to their organization and network.*

**Hosts may have local partners take a role in supervision, but as the host organization you are agreeing to identify one Site Supervisor for the fellow(s) during the 11-month service year. Site Supervisor responsibilities include: Conducting an initial and closing assessment of the fellow’s performance, supporting the creation of the fellow’s professional goals, conducting weekly check-ins with fellows, overseeing their project work, and serving as a bridge to partners and your organization. \***

* I agree

**Will you have a suitable and dedicated workspace (desk, cubicle, shared office etc.) for your fellow(s)? \***

*Inability to provide suitable and dedicated workspace for your Fellow(s) may affect the project viability.*

* Yes / No (if no please explain working environment if not)

**CivicSpark Climate Fellows - Cost and timing**

**Our organization is interested in hosting a fellow (or fellows) for the following duration: \***

*For additional details on costing and service information for each period refer to the "local government overview" page on our website.*

* Half Fellow ($13,000 for 650 project hours/member) - see below for timing options
* Full Fellow ($25,500 for 1300+ project hours/member)

**Number of Fellows requested for this project \***

*Note that total costs will be time period x number of members requested.*

**For the Half Fellow option, what is your desired start time and hours allocation?**

*Note availability of members for less than eleven month options is dependent on our ability to match with another project application in the same region who is also interested in a partial placement.*

* Half time for 11 months Fall 2017 start
* Full time for 6 months Fall 2017 start
* Full time for 6 months Spring 2018 start

**III. Target Public Agencies for Fellow Services**

*This section asks for information about the target local public agencies for your project.*

* *If your organization is a public agency that a fellow will be supporting, respond with information about your own agency.*
* *If your organization is not a local public agency and/or the project is targeting a different public agency, provide information for that agency.*

*Note this information is required, and must be provided before the start of service.*

**Eligibility and Exceptional Need Questions**

**Name of local public agency / agencies, or departments within a single agency receiving project support.**  
*Note that the expectation is that you will identify at least 2 agencies or departments per fellow hosted. If multiple agencies are being targeted, we will need the following 6 questions answered separately for each. If multiple departments within a single agency are being served, the following 6 questions apply for all departments***\***

* Paragraph Text Box

**Does this agency have a dedicated full-time sustainability staff?**

* Yes / No

**Has the governing body formally adopted a climate action plan or similar policy mechanism?**

* Yes / No

**Has the agency developed and is currently using specific mechanisms for tracking climate progress?**

*Tracking mechanisms will vary from community to community, but should be established systems and processes that allow the local government to 1) monitor implementation progress on all measures in the Climate Action Plan or similarly formal climate action policy 2) document GHG reduction results from implementation of each measure, and 3) update the inventory and revise targets and measures as needed to adjust to changing conditions. Tracking activities should be completed at least on an annual basis, and should include council/board level as well as department level reporting that allows for discussion of outcomes and formal discussion of any needed changes.*

* Yes / No

**Please provide annual data on a key community climate indicator (e.g. energy, water, waste) relevant to this project (e.g. community energy use) for the latest recorded year.**

* Number field

**Please provide numbers for the same key indicator climate (e.g. energy, water, waste) relevant to this project (e.g. community energy use) for the year prior to the one reported above.**

* Number field

**Units for the last 2 questions (e.g. kwh, therms, acre-feet etc.)**

* Text Field

**IV. Fiscal and Contractual Understanding**

*AmeriCorps programs are funded by both the Corporation for National and Community Service and through participating local governments. CivicSpark or Water Corps support requires a fiscal contribution. Either public agencies or third parties can be the source for the fiscal contribution. This rate is all-inclusive (e.g. covers workers compensation, liability insurance, workplace costs, member personnel benefits, job travel support); and is only based on project work.*

*To proceed with services, LGC will require completion of a signed service agreement and a down payment of 10% of total project cost before the start of services. The remaining cost will be paid monthly throughout the term of service.*

**Please list known sources for the fiscal contribution. If sources are not yet known please indicate potential sources and expected timeframe for securing funding.\***

*Note if your organization is a nonprofit, we may ask for fiscal references or additional fiscal capacity information before contracting with you.*

* Text field

**Will any part of your fiscal contribution come from federal sources? If so, prior to the start of services, LGC will need confirmation that the federal agency providing funds approves of the use of funds for AmeriCorps services. \***

* Yes / No

**As a federally funded program, AmeriCorps programs are required to track service to participating public agencies (**[**see here for more details**](http://civicspark.lgc.org/eligibility/)**). Please check below that you agree to provide necessary information and contacts as needed to comply with our program guidelines whether before or during the service year. \***

* I agree

**As a federally funded program, CivicSpark Fellows are prohibited from engaging in certain activities. Please review the list of**[**prohibited activities.**](http://civicspark.lgc.org/prohibited/)**Once you have reviewed this list, please check below that you understand these prohibited activities and agree that Fellows will not engage in such activities during your project scope. \***

* I agree

**CivicSpark is committed to recruiting a strong and diverse cohort of fellows who can have a positive impact on the communities they serve. Part of our success in building a strong cohort is recruiting widely and locally. In support of this, we ask that all Project Partners regularly share information about the program and current fellowship openings through their local networks through online postings, sharing information at meetings, etc. Templates and flyers will be provided by LGC. Please check below that you agree to support fellow recruitment in your community. \***

* I agree