18-19 CivicSpark SAMPLE Project Application

This sample project application is provided for reference, please do not complete this application offline. When you are ready to apply visit

http://civicspark.lgc.org/join-civicspark/project/

to complete your application.

Some guidance about the format of this sample application.

- **bold** text is generally the question prompt itself.
- *Italic* text is additional guidance on a particular question.
- **Blue bold bullet** text is the kinds of answers (or specific options to select from).
- Sections V and VI are repeated for each track (climate, water, or opportunity access). On the actual application, only those sections that relate to the track you are applying for appear. only appear on the actual

Application Process Overview

This application is for CivicSpark Projects for either the Climate, Water, or Opportunity Access track. Your application will help LGC Staff understand your project, identify alignment of your project with our programmatic priorities, and ensure your project is eligible for CivicSpark support. Completion of the application form does not ensure you a placement nor does it obligate you to participating. This is merely the first step in the application and commitment process.

- *Complete and submit the Application Form below.*
- *LGC staff will contact you to discuss your proposed project goals and next steps once your application is received.*
- *Your agency/organization and LGC will confirm a mutual understanding of the project and complete a "Service Agreement" (contract) with LGC; this Service Agreement will outline mutual roles, expectations, responsibilities, and terms of payment.*
- *Once the Service Agreement is signed by both parties, key public agency staff involved in your project will complete a "Pre-Service Capacity Assessment" survey (LGC staff will review this process with you when we discuss your application with you.*
- *Your agency/organization identifies a "Site Supervisor," whom will directly supervise fellow(s); Site Supervisors will participate in a Pre-Service Project Partner Orientation webinar, and makes all necessary preparations for fellow(s) arrival.*

All fields marked with a red *are required.

I. Organizational Information

Name of Organization *

- **Open-ended answer**

Address

- **Open-ended answer**

Website

- **Open-ended answer**

Type of Organization *

- **Non-profit organization**
- **City**
- **County**
- **Special District**
- **Joint Powers Authority**
- **Other Local Public Agency**
- **Regional agency**
- **State agency**

Contact 1

First Name *

- **Open-ended answer**

Last Name *

- **Open-ended answer**

Title *

- **Open-ended answer**

Phone *

- **Open-ended answer**

Email *

- **Open-ended answer**

Contact Role (Check all that apply, you must have someone noted for each role, but one person can be noted for multiple roles) *****

- **Project Contact**
- **Fellow Supervisor**
- **Billing Contact**

Add a second contact

- **Triggers same questions as above if needed**

Add a third contact

- **Triggers same questions as above if needed**

II. Project Description and Goals

What Program Are you applying for? *

- **Climate**
- **Water**
- **Opportunity Access**

Have you previously hosted CivicSpark Fellows? *|

- **Yes**
- **No**

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

Note: this should not be the name of the role, but a descriptive project title that captures the intent or focus of what the Fellow(s) will be doing. *****

- **Open-ended answer**

Overall need and goals

CivicSpark's purpose and goal is to build the capacity of local government — to collaborate across sectors and address pressing climate change, water management, or opportunity access issues — through research, planning, and implementation projects.

Please provide a brief description (no more than 300 words) of your overall capacity needs and goals for the project. Description should include 1-2 sentences on each of the following:

- *organizational background*

- *broad climate, water, or opportunity access needs the fellow(s) will be working to address*
- *Overview of the fellow(s) role in addressing these needs.*

The description should be as compelling and appealing as possible, to entice fellows applying for the program. Your text will be used on our website for the descriptions fellows see when applying. *****

- **Open-ended answer**

Capacity building activities and anticipated outcomes

Each fellow must work on capacity building projects that impact at least 2 (but not more than 6) specific "beneficiaries." Beneficiaries can be individual local government agencies, departments within agencies, or program units). Each capacity building project should have well defined outcomes that will help each Beneficiary address their unmet climate, water, or opportunity access needs.

Please provide a brief description (no more than 300 words) of at least one - but ideally two per fellow hosted - specific capacity building project for a specific agency, department, or progam initiative and the anticipated outcomes for that project beneficiary. This may be an element or component of the overall project goals defined above. The anticipated outcomes must help increase the capacity of project beneficiaries to address their climate change or water needs. *****

- **Open-ended answer**

Returning Partners

As a previous partner, you understand that CivicSpark's purpose and goal is to build capacity for local governments. It is important that AmeriCorps resources (i.e., CivicSpark Fellows) are not used to "sustain" on going projects or initiatives, but rather to build new capacity for the organizations benefiting from CivicSpark through increased resources, new products and activities, or new organizational capacity.

Please provide a brief description (no more than 300 words) of how the specific activities and outcomes described above address an unmet capacity need, and do not simply continue to sustain activities or programs started by and/or fill roles occupied by previous Fellows. *****

- **Open-ended answer**

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

- **Yes**
- **No**

III. Project Categorizations

The following section includes a series of dropdown options for you to categorize your project and establish a project profile. Categories include target regions, activities, topics, and outputs.

We will use this project categorization to a) match projects more closely with Fellow applicant interests, and b) rank project applications in accordance with our programmatic priorities.

Note: for some of the sections you will estimate the percentage of the project that fits that criteria. Each category should total 100%. For example; General Activity Types: 50% research, 0% Planning, 50% implementation.

General Activity Areas

What kinds of activities will the Fellows focus on? Can be a mix of some or all types below. Enter zero if none in a given section. Total should equal 100.

- **Research** *
- **Planning** *
- **Implementation** *

Geographic Focus

Where will the project be focused? Can be a mix of geographies. Enter zero if none in a given section. Total should equal 100.

- **Rural** *
- **Suburban** *
- **Urban** *

Disadvantaged Communities

To what extent is the project occurring in and/or providing benefit to an identified "disadvantaged community?" (select any that apply) *

- **Project area does not include identified "disadvantaged community"**
- **Project does not provide direct benefit to identified "disadvantaged community"**
- **Project area includes identified "disadvantaged community"**
- **Project provides direct benefit to identified "disadvantaged community"**

Target Audience and/or Industry (pick a primary and if needed a secondary) *

- **Agricultural**
- **Commercial**
- **Industrial**
- **Institutional (Educational, Health Care, etc.)**
- **Municipal (i.e., City and/or County)**

- **Regional Agency**

Project Focus (Pick a primary and if needed a secondary)

*What is the more specific project focus for this project? ***

- **General GHG mitigation**
- **General Climate Adaptation**
- **Air Quality Improvements**
- **Public Health**
- **Waste Reduction/Composting**
- **Energy Efficiency**
- **Renewable Energy**
- **Ecosystem or habitat conservation**
- **Natural Infrastructure**
- **Agricultural improvements**
- **Environmental Justice**
- **Land-Use Changes**
- **Disaster Response/Emergency Management**
- **Water Conservation/Water Use Efficiency**
- **Water-Energy Nexus**
- **Water Supply Reliability**
- **Stormwater Quality/Green infrastructure / LID Stormwater capture and (re)use**
- **Groundwater**
- **Safe Drinking Water**
- **Rural Broadband Development**
- **Affordable Housing**
- **Alternative or Multimodal Transportation**
- **Infrastructure Development**
- **Other**

Project Outputs / Deliverables (pick a primary and if needed a secondary)

*Please highlight the types of products, activities, or deliverables the fellow will work on or contribute to. ***

- **Evaluation, Assessment, or Analysis**
- **Feasibility Study**
- **Inventory (GHG or other)**
- **Catalogue**
- **Database**
- **General Plan**
- **Special District Plan**

- **Local Hazard Mitigation Plan**
- **Climate Action Plan**
- **Groundwater Sustainability Plan**
- **Stormwater Resources Plan**
- **Integrated Regional Water Management Plan**
- **Urban Water Management Plan**
- **Policy Guidance**
- **Ordinance**
- **Code**
- **Stakeholder Engagement Plan**
- **Education Curriculum**
- **Implementation Plan**
- **Other**

IV. Desired Fellow Skills and Support For Fellow

Desired Skills and Traits for Fellow Placement

In order to best identify the Fellow(s) who will be most successful in your project, we ask you to identify the most important traits or skills you hope your Fellow(s) to have.

Please provide a brief description (no more than 150 words) of the 2 most important traits or skills you Note: our primary Fellow applicant demographic is recent college graduates. We may not be able to accommodate a need for advanced degrees or highly technical skills. This description will be used on our website in conjunction with the project description, for Fellows to view when applying to the program. *****

Project Skills (pick a primary and if needed a secondary)

What are the 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**

Supervisor Responsibilities

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 under the guidance of a Site Supervisor who can help the Fellow(s) learn, grow, and benefit from exposure to their Host 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:

- *Completing an initial and closing assessment of the fellow's performance;*
- *Supporting the Fellow(s) professional goals;*
- *Conducting weekly check-ins with Fellows;*
- *Overseeing Fellow(s)' project work; and*
- *Serving as a bridge between CivicSpark and the Host organization.**

- **I certify that our organization will identify one Site Supervisor who will fulfil the responsibilities outlined above.**

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**

V. Costs - Climate Track

Number of Fellows requested for this project ($25,500 for 1300+ project hours/Fellow or $50,000 for 2) *

If you are interested in a "half fellow" (650 hrs), please get in touch. While we have supported half fellow placements, they have to be matched locally with another partner also requesting a half fellow. This option can be hard to realize. If possible consider requesting a full fellow or identifying a matching partner prior to applying, as CivicSpark may not be able to find a match in all circumstances.

- **Number**

For additional details on costing and service information for each period refer to the "receive project support" page on our website.

VI. Target Local Public Agencies - Climate Track

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 benefiting a different public agency, provide information about that agency.*
- *Note: this information is required, and must be provided before the start of service*

Beneficiary information agreement *

- **I agree to provide any necessary beneficiary information and will ensure that related local government staff complete pre-service capacity assessments prior to the program start date (9/10/18).**

Name of local public agencies (or departments or programs within a single agency) that are the focus of or lead for the specific capacity building activities or outcomes described in the capacity need section above - these are the "Project Beneficiaries."

Note: You must identify at least 2 beneficiaries (public agencies, programs, or departments) per Fellow hosted.

If multiple departments or programs within a single agency are being served as "Beneficiaries," you only need to answer the questions once as the answers apply to the whole agency and you can use the questions below to answer now.

If multiple different local agencies (e.g. different cities) are listed, please download and complete the linked spreadsheet to answer the following 6 questions individually for each different "Beneficiary" (agency). *****

- **Open-ended answer**

Click here to download Excel spreadsheet to complete this section for multiple local governments

Send the completed excel sheet to ahernandez@lgc.org

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 comprehensive mechanisms for completely 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.
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.
This field only accepts numbers. You will provide the units in the question after the next one.
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.

- 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

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

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

- Open-ended answer

V. Costs - Water Track

CivicSpark Water fellows are placed in teams of 2 for the entire 11-month period. The cost for a team of two Water fellows is $46,000. Site Supervisors can work with local partners

and funders to provide this fiscal contribution, but as the host organization you are agreeing to take responsibility for securing this funding. *

- **I agree to secure the funding for the Fellows**

VI. Target Local Public Agencies - Water Track

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 benefiting a different public agency, provide information about that agency.*
- *Note: this information is required, and must be provided before the start of service*

Beneficiary information agreement *

- **I agree to provide any necessary beneficiary information and will ensure that related local government staff complete pre-service capacity assessments prior to the program start date (9/10/18).**

Name of local public agencies (or departments or programs within a single agency) that are the focus of or lead for the specific capacity building activities or outcomes described in the capacity need section above - these are the "Project Beneficiaries."

Note: You must identify at least 2 beneficiaries (public agencies, programs, or departments) per Fellow hosted.

If multiple departments or programs within a single agency are being served as "Beneficiaries," you only need to answer the questions once as the answers apply to the whole agency and you can use the questions below to answer now.

*If multiple different local agencies (e.g. different cities) are listed, please download and complete the linked spreadsheet to answer the following 6 questions individually for each different "Beneficiary" (agency). ***

- **Open-ended answer**

Click here to download Excel spreadsheet to complete this section for multiple local governments

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Does the agency or department have a dedicated staff person whose sole responsiblity is cross-sector and inter-jurisdictional collaboration, and coordinating water management with land use planning?

- **Yes**
- **No**

Does the agency or department actively participate in the local Integrated Regional Water Management Plan (IRWMP)?

- **Yes**
- **No**

Is the agency actively participating in their regional Groundwater Sustainability Agency formation process or Groundwater Sustainability Plan development process?

- **Yes**
- **No**

Is the agency currently equipped to meet all data, research, planning, engagement, and coordination needs to adequately meet local water sustainability goals and state water management priorities?

- **Yes**
- **No**

V. Costs - Opportunity Access Track

Number of Fellows requested for this project ($25,000 for 1300+ project hours/Fellow or $50,000 for 2) *

If you are interested in a "half fellow" (650 hrs), please get in touch. While we have supported half fellow placements, they have to be matched locally with another partner also requesting a half fellow. This option can be hard to realize. If possible consider requesting a full fellow or identifying a matching partner prior to applying, as CivicSpark may not be able to find a match in all circumstances.

- **Number**

For additional details on costing and service information for each period refer to the "receive project support" page on our website.

VI. Target Local Public Agencies - Opportunity Access Track

This section asks for information about the target local public agencies for your project. CivicSpark Fellows can only "serve" eligible beneficiaries as defined by a variety of Opportunity Access measures (related to community well-being, transit accessibility, affordable housing, broadband access, or unemployment as appropriate).

LGC Staff will use publicly available data to determine if the identified beneficiaries are eligible and will applicants know if there are any issues with the identified beneficiaries.

- *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 benefiting a different public agency, provide information about that agency.*
- *Note: this information is required, and must be provided before the start of service.*

Beneficiary information agreement *

- **I agree to provide any necessary beneficiary information and will ensure that related local government staff complete pre-service capacity assessments prior to the program start date (9/10/18).**

Name of local public agencies (or departments or programs within a single agency) that are the focus of or lead for the specific capacity building activities or outcomes described in the capacity need section above - these are the "Project Beneficiaries."

Note: You must identify at least 2 beneficiaries (public agencies, programs, or departments) per Fellow hosted. *

- **Open-ended answer**

VII. Fiscal Contractual Understanding

AmeriCorps programs are funded in part by the Corporation for National and Community Service, and in part by participating local governments. Receiving CivicSpark support requires a fiscal contribution; public agencies or third parties can provide that fiscal contribution. Rates for CivicSpark support are all-inclusive (e.g., covers workers compensation, liability insurance, workplace costs, member personnel benefits, job travel support, etc.); and is based solely on project work.

To proceed with CivicSpark services, LGC requires completion of a signed Service Agreement (contract) and a 10% down payment of total service cost. Service Agreement and down payment must be received prior to the start of CivicSpark Fellow service. The remaining cost of service 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. *

Please separate each source with a comma.

- **Open-ended answer**

Will any part of your fiscal contribution come from federal sources? If so, LGC will need confirmation prior to the start of services 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 (<u>see here for more details</u>). 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 <u>prohibited activities.</u> 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**