***19-20 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).

**Application Process Overview**

*This application is for CivicSpark project partner proposals for the 2019-20 service year. 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 participate. This is merely the first step in the application and commitment process.*

1. *Complete and submit the Application Form below.*
2. *LGC staff will contact you to discuss your proposed project goals and next steps once your application is received.*
3. *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.*
4. *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.*
5. *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, and one person can be noted for multiple roles. However, the first person, and only one person should be listed as the “project contact.” Add additional contacts after as needed.****\****

* *Project contact = who submitted this application, and who we work with to get the project setup.*
* *Fellow Supervisor = who will directly supervise the Fellow(s).*
* *Billing contact = who will process payments.*
* **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**

**Can we add the main project contact to the CivicSpark Newsletter distribution list?***CivicSpark sends out a monthly newsletter with stories about Fellows' work, our partners, our Alumni, and often includes links to other statewide events and resources. We won't add someone without permission.*

* **Yes**
* **No**

**II. Project Description and Goals**

**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 in order to address emerging environmental and/or socioeconomic resiliency challenges — through research, planning, and implementation projects.*

*Please provide a brief description (no more than 400 words) of your resiliency capacity needs and goals for the project. Description should include 1-2 sentences on each of the following:*

* *Organizational background.*
* *Broad environmental (e.g. climate, water, etc.) and/or socioeconomic (e.g. affordable housing, mobility, etc.) challenges 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 1 (but not more than 3) 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 environmental (e.g. climate, water, etc.) or socioeconomic (e.g. affordable housing) resiliency needs .*

*Please provide a brief description (no more than 400 words) of at least one specific capacity building project for a specific agency, department, or program initiative and please describe how the Fellow’s service will provide resources, systems, or engagement that increases the public agency’s capacity to address their resiliency challenges in the future. \**

* **Open-ended answer**

**Organizational and Community Highlights**

*Many of our candidates are recent college graduates and/or are considering service in a community or state they have never lived in before. Additionally, if your organization is in a less familiar region of California, candidates may not know much about your community. In order to help our candidates understand and appreciate your organization and your community culture please provide some insights into what it’s like to work in your organization and live in your community.*

*Please provide a brief description (no more than 400 words) touching on; the workplace culture and environment; what about serving with your organization will be a good professional development experience; and what about your community makes it an interesting place to live and work.*

*As with other sections we will use this information to craft the overall placement description, and your response in this section can really help potential candidates get excited about working with you and living in your community. \**

* **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 400 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**

**(If Yes) please describe collaborators**

* **Open-ended answer**

**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 \***

**General Resiliency Project Areas (check any that apply) \***

* **Climate Mitigation**
* **Climate Adaptation**
* **Water Management**
* **Water Policy**
* **Affordable Housing**
* **Alternative or Multimodal Transportation**
* **Rural Broadband**
* **Other**

**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 200 words) of the 2 most important traits or skills you would like to see in a Fellow. 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, appropriate office technology, 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 the workspace arrangements for Fellows.**

* **open ended**

**V. Target Local Public Agencies**

*This section asks for information about the project beneficiaries (target local public agencies, departments or programs within a single agency) that will receive support through your project. This information is required, and must be provided before the start of service (9/10/19).*

* *You must identify at least 1 beneficiary per Fellow hosted.*
* *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. NGOs or State Agencies CAN NOT be beneficiaries.*
* *If multiple departments or programs within a single agency are being served, you only need to answer the three questions below once as the answers apply to the whole agency and you can use the questions below to answer now.*
* *If multiple local agencies (e.g. different cities) are being served, please download and complete the linked spreadsheet and answer the three questions individually for each different agency.*
* *If you complete the spreadsheet you can skip the three questions below.*

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

*Send the completed excel sheet to ahernandez@lgc.org*

**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 (9/10/19).**

**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.**

* **Open-ended answer**

**Eligibility**

*Please respond to the question below with respect to the community the agency named above serves and/or for the agency itself. Answering “yes” indicates that you meet the eligibility criteria, (ie. have a need for capacity), and are therefore eligible to receive CivicSpark support.*

*These conditions are tiered; that is, if you meet any of the conditions on the first question, you do not need to answer the second or third question. If you DO NOT meet any of the first question conditions but do meet the second condition, you do not need to meet the third. If you don't meet either the first or second conditions, you must meet the third condition to be eligible.*

**Does the community the local government serves meet ANY of the following conditions?**

* **Contains any census tracts that are > 33 on CalEnviroScreen**
* **Scores > 50 on the Distressed Community Index**
* **Community-wide unemployment is above the current state average**
* **Regional Opportunity Index (People or Place) is below state average \***
* **Yes - the community meets at least one of these criteria**
* **No - the community does not meet any of these criteria**
* **Unknown**

**(if yes) Please describe the specific conditions your community meets.**

* **open ended**

**Does this local agency NEED to adopt a comprehensive and up-to-date strategy (plan, element or other) tofully address the resiliency issue you are seeking assistance for?**

**OR, if the local agency does have an adopted and up to date strategy, does the agency NEED additional funding, programs, policies, or plans to fully implement this strategy?**

* **Yes - the local agency needs to adopt a strategy**
* **Yes – the local agency needs to update the strategy**
* **Yes – the local agency needs additional resources to implement the strategy**
* **No – the strategy is adopted and up to date, and the local agency has the resources needed to implement it**
* **Unknown**
* **N/A - answered yes to the previous question**

**(if yes) Please describe the resilience strategy need (e.g., what specific strategy does the agency lack or need to update;  or what resources are needed in order to implement the strategy). Please briefly describe the current status of this strategy, and provide a link to the relevant plan (if applicable).**

* **open ended**

**Does the local agency have specific agency-defined goals for this particular resiliency issue that they are NOT ABLE TO ACHIEVE (e.g., adopted by governing board, or included in an approved plan, etc. but not allocated sufficient resources) without assistance?**

* **Yes – there are defined goals that the local agency is not yet able to achieve**
* **No – there are not defined goals that the local agency is not yet able to achieve**
* **Unknown**
* **N/A - answered yes to either of the previous questions**

**(if yes) Please provide documentation of at least 1 specific local government program, policy, or planning goal that your community or agency has committed to, but has not been met or cannot be met without resource- or system-development assistance.** **Note that the identified program, policy or goal should have defined targets for success rates, quality of outcomes, resource deployment, services provided, or people reached.**

* **open ended**

**VI. Fiscal Contribution**

*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.*

*For additional details on costing and service information for each period refer to the "Fiscal Contribution" section of our website.*

**Number of Fellows requested for this project ($26,000 for 1300+ project hours/Fellow or $51,000 for 2) \****If you are interested in a "half-time Fellow" (650 hrs), please get in touch. While we have supported half-time Fellow placements, they have to be matched locally with another partner also requesting a half-time 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**

**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**

**If yes, please describe federal sources**

* **Open ended**

**VII. Contractual Understanding**

*For this final section, we want to be sure you understand certain conditions and priorities we have for the program. Please review and when ready agree to the following questions and linked requirements.*

**As a federally funded program, AmeriCorps programs are required to track service to participating public agencies (see link below). Once you have reviewed these requirements, 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. \***

**Click here to review eligibility requirements.**

* **I agree**

**As a federally funded program, CivicSpark Fellows are only allowed to work on contracted activities, are not allowed to engage in fund-raising, and are prohibited from engaging in certain activities. Please review the list of restrictions on Fellow activities (see link below). Once you have reviewed this list, please check below that you understand these restrictions and agree that Fellows will only engage in allowable activities during implementation of your project scope.**

**Click here to review restrictions.**

* **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**

PLEASE NOTE: After you submit you should receive an email confirmation. Please check (and check your spam filter) to be sure you receive this confirmation. If you don't your application may not have been submitted. If you do not receive a confirmation please get in touch right away.