# 2020-21 CivicSpark SAMPLE Project Application

This sample project application is provided for reference to prepare your responses. When you are ready to submit your application visit <http://civicspark.lgc.org/join-civicspark/project/>

**Do not send CivicSpark staff a word version of the 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 section or a particular question.
* **Blue bold bullet** text is the response options to choose from or the type of answer we are looking for (e.g., open-ended answer; contact information; etc.).
* courier text is guidance on features or functionality in the online application.

**Application Process Overview**

*This application is for CivicSpark project partner proposals for the 2020-21 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 or your agency to participate in any way. This application form is merely the first step in the selection process. The entire process is outlined below.*

* *You complete and submit the online application form.*
* *LGC staff review your application form internally.*
* *LGC staff contact you to discuss your proposed project, programmatic goals, and next steps to ensure a good fit with CivicSpark’s mission and structure.*
* *If approved, the following four activities must be completed prior to your Fellow arriving on site in early September (by 8/21/2020). These activities can occur concurrently.*
  + *Your agency/organization and LGC execute a ”Service Agreement” (contract). This Service Agreement outlines mutual roles, expectations, responsibilities, and terms of payment.*
  + *Key public agency staff involved in your project complete a “Pre-Service Capacity Assessment” survey (LGC staff will review this process with you when we discuss your application).*
  + *You (and your designated “Site Supervisor” if not you) review and interview pre-screened candidates and notify LGC of interest in candidate(s) (LGC makes the final placement offer, based on your selection). Your designated “Site Supervisor,” participates in a Pre-Service Project Partner Orientation webinar.*
  + *On-site staff make all necessary preparations for the Fellow(s) arrival, including work space, computer, etc. (LGC will provide you a checklist).*

*All fields marked with a red \*are required.*

**I. Organizational Information**

*In this section, you will provide key organizational details.*

**Name of Organization \***

* **Open-ended answer**

**Has your organization hosted a CivicSpark Fellow(s) before? \***

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

Prompts the next question and is used as a trigger for other questions relevant only to applicants who have hosted a Fellow before.

**Is your organizational information the same as before?**

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

The following questions can be skipped if you answer “Yes” above.

**Agency Address\***

* **Open-ended answer**

**Website**

* **Open-ended answer**

**Type of Organization \***

* **City**
* **County**
* **Special district**
* **Joint powers authority**
* **Other local public agency**
* **Regional agency**
* **State agency**
* **Non-profit organization**

**II. Contacts**

*In this section, you will provide key organizational contacts.*

The next question only appears if the applicant has hosted Fellows before. For those applicants, they only need to confirm names for each role, and if it is OK to add them to the CivicSpark newsletter. You do not have to answer the following detailed contact questions.

**Are all your main contacts the same as before (project contact, Fellow(s) supervisor, billing)?**

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

If you are a new partner, or you select “Yes” in the last question the following section will appear.

**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**\*

*Specify an individual for each role below. The same person can be noted for multiple roles, however only one person should be identified as the“project contact.” Add additional contacts as needed.*

* *Project Contact = applicant filling out this form; LGC will contact for initial project communications.*
* *Fellow Supervisor = anticipated on-site project supervisor who will oversee the Fellow(s) on a day-to-day basis.*
* *Billing contact = contact to process payments.*
* **Project Contact**
* **Fellow Supervisor**
* **Billing Contact**

**Can we add this person to the CivicSpark Newsletter distribution list? \****CivicSpark sends out a monthly newsletter with stories about Fellows' work, our partners, our Alumni, and links to other statewide events and resources. We will not add someone to the distribution list without permission.*

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

**Add a second contact**

Triggers same questions as above if needed

**Add a third contact**

Triggers same questions as above if needed

**III. Goals**

*In this section, you will provide a general title for the overall initiatives you are seeking assistance on (as opposed to the more specific project activities that will be described in the next section), outline your capacity building needs and goals, and provide organizational and community highlights. In the next section, you will provide more specific project descriptions.*

**Overall Title \***  
  
*This will be listed on our website for potential Fellows to review. You want your title to be engaging to applicants.*

*Note: This* ***should not*** *be the position title or name of the role. Rather, it should be a descriptive title that captures the overall intent/broad focus of what the Fellow(s) will be doing. Title is limited to 100 characters.*

* **Open-ended answer**

**Broad Needs and Goals \***  
  
*CivicSpark’s mission is to contribute to a more resilient, equitable, and vibrant California by:*

* *Building local public sector capacity to address entrenched and emerging issues;*
* *Serving as a social purpose career accelerator for future leaders; and*
* *Fostering lasting, authentic community engagement.*

*Please provide a brief description (no more than 400 words) of the broad public sector resilience capacity needs and goals you want to address. Your description should include 1-2 sentences on each of the following:*

* *Organizational background, as it relates to this proposal;*
* *Broad environmental (e.g., climate, water, etc.) and/or social equity (e.g., affordable housing, mobility, etc.) challenges you are aiming to address;and*
* *Overall goals you hope to achieve through this project (note: these* ***are not*** *the specific project activities the Fellow(s) will conduct or their direct outcomes, which you will describe below).*

*Your description should be as compelling and appealing as possible; LGC will use your text to post projects on the CivicSpark website for candidates to consider when applying to the program. Strong descriptions are likely to attract more candidate interest.*

* **Open-ended answer**

**IV. Project Details**

*This section provides space to describe the most specific projects Fellows will work and includes a series of dropdown menus so you can more specifically identify the project focus and anticipated outputs or deliverables.*

*Each Fellow must work on at least two (but not more than four) distinct capacity building projects for local public agency “beneficiaries.” Beneficiaries can be individual local government agencies, departments within agencies, or program units. Each capacity building project should provide the beneficiary with needed “resources” (such as research reports, plans, implementation activities, or stakeholder networks) that help each beneficiary address the broader challenges and needs outlined in the “Goals” section.*

* *A single project in CivicSpark can be a discrete component of a larger overarching initiative or program (e.g., community engagement or data analysis for the same climate action planning effort).*
* *If you are proposing to have one project support multiple different agencies (e.g., a planning process for several cities at once), you only need to describe one project below.*

**Project Descriptions \***

*Please provide a brief description of no more than 600 words of one (if serving multiple separate agencies) or more (up to six) capacity building projects for specific agencies, departments, or program initiatives. For each project identified, please describe the following:*

* *Specific agency (or agencies) served (can be the same for multiple projects);*
* *Role of the Fellow in the project;*
* *Desired project outcomes in terms of resources developed (e.g., reports, plans, networks, etc.); and*
* *How these resources will help increase the agency’s capacity to address the resilience challenges described above.*
* **Open-ended answer**

The next question only appears if the applicant has hosted Fellows before.

**Returning Partners \***  
  
*As a previous partner, you understand CivicSpark’s purpose and goal to build capacity for local governments. It is important that AmeriCorps resources (i.e., CivicSpark Fellows) are not used to “sustain” ongoing projects or initiatives. Rather, they must build new capacity for the organizations benefiting from CivicSpark service. This can include increased resources, new products and activities, or new organizational capacity.*  
*Please provide a brief description (no more than 400 words) of how the projects described above are* ***distinct*** *from prior years’ activities (i.e., address a different capacity need), and* ***do not*** *simply sustain activities started by and/or fill roles occupied by previous Fellows.*

* **Open-ended answer**

**Project Focus \***  
  
*What are the primary and (if applicable) secondary topics of or industry targets for this project(s)? If you want to highlight more than 2 focus areas, select “other” and list them all in order there.*

You will pick a primary and if desired a secondary option

* **Affordable Housing**
* **Transportation / Mobility**
* **Public Health**
* **Climate Adaptation**
* **Climate Mitigation**
* **Disaster Response / Emergency Management**
* **Ecosystem / Habitat Conservation**
* **Infrastructure Development**
* **Urban Planning**
* **Energy Efficiency**
* **Renewable Energy**
* **Waste Management**
* **Water Management**
* **Water Policy**
* **Other**

**Project Outputs / Deliverables \***  
  
*What are the primary and (if applicable) secondary products, activities, or deliverables the Fellow will work on or contribute to? If you want to highlight more than 2 outputs / deliverables, select “other” and list them all in order there.*

You will pick a primary and if desired a secondary option

* **Evaluation, Assessment, or Analysis**
* **Feasibility Study**
* **Inventory (e.g., GHG, stormwater, etc.)**
* **Catalogue or Guidebook**
* **Community Plan (e.g. General Plan, Climate Action Plan, Stormwater Plan etc.)**
* **Policy Guidance, Codes, Ordinances**
* **Stakeholder Engagement Plan**
* **Education Curriculum**
* **Other**

**V. General Categorization**

*This section includes a series of dropdown options for you to categorize your overall application. Categories include general project areas (i.e., sector or topic), activities, and audience.*

*We will use this categorization to match proposals with candidate interests, and rank applications in accordance with our programmatic priorities.*

*Note: for some categories 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.*

**Resilience Project Areas \****CivicSpark tracks fellow service in major categories that align with our funding sources and programmatic priorities. Please select the most appropriate categories for your project. Your project may be focused on a more specific topic (e.g., energy or emergency management), but should still fall under at least one of these overarching project areas. (check all that apply).*

* **Climate Adaptation and/or Mitigation**
* **Water Management and/or Policy**
* **Affordable Housing**
* **Alternative and/or Multimodal Transportation**
* **Other**

**Activities\***

*What type of activities will the Fellow(s)’ project work focus on? This can be a mix of some or all activity types listed below. Enter the estimated % of the Fellow(s)’ work dedicated to each activity. Enter zero if the project will not include that activity.. The total should equal 100.*

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

**Geographic Focus \***

*On what type of community/ies will the project focus? This can be a mix of geographic types. Enter zero if the project will not address that geography. The total should equal 100.*

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

**VI. Target Local Public Agencies**

*This section asks for information about the project beneficiaries identified in the project descriptions above (i.e., the local public agencies, departments or programs within an agency that will receive capacity building support or “benefit” from the CivicSpark project). As a federally funded program, AmeriCorps programs are required to track service to participating public agencies (click here to review eligibility requirements.).*

* *Each Fellow you host should serve at least one public agency beneficiary.*
* *If you have only one project, you must identify at least 2 beneficiaries.*
* *If you have more than one project, each project can be associated with the same beneficiary or they can be different beneficiaries.*
* *If your organization is the public agency beneficiary 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:* ***NGOs or State Agencies CAN NOT serve as a beneficiary.***
* *If multiple departments or programs within a single agency are being served, only answer the questions below one time for the entire agency.*

**Beneficiary information agreement \***

*Once you have reviewed our eligibility requirements, please check below that you agree to provide all necessary beneficiary information that you will ensure the appropriate local government staff complete pre-service capacity assessments by August 21, 2020.*

* **I agree**

**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**

**Will you provide agency information now, later, or do you have multiple agencies to provide information for?**

* **Now**
* **Later**
* **Multiple Agencies**

The following option appears if you select “later” or “multiple agencies” in the previous question. If you select “now” the Eligibility section will appear.

To provide information at a later time or to provide information on multiple agencies, download and fill out this excel spreadsheet.

Send the completed excel spreadsheet to [ahernandez@lgc.org](mailto:ahernandez@lgc.org)by 8/21/2020.

**Eligibility**

*Your response to the questions below should be in regard to the broader community served by the public agency beneficiary. If you are an NGO or a state agency, do not answer for your own organization; you must answer in regard to the community that will benefit from the project, and/or the community served by the local public agency beneficiary identified above.*

*Answering “yes” to any ONE of the four questions indicates that your jurisdiction or community served meets the eligibility criteria, (i.e., the community has a need for capacity support), and therefore is eligible to receive CivicSpark support.*

**Does the community the local government serves meet at least ONE 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 you select “Yes” above, the following question will appear, and the rest of this section will not appear.

**Please describe the specific conditions your community meets.**

* **Open-ended answer**

If you select “No” or “Unknown” above, the following question will appear.

**Does this local agency NEED to adopt a comprehensive and up-to-date strategy (plan, element or other) to fully address the resilience 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 you select any of the “Yes” options above, the following question will appear, and the rest of this section will not appear.

**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 answer**

If you select “No” or “Unknown” above, the following question will appear.

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

* **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 you select “Yes” above, the following question will appear, and the rest of this section will not appear.

**Please describe at least 1 specific local government program, policy, or planning goal that this community or agency has committed to, but has not been met or cannot be met without resource- or system-development assistance. Please provide a link to or title of this document.**

*Note: the identified program, policy or goal must have defined targets, such as success rates, quality of outcomes, resource deployment, services provided, or people reached.*

* **Open-ended answer**

**VII. Desired Fellow Skills and Support For Fellow**

*In this section you will outline the number of Fellows you are interested in bringing on for your projects, outline desired skills and abilities, confirm understanding of supervisory and hosting responsibilities, and outline any optional resources for Fellows.*

**How many Fellows do you want to bring on for this project(s)?\***

* **number**

**Desired Skills and Traits for Fellow Placement \***  
  
*In order to best identify the Fellow(s) who will be most successful in your project,* ***Please provide a brief description (no more than 200 words) of the 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.*

* **Open-ended answer**

**General Skills\****What are the primary and (if applicable) secondary general skills or experiences you are looking for in a candidate?*

You will pick a primary and if desired a secondary option

* **Project Management**
* **Community Engagement**
* **Research**
* **Facilitation**
* **Public Speaking**

**Technical Skills***Which, primary and (if applicable) secondary more technical skills or experiences would add value to your project(s)?*

*Note: As most applicants are recent college graduates, LGC cannot guarantee a particular technical skill-set or degree (e.g., engineering) for CivicSpark Fellows. We will strive to align project needs and Fellow skills to the extent possible.*

You will pick a primary and if desired a secondary option

* **GIS / Mapping**
* **Data Collection**
* **Data Analysis**
* **Technical Writing**
* **Graphic Design**
* **Marketing**
* **Environmental Justice / Equity**
* **Other**

**Soft Skill***What are the primary and (if applicable) secondary “soft” skills you are looking for in a candidate?*

You will pick a primary and if desired a secondary option

* **Flexibility / Adaptability**
* **Communication**
* **Leadership**
* **Teamwork**
* **Self Motivated**
* **Critical Thinking**
* **Detail Oriented**
* **Big Picture Oriented**
* **Ability to Follow Instructions**

**Supervisor Responsibilities \***

*CivicSpark is committed to developing the next generation of resilience 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 each Fellow learn, grow, and benefit from exposure to their host organization and network. As the host organization, you will need to identify one co-located Site Supervisor for the Fellow(s) who will oversee daily project tasks on site. If the Fellow(s) will be serving external to your agency (i.e. at a local agency), you must  identify a local partner to directly supervise on site.*  
  
*Site Supervisor responsibilities include:*

* *Completing an initial mid- and closing assessment of the Fellow’s performance;*
* *Acting as a mentor to the Fellow and supporting their professional development;*
* *Conducting weekly check-ins with each Fellow;*
* *Overseeing Fellow(s)’ project work (including providing regular feedback and/or guidance);*
* *Partnering with CivicSpark staff to resolve any challenges or concerns, and*
* *Serving as a bridge between LGC, CivicSpark and your agency.*
* **I agree that our organization will identify one Site Supervisor who will participate in the startup process (application interview, candidate selection process, partner orientation) and can fulfill the responsibilities outlined above during the service year.**
* **I agree that if the supervisor transitions to another role or position during the service year, we will work to ensure the new supervisor is fully engaged in the program responsibilities to minimize disruption and support a strong Fellow experience.**

**Workspace Availability \***

*If approved, you will need to provide a suitable and dedicated workspace for your Fellow(s), in an office setting (including desk in a shared office or cubicle, computer, telephone, and any other appropriate and necessary office technology).)*

*Please confirm you will have an adequate workspace ready for each Fellow by the start of service.*

* **I agree**

**Candidate Recruitment Support \***

*CivicSpark is committed to recruiting a strong and diverse cohort of Fellows who will have a positive impact on the communities they serve. Part of our success in building a strong cohort is recruiting broadly and locally. Identifying local candidates (who may already know the community and have connections for housing or support) can be a significant advantage. We ask all Project Partners to regularly share information about the program and current fellowship openings through their local networks, such as online postings, newsletters, job boards, sharing information at meetings, etc. Your direct outreach will result in a stronger candidate pool. LGC will provide templates and flyers to assist you. Please check below that you agree to support Fellow recruitment in your community.*

* **I agree**

**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. If your organization is in a less familiar region of California, candidates may not know much about your community. Please provide some insights into what it’s like to work for your organization and live in your community. This will help our candidates better understand your organization and community culture..*

*Please provide a brief description (no more than 400 words) of the following:*

* *What your workplace culture and environment is;*
* *How serving with your organization will be a good professional development experience; and*
* *Why your community is an interesting place to live and work.*

*As with other sections of the project application, LGC will use this information to craft your placement description.Your response in this section can help potential candidates get excited about working with you and living in your community.*

* **Open-ended answer**

**Optional: Additional Fellow Resources**

*Fellow participation in CivicSpark is always constrained by the limited stipend we can offer as an AmeriCorps program. LGC strives to diversify the indirect resources we can offer to support Fellows (e.g., housing opportunities, parking passes, transit subsidies, etc.). Any non-monetary resources you can provide to support Fellows could make a significant difference; we encourage you to identify them here (LGC will follow-up on these during the application interview and startup process).*

*Please note: host sites CANNOT provide additional financial stipends or hourly pay to the Fellow(s)*

* **Open-ended answer**

**VIII. Fiscal Contribution**

*This section outlines details related to the expected partner 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. The fiscal contribution is all-inclusive (e.g., covers workers compensation, liability insurance, member benefits, and program costs related to recruitment, training, onboarding and ongoing support by LGC Staff). The fiscal contribution is billed monthly in 11 equal payments.*

*For additional details on cost refer to the "Fiscal Contribution" section of our website.*

**Based on the number of Fellows requested above, your expected Fiscal Contribution will be**

Displays amount equal to fiscal contribution x number of Fellows (not editable)

**Sources for Contribution\***

*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.*

* **Open-ended answer**

**Federal Funding Sources \***

*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. Note: use of federal funds will in no way impact the viability of your application.*

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

If you select “Yes” above, the following question will appear.

**Please describe Federal sources \***

* **Open-ended answer**

**IX. AmeriCorps Restrictions**

*For this final section, we want to be sure you understand certain conditions we have for the program.*

**Prohibited Activities \***

*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**

**X. Submit**

*PLEASE NOTE: After you submit your application, you should receive an email confirmation. Please check to be sure you receive this confirmation (and check your spam filter). If you do not receive a confirmation email, your application may not have been submitted. Please contact Ariadna Hernandez (*[*ahernandez@lgc.org*](mailto:ahernandez@lgc.org)*) right away if you submit an application and do not receive a confirmation.*

**Application Confirmation Email Address \***

*Please provide the email address of the person you want confirmation of your application to be sent to.*

* **Open-ended answer**

**Submit**