**Application Process Overview**

This application is for CivicSpark and Climate Action Corps project partner proposals for the 2021-22 service year. Your application will help LGC staff understand your project, identify alignment of your project with program priorities, and ensure your project is eligible for CivicSpark and/or Climate Action Corps 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. The entire process is outlined below. For additional information about the process or the application, please refer to our [website](https://civicspark.lgc.org/join-civicspark/project/).

1. Submit application.
2. Participate in a proposal review call with LGC staff to ensure a good fit with CivicSpark and Climate Action Corps’ mission and structure.
3. If approved, you must complete:
	1. **Service Agreement**: Your agency/organization and LGC execute a Service Agreement (contract) outlining mutual roles, expectations, responsibilities, and terms of payment.
	2. **Candidate Interviews:** You (and your designated “Site Supervisor” if not you) review and interview pre-screened candidates and notify LGC of interest in candidates.
	3. **Pre-Service Assessment:** Service recipients involved in your project complete “Pre-Service Capacity Assessment” surveys.
	4. **Orientation:** Site Supervisor participates in an Orientation webinar.
	5. **Workspace Preparation:** Site staff prepare for the Fellow(s) arrival, including work space, computer, etc.

All fields marked with a red \*are required.

**I. Organizational Information:** In this section, you will provide key organizational details.

1. Name of Organization \*
	1. Has your organization hosted a CivicSpark or Climate Action Corps Fellow(s) before? \*
	2. Is your organizational information the same as before? \*
2. Type of Organization \*
	1. Website
	2. Address \*

**II. Contacts:** In this section, you will provide key organizational contacts. Please note the names of contacts for specific roles. If one person will play multiple roles just list their name in each field. Contact Roles: 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.

1. Returning Partners: Are all your main contacts the same as before (project contact, Fellow(s) supervisor, billing)? \*
2. Project Contact Name \*
3. Supervisor Contact Name \*
4. Billing Contact Name \*
5. For Each Contact Above you will provide:
	1. First Name \*
	2. Last Name \*
	3. Title \*
	4. Phone \*
	5. Email \*
	6. Contact Role \*
	7. Can we add this contact to the CivicSpark and Climate Action Corps Newsletter distribution lists? \*

**III. Project and Fellow Information:** The following elements will be listed on our website and should be engaging and compelling for applicants. Strong titles, project descriptions, specific desired skills, as well as local community and organizational culture are likely to attract more candidate interest. LGC will use this information to craft your placement description.

1. Project Name \* (Limit to 100 characters.)
2. Project Needs and Goals \* - Provide a brief description (up to 400 words) of the public sector resilience capacity needs this project will address. Your description should include 1-2 sentences on each of the following:
	1. Organizational background, as it relates to this proposal;
	2. Environmental (e.g., climate, water, etc.) and/or social equity (e.g., affordable housing, mobility, etc.) challenges this project will address
	3. Overarching goals of the project
3. Desired Fellow Skills \* - Outline the number of Fellows you are interested in, desired skills and abilities, and potential resources.
4. How many Fellows do you want to bring on for this project(s)? \*
5. Desired Skills and Traits for Fellow Placement \* - 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.
	1. Primary \* (identify 3)
	2. Secondary (identify 3)
6. Organizational and Community Highlights \* - Provide a brief description (no more than 400 words) of the following:
	1. Your workplace culture and environment;
	2. How serving with your organization will be a good professional development experience; and
	3. Why your community is an interesting place to live and work.
7. Optional: Additional Fellow Resources - Fellow participation in CivicSpark and Climate Action Corps is constrained by the limited stipend we can offer as an AmeriCorps program. LGC strives to diversify the resources we can offer to Fellows (e.g., housing opportunities, parking passes, transit subsidies, etc.). Any non-monetary resources you can provide to 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).

**IV. Service Project Details** - In this section, describe the specific projects and recipients of Fellows’ service. AmeriCorps programs are required to track Fellow service to participating local public agencies. Each Fellow must work on 2-4 capacity building projects for eligible local public agency service recipients (local government agencies, departments or programs). Each project should provide recipients with needed resources (e.g. research reports, plans, implementation activities, or stakeholder networks) that help address the challenges and needs you outlined above. The capacity building projects can be discrete components of larger initiatives or programs (e.g., Project 1: Climate Action Plan - Community Engagement, Project 2: Climate Action Plan - Data Analysis), or can be the service recipient (e.g., City of Los Angeles or Public Works Department). If your proposal describes one project supporting multiple agencies (e.g., a planning process for several cities at once), you only need to describe one project below.

1. Project Descriptions \* - Please provide a brief description (no more than 600 words) of one (if serving multiple separate agencies) or more capacity building projects for specific agencies, departments, or program initiatives. For each project identified, please describe the following:
	1. Specific agency (or agencies) served (can be the same for multiple projects);
	2. Role of the Fellow in the project;
	3. Desired project outcomes in terms of resources developed (e.g., reports, plans, networks, etc.); and
	4. How these resources will help increase the agency’s capacity to address the resilience challenges described above.
2. Returning Partners \* - As a previous partner, you understand our purpose and goal to build capacity for local governments. It is important that CivicSpark or Climate Action Corps Fellows are not used to “sustain'' ongoing projects or initiatives. Rather, they must build new capacity for the organizations benefiting from service. This can include increased resources, new products and activities, or new organizational capacity. Please provide a brief description (no more than 200 words) of how the projects described above address a different capacity need, are distinct from prior years’ activities, and do not simply sustain activities started by previous Fellows.
3. Service Recipients\* - Please complete the following eligibility information about the service recipients identified in the project descriptions above. We need this information for each service recipient, whether that is your agency or another agency. If multiple departments within an agency are being served, we only need the following information once. Note: NGOs or state agencies CAN NOT be service recipients.
	1. Recipient information agreement \* - Do you agree to provide all necessary service recipient information and to ensure the appropriate public agency staff complete pre-service capacity assessments by August 2021?
	2. I agree
	3. Local public agencies \* Names of project recipients of the capacity building project activities described above.
		1. Will you provide agency information now, later, or do you have multiple agencies to provide information for?
4. Eligibility - The questions below pertain to the community served by the public agency recipient. If you are an NGO or a state agency, you must answer in regard to the community served by the local public agency recipient identified above. Answering “yes” to any ONE of the four questions below indicates eligibility for AmeriCorps service through CivicSpark or Climate Action Corps.
	1. Does the community the local government serves meet at least ONE of the following conditions? Please describe the conditions your community meets.
		1. Contains any census tracts that are >33 on CalEnviroScreen
		2. Scores >50 on the Distressed Community Index
		3. Community wide unemployment is above the current state average
		4. Regional Opportunity Index (People or Place) is below state average
	2. Does this local agency NEED to adopt a comprehensive and up-to-date strategy (plan, element or other) to fully 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?
		1. Please describe the resilience strategy needed and the status of this strategy (e.g., what specific strategy does the agency lack or need to update; or what resources are needed in order to implement the strategy).\*
	3. 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 the governing board, or included in an approved plan, etc. but not allocated sufficient resources) without assistance?
		1. 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. \*
		2. 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.

**V. Project Focus Categories** - CivicSpark and Climate Action Corps track Fellow service in alignment with our funding sources and program priorities. Please select the most appropriate categories for your project (project areas, activities, and audience). We will use these categories 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.

1. Resilience Project Areas \* - 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).
	1. Climate Mitigation and/or Adaptation
	2. Water Management and/or Policy
	3. Affordable Housing
	4. Alternative or Multimodal Transportation
	5. Urban Greening
	6. Wildfire Resilience
	7. Food Waste Recovery
	8. Other
2. Project Activities \*
	1. Research
	2. Planning
	3. Implementation
3. Geography \*
	1. Rural \*
	2. Suburban\*
	3. Urban \*

**VI. Support For Fellow** - Please confirm understanding of the following supervisory and hosting responsibilities.

1. Supervisor Assignment \* - 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.
2. Supervisor Transition \* - 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.
3. Workspace Availability \* - I agree that we will need to provide a suitable and dedicated workspace for our Fellow(s), in an office setting (including desk in a shared office or cubicle, computer, telephone, and any other appropriate and necessary office technology). Note: in-office service is dependent on COVID-19 state and local guidelines during the service term.
4. Candidate Recruitment Support \* - I agree that we will support Fellow recruitment in our community. CivicSpark and Climate Action Corps are 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.

**VII. Fiscal Contribution** - This section outlines details related to the expected partner fiscal contribution. CivicSpark and Climate Action Corps Fellow positions are funded in part by AmeriCorps, and in part by participating local governments, or third-party funders. Receiving CivicSpark or Climate Action Corps support requires a fiscal contribution covering 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 "Project Partner " page on our website and scroll down to “Partnership Details” Section and click on the “Fiscal Contribution” tab.

1. Based on the number of Fellows requested above, your expected Fiscal Contribution will be [X]
2. 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.
3. 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 the use of funds for AmeriCorps services. Note: use of federal funds will in no way impact the viability of your application.

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

1. Contracted and Unallowable Activities \* - As a federally funded program, CivicSpark and Climate Action Corps Fellows are only allowed to work on contracted activities, are not allowed to engage in fundraising, 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.
2. Click here to review restrictions.

**IX. 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 Mackenzie Bolger (mbolger@lgc.org) right away if you submit an application and do not receive a confirmation.

Application Confirmation Email Address \* - Please provide the email address for application confirmation.