

## Application Process Overview

This application is for **CivicSpark** and **Climate Action Corps** project partner proposals for the 2021-22 service year.

**CivicSpark** projects must focus on local government capacity building relating to climate change mitigation and adaptation, water management and policy, affordable housing, sustainable mobility, or other social equity issues. For more information on CivicSpark, [click here](#).

**Climate Action Corps** projects must focus on local direct climate action in the areas of urban greening, wildfire resiliency and food waste recovery, and focus heavily on community and volunteer engagement and mobilization. For more information on Climate Action Corps, [click here](#).

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.

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 / MOU:** Your organization and LGC execute a Service Agreement (contract) or MOU (depending on which program you are participating in) 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. **Site Preparation:** Site staff prepare for the Fellow(s) arrival, including work space, computer, etc.

All fields marked with a red \* are required.

You are able to save your progress and return later to complete your response. You will need to create an account to do this (see bottom of this page). If you have created a saved form previously for a different survey (e.g. for a different year or subject), you will need to create a new account here as each form requires a unique account.

Please denote which program you are applying to. Depending on your selections there are questions that apply to one or the other of these programs. \*

CivicSpark

Climate Action Corps

Both

### Existing AmeriCorps Program Partnerships

*The California Climate Action Corps Fellowship was created to help community partners expand and enhance their climate action work by fully funding the partner match for local community partners. However, we recognize that there are a variety of existing AmeriCorps programs across California that are also trying to help partners meet their needs. This program was not intended to duplicate or displace existing AmeriCorps service, but rather we hope it can support unmet needs. With that in mind, if you have already applied to another AmeriCorps program for support during the same period this program will run (September 2021 – August 2022) and have identified a match for that placement, we ask that you not seek to replace that support through the California Climate Action Corps.*

\*

I accept

In this section, you will provide organizational details.

Organization Name \*

Address line 1 \*

Address line 2

City \*State \* Zip Code \*

Website \*

Type of Organization \*

City

County

Special district

Joint powers authority

Regional agency

State agency

Tribe

Non-profit organization

University / College

Has your organization hosted a CivicSpark or Climate Action Corps Fellow(s) before? \*

Yes

No



Add Third Contact? \*

Yes

No

First Name \*

Last Name \*

Title \*

Phone Number \*

Email Address \*

Contact 3 Roles \*

Project

Fellow Supervisor

Billing

Can we add this person to the program newsletter distribution list?

*The program plans to send out a monthly newsletter with program stories and links to other statewide events and resources. We will not add someone to the distribution list without permission. \**

Yes

No

LGC will use the information you provide in the following sections to craft your placement description on our website. The information you provide 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.

### **Project Name**

*Limit to 100 characters. \**

### **Project Needs and Goals**

*Provide a brief description (up to 400 words) of the public sector resilience capacity needs (**CivicSpark**) or community climate action needs (**California Climate Action Corps**) 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. **CivicSpark:** Environmental (e.g., climate, water, etc.) and/or social equity (e.g., affordable housing, mobility, etc.) challenges this project will address  
OR*
- 3. **Climate Action Corps:** Climate action challenges and related needs (specifically those related to our current focus areas - urban greening, wildfire resiliency, food waste recovery) this project will address*
- 4. Overarching goals of the project*

\*  
0/400 words

## Fellow Growth Opportunity

*The program is committed to providing an exceptional professional growth opportunity for our Fellows both through the projects they implement and through mentorship and leadership they experience while serving in your organization. Additionally, while we would like partners to prioritize hiring Fellows who are local or knowledgeable about the area, some candidates may be considering service in a community or state they have never lived in before and candidates may not know much about your community.*

Provide a brief description (no more than 400 words) of the following:

1. Your workplace culture and environment;
2. How you envision providing mentorship and leadership development for the Fellows; and
3. Why your community is an interesting place to live and work.

\*

0/400 words

### 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).

*Outline the number of Fellows you are interested in, desired skills and abilities, and potential resources.*

How many CivicSpark Fellows are you applying for? \*

How many Climate Action Corps Fellows are you applying for? \*

### 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. \**

0/200 words

### General Skills

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

Primary General Skills \*

Project Management

Facilitation

Community Engagement

Public Speaking

Research

Relationship Management

## Secondary General Skills \*

Project Management

Facilitation

Community Engagement

Public Speaking

Research

Relationship Management

## 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 and emerging leaders, LGC cannot guarantee a particular technical skill-set or degree (e.g., engineering) for Fellows. We will strive to align project needs and Fellow skills to the extent possible.*

## Primary Technical Skills \*

GIS Mapping

Stakeholder Engagement

Data Collection

Community Outreach

Data Analysis

Volunteer Management

Technical Writing

Food Justice / Food Recovery

Graphic Design

Tree Planting / Care

Marketing

Emergency Management

Environmental Justice

Wildfire Recovery / Home Hardening

Workforce Development

Other

## Secondary Technical Skills \*

GIS Mapping

Stakeholder Engagement

Data Collection

Community Outreach

Data Analysis

Volunteer Management

Technical Writing

Food Justice / Food Recovery

Graphic Design

Tree Planting / Care

Marketing

Emergency Management

Environmental Justice

Wildfire Recovery / Home Hardening

Workforce Development

Other

## Soft Skills

What is the primary and (if applicable) secondary "soft" skills you are looking for in a candidate?

### Primary Soft Skills \*

Flexibility/Adaptability	Self-Motivated
Communication	Critical Thinking
Leadership	Detail-Oriented
Teamwork	

### Secondary Soft Skills \*

Flexibility/Adaptability	Self-Motivated
Communication	Critical Thinking
Leadership	Detail-Oriented
Teamwork	

*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 or organizations. Each Fellow must work on 2-4 capacity building projects for eligible local service recipients (local government agencies, organizations, 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.*

## CivicSpark Project Description(s)

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 you described in the previous section. \*

0/600 words

## Climate Action Corps Project Description(s)

Please provide a brief description (no more than 600 words) of the specific climate action projects the Fellows will be undertaking and the climate impacts they will address. When developing your project scope, please be sure to review and consider the California Climate Action Corps project goals and target activities [here](#). For each project, please identify the following:

1. Specific organizations and communities served;
2. Role of the Fellow in the project;
3. Desired project outcomes in terms of climate action (e.g., urban greening, wildfire resiliency / home hardening, or food waste recovery) and community / volunteer mobilization; and
4. How these activities will help increase the organizations ability to address the climate impacts you described in the previous section. \*

0/600 words

## Climate Action Corps - Potential Climate Benefits and Measures of Impact

Please outline in no more than 300 words anticipated climate benefits and potential measures of these benefits that your project will be able to track and report on (e.g. number of trees planted, units of energy or water saved, pounds food waste diverted, number of homes protected, etc.) \*

0/300 words

## Climate Action Corps - Volunteer Mobilization

Please describe in no more than 300 words the climate-related volunteer mobilization activities the Fellow will facilitate as part of their Climate Action Corps project(s). \*

0/300 words

## Nexus to Vulnerability

Please outline in no more than 300 words the project's nexus with vulnerabilities of the community you are serving (e.g. overlapping demographic, geographic, and environmental burdens) including by outlining how the project outcomes will address historical environmental, public health, or climate-risk disparities? \*

0/300 words

## Returning Partners

*As a previous partner, you understand our purpose and goal to build capacity for the organizations we support. It is important that 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. \**

0/200 words

## Service Recipients

*Please complete the following information about the service recipients identified in the project descriptions above. We need this information for each service recipient, whether that is your organization or another organization. If multiple departments within an organization are being served, we only need the following information once.*

*Note:*



- **For CivicSpark:** NGOs or state agencies CAN NOT be service recipients.

- **For Climate Action Corps:** NGOs CAN be service recipients, but state agencies CAN NOT.

## Recipient Information Agreement

Do you agree to provide all necessary service recipient information (organization / department / program names and eligibility) and to ensure the appropriate organizational staff complete pre-service capacity assessments by August 2021? \*

I agree

Will you provide service recipient information now or later?

\*

Now

Later

## Service Recipients

Names of the service recipient (organization and department or program name as appropriate) for the the projects described above. Reminder: each Fellow needs to serve 2-4 organizations, departments, or program elements. You do not need to add all of these at this time.

## Service Recipient Eligibility

The questions below pertain to the community(ies) served by the organizations named above. If you are an NGO or a state agency, you must answer in regard to the community(ies) the project(s) described above will serve.

### **Answering "yes" to any ONE of the three questions below indicates eligibility for AmeriCorps service through CivicSpark or Climate Action Corps.**

Does the target community the local government serves meet at least ONE of the following conditions? Please describe the conditions your community meets.

- 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

Does the community NEED to adopt a comprehensive and up-to-date strategy (plan, element or other) to fully address the issue (e.g. resiliency or climate) you are seeking assistance for? OR, if the community has an adopted and up to date strategy, does the organization NEED additional funding, programs, policies, or plans to fully implement this strategy?

Please describe the strategy needed and the status of this strategy (e.g., what specific strategy does the organization lack or need to update; or what resources are needed in order to implement the strategy).

Does the community have specific defined goals for this particular 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?

Please provide documentation of at least 1 specific community program, policy, or planning goal that has been 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.

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. Do you need to provide additional eligibility information at this time?

Yes

No

### **Service Recipient Eligibility**

The questions below pertain to the community(ies) served by the organizations named above). If you are an NGO or a state agency, you must answer in regard to the community(ies) the project(s) described above will serve.

#### ***Answering "yes" to any ONE of the three questions below indicates eligibility for AmeriCorps service through CivicSpark or Climate Action Corps.***

Does the target community meet at least ONE of the following conditions? Please describe the conditions your community meets.

- 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
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Does the community NEED to adopt a comprehensive and up-to-date strategy (plan, element or other) to fully address the issue (e.g. resiliency or climate) you are seeking assistance for? OR, if the community has an adopted and up to date strategy, does the organization NEED additional funding, programs, policies, or plans to fully implement this strategy?

Please describe the 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).

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Please provide documentation of at least 1 specific community program, policy, or planning goal that has been 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.

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.

*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.*

## 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). \*

Climate Mitigation and/or Adaptation

Water Management and/or Policy

Affordable Housing

Alternative or Multimodal Transportation

Urban Greening

Wildfire Resilience

Food Waste Recovery

Other

## Fellow Activities - CivicSpark \*

Research

Planning

Implementation

0/100 points

## Fellow Activities - Climate Action Corps

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. **Note that at least 20% should be volunteer support since that is a specific element of every Fellow placement.** The total should equal 100.

\*

Program Development

Program Implementation

Community Outreach and Engagement

Volunteer Support

0/100 points

## Geography \*

Rural

Urban

Suburban

0/100 points

## Remote or On-Site Service

*Given current pandemic conditions, we understand Fellows may not be completing on-site or field-based activities. Additionally, some Fellows may be interested in serving remotely versus on-site for various reasons. To help us identify suitable candidates, can you briefly (60 words or less) let us know how important it is to you that a Fellow(s) can serve on-site (i.e. in-office) and/or in the field (i.e. with direct community contact) versus serving remotely, and how you are managing safety considerations if applicable?*

\*

0/60 words

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## Supervisor Responsibilities

*Our program committed to developing the next generation of environmental and social 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.*

*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); and*
- *Partnering with LGC staff to resolve any challenges or concerns.*

*Please confirm understanding of the following supervisory and hosting responsibilities.*

### **Supervisor Agreement**

*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

### **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. \**

I agree

### **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.*

\*

I agree

## Candidate Recruitment Support

*I agree that we will support Fellow recruitment in our community. We 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. \**

I agree

7 / 8

**CivicSpark** positions are funded in part by AmeriCorps, and in part by participating local governments, or third party funders.

**Climate Action Corps** positions are fully funded by California Volunteers, partners will not need to provide a fiscal contribution.

The following sections ensure your understanding of CivicSpark and Climate Action Corps fiscal / match requirements.

### CivicSpark Fiscal Contribution

Receiving CivicSpark 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 for one Fellow is \$29,000 and 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.

Based on the number of CivicSpark Fellows requested above, your expected Fiscal Contribution will be  
\$

### Climate Action Corps Match Support

*Typically, AmeriCorps programs are funded in part by the Corporation for National and Community Service and in part through host organization matching funds. This program is leveraging a significant state and philanthropic investments (approximately \$29,000 / Fellow) to offer support for free to partner organizations. However, we are also trying to provide this support to as many communities as possible.*

While it is not required, if you are able to provide any match funding for the program, it will enable us to reach more communities. \*

My organization can provide some match funding

My organization can not provide match funding.

Amount of Match Funding \*

**Sources for Match Funding**

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

**Sources for Fiscal 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. \**

**Federal Funding Sources**

*Will any part of your fiscal and/or match 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.*

\*

Yes

No

**Sources for Federal Funding**

Please list known federal funding sources.

\*

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

As federally funded programs, 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.

[Prohibited Activities](#)

I understand the program restrictions and agree that Fellows will only engage in allowable activities during the implementation of our project scope. \*

I agree

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) if you submit an application and do not receive a confirmation

Application Confirmation Email Address

*Please provide the email address for application confirmation. \**