



PCEI AmeriCorps Sponsor Application & Instructions

Outline of PCEI AmeriCorps' application to sponsor members at host sites; includes instructions and guidance for each application item. This document may be used to prepare information for filling out the [online application](#) (Google Form), also linked from PCEI's website at: www.pcei.org/AmeriCorps. Alternatively, this document can be used to create an application to be submitted via email to the Program Director: courtneywarner@pceiamericorps.org.

BASIC INFORMATION

Applicant: please enter your name and position.

- Name and position of the person submitting this application.

Applicant Email:

- Enter your email contact.

Applicant Phone Number:

- Enter your phone number.

Organization Name:

- Name of the organization that will sponsor/host the PCEI AmeriCorps member.

Organization Address:

- Enter the organization's physical address.

Organization Website URL:

- Enter the organization's website URL.

Organization Type (please select): 501(c)3 Nonprofit, School, or Government Agency

- An AmeriCorps sponsor organization must be one of the following: 501(c)3 nonprofit organizations, school, or government agency.

Person authorized to execute a contract with PCEI AmeriCorps to host an AmeriCorps member (please enter name, position, email, and phone number):

- Name, position/title, and email/phone contact for the person within your organization who is authorized to execute a contract with PCEI to host a PCEI AmeriCorps member. (This person may be different from the applicant or site supervisor.)
- Upon submission of this application, this person, along with the applicant, will be notified by PCEI AmeriCorps that the application has been received.

Select the grant period for which you are applying to host a PCEI AmeriCorps member:

September 1, 2024 to August 31, 2025

September 1, 2025 to August 31, 2026

- Please select the grant period in which you intend to host an AmeriCorps member.
- PCEI AmeriCorps **grant periods are from September 1 to August 31 each year.**
- A member's term must begin and end within this period. Members may serve additional terms.

Please enter the number of years your organization has hosted an AmeriCorps member:

- Please enter the total number of years your organization has hosted an AmeriCorps member of any sort.

Number of years your organization has hosted a PCEI AmeriCorps member:

- Please enter the total number of year's your organization has hosted a PCEI AmeriCorps member.

Areas affected by your organization (cities, counties, states, etc.):

- Please enter the geographical areas that would be impacted by your AmeriCorps members' service project hosted by your organization.

Please check all applicable focus areas or characteristics of your organization or community.

Underrepresented communities

Underserved people

Evidence-based interventions

Veterans, military families, caregivers, survivors

Faith-based organizations

Providing additional benefits to AmeriCorps members (e.g., housing, etc.)

Workforce pathways for AmeriCorps members

Environmental stewardship

Programs for/with second chance youth

Civic bridgebuilding programs

Programs focused on high-quality early learning

Professional corps

EAP program

STEM program

Geographical focus - urban

Geographical focus - rural

Innovative community strategies

Other: _____

MEMBER TERMS

- AmeriCorps members commit to a given number of service hours (called the 'slot-type') over a period of time no longer than 1 year (specifically, within the grant year - September 1 to August 31).

- A minimum number of enrollment weeks is required for each slot-type to ensure the member has to serve no more than 40 hours/week on average during their term in order to reach their total hours.
- Ideally, a full-time member can serve 35 hours/week on average throughout their term, which allows them a buffer for any needed time off.
- PCEI AmeriCorps generally prioritizes the 1700-hr full-time (11 months) slot-type in order to reach program enrollment goals. However, a variety of slot-types are awarded to sponsor sites. Part-time member slot-types (whose hourly average are less than 30/week) are also considered.

Here are the member slot-types available:

- 1700 hours (minimum 45 week term)
- 1200 hours (minimum 32 week term)
- 900 hours (minimum 24 week term)
- 675 hours (minimum 18 week term)
- 450 hours (minimum 12 week term)
- 300 hours (minimum 8 week term)

Total number of members requested for this grant period:

- Please enter the total number of members you intend to host in this grant period.

Member 1

Slot-type (refer to list of available slot-types, above):

Target start date:

Target end date:

Target work schedule:

Full-time hours (30-40 hrs/wk)

Part-time hours (less than 30 hrs/wk)]

Member service site address (if different from organization address):

- Please enter the total number of hours this member will serve (slot-type), as well as target start and end dates for the member's term (see minimum weeks per slot-type, above).
- Also indicate whether you intend for the member to serve full-time or part-time hours each week. Be aware that members serving full-time hours (30-40 hrs/week on average) are eligible for health insurance through The Corps Network. Members serving part-time hours (less than 30 hrs/week on average) are not eligible for this insurance.
- Finally, enter the address for the member's service site if it is different from the organization's main address entered above.
- Please repeat for any additional members requested.

Member 2

Slot-type (refer to list of available slot-types, above):

Target start date:

Target end date:

Target work schedule:

Full-time hours (30-40 hrs/wk)

Part-time hours (less than 30 hrs/wk)]

Member service site address (if different from organization address):

Member 3

Slot-type (refer to list of available slot-types, above):

Target start date:

Target end date:

Target work schedule:

Full-time hours (30-40 hrs/wk)

Part-time hours (less than 30 hrs/wk)]

Member service site address (if different from organization address):

Member 4

Slot-type (refer to list of available slot-types, above):

Target start date:

Target end date:

Target work schedule:

Full-time hours (30-40 hrs/wk)

Part-time hours (less than 30 hrs/wk)]

Member service site address (if different from organization address):

The sponsor organization ensures that there are enough service activities for each member to accomplish their total hours requirement within their term.

YES

NO

- Please acknowledge whether each member will have the ability to complete their required service hours during their time at your organization.

MEMBER PROJECTS

PCEI AmeriCorps members provide environmental education and outreach for community members and volunteers of varying ages and backgrounds. Member-provided education and training services aim to increase environmental awareness and stewardship in Idaho.

Members use an experiential and place-based approach to learning. They engage participants in the outdoors, in hands-on activities and service-learning projects. Specific activities have ranged from outdoor school or field trips, to interpretation of natural areas and wildlife, to engaging volunteers in conservation project work, and more.

Members also work with diverse community volunteers and partners to ensure sustainability of project goals and outcomes. They organize project information, materials, and data for continued use and improvement, and promotion of project impacts.

Describe the project goals and community needs that a PCEI AmeriCorps member who is placed at your service site will address, and why they cannot be addressed with your existing staff or by hiring new staff. Please provide sources for any statistics or other evidence.

- Understanding the need for an AmeriCorps member within your organization to serve the community and accomplish project goals will help PCEI AmeriCorps evaluate alignment with our program goals.
- AmeriCorps members may not duplicate or displace employees, so please also specify how the AmeriCorps member activities and/or outputs (direct products of service) would not otherwise be possible to achieve.
- More information on nonduplication and nondisplacement can be found in 45 CFR 2540.100 (e)(f): <https://www.ecfr.gov/current/title-45/section-2540.100> (CNCS).

How will AmeriCorps members placed at your service site work with members of the community to enhance project outcomes and ensure sustainability of project goals once the member's term is over? (This could include volunteer recruitment and training, working with partners to develop the project, and legacy materials to be passed on to future project leaders.)

- AmeriCorps strives for long-lasting community impact as a result of members' direct service. Please indicate how your organization will continue to support the members' project goals and outcomes after their term is over.
- Strategies for project sustainability can include working with community members and partners in project development, co-design, and implementation. Consider who will continue achieving project goals and outcomes.
- Additionally, the member should organize project information and materials created into a 'legacy binder' or digital folder that can be passed on to future AmeriCorps members or project leaders.

What key populations would your members build relationships with in order to increase diversity, equity, and inclusion in project outcomes?

- Please describe specific groups of people or organizations in your area with whom AmeriCorps members can engage with to increase diversity, equity, and inclusion in project outcomes.

Describe the core project activities (including details like target audience, duration, dosage, and desired outcomes) your members will implement or deliver during their service term; include a general timeline (e.g., 1st week, 1st month, 2nd month, etc.).

- Please describe the core activities members will engage in to achieve service project goals. Include a description of the target audience, the duration of each activity, number of times the activity will be performed, and the desired outcome.
- Also include a general timeline for preparation and implementation of these activities (e.g., first week, first month, second month, etc.).

What are the target outputs (direct products) from project activities implemented by your members (e.g., number of beneficiaries of members' service, number of activities implemented by members, acres or miles of land maintained, number of volunteers or partners generated, etc.)?

- Please enter quantifiable amounts (estimations) for each output.

What are the target short-term outcomes from project activities implemented by your member(s) (e.g., number of beneficiaries reporting a change or intent to change behavior, acres or miles of land improved,

number of volunteers trained to implement the project, number of partners amplifying the impact of the project, etc.)?

- Please enter quantifiable amounts (targets based on output estimations) for each outcome.
- PCEI AmeriCorps members are required to participate in programmatic data collection, including the number of beneficiaries of their service activities who report a change or intent to change behavior. All members are trained in obtaining this data through a simple post-activity survey for participants. The survey is utilized for any activity in which the AmeriCorps member provides 15+ minutes of instruction on environmental topics and can collect the needed survey data from participants. It may not apply to every activity that a member implements. Supervisors will also receive training on member data collection procedures.

How does the member's project, including direct products and long-term outcomes, align with your organization's mission and goals? How will the project be sustained after the member has completed their term?

- AmeriCorps is interested in long-term impacts of members' service. Please describe how member projects are aligned with your organizational goals and how project outcomes will be sustained after the member has completed their term.

MEMBER EXPERIENCE & SPONSOR CAPACITY

Please highlight your organization's mission, environment, culture, and values.

Briefly describe your organization's mission, how you implement your mission, and what it's like to work at your organization.

Give an overview of the AmeriCorps member position, including position title, day-to-day tasks, specific project(s) and responsibilities.

Describe the member's role and responsibilities; this information will be used in developing the member position description.

What knowledge, behavior, or experience is desirable for members to have when applying for this position?

- PCEI AmeriCorps is a State AmeriCorps program - ages 17 and older may apply, and no particular experience is necessary.
- Organizations often have specific characteristics they look for in an ideal candidate, based on the position offered.
- Please consider that part of a member's experience is training and professional development, and consider your capacity to train and mentor. The fewer 'requirements', the larger the pool of candidates.
- Some of the best characteristics are reliability, organization, willingness to communicate, and a passion for service.
- This information will also be used in developing the member position description.

What information, training, and professional development opportunities will you provide to your members to orient them to the project, your organization, and the community they will serve, and to support them throughout their term of service?

- Please describe how you will develop the member and help them be successful in their term, as well as in their transition to 'life after AmeriCorps'.

What safety procedures will your member need to know, and how will they be communicated?

- What hazards may be present in your member's service environment and how will you manage those risks?

Who will be the members' site supervisor (name, qualification, location)?

- Enter the site supervisor's name, qualification, and physical work location.
- Site supervisors must pass the National Service Criminal History Check prior to supervising a member.
- Site supervisors are responsible for member support, guidance, mentorship, evaluation, compliance, timesheet approval, and overseeing the integration of the member/project into the overall organization. They report supervisory hours monthly for in-kind match.

How will the site supervisor provide mentorship and opportunities for feedback and growth?

- Please describe.

Who else in the organization will the member be working closely with (name, position, location)?

- Please list/describe other people the member will be working with.

What is your plan for member recruitment (outreach, advertising, key selection criteria).

- Sponsor organizations outreach and advertise for their member positions through their own channels. PCEI AmeriCorps augments this effort by doing additional outreach and advertising (including on <https://my.americorps.gov>).
- Once sponsors have identified and interviewed top candidates, PCEI AmeriCorps holds a separate interview/pre-service orientation to ensure the candidate fully understands the commitment and AmeriCorps requirements. An offer is not formally extended until both interviews have been completed.

Are there any additional benefits that your organization can offer to members, such as housing?

- PCEI AmeriCorps member benefits include: the [Segal AmeriCorps Education Award](#), a living allowance, [The Corps Network](#) health insurance (only for members serving in a full-time capacity, 30-40 hrs/wk on average, regardless of their length of term), loan forbearance, SNAP, childcare subsidy, and the Member Assistance Program.
- Are there additional benefits your organization will offer to members (e.g., housing, etc.)?

What will you do to encourage member retention?

- Members move between phases of a lifecycle - the honeymoon phase (so excited!), facing reality (what did I get myself into?), overcoming (working through challenges), accomplishment (I did it!), and exit fever (so ready to be done/what's next?).
- How will you support and engage your member throughout their term?

- What steps will you take to recognize and prevent member burnout?

How will you promote your AmeriCorps members and their service project within your local community (stories, pictures, media channels, etc.)?

- It is important to let the community know that service work is being done by AmeriCorps members! First, it honors the member and their commitment to service. It also brings community awareness to the power of people and AmeriCorps funding to get things done, and helps ensure the longevity of the PCEI AmeriCorps program, Serve Idaho (the Governor's Commission on Service & Volunteerism), and AmeriCorps (the agency). Please let us know how you will help get the word out about AmeriCorps.

Please indicate what resources will be assigned to your member:

Desk/office space

Computer

Internet

Email address

Phone

Voicemail

Other: _____

- Members will need tools, equipment, supplies to complete their service activities. Please indicate what resources will be assigned to your member.

Is the member's service site accessible to people with disabilities? Please explain.

- Please describe the accessibility of the service site.

While serving, PCEI AmeriCorps members are required to participate in a few National Days of Service, including MLK Day (Jan.), AmeriCorps Week (Mar.), and Idaho@Play (Jun.). Are there specific events or volunteer activities that your organization engages in which your members could participate for these days of service? Please describe.

- Some organizations also participate in events/activities around National Days of Service; these may be opportunities for PCEI AmeriCorps members to get involved. If no current opportunities exist, members may organize an event, or volunteer with another organization.

SPONSOR FINANCIAL RESPONSIBILITY

To meet the required in-kind match contribution, the site supervisor must document time spent actively supervising the member (training, mentoring, check-in meetings, evaluation, time approval, etc.) and submit monthly to PCEI AmeriCorps.

Sponsor agrees to document supervisory time for in-kind match.

YES

NO

Sponsor understands they are responsible for fees (cash match) associated with each member requested. These fees are listed in the "[Member Benefits & Sponsor Fees](#)" document for the upcoming grant period.

If you are applying for a period other than the upcoming grant period, be aware these fees are subject to change for that period.

YES
NO

Please refer to the Member Benefits and Sponsor Fee document posted on the PCEI AmeriCorps 'Become a Sponsor' page: <https://pcei.org/ameriCorps/become-a-sponsor/>. Choose the document for the upcoming grant period, estimate total fees based on the most current grant period. If you are applying for members beyond the current grant period, please be aware that sponsor fees may change from year to year. Sponsor fees help cover the member's living allowance.

Please indicate the source(s) of funding AmeriCorps positions at your organization:

Local or state public funds
Private funds
Federal funds (authorization documents may be required)
Other: _____

Some federal agencies (including the Department of Education and Department of Interior) have authorized the use of funds to match AmeriCorps positions. If you are utilizing a federal financial source, you will be asked to provide documentation from the federal agency indicating that their funding can be used as a cash match for AmeriCorps positions.

Sponsor agrees to pay their total required cash match (sponsor fee) within 30 days of invoicing, which occurs shortly after the enrollment period.

YES
NO

In the event that a Member terminates early, the host agency, in most cases, is not eligible for a refund. Some exceptions will apply and will be reviewed on an individual basis. If a Member terminates before they have completed 30% of their term (measured in service hours), the Host Site may be able to refill this position with a new Member, and more often than not for a lesser term. Under these circumstances, there may be the opportunity for some reimbursement depending on the timing of the exit and the enrollment of the new Member. Placements terminated due to the sponsoring organization being out of compliance will not be refunded.

SPONSOR ACKNOWLEDGEMENTS

The organization in which the member will serve has an active Drug-Free Workplace Policy.

YES
NO

The organization in which the member will serve has an active Non-Discrimination Policy.

YES
NO

The sponsor understands all member candidates must pass the National Service Criminal History Check prior to enrollment.

YES

NO

PCEI AmeriCorps will arrange National Service Criminal History Checks for members and site supervisors. These situations prohibit an individual from participating in the AmeriCorps program:

1. The individual refuses to consent to the criminal history check.
2. The individual makes a false statement in connection with the criminal history check.
3. The individual is registered or required to be registered as a sex offender.
4. The individual has been convicted of murder as defined by federal law.

The sponsor understands all site supervisors must pass the National Service Criminal History Check prior to supervising a member.

YES

NO

PCEI AmeriCorps will arrange National Service Criminal History Checks for members and site supervisors. These situations prohibit an individual from participating in the AmeriCorps program:

1. The individual refuses to consent to the criminal history check.
2. The individual makes a false statement in connection with the criminal history check.
3. The individual is registered or required to be registered as a sex offender.
4. The individual has been convicted of murder as defined by federal law.

The PCEI AmeriCorps program has the discretion to decide if results of the Criminal History Check disqualify an individual from participation in the AmeriCorps program. Please list and describe any additional situations in which your organization would choose to disqualify an individual.

The sponsor organization will comply with nonduplication and nondisplacement policies found in 45 CFR 2540.100 (e)(f): <https://www.ecfr.gov/current/title-45/section-2540.100> (CNCS).

YES

NO

The sponsor understands they must do their part to ensure that AmeriCorps members do not engage in Prohibited or Unallowable Activities while serving.

(CNCS, 45 CFR 2520.65: <https://www.ecfr.gov/current/title-45/part-2520/section-2520.65>.)

YES

NO

Please read the full list of prohibited activities in 45 CFR 2520.65: <https://www.ecfr.gov/current/title-45/part-2520/section-2520.65>. (Corporation for National and Community Service)

The sponsor understands that AmeriCorps members may not engage in any fundraising of federal funds. Any fundraising members do must be of non-federal sources and the funds or materials raised must be applied to that member's project within their respective term.

YES

NO

Please read in what circumstances a member can raise resources in 45 CFR 2520.40:

<https://www.ecfr.gov/current/title-45/section-2520.40>. (Corporation for National and Community Service)

The sponsor understands that PCEI AmeriCorps will provide and require orientation to the AmeriCorps program, as well as other programmatic activities. These include check-in meetings, training, program data collection, National Days of Service participation, and attendance at the Serve Idaho AmeriCorps Conference in Boise (March, if enrolled at the time). Time spent on these activities shall be included in the member's total service hours.

YES

NO

The sponsor understands that PCEI AmeriCorps will also provide and require orientation to the AmeriCorps program for site supervisors.

YES

NO

The sponsor organization has the legal authority to apply for federal assistance, has not violated a Federal criminal statute, and has the institutional, managerial, and financial capability (including funds sufficient to pay the local cash match) required to ensure proper planning, management, and completion of the project described in this application.

YES

NO

The sponsor organization will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

YES

NO

The sponsor organization will keep such records and provide such information to PCEI or to the Federal government with respect to the program as may be required for fiscal audits and program evaluation, including documentation of in-kind match.

YES

NO

SIGNATURES

In signing, the applicant and the person authorized to execute a contract certify that the information provided is accurate and complete, acknowledge AmeriCorps program requirements, and certify that the sponsor organization will comply with program policies and procedures.

<i>Applicant Name & Title</i>	<i>Applicant Signature</i>	<i>Date</i>
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<i>Executive Name & Title</i>	<i>Executive Signature</i>	<i>Date</i>
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