AmeriCorps
National Civilian Community Corps (NCCC)

Project Concept Form
&
Service Project Application

Instructions

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Introduction

AmeriCorps is a federal agency that improves lives, strengthens communities, and fosters civic engagement through service and volunteering. By implementing several programs, AmeriCorps provides opportunities for Americans of all ages and backgrounds to serve their communities and country. More than two million Americans will serve through these programs to support thousands of national and community nonprofit organizations, faith-based groups, schools, and local agencies to meet community needs in economic opportunity, education, environmental stewardship, healthy futures, veteran and military families and other critical areas. National and community service programs work closely with traditional volunteer organizations to broaden, deepen, and strengthen the ability of citizens to contribute not only to their communities, but also to our nation.

AmeriCorps National Civilian Community Corps

One of the programs of AmeriCorps, AmeriCorps National Civilian Community Corps (NCCC), is a full-time, residential, national service program whose mission is to strengthen communities and develop leaders through direct, team- based national and community service. Each year hundreds of young adults, ages 18-24, serve for 10 months as AmeriCorps NCCC members on diverse teams of 8-12 people at one of four regional campuses.

AmeriCorps NCCC teams are assigned 3-6 service projects throughout their 10-month service term, primarily in the states or territories within their region. Service projects help to meet critical community needs in the areas of natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation, and urban and rural development. Teams are available to support community and faith-based based organizations, national nonprofits, schools, local-, regional-, and federal municipalities, national and state parks, and Native American and Alaskan Native tribes.

Throughout AmeriCorps NCCC's history, teams have assisted communities in preparedness, mitigation, response, and recovery from the effects of natural disasters; constructed and rehabilitated low-income housing; built and repaired trails; led and managed community volunteers; installed energy efficient modifications to homes, businesses and public facilities; and addressed many other local needs. Since 1994, more than 34,000 people have served in AmeriCorps NCCC, providing assistance to hundreds of thousands of Americans.

AmeriCorps NCCC Members

AmeriCorps Members of the NCCC program are young adults, ranging in age from 18-24 years old, and represent a wide variety of socio- economic, cultural, geographic, and educational backgrounds. They include those with graduate degrees and some who are working towards their high school equivalency diplomas. All AmeriCorps members of the NCCC program have earned their place on an AmeriCorps NCCC team by demonstrating a commitment to serve communities and a desire to make the nation stronger through 10 months of national service. The rewards for their service include: an increased understanding about how active citizenship can make a positive difference in the lives of others and build stronger communities, technical and interpersonal skills that will serve them well in the future, and an education award that will enable them to either continue their education or reduce educational debt.

AmeriCorps NCCC Service Projects

AmeriCorps NCCC accomplishes its mission by working with local community organizations and groups to help meet a community need that would not be fully addressed without additional assistance. Rather than providing cash grants, the AmeriCorps NCCC program places teams to serve with sponsoring organizations. These projects are generally 3 to 13 weeks in duration, but will vary depending on the specific requirements of each project. Projects must provide full-time service opportunities to engage a team of 8-12 AmeriCorps NCCC members effectively. Transportation and some basic tools are provided by AmeriCorps NCCC; however, project sponsors are required to provide materials, specialized tools, orientation, training, and technical supervision. The project sponsor is responsible for arranging lodging for the team and works with AmeriCorps NCCC staff prior to the start   of the project to arrange access to a kitchen so the team may prepare meals and other logistical needs.

AmeriCorps NCCC Project Focus Areas

NATURAL AND OTHER DISASTERS

Natural and Other Disaster projects address the needs of communities affected by floods, hurricanes, wildfires, and other disasters. These projects span the entire disaster cycle from preparedness, response, recovery, and mitigation. Natural and Other Disaster projects aim to protect communities and habitats from disaster and fire damage, strengthen communities' abilities to prepare for and mitigate disasters, help communities to more thoroughly or quickly rebuild after disasters, and strengthen communities' abilities to respond to and recover from disasters. In addition, projects often help improve or restore housing and assist in more thoroughly or efficiently meeting medical and basic human needs of those in disaster areas. Furthermore, many Natural and Other Disaster projects aim to enhance organizational capacity and capabilities to provide disaster services to communities nationwide. Examples of service activities for these projects include: supporting disaster recovery centers, shelters, and facilities; preparing and distributing meals or water; mucking and gutting flood or storm- damaged homes and buildings; debris removal; roof tarping; home and other infrastructure rebuilding; fuels reduction or flood mitigation; surveying community assets; and distributing educational materials and preparedness kits.

INFRASTRUCTURE IMPROVEMENT

Infrastructure Improvement projects address the needs of communities by contributing to the safety and well-   being of citizens through the repair and building of public structures. Infrastructure Improvement projects aim to improve quality and accessibility of public infrastructure, preserve cultural and historic integrity of communities, and enhance public spaces. Examples of service activities for these projects include: building and repairing wheelchair ramps, boardwalks and footbridges; assembling playgrounds; repairing and painting public facilities; renovating museums, historical buildings and cemeteries; and restoring and refurbishing picnic areas and campsites.

ENVIRONMENTAL STEWARDSHIP AND CONSERVATION

In the tradition of the Civilian Conservation Corps of the 1930s, Environmental Stewardship and Conservation projects address the needs of communities by helping them maintain and protect their natural resources. Environmental Stewardship and Conservation projects aim to preserve, protect, and enhance parks, natural habitats, and at-risk ecosystems as well as improve knowledge and understanding of environmental conservation practices in communities nationwide. Examples of service activities for these projects include: trail building and maintenance; planting trees; removing invasive plant species; cleaning up rivers, streams, and wetlands; and facilitating environmental education workshops and camps for youth.

ENERGY CONSERVATION

Energy Conservation projects address the needs of communities by helping citizens to more effectively and efficiently utilize their local resources. Energy Conservation projects aim to increase community energy efficiency, increase use and application of sustainable energy technology, and improve knowledge and understanding of sustainable energy practices in communities nationwide. Examples of service activities for these projects include: conducting energy efficiency assessments; assisting with installations of energy efficient modifications to homes, businesses, and public facilities; developing and improving recycling programs; performing home weatherization projects; and facilitating educational programming on energy sustainability and conservation practices.

URBAN AND RURAL DEVELOPMENT

Urban and Rural Development projects address the needs of communities in ways that improve the quality of life for citizens. Urban and Rural Development projects aim to improve community food security and nutritional practices, more thoroughly or efficiently meet medical and basic human needs, improve public safety and community resilience, and improve access to economic opportunities and housing. Other aims of Urban and Rural Development projects include seeking to improve student academic engagement and performance, expand public engagement in local communities, and preserve cultural or historical integrity of communities. Examples of service activities for these projects include: supporting homeless shelters, food banks, and youth and family service organizations; renovating and constructing homes for those in need; leading neighborhood and community revitalization projects; community and school gardens and summer feeding programs; assisting students, parents, and families through tutoring and afterschool programming; and helping to provide employment counseling and health awareness to citizens.

The Application Process: An Overview

Applying for an AmeriCorps NCCC team is a two-step process. The first step is submitting a Project Concept Form (PCF) for review by AmeriCorps NCCC Regional staff. If the Project Concept Form is approved, you will be invited to complete the second step and submit a full application for review by AmeriCorps NCCC regional staff.

Please download the Project Concept Form and Service Project Application to your computer. Open and complete the documents using Adobe Reader.

STEP 1: COMPLETE AN AMERICORPS NCCC PROJECT CONCEPT FORM (PCF)

The Project Concept Form serves as an opportunity to provide an overview of your organization, to briefly identify the community need to be addressed, and to propose a service project that can help to meet that need. AmeriCorps NCCC Regional staff use the Project Concept Form to assess whether the proposed project fits within the scope of the five **AmeriCorps NCCC Project Focus Areas** (pages 4 and 5). If the concept of the project has been found to meet basic requirements, you will be invited to complete a full application for an AmeriCorps NCCC team.

STEP 2: COMPLETE THE AMERICORPS NCCC SERVICE PROJECT APPLICATION

If you have been invited to apply, a staff member from the AmeriCorps NCCC Region that corresponds with your state will send the full AmeriCorps NCCC Service Project Application to you in a fillable PDF format. While you are in the process of completing your application, staff members for your AmeriCorps NCCC Region are available to provide you with technical guidance, should you solicit it. Regional contact information can be found at the end of this instructional guide or on our website (https://www.americorps.gov/ncccsponsor). Each AmeriCorps NCCC region has specific deadlines for Project Concept Forms and Service Project Application submissions based on the dates for which you are requesting a team. Deadlines and notifications may be acquired through your AmeriCorps NCCC Regional staff.

SERVICE PROJECT APPLICATION REVIEW AND APPROVAL

Every Service Project Application submitted should outline project goals and activities. All approved Service Project Applications must meet the following criteria. The proposed project:

- Meets a compelling community need(s) that falls within the scope of at least one AmeriCorps NCCC Project Focus Area.
- Has clearly defined outputs and outcomes.
- Has a clearly outlined work plan, with a weekly and monthly work schedule that details at least 40 hours of service activities, per member, for an AmeriCorps NCCC Team of 8-12 members.
- Has a clearly outlined training plan with training that corresponds to the proposed tasks and any potential safety hazards.
- Has identified (at least) one Site Supervisor to provide guidance, weekly planning, and supervision. This supervisor will also be accessible during the team's scheduled service time.
- Has identified housing that meets AmeriCorps NCCC standards. See the **LOCATIONS** section (pages 11-12) for more information.
- Demonstrates the organization has a plan to support the safety and security of an AmeriCorps NCCC team and will provide safety and security training to the team during their on-site orientation.
- Demonstrates an understanding of service learning and identifies continued learning/teaching opportunities throughout the service project.
- Has outlined a sustainability plan that demonstrates how the work performed by the AmeriCorps NCCC team will be built upon or maintained.

All Service Project Applications are evaluated using a standard criteria set and scored using the ratings below.

Review Rubric Rating Scale	
Rating	**Description**
Exceeds Criterion	A high-quality, detailed response that addresses all aspects of the Selection Criteria and exceeds some. Strengths are substantial and solid. No weaknesses are identified, or any weakness has a minimal effect on the overall quality of the response. A high confidence that the proposed activities will achieve and exceed the anticipated results.
Meets Criterion	A quality response that addresses most or all aspects of the Selection Criteria. Strengths are substantial, but do not exceed what is required. No weaknesses are identified, or any weakness has a minimal effect on the overall quality of the response. Proposed activities should achieve the anticipated results.
Partially Meets Criterion	Response addresses some to most aspects of the Selection Criteria, but makes assumptions and leaves aspects unexplained. Strengths are not significant, and some weaknesses affect the overall quality of the response, demonstrating room for improvement. It is unclear how the proposed activities will achieve all of the anticipated results.
Does Not Meet Criterion	A low-quality or very weak response that does not address most of the Selection Criteria. Overall response is lacking or inadequate, making assumptions in key elements. Weaknesses relating to vague or inaccurate detail are numerous or significantly outweigh the strengths. There is low or zero confidence that the proposed activities will achieve the anticipated results.

Each application undergoes multiple reviews by AmeriCorps NCCC Regional staff. Following this review process, the Region Director reviews and authorizes a list of projects that have been recommended by fellow staff. The assignment of teams to projects is contingent upon the availability of sufficient funds for the program, the availability of teams, the frequency of prior team assignment, and regional and national priorities.

Step 1: AmeriCorps NCCC Project Concept Form Instructions

The Project Concept Form (PCF) serves as an opportunity to provide an overview of your organization, to briefly identify the community need to be addressed and to propose a service project that can help to meet that need. AmeriCorps NCCC Regional staff uses the Project Concept Form to assess whether the proposed project fits within the scope of at least one of the **AmeriCorps NCCC Project Focus Areas** (pages 4 and 5). If the concept of the project has been found to meet basic requirements, you will be invited to complete a full application for an AmeriCorps NCCC team.

Please use the information below as a guide for completing the Project Concept Form if you are a prospective sponsor interested in applying for an AmeriCorps NCCC team. The instructions correspond to each question on the Project Concept Form. Answer each question as fully as possible. During this step, AmeriCorps NCCC Regional staff members have the ability to provide you with technical guidance, should you solicit it. If you have any questions or need additional clarification about any item on the Project Concept Form, please contact them. A directory of AmeriCorps NCCC Regional Campus contact information is located at the end of this document or on our website **(https://www.americorps.gov/ncccsponsor).**

The Project Concept Form consists of the following components:

    I.   Applicant Information
    II.   Project Information
    III. Other
    IV. Additional Questions
    V.   Project Focus Areas
    VI. Narratives
    VII. Locations of Service and Team Lodging
    VIII. Authorize and Submit

APPLICANT INFORMATION

1. Enter your organization's name and contact information. Organizations may jointly apply for an AmeriCorps NCCC team under a single application. If you are applying with a partner agency or "Secondary Sponsor," please include their information in the corresponding blanks. Please contact your AmeriCorps NCCC Regional Campus should you have further questions about jointly applying for a team.

2. Enter your organization's EIN and the EIN of the secondary sponsor (if applicable). Known as the Employer Identification Number (EIN) or the Federal Tax Identification Number, the EIN is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification. This number allows AmeriCorps to quickly and accurately identify all organizations that have received AmeriCorps resources for reporting and tracking purposes.

3. Select all of the organization types that apply to your organization. Only organizations that fall within the   types specified here are eligible to apply. If you have questions on what category your organization may fall into, please contact the representative at your AmeriCorps NCCC Regional Campus.

4. The Authorized Representative is your organization's designated representative that is legally authorized and certified to submit the Project Concept Form and the Service Project Application. This person is often referred to as the Project Sponsor and will be the primary person the AmeriCorps NCCC Regional staff communicates with regarding the allocation of the AmeriCorps NCCC team and organizational support. This person should also be the signatory on the Service Project Application, the Project Completion Report, and, if approved, the Sponsor Agreement between AmeriCorps NCCC and your organization.

PROJECT INFORMATION

5. Enter in your estimated completion time in weeks. This should be calculated for a team of 8 to 12 AmeriCorps NCCC members each serving at least 40 hours per week. Please keep in mind that AmeriCorps NCCC teams often complete projects faster than anticipated.

   Indicate the proposed start and end dates and whether these dates are fixed (not changeable based on the nature or timeline of the project) or flexible (able to be reasonably changed). This will allow AmeriCorps NCCC Regional staff to better arrange logistics and possibly combine the deployments of multiple projects within a specific time frame.

OTHER

6. This question asks for information about how you were made aware of the AmeriCorps NCCC program. Please select all options that apply from the checkbox options. If there is not an appropriate choice, please select "Other" and provide a brief description.

7. This question addresses funding and labor resources that your organization already receives in relation to this proposed project.

8. This question also addresses funding and labor resources that your organization already receives in relation to this proposed project.

9. If your organization has ever received services of an AmeriCorps NCCC team, please enter the number of teams your organization received going back to 1994. Additionally, please provide the month and year your organization last received a team. This is one criteria used to determine how we allocate our limited resources.

10. AmeriCorps NCCC has effectively partnered with sponsoring organizations that also utilize the services of Youth Corps that require fees. Fee-for-Service is defined as an agreement in which a youth or community service organization pays fees or reimburses costs to an organization in exchange for member or team support. AmeriCorps NCCC does not require a fee, but finds value in partnering with organizations that do. AmeriCorps NCCC makes every effort to augment and support these local collaborations as much as possible when partnering with sponsoring organizations. Please specify if your organization has ever had a fee-for-service arrangement and, if so, describe how your organization plans to incorporate your existing partnership with AmeriCorps NCCC.

PROJECT FOCUS AREAS

11. You are required to enter a project focus area of community need to be addressed. Please select from the checkboxes the primary area of community need the project will address; *please refer to the* **AmeriCorps NCCC Project Focus** Areas *section on pages 4 and 5 for definitions of each category.*

NARRATIVES

The "Narratives" section of the Project Concept Form includes two topics. Each topic consists of questions you must answer. When completing the narrative topics, be sure to:

- Label each sub-topic clearly.
- Enter text in the single-spaced format within the fields.
- Type both the question and answer.
- Include activities for the entire span of the proposed project period.

TIP: You may prefer to answer questions first in a word processing document, such as Microsoft Word, and then paste your response into the fillable PDF format. Avoid using special formatting or tables within the fields as it may not format correctly. To remove special formatting, you can utilize the notepad tool or equivalent that are standard with most home computer systems. If you find your organization's responses are too long for the fields provided, please provide an attachment noting the section and question number above your continued narrative. Multiple narrative responses may be included in the same attachment, provided everything is clearly labeled.

Organizations may jointly apply for an AmeriCorps NCCC team under a single application. If you are applying with a partner agency or "Secondary Sponsor", please include their information in the appropriate questions (questions 1 and 2) and in the narrative responses. This includes the Need Narrative, Site Location(s) and the work plan in the Project Design Narrative. Please contact the AmeriCorps NCCC Regional Campus should you have further questions about jointly applying for a team.

12. Need Narrative

Within this field, please:

A. Describe the overall mission of your organization.
B. Provide a brief overview of the community need.
C. Describe what your organization is currently doing to address the need.
D. Describe how the project and an AmeriCorps NCCC team will meet the need.
E. Include the geographic area to be served.
F. Provide information about the demographics of the community being served.

13. Project Design Narrative

Within this field, please:

A. Describe the service tasks and activities your organization is requesting an AmeriCorps NCCC team perform.
B. Provide the goals and desired outcomes expected from the involvement of AmeriCorps NCCC and how they are related to the community need and mission of your organization.
C. Include brief information about the accessibility of the work site for persons requiring mobility, vision, or hearing accommodation. Because teams are not assigned to the project when the Project Concept Form is submitted, accommodations may or may not be required. If an AmeriCorps member of the assigned NCCC team has special accessibility requirements, AmeriCorps NCCC Regional staff will work with you to arrange accommodation if the project has been approved.
D. Describe the lodging arrangements you are exploring for the team. This is where you should further explain information about disability accommodation and information on laundry, kitchen, and shower availability.

LOCATIONS

14. Primary Location of Service

The Location of Service is the physical location a team will be performing work during their time with your organization. AmeriCorps NCCC uses this information to ensure the safety of teams and to report where teams are performing work across the country. Additionally, AmeriCorps NCCC requires a Site Supervisor to provide technical guidance, training, and instruction during the service project. The Site Supervisor should be an individual who currently has the technical skills and abilities to perform the tasks at the project site and will train members on completing the project tasks.

In this section please:

A. Enter the name of your organization.
B. Provide the street address, city, state and zip code where members will be serving, which may or may not be the location of the organization listed.
C. Check the box if the project site is accessible for persons requiring mobility, vision or hearing accommodation. Please describe in more detail accessibility in the "Project Design" narrative as stated above. Because teams are not assigned to the project when the application is submitted, accommodations may or may not be needed. If an AmeriCorps member of the assigned NCCC team has special accessibility requirements, AmeriCorps NCCC Regional staff will work with you to arrange accommodation should the project receive approval.
D. Enter the name of the supervisor that will provide consistent, daily site supervision, at the actual work site, throughout the team's service.
E. Include the Organizational Title for the Site Supervisor.
F. Add the Site Supervisor's phone number. Providing a cell phone number is strongly encouraged. Also, include the Site Supervisor's e-mail if available.

15. Primary Lodging Site

If selected for service, the sponsoring organization is required to provide lodging for the team and, where applicable, is responsible for any fees associated with the lodging space. Accommodations should be responsive to the following requirements in the table below.

ACCOMMODATION REQUIREMENTS	
1	Adequate space for 8-12 AmeriCorps NCCC members with separate female and male sleeping facilities.
2	Access to bathroom, shower, and laundry facilities.
3	Availability of cooking and food storage facilities or meals provided by sponsoring organization. Providing food and/or meals is encouraged, but not required in order to receive a team.
4	Availability of cleaning supplies and basic cleaning tools proportionate to the size of the accommodations and team. AmeriCorps NCCC suggests basic supplies such as toilet paper, trash bags, cleaning supplies, light bulbs and shower curtains be available at the lodging site.
5	Measures in place for the safety and security of members, their personal belongings, and equipment.
6	Reasonable driving distance to/from project site location (inquire with your Regional Staff for specifics).

Note: Some AmeriCorps NCCC Regions may be able to provide lodging for projects at their campus facilities. When available, these projects must be within a reasonable driving distance of the Regional Campus. Please inquire to learn more about availability and driving distance requirements for your Regional Staff. If this lodging option applies to you, please select "NCCC Campus" in the Type of Lodging field.

In this section, please enter the lodging arrangements you are exploring for the team. During this step, lodging does not need to be finalized. Enter as much information as is possible for the proposed potential lodging. If you need more space for explanation of a lodging arrangement, please include the information in the Project Design Narrative section above.

- Indicate the organization name of the lodging provider.
- Select the lodging type from the checkbox options.
- Select the lodging category from the checkbox options.
- Indicate the team's anticipated arrival and departure date at the lodging site.
- Indicate the street address, city, state and zip code of the lodging site.
- Please provide the lodging contact name. This person will be the primary contact for anything related to the lodging site.
- List the phone number and email for the lodging contact person. A cell phone number is strongly encouraged.
- Check the "Accessible for people with disabilities?" box if the lodging site can accommodate individuals with mobility, vision, or hearing limitations. Because teams are not assigned to the project when the Project Concept Form is submitted, accommodations may or may not be required. If an AmeriCorps member of the assigned NCCC team has special accessibility requirements, AmeriCorps NCCC Regional staff will work with you to arrange accommodation if the project has been approved.
- Check this box if beds are provided on site. Providing beds is not required; however, AmeriCorps NCCC requests this information in order to ensure teams are provided with the equipment they will need.
- As long as a full kitchen is available for the team's consistent use, providing food and/or meals is encouraged, but is not required in order to receive a team. Select whether a full kitchen is available on site for the team to use. A full kitchen includes a full-sized refrigerator, a stove and/or oven and a sink large enough to clean dishes. If a full-sized kitchen is not available on site, please provide the closest kitchen facility available in the dialogue box below. If a full kitchen is not available, please indicate whether a microwave and refrigerator of any size is available to the team. Also note if any meals are provided and on which days at site.
- Select whether showers are available on site. Detail the expectations on use of the shower (e.g. cost, scheduling, and location) in the dialog box below. If showers are not available on site, please detail an alternate accommodation.
- Select whether laundry is available on site. If laundry is not available on site, please provide the closest laundry facility available to the team within the dialog box below.
- Select whether showers are available on site. Detail the expectations on use of the shower (e.g. cost, scheduling, and location) in the dialog box below. If showers are not available on site, please detail an alternate accommodation.

PROJECT CONCEPT FORM SIGNATURE

Please review the document for completeness and accuracy, then sign and date the Project Concept Form. The person who signs the document must be the applicant organization's authorized representative who has the authority to commit resources to your organization. An electronic signature is accepted and encouraged.

SUBMISSION INSTRUCTIONS

Complete and submit your Project Concept Form to the AmeriCorps NCCC Region Campus associated with the state this project is located. An electronic signature is preferred, but you may also scan and email/fax a hand-signed document. A directory of AmeriCorps NCCC Regional Campus staff contacts is located at the end of this document on page 26 or on our website (https://www.americorps.gov/ncccsponsor). Upon review of the Project Concept Form, the AmeriCorps NCCC Regional staff will notify the organization of its status. Please do not complete the full Service Project Application until instructed to do so.

Step 2: AmeriCorps NCCC Service Project Application Instructions

If you have been invited to apply, the full AmeriCorps NCCC Service Project Application will be sent to your organization by the appropriate AmeriCorps NCCC Regional staff for completion. During this step, AmeriCorps NCCC Regional staff will have the ability to provide you with technical guidance, should you solicit it. If you have any questions or need additional clarification about any item on the application, please contact them. These instructions correspond to each question on the Service Project Application. Answer each question as fully as possible.

The Service Project Application consists of the following components:

I. Applicant Information
II. Project Information
III. Project Focus Areas and Objectives
IV. Areas Affected by the Project
V. Other Information
VI. Locations & Lodging
VII. Narratives
VIII. Project Focus Areas and Objectives
IX. Additional Questions
X. Important Notices
XI. Authorize and Submit

APPLICANT INFORMATION

1. Enter your organization's name and contact information. Organizations may jointly apply for an AmeriCorps NCCC team under a single application. If you are applying with a partner agency or "Secondary Sponsor," please include their information in the corresponding blanks. Please contact your AmeriCorps NCCC Regional staff should you have further questions about jointly applying for a team.

2. Enter your organization's EIN and the EIN of the secondary sponsor (if applicable). Known as the Employer Identification Number (EIN) or the Federal Tax Identification Number, the EIN is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification. This number allows AmeriCorps to quickly and accurately identify all organizations that have received AmeriCorps resources for reporting and tracking purposes.

3. Select your organization type. Only organization types specified here are eligible to apply. If you have questions on what category your organization may fall into, please contact the representative at your AmeriCorps NCCC Regional Campus.

4. The Authorized Representative is the designated representative from your organization that is legally authorized and certified to submit the Project Concept Paper and the Service Project Application. This person is often referred to as the Project Sponsor and will be the primary person that AmeriCorps NCCC Regional staff communicates with regarding the allocation of AmeriCorps NCCC teams and organizational support. This person should also be the signatory on the Service Project Application, and, if approved, the Sponsor Agreement between AmeriCorps NCCC and your organization. The Authorized Representative is responsible for completing any closeout paperwork from an approved project after the team departs, including the Project Completion Report and the Sponsor Survey.

5. The Project Supervisor is the organization's designated representative from your organization that will be the primary person that AmeriCorps NCCC staff will be communicating with regarding the logistics and oversight to execute the project. This person is often referred to as the Primary Site Supervisor and is the individual in charge of daily activities who serves as a liaison for the team and their needs. The Primary Site Supervisor should possess the awareness, experience, and technical competence to address the project's safety and technical issues. Enter the contact information that is most accessible to the staff and team (e.g. cell phone instead of office phone, etc.)

PROJECT INFORMATION

6. A complete Service Project Application is for one requested NCCC team. If you are requesting an additional team to address a community need, your organization must complete an additional application for each team requested.

Indicate the proposed start and end dates and whether these dates are fixed (not changeable based on the nature or timeline of the project) or flexible (able to be reasonably changed). This will allow the AmeriCorps NCCC Regional staff to better arrange logistics and possibly package the deployments of multiple projects within a specific time frame.

Enter in your estimated completion time in weeks. This should be calculated for a team of 8-12 AmeriCorps members of the NCCC program each serving at least 40 hours per week. Please keep in mind that AmeriCorps NCCC teams often complete projects faster than anticipated.

PROJECT FOCUS AREAS AND OBJECTIVES

7. Select the primary area of community need that the project will address; *please refer to pages 4 and 5 for definitions of each category.* You are required to enter the project focus area of community need.

8. If you have checked 'Natural and Other Disasters' as the primary project focus area in question 7, please choose the project primary disaster type from the following list:

- **Preparedness** – Activities related to creating a resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from all hazards.
- **Readiness** – Activities related to the enhancement of capabilities to serve in response, recovery, mitigation, and preparedness roles.
- **Mitigation** – Activities related to reducing loss of life and property by lessening the impact of disasters.
- **Recovery** – Activities related to assisting communities affected by an incident to recover effectively.

9. Select all the project objectives from the options provided that apply to the project. If you do not see an objective that is applicable, enter a descriptor in the 'Other Objectives' field. Selection of more than one project objective will not increase the chances of the project being selected for award. Please be as accurate as possible when providing this information.

AREAS AFFECTED BY THE PROJECT

10. Enter the geographic location(s) where the team will be serving. First, select the state or territory and then provide the corresponding city, county or equivalent. If there are multiple sites, please note both state and county of all locations. You may list up to four locations.

OTHER

11. This question explains how this project will meet your organizational goals. Please provide at least one and up to three strategic goals of your organization that are relevant to the project for which you are applying. In the "Project Design" Narrative section, you will need to link each of these goals to the community needs addressed by the project.

12. If you answer "yes" to this question, please list the specific permits or zoning variances required and state whether you have secured them. If you do not have them secured or are in the process of securing them at the time of application, please provide information about when you anticipate receiving the documents.

13. This question addresses funding and labor resources that your organization already receives in relation to this proposed project.

14. This question also addresses funding and labor resources that your organization already receives in relation to this proposed project.

15. Inclement weather may impact lodging (e.g. high winds, if camping) or project tasks (e.g. extreme cold for outdoor projects) for the team. If you answer "Yes" to this question, you will be asked to further explain in question 21 (Lodging Site Locations) or question 24 (Project Design Narrative) for project alternate tasks. Alternate project work opportunities may be arranged for the AmeriCorps NCCC team by the sponsor at other partner organizations in the local area. Sufficient opportunities should amount to at least 25% of the project time.

16. AmeriCorps conducts history checks on all members which consists of a fingerprint-based FBI criminal history search and a check of the National Sex Offender Public Website (NSOPW.gov). Enter either 'yes' or 'no' and provide any supporting information regarding additional background checks required, including how the requirements will be satisfied.

17-19. The safety and security of the AmeriCorps NCCC member is of the upmost importance. The three following questions help the regional staff determine and mitigate any safety issues that may be present on the project site. AmeriCorps NCCC Regional staff are always available to provide consultation and answer questions regarding any safety and security issues your organization may have. Selection of 'Yes' responses to any of these questions does not preclude your organization from receiving an AmeriCorps NCCC team. You will, however, need to further explain any hazards or conditions in the Safety and Security Narrative (Question 30).

LOCATIONS

20. Locations of Service

The Location of Service site(s) is the physical location(s) a team will be performing work during their time with your organization. It is important to accurately document where the team will be performing their service. AmeriCorps NCCC uses this information to ensure the safety of teams and to report where teams are performing work across the country. Additionally, AmeriCorps NCCC requires a Site Supervisor to provide technical guidance, training, and instruction during the service project. The Site Supervisor should be someone who currently has the technical skills and abilities to perform the tasks at the project site and will train members on completing the project tasks.

Location of Service #1

    A. Indicate if this is the primary site of the project.
    B. Indicate the organization's name.
    C. Indicate the start and end dates of when the team will serve in this location.
    D. Check the box if the project site is accessible for persons requiring mobility, vision or hearing accommodation. Please describe in more detail accessibility in the Project Design Narrative (Question 24). Because teams are not assigned to the project when the application is submitted, accommodations may or may not be needed. If an AmeriCorps member of the assigned NCCC team has special accessibility requirements, AmeriCorps NCCC Regional staff will work with you to arrange accommodation if the project has been approved.
    E. Indicate the street address, city, state and zip code where AmeriCorps NCCC members will be serving, which may or may not be the location of the organization listed.
    F. Indicate the name of the supervisor that will be providing daily site supervision throughout the team's work on the site.
    G. List the organizational title for the Site Supervisor.
    H. List the Site Supervisor's phone number. A cell phone number is strongly encouraged.
    I. List the Site Supervisor's e-mail.

If applicable, for any additional sites, please follow the above instructions. For projects with more than three site locations, please include an attachment with the information required above for each additional site location.

21. Lodging Sites

If selected for service, the sponsoring organization is required to provide lodging for the team and, where applicable, is responsible for any fees associated with the lodging space. Accommodations should be responsive to the following requirements in the table below.

	ACCOMMODATION REQUIREMENTS
1	Adequate space for 8-12 AmeriCorps NCCC members with separate female and male sleeping facilities.
2	Access to bathroom, shower, and laundry facilities.
3	Availability of cooking and food storage facilities or meals provided by sponsoring organization. Providing food and/or meals is encouraged, but not required in order to receive a team.
4	Availability of cleaning supplies and basic cleaning tools proportionate to the size of the accommodations and team. AmeriCorps NCCC suggests basic supplies such as toilet paper, trash bags, cleaning supplies, light bulbs and shower curtains be available at the lodging site.
5	Measures in place for the safety and security of members, their personal belongings, and equipment.
6	Reasonable driving distance to/from project site location (inquire with your Regional Staff for specifics).

Note: Some AmeriCorps NCCC regions may be able to provide lodging for projects on their campus facilities. When available, these projects must be within a reasonable driving distance of the regional campus. Please inquire with your AmeriCorps NCCC Regional staff to learn more about availability and driving distance requirements. If this lodging option applies to you, please select "NCCC Campus" in the Type of Lodging field.

Lodging Site #1

In this section, list the locations and contact information of all of the anticipated lodging facilities that will be provided to the AmeriCorps NCCC team.

- Indicate the organization name of the lodging provider.
- Select the lodging type from the list.
- Select the lodging category from the list.
- Indicate the team's anticipated arrival and departure date at the lodging site.
- Indicate the street address, city, state and zip code of the lodging site.
- Please provide the lodging contact name. This person will be the primary contact for anything related to the lodging site.
- List the phone number and email for the lodging contact person. A cell phone number is strongly encouraged.
- Check the "Beds Provided?" box if beds are provided at this site. Providing beds is not required; however, AmeriCorps NCCC requests this information in order to ensure teams are provided with the equipment they will need.
- Check the "Accessible for people with disabilities?" box if the lodging site can accommodate individuals with mobility, vision or hearing limitations. Because teams are not assigned to the project when the Service Project Application is submitted, accommodations may or may not be required. If an AmeriCorps member of the assigned NCCC team has special accessibility requirements, AmeriCorps NCCC regional staff will work with you to arrange accommodation if the project has been approved. Please include additional information about reasonable accommodation in the dialog box below.
- Select whether laundry is available on site. If applicable, please include additional information about fees in the dialog box below. If laundry is not available on site, please provide the closest laundry facility available to the team.
- As long as a full kitchen is available for the team's consistent use, providing food and/or meals is encouraged, but is not required in order to receive a team. Select whether a full kitchen is available on site for the team to use. Please detail the use and appliances available in the dialog box below. A full kitchen includes a full-sized refrigerator, a stove and/or oven and a sink large enough to clean dishes. If a full-sized kitchen is not available on site, please provide the closest kitchen facility available. If a full kitchen is not available, please indicate whether a microwave and refrigerator of any size is available to the team. Also note if any meals are provided and on which days at site.
- Select whether showers are available on site. Detail the expectations on use of the shower (e.g. cost, scheduling, and location) in the dialog box below. If showers are not available on site, please detail an alternate accommodation.

Further Describe Team Lodging Accommodations – Additional Information

In the dialog box, please provide information regarding indoor lodging, camping options, and the safety and security of the proposed lodging facility. If you checked 'yes' on any of the Lodging Site questions, please provide additional information here (e.g., number of beds provided, number of meals provided and when, etc.). If you did not check a box, please detail the alternative(s) available.

INDOOR LODGING

A. Provide a descriptive overview of the lodging.
B. Number and type of rooms along with any furniture available (if applicable).
C. Any appliances available to the team for use (e.g. stove, refrigerator, microwave, etc.).
D. Additional lodging information and rules of use of the facility.

CAMPING

A. Teams performing camping projects must have access to a substantial structure or facility where they can spend the night, if necessary, in the event of excessive inclement weather or for emergency evacuation (e.g., excessive rain, hot or cold temperatures, tornadoes, hurricanes, bug/mosquito seasons, etc.).
B. Use of bathroom and shower facilities. Consider associated costs, scheduling, location, etc.
C. Cooking location and expectation for food preparation.
D. Expectations for food storage (including dry and cold storage).
E. Overview on what items your organization can provide (e.g. electricity on site, screened tents, canvas tents, propane, ice, indoor kitchen facility, etc.).
F. Details on weather conditions and considerations when camping during the proposed time of year.
G. Detailed information about the indoor location for the team to retreat in case of inclement or emergency weather.
H. Additional information about the camping location and use of the facility.

LODGING SAFETY AND SECURITY

A. A description of how the team's belongings will be secure during the project.
B. Any precautions AmeriCorps NCCC members should take while traveling & living in the community.
C. Local emergency response procedures.
D. Distance to the closest medical facilities.
E. The community in which the team will be housed. Please consider cultural sensitivity, rules and expectations on use of space and additional information you would like us to know about the use of space in your community.
F. Any other information related to lodging safety and security.

If applicable, for additional lodging sites, please follow the above instructions and include an attachment with the information required above for each additional lodging site location.

NARRATIVES

The Narratives section of the Service Project Application includes ten topics. Each topic consists of questions you are required to answer in order to complete this application.

Note: Both the Project Concept Form and the Service Project Application have a "Need" and a "Project Design" narrative. Be aware AmeriCorps NCCC asks for additional information in the Service Project Application. Please augment answers supplied in the Project Concept Form so that they address each additional component being asked in the Service Project Application.

TIP: You may prefer to answer questions first in a word processing document, such as Microsoft Word, and then paste them into the fillable PDF format. Avoid using special formatting or tables within the fields as they will not format correctly.   You may however attach them separately. To remove special formatting, you can utilize the notepad   tool or equivalent that are standard with most home computer systems. If you find   that   your   organization's responses are too long for the fields provided, please provide an attachment noting the section and question number above your continued narrative. Multiple narrative responses may be included in the same attachment, provided everything is clearly labeled.

When completing the narratives, be sure to:

- Type in the single-spaced format within the fields.
- Type both the question and answer.
- Include activities for the entire span of the project period.
- Assume the reader is unfamiliar with your organization (e.g. who you are, what you do, what an AmeriCorps NCCC team would assist with, etc.).

22. Executive Summary Narrative

In 2,000 characters or less, please write an executive summary addressing the following criteria using the template below:

- The mission of your organization.
- A description of the proposed project goal(s).
- A description explaining the project and its tasks.
- A brief explanation of how this project will address a pressing community need including how the community will benefit from the project.

Executive Summary Template: **[Organization Name]**'s mission is **[Mission Statement]**. AmeriCorps NCCC has partnered with **[Organization]** to **[enter project goal(s)]**. AmeriCorps Members of the NCCC program will contribute to the goals of the project by performing activities such as **[enter tasks]**. The project is expected to benefit **[describe how the community will benefit]**.

If an AmeriCorps NCCC team is assigned to the project, this summary may be used for internal and external purposes such as reports, websites, media materials or communication to external stakeholders. The submission of this application authorizes that use.

23. Need Narrative

Describe the overall mission of your agency to include a brief history and how the mission is fulfilled by your various programs. Please describe unmet community need(s) you propose to address using AmeriCorps NCCC resources. In doing so, please use supportive data and include:

- The overall mission of your organization to include a brief history and how the mission is fulfilled by your various programs.
- Detailed overview of the community need. If available, provide data that documents this need (e.g. statistics, studies, etc.).
- How your organization is already addressing the need and what interventions/activities have been successful.
- The role the project and AmeriCorps NCCC will play in addressing the need. If available, please provide any evidence the project will be successful to include data that supports this response (e.g. past performance, results from credible research, or results from a similar successful program).
- The geographic area to be served by the project.
- The demographics of the community being served.
- The community beneficiaries of the proposed project.
- All anticipated community benefits of the proposed project.

24. Project Design Narrative

Within this field, please describe the following:

- The specific service tasks and activities the team will perform.
- Goals and desired outcomes expected from the involvement of AmeriCorps NCCC and how they are related to the community need and mission of your organization.
- A detailed work plan. The project must engage each AmeriCorps NCCC team member in service throughout the duration of the project, a minimum of 40 hours a week per member. The work plan is an essential part of demonstrating how the organization will provide the required hours of service and should include the following:
    - A calendar that shows the sequence of activities throughout the duration of the project. This is a required attachment. If you are not able to provide a comprehensive work calendar, please provide a sample work calendar. If selected for a team, an updated work calendar will be required.
    - Specific tasks to be accomplished and how the team will complete the tasks.
    - Estimated number of AmeriCorps NCCC members required to complete each work task.
    - Estimated amount of time in hours to complete each task.
    - A priority list of tasks. This will be helpful for AmeriCorps NCCC supervision and if the team is called away to disaster before their full service assignment is completed.
    - An additional work plan of tasks in the event the team completes the assigned work early or unexpected circumstances prevent implementation of the original plan.
- Describe the accessibility of the work site for persons requiring mobility, vision or hearing accommodation. Because teams are not assigned to the project when the Service Project Application is submitted, accommodations may or may not be required. If an AmeriCorps member of the assigned NCCC team has special accessibility requirements, AmeriCorps NCCC staff will work with you to arrange accommodation if the project has been approved.
- Provide a list of tasks that can be completed in the event that 1 or 2 members are on light duty restrictions. These should be tasks that require limited physical ability.
- An inclement weather work plan that covers at least 25% of your proposed project dates that details alternative indoor work options. May include service opportunities with other organizations such as eligible non-profits, schools or local government agencies that has indoor work. Please note, the primary organization will continue to be responsible for ensuring the team is able to complete 40-45 hours of work that week per AmeriCorps NCCC member.

25. Project Management Narrative

AmeriCorps NCCC members join the program with various abilities and skills and are typically referred to as "generalists." Given that members have a wide range of skills and abilities that may not specifically relate to your project, please describe below how you will equip members to properly prepare and perform the tasks outlined in the Project Design Narrative. Please detail the following:

- A. **Pre-project Preparation:** Describe any recommended readings, training materials, websites, paperwork, or additional trainings you would like a team to receive prior to arriving on site.
- B. **On-Site Orientation:** Please provide a comprehensive on-site orientation agenda **as a separate attachment.** Please include in the agenda: an overview of your organization and the project, introductions of the team to the staff of the sponsoring organization(s), tour of the work site(s) and the community, safety and security and a lodging use overview.

C. **Training Plan:** Provide a training plan outlining the training that members will receive during the project. This plan should include tool training, safety training, and project specific training (e.g., positive youth development, tree identification, roofing instruction, etc.). If a variety of tasks have been proposed in the work plan, the training plan should identify how/when AmeriCorps NCCC members will be trained to perform the task. Also include how these trainings will be delivered (video, hands on, classroom, etc.) and if any certifications would be included. This requirement can be included in paragraph form or **as a separate attachment.**

26. Recruitment Narrative

AmeriCorps NCCC strives to continually share our mission with others. We hope to discover communities who may benefit from AmeriCorps NCCC services and to educate young adults in communities nationwide about service opportunities with AmeriCorps NCCC. In this section, briefly describe opportunities in your community to publicize the partnership and work completed with your organization and AmeriCorps NCCC:

A. **Public Recognition**: Identify opportunities to publicly recognize the partnership with AmeriCorps NCCC if selected for service. Possible examples include earned media, social media, community events, inclusion in organizational publications, press releases, inviting elected officials to serve with the team, etc.
B. **Public Outreach**: Detail opportunities that exist in your community to promote AmeriCorps NCCC and the service completed on this project. Examples include youth connections, key contacts in the area, local service clubs, etc.
C. **Potential Local Recruiting Partners**: List any schools, universities or community organizations near you that may be interested in having an AmeriCorps NCCC representative come and speak with young adults or youth about serving in the AmeriCorps NCCC program.

27. Member Development Narrative

Service learning is an integral part of the AmeriCorps NCCC program. It fosters leadership development as the AmeriCorps NCCC members gain a deeper understanding about what they are doing and why it is important to the community. Service learning allows teams to make the connection between their acts of service and what this means to your specific community. Organizations are encouraged to continue building on a team's understanding of the service they are providing and its importance to the community throughout the service project; this teaching and learning extends beyond orientation and training (previously documented in the Project Management section).

AmeriCorps NCCC uses the following definition for Service Learning: Service Learning is a methodology through which members acquire the knowledge and skills needed to perform community service projects and gain an in-depth understanding of the value and impact of their work. Service Learning is directly obtained from the project, obtained from the orientation and training to the project and gained from learning about the social issues that the project impacts.

Use this section to detail the following:

A. **Service Learning Opportunities**: Describe the service learning opportunities available to a team to help AmeriCorps NCCC members enhance their overall knowledge and understanding about what they are doing and why it is important to the community. This may include guest speakers, information about a community's larger social issues, events related to the culture and people served, discussions about environmental impact, city council meetings, community activities and events, etc.

B. **Skills, Competencies, and Certifications**: List the skills, competencies, and/or certifications AmeriCorps NCCC members may acquire during this project that will help them to complete the activities and tasks outlined in the Project Design Narrative.

C. **Life and Career Planning Resources:** Please describe any life and career planning resources that will be available to AmeriCorps NCCC members to assist them in better understanding the work of your organization (examples include job shadowing, informational interviews, brown bag lunch discussions on working in the field of your organization, etc.).

28. Strengthening Communities Narrative

AmeriCorps NCCC was designed to assist organizations on a short-term basis to help meet a community need that would not be fully addressed without additional assistance. Your organization may apply for multiple teams through multiple applications for consecutive teams over a longer time frame up to a total of 60 weeks without a 3-year gap, depending on the community need. AmeriCorps NCCC resources will not be allocated to organizations longer than 60 weeks without a 3-year gap. After the 60-week limit, a sponsoring organization may again apply for NCCC resources after a 3-year gap. Organizations are expected to have a plan for maintaining the work completed by AmeriCorps NCCC and/or have identified steps to secure an alternative workforce if continual labor is needed.

Please describe your sustainability plan, including detailed descriptions of the following:

A. Anticipated outputs and outcomes (also called results, impacts and accomplishments), which define results that will have taken place because of the proposed project.
   a. Outputs are measurable or quantifiable accomplishments. (e.g. miles of trail built, number of people assisted, number of items processed, number of houses worked on, etc.).
   b. Outcomes discuss the impacts the work completed will have on the individuals or communities benefited by the team's project.

B. If and how AmeriCorps NCCC will increase the organization's capacity to engage more volunteers.

C. Discuss strategies your organization will employ or plans you have in place to continue to maintain and build upon the work/project completed by AmeriCorps NCCC after the team has departed (e.g. additional grant funding, fundraising plans, community partnerships, etc.).

D. AmeriCorps NCCC is a short-term national service resource and is not intended for extended support. AmeriCorps NCCC resources will not be allocated to organizations longer than 60 weeks without a 3-year gap. After the 60-week limit, a sponsoring organization may again apply for NCCC resources after a 3 year gap. If your organization has received the benefits of AmeriCorps NCCC teams for 30 or more weeks without a gap of 3 years or more, please describe your plan to reduce and ultimately satisfy the need for AmeriCorps NCCC support.

29. Organizational Capacity Narrative

Detail how your organization has the capacity to manage a team that is part of a federal national service program. Be sure to include answers to the following:

A. What programs, activities or services are you currently using to meet the need?
B. Describe your current volunteer program and average number of weekly volunteers, if applicable.
C. How are community partners or current volunteers engaged in meeting the proposed community need, if applicable?
D. How do you see an AmeriCorps NCCC team complementing your current volunteer program and how will your organization incorporate the use of an AmeriCorps NCCC team alongside organization volunteers (including other national service participants).
E. Describe opportunities for AmeriCorps NCCC members to assist with coordinating or leading volunteers.

30. **Safety and Security Narrative**

The safety and security of AmeriCorps NCCC members is of the upmost importance for the AmeriCorps NCCC program. The Site Supervisor should be present with the team daily and should possess the awareness, experience, and technical competence to address the project's safety and technical issues. AmeriCorps NCCC staff are always available to provide consultation and answer questions around safety and security issues.

Please provide an overview of any safety considerations an AmeriCorps NCCC team may need to be aware of when serving on this project; include plans to mitigate any associated risks. Include the following:

A. If you answered yes to questions #17-19, please explain the hazards or conditions.
B. If AmeriCorps NCCC members will be utilizing tools, please describe safety concerns and how tool safety will be addressed during the project. Be sure to include this in your training plan.
C. Any environmental conditions that might be present at any work site (poison ivy, allergens, extreme weather conditions, etc.).
D. Any recommended or required immunizations.
E. Identify local medical facilities, including address, telephone, hours of operation, and distance from the project site and team lodging.
F. Describe how medical emergencies would be handled during the project.
G. Any other safety considerations.

31. **Tools and Equipment Narrative**

In this section, please provide the following information:

A. Equipment and tools that your organization and community will provide for the AmeriCorps NCCC team to deliver on project goals.
B. Equipment, tools, and quantity requested from AmeriCorps NCCC to supplement what is available locally in order to meet project goals. AmeriCorps NCCC has limited access to tools and cannot guarantee the availability of requested items; applicants are encouraged to provide tools and equipment for the service project.
C. Access to fax, copy machine, internet/WIFI to the team for official team business and project-related purposes.
D. Appropriate personal protective equipment; respirators, gloves, goggles, etc. should always be available to the team as needed. AmeriCorps NCCC Regional staff and the project sponsor must ensure this availability.

IMPORTANT NOTICES & ADDITIONAL PAPERWORK

Supporting documentation is a critical component of the Service Project Application. The supporting materials requested below will help AmeriCorps NCCC Regional staff develop a better understanding of the proposed project during the application review process. Please include the following documentation when submitting your application.

REQUIRED ATTACHMENTS

1. **On-Site Orientation**: Please attach a comprehensive on-site orientation agenda to your application. This should include an overview of your organization and the project, introductions of the team to the staff of the sponsoring organization(s), tour of the work site(s) and the community, safety and security and a lodging use overview.

2. **Training Plan**: Please attach a training plan outlining the training that AmeriCorps NCCC members will receive during the project. This plan should include tool training, safety training, and project specific training (e.g., positive youth development, tree identification, roofing instruction, etc.). If a variety of tasks have been proposed in the work plan, the training plan should identify how/when AmeriCorps NCCC members will be trained to perform the task.

3. **Project Work Plan Calendar**: Include a project work plan that outlines the schedule of work. The schedule will assist in planning where a team will perform work, which staff member will work with the team, the assigned task(s) for each work day and the number of AmeriCorps NCCC members it will take to complete each task. The work plan calendar is an essential part of demonstrating how the organization will provide at least 40 hours of work for each AmeriCorps member of the NCCC team.

OPTIONAL ATTACHMENTS

1. **Lodging Photos:** Please provide at least one clearly labeled photo of the proposed team lodging. Strong applications often include photos of team living quarters, kitchen and bath facilities and storage areas for personal belongings.

2. **Worksite Photos or Supporting Documents:** If feasible, clearly labeled photos of work site tasks, maps of service site locations (e.g. a camp map, trail system map, community housing map, etc.), or similar supporting documentation sometimes can help support the high level of detail you have provided in the Need Narrative and the Project Design Narrative.

SERVICE PROJECT APPLICATION SIGNATURE

Please review the document for completeness and the elimination of any errors. Then review the 'Important Notices' section at the end of the application. Sign and date the Service Project Application. The person who signs the document must be the applicant organization's authorized representative who has the authority to commit resources to your organization. An electronic signature is accepted and encouraged.

SUBMISSION INSTRUCTIONS

Complete and submit the Service Project Application to the same AmeriCorps Regional staff that received the Project Concept Form. A directory of AmeriCorps Regional staff contacts is located at the end of this document on page 26. AmeriCorps NCCC has regional deadlines for Service Project Application submissions, and are based on the dates for which you are requesting a team. Generally, Service Project Applications should be submitted at least four months prior to the preferred start date of the project. Please include any required or supplemental attachments. It is preferred that the Service Project Application be submitted electronically by email, but can also be submitted by mail or fax to the AmeriCorps NCCC Campus. Once received, AmeriCorps NCCC Regional staff will notify you to discuss the next steps of the process.

Appendix A

AmeriCorps NCCC has four regional campuses located in Aurora, CO; Sacramento, CA; Vicksburg, MS; and Vinton, IA. These campuses are the hubs from which AmeriCorps NCCC operates and deploys members to service projects around the country. Each campus serves as a headquarters for its multi-state region and can lodge and feed its entire regional corps, which ranges in size from 150 to 500 members. The staff at the campuses support both the AmeriCorps NCCC members and project sponsors as they engage in service activities.

Southwest Region

15001 East Oxford Ave. Suite B
Aurora, CO 80014
Tel: (303) 844-7400
Fax: (303) 844-7410
E-mail: NCCCSouthwest@cns.gov
States Served: AR, AZ, CO, KS, MO, NM, OK, TX, WY

Pacific Region

3427 Laurel Street
Sacramento, CA 95652 Tel: (916) 640-0310
Fax: (916) 640-0308
E-mail: NCCCPacific@cns.gov
States Served: AK, CA, HI, ID, MT, NV, OR, UT, WA, Pacific Territories

North Central Region

1004 G Avenue
Vinton, IA 52349
Tel: (319) 472-9664
Fax: (319) 472-9666
E-mail: NCCCNorthCentral@cns.gov
States Served: IA, IL, IN, MI, ME, MN, ND, NE, NH, NY, OH, PA, SD, VT, WI

Southern Region

2715 Confederate Avenue
Vicksburg, MS 39180
Tel: (601) 630-4040
Fax: (601) 630-4071
E-mail: NCCCSouthern@cns.gov
States Served: AL, CT, DC, DE, FL, GA, KY, LA, MA, MD, MS, NC, NJ, RI, SC, TN, VA, WV, USVI, PR