AmeriCorps



AmeriCorps National Civilian Community Corps (NCCC)

Project Concept Form and Service Project Application Instructions

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Introduction

AmeriCorps, the federal agency for national service and volunteerism, improves lives, strengthens communities and fosters civic engagement through service and volunteering. 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 partner organizations to broaden, deepen and strengthen the ability of citizens to contribute to their communities and our nation.

AmeriCorps National Civilian Community Corps

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 18-26, serve for ten months as AmeriCorps NCCC members on teams of 8-12 people from 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 meet crucial community needs in natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation and urban and rural development. Teams serve with community and faith-based based organizations, national nonprofits, schools, local, regional, and federal municipalities, national and state parks and Tribal Nations.

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 and public facilities; and addressed many other local needs. Since 1994, more than 37,000 people have served in AmeriCorps NCCC, aiding hundreds of thousands of Americans.

AmeriCorps NCCC Members

AmeriCorps members of the NCCC program are young adults ranging in age from 18-26 years old and represent various socio-economic, cultural, geographic and educational backgrounds. All AmeriCorps members of the NCCC program demonstrate a commitment to serve communities and a desire to strengthen the nation through 10 months of national service. The benefits of their service include an increased understanding of 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 communities to help meet a critical community need that would not be fully addressed without additional assistance. The AmeriCorps NCCC program places teams to serve with sponsoring organizations to complete service projects that 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 of 40 – 45 hours per week to effectively engage a team of 8-12 AmeriCorps NCCC members. AmeriCorps NCCC provides transportation and some essential tools; however, project sponsors must provide materials, specialized tools, orientation, training and technical supervision. The project sponsor is responsible for providing lodging, including meals or kitchen access, for the team and works with AmeriCorps NCCC staff before the start of the project to confirm 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 can 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 rebuild after disasters more thoroughly or quickly and strengthen communities' abilities to respond to and recover from disasters. 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; wildfire fuels reduction or flood mitigation; surveying community assets; increasing disaster preparedness; 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 the quality and accessibility of public infrastructure, preserve communities' cultural and historic integrity 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

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 and 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; addressing environmental conservation, adaptation and resilience; and facilitating environmental education workshops and camps for youth.

ENERGY CONSERVATION

Energy Conservation projects address the needs of communities by helping citizens to utilize their local resources more effectively and efficiently. Energy Conservation projects aim to increase community energy efficiency, increase the 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 enhance community food security and nutritional practices, more thoroughly or efficiently meet medical and basic human needs, improve public safety and community resilience, alleviate poverty, improve access to housing and expand educational and economic opportunity. Other aims of Urban and Rural Development projects include improving student academic engagement and performance, expanding public engagement in local communities, and preserving communities cultural or historical integrity. 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.

Overview of the Application Process

Applying for an AmeriCorps NCCC team is a two-step process. The first step is submitting a Project Concept Form for review by AmeriCorps NCCC staff. Once 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 staff. Regional contact information can be found at the end of this guide in Appendix A 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 dates teams are available within each region. Deadlines can be acquired through AmeriCorps NCCC 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 A PROJECT CONCEPT FORM

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 staff use the Project Concept Form to assess whether the proposed project fits within the scope of the five **AmeriCorps NCCC Project Focus Areas** (page 3-4). If the concept of the project has been found to meet basic requirements, you will be invited to complete a Service Project Application.

STEP 2: COMPLETE THE SERVICE PROJECT APPLICATION

If you have been invited to apply, staff from the AmeriCorps NCCC Region that corresponds with your state will send the Service Project Application to you in a fillable PDF format. While you are in the process of completing your application, staff from your AmeriCorps NCCC Region are available to provide technical guidance should you solicit it.

SERVICE PROJECT APPLICATION REVIEW AND APPROVAL

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 work schedule that details at least 40 hours of service activities each week (including inclement weather tasks), 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 be accessible during the 'team's scheduled service time.
- Has identified housing that meets AmeriCorps NCCC standards. See the **LOCATIONS** section (pages 9-10) 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 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 standard criteria and are 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 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 details 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 reviews by AmeriCorps NCCC staff. The Region Director reviews and authorizes a list of projects that reviewers have recommended. All applicants are notified, and selected sponsors will be provided information regarding next steps for preparing for a team which may include a pre-site visit. 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: Project Concept Form Instructions

The Project Concept Form provides an overview of your organization, identifies the community need to be addressed and proposes a service project that can help to meet that need. AmeriCorps NCCC 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** (page 3-4). If the concept of the project has been found to meet basic requirements, you will be invited to complete a Service Project Application.

Please use the information below as a guide for completing the Project Concept Form. The instructions correspond to each question on the Project Concept Form. Each narrative has several questions; responses should be detailed enough that a reader unfamiliar with your organization and community will understand. Answer each question as fully as possible. During this step, AmeriCorps NCCC staff can provide technical guidance, should you solicit it.

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 the name of your organization and address. More than one organization 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. Contact AmeriCorps NCCC staff should you have further questions about jointly applying for a team.

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 to business entities operating in the United States for the purposes of identification. This number allows AmeriCorps to identify and verify that your organization is eligible to receive AmeriCorps NCCC service.

2. Select the organization type that most closely identifies your organization. Only organizations that fall within the types specified here are eligible to apply. If you have questions about what category your organization may fall into, please contact AmeriCorps NCCC staff.
3. The Authorized Representative is your 'organization's designated representative that is legally authorized to submit the Project Concept Form and the Service Project Application. This person will also be the signatory on other project related paperwork.

PROJECT INFORMATION

4. Enter the estimated completion time for the project in weeks. This should be calculated for a team of 8-12 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 staff to better arrange logistics and possibly combine the deployments of multiple projects within a specific timeframe.

OTHER

5. This question asks for information about how you were made aware of the AmeriCorps NCCC program. Please select how you first considered AmeriCorps NCCC relevant to this request. If there is not an appropriate choice, please select ""Other"."

6. This question asks about other AmeriCorps funding your organization may be receiving. In addition to AmeriCorps NCCC, AmeriCorps programs include AmeriCorps VISTA, AmeriCorps State and National, AmeriCorps Seniors (including RSVP, Senior Companions and Foster Grandparents) and the Volunteer Generation Fund. Organizations may receive resources from multiple programs.

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

ADDITIONAL QUESTIONS

8. If your organization has ever received services of an AmeriCorps NCCC team, please enter the number of teams your organization received since 1994. Additionally, please provide the month and year your organization last received a team.

9. 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

10. Please select the project focus area that most of the project will address; please refer to the **AmeriCorps NCCC Project Focus Areas** section on pages 3-4 for definitions of each category.

NARRATIVES

The Narratives section of the Project Concept Form includes two sections (Need and Project Design). Each narrative consists of multiple questions you must answer. When completing each narrative, be sure to:

A. Label each question clearly by typing both the question and your response to help ensure you do not miss any questions.
B. Enter text in a single-spaced format within the provided text boxes.
C. Include project tasks for the entire span of the proposed project period.

Formatting and Attachments: 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 use a notepad tool or equivalent software that is standard with most computer systems. Alternatively, you may attach the section and question number above your response. Multiple narrative responses may be included in the same attachment, provided everything is clearly labeled.

Response Length: There is no minimum or maximum length for your responses. Longer responses are often easier to manage with an attachment (see above), however, response length is not a substitute for clear, accurate, quality information.

Secondary Sponsors: Organizations may jointly initiate a request for an AmeriCorps NCCC team under a single Project Concept Form. If you are submitting a Concept Form with a partner agency or ""Secondary Sponsor"," please include their information in the appropriate questions and in the narrative responses. This includes the Need Narrative, Project Design Narrative, and Location(s). Please contact AmeriCorps NCCC staff should you have further questions about jointly applying for a team.

11. **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.

12. **Project Design Narrative**

Within this field, please:

A. Describe the service tasks and activities your organization is requesting an AmeriCorps NCCC team to perform. When applicable, include the estimated size and scope of the task(s) as this helps AmeriCorps NCCC staff better understand your request.

B. Provide the outputs and outcomes expected from the involvement of AmeriCorps NCCC and how they are related to your organization's community need and mission.

- 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.)
- Outcomes discuss the impacts the work completed will have on the individuals or communities benefited by the 'team's project.

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 staff will work with you to arrange accommodation if the project has been approved.

LOCATIONS

13. **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 serving 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 the organization that will be the primary location where the team will serve.
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 at the beginning of the Project Concept Form. The primary location is where most tasks will be performed. If the primary work site 'doesn't have an address, please provide an address close to the worksite. For example, a Work Center if the team was serving in a National Park or National Forest.
C. Check the box if the primary location is accessible for persons requiring mobility, vision or hearing accommodation. Please describe in more detail accessibility in the ""Project Design"" narrative.
D. Enter the name of the supervisor that will provide site supervision at the primary location. If they will have multiple supervisors, list only the one most likely to provide most of their supervision/training.
E. Include the Organizational Title for the Site Supervisor as well as their phone number (cell phone number encouraged) and email if available.

14. **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 lodging. Accommodations should meet the following requirements:

LODGING REQUIREMENTS	
1	Adequate space for 8-12 AmeriCorps NCCC members with the ability to separate sleeping quarters by sex. Indoor spaces must have operational smoke and CO_2 detectors and a fire extinguisher.
2	Access to bathroom on-site, shower close-by 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 to receive a team.
4	Availability of cleaning supplies and basic cleaning tools proportionate to the size of the accommodations and team. AmeriCorps NCCC asks that 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 AmeriCorps NCCC staff for specifics).

Note: Some AmeriCorps NCCC Regions may be able to provide lodging for projects at their campus facilities for projects within a reasonable driving distance. Please contact AmeriCorps NCCC 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.

In this section, enter the lodging option(s) you are considering for the team. Lodging does not need to be finalized at time of Concept Form submission. Enter as much information as possible to describe the potential lodging. An attachment can be included if you need additional space to describe the proposed lodging.

A. Indicate the organization name of the lodging provider.
B. Indicate the 'team's anticipated arrival and departure date at the lodging site.
C. Select the type of lodging and the category of lodging provider.
D. Indicate the street address, city, state and zip code of the lodging site.
E. Check the ""Accessible for people with disabilities"?" box if the lodging site can accommodate individuals with mobility, vision or hearing limitations.
F. Indicate if beds are provided on site. Providing beds is not required; however, AmeriCorps NCCC requests this information to prepare the team with any supplemental equipment they will need.
G. Select whether a full kitchen is available for the team to use. A full kitchen includes a full-sized refrigerator, a stove and/or oven and a sink. If a full-sized kitchen is not available, indicate whether meals are provided and if the team would have access to a microwave.
H. Select whether showers are available on site. Describe 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.
I. Select whether laundry is available on site.

PROJECT CONCEPT FORM SIGNATURE

After reviewing the document for completeness and accuracy, sign and date the Project Concept Form. An electronic signature is accepted and encouraged, but you may also scan and email, fax or physically mail a hand-signed document. The person who signs the document must be the applicant 'organization's Authorized Representative who has the authority to commit resources to your organization.

SUBMISSION INSTRUCTIONS

Submit your completed Project Concept Form to the AmeriCorps NCCC Region Campus associated with the state your project is located. Upon review of the Project Concept Form, AmeriCorps NCCC staff will notify the organization of its status. Please do not complete the Service Project Application until instructed to do so.

Step 2: Service Project Application Instructions

These instructions correspond to each question of the Service Project Application. If you are invited to apply, the Service Project Application will be sent to your organization by the appropriate AmeriCorps NCCC staff for completion. Answer each question as fully as possible. During this step, AmeriCorps NCCC staff can provide you with technical guidance, should you solicit it.

A complete Service Project Application is required for every requested AmeriCorps NCCC team. If you are applying for multiple teams to address a community need, your organization must complete a separate application for each team requested.

The Service Project Application consists of the following components:

I. Applicant Information
II. Project Information
III. Project Focus Areas and Objectives
IV. Areas Served by the Project
V. Other
VI. Locations of Service
VII. Lodging
VIII. Narratives
IX. Important Notices
X. Signature

APPLICANT INFORMATION

1. Enter the name of your organization and contact information. More than one organization 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 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 identify and verify that your organization is eligible to receive AmeriCorps NCCC service.

3. Select the organization types that most closely identifies your organization. Only organization types specified here are eligible to apply. If you have questions about what category your organization may fall into, please contact AmeriCorps NCCC staff.

4. The Authorized Representative is the designated representative from your organization that is legally authorized to submit the Project Concept Paper and the Service Project Application. This person will also be the signatory on other project related paperwork which is included in the Important Notices section of the Service Project Application.

5. The Project Site Supervisor is your 'organization's designated representative that will be the primary person that AmeriCorps NCCC staff will be communicating with regarding logistics and oversight to execute the project. This person 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. 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. 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 staff to better arrange logistics and possibly package the deployments of multiple projects within a specific time frame.

PROJECT FOCUS AREAS AND OBJECTIVES

7. Select the AmeriCorps NCCC focus are that will be the primary area of community need that the project will address; please refer to definitions of each focus area.
8. Select the secondary AmeriCorps NCCC focus area that the project will address if applicable.
9. 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 disasters.
    - **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 disaster to recover effectively.

AREAS SERVED 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. Additional locations can be included in an attachment. If you are listing a county, please mention that in the title. For example, Washington County.

OTHER

11. 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 (Question 26), you will 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. Though not required at the time of application, proof of permits may be requested at a later date.

13. This section asks about other AmeriCorps Funding your organization may be receiving. In addition to AmeriCorps NCCC, AmeriCorps programs include AmeriCorps VISTA, AmeriCorps State and National, AmeriCorps Senior (including RSVP, Senior Companions, and Foster Grandparents) and the Volunteer Generation Fund. Organizations may receive resources from multiple programs.

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

15. Select whether inclement weather may impact the 'team's ability to complete project tasks (e.g., extreme cold for outdoor projects). If you answer '"Yes"' to this question, you will be asked to provide alternate project tasks in in the Project Design Narrative (Question 26). Alternate project tasks or locations may be arranged for the AmeriCorps NCCC team by the sponsor at other partner organizations in the local area. Sufficient inclement weather plans should amount to at least 25% of the project time.

16. AmeriCorps conducts background checks on all NCCC 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.-20. The safety and security of the AmeriCorps NCCC member is of the upmost importance. The following questions help AmeriCorps NCCC staff assess and mitigate any safety issues that may be present on the project site or lodging location. AmeriCorps NCCC staff are always available to provide consultation and answer questions regarding any safety and security issues. Selection of '"Yes' responses to any of these questions does not preclude your organization from receiving an AmeriCorps NCCC team; however, you will need to further explain any hazards or conditions in the Safety and Security Narrative (Question 31).

LOCATIONS

21. **Locations of Service**

The Location of Service site(s) is the physical location(s) a team will serve 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 serving 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.

Locations of Service

A. Indicate if this is the primary site of the project (most of the project).
B. Enter the name of the organization.

C. Indicate the start and end dates of when the team will serve in this location.
D. Provide 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.
E. 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 26).
F. Indicate the name of the supervisor that will be providing daily site supervision during the 'team's service at the site.
G. List the organizational title for the Site Supervisor.
H. List the Site 'Supervisor's e-mail.
I. List the Site 'Supervisor's phone number. A cell phone number is strongly encouraged.

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

22. **Lodging**

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 lodging. Accommodations should meet the following requirements:

LODGING REQUIREMENTS	
1	Adequate space for 8-12 AmeriCorps NCCC members with the ability to separate sleeping quarters by sex. Indoor spaces must have operational smoke and CO_2 detectors and a fire extinguisher.
2	Access to bathroom on-site, shower close-by 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 to receive a team.
4	Availability of cleaning supplies and basic cleaning tools proportionate to the size of the accommodations and team. AmeriCorps NCCC asks that 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 AmeriCorps NCCC staff for specifics).

Note: Some AmeriCorps NCCC regions may be able to provide lodging for projects at their campus facilities for projects within a reasonable driving distance. Please contact AmeriCorps NCCC 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

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

a. Indicate the organization name of the lodging provider.
b. Indicate the street address, city, state and zip code of the lodging site.

c. Indicate the 'team's anticipated arrival and departure date at the lodging site.
d. Select the type of lodging and the category of lodging provider from the lists.
e. Check the ""Accessible for people with disabilities"?" box if the lodging site can accommodate individuals with mobility, vision or hearing limitations. If you selected '"yes"," please also check the corresponding boxes to describe the type of accessibility.
f. Indicate if beds are provided at this site. Providing beds is not required; however, AmeriCorps NCCC requests this information to prepare the team with equipment they will need such as cots and sleeping pads.
g. Indicate the maximum number of people who could sleep in this space.
h. Select whether showers are available on site. Detail the expectations on use of the shower (e.g., schedule of availability and location) in the text box provided (Question 23). If showers are not available on site, please describe an alternate accommodation.
i. Select whether laundry is available on site. If applicable, please include additional information about fees in the text box provided (Question 23). If laundry is not available on site, please provide the closest laundry facility available to the team.
j. Indicate whether Wi-Fi is available in lodging. Include information regarding Wi-Fi access if it is not provided in lodging in the text box provided (Question 23).
k. Select whether a full kitchen is available on site for the team to use. Please detail the use and appliances available in the text box provided (Question 23). 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.

23. **Further Describe Team Lodging Accommodations – Additional Information**

a. Provide the lodging contact name. This person will be the primary contact for anything related to the lodging site. Enter the contact information that is most accessible to AmeriCorps NCCC staff and team (e.g., cell phone instead of office phone, etc.).
b. Describe whether lodging is readily available for team move-in. If it is not (possibly due to existing tenants, upcoming renovations, etc.), include additional information about when it will be ready to ensure its availability for the team during the project time frame.
c. Describe available parking at or near the lodging location.
d. In the text box provided, please detail information regarding indoor lodging, camping options and the safety and security of the proposed lodging facility. If you checked '"no' on any of the Lodging Site questions, please provide additional information here. 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, hotplate, crockpot, etc.).
D. Additional lodging information and rules of use of the facility.

Camping

A. Use of bathroom and shower facilities. Consider associated costs, scheduling, location, etc.
B. Cooking location and expectation for food preparation.
C. Expectations for food storage (including dry and cold storage).
D. Overview on what items your organization can provide (e.g., electricity on site, screened tents, canvas tents, propane, ice, indoor kitchen facility, water filtration, other equipment, etc.).
E. Details on weather conditions and considerations when camping during the proposed time of year.

F. Additional information about the camping location and use of the facility.
G. Teams performing camping projects must have access to a substantial structure or facility where they can spend the night, in the event of excessive inclement weather or for emergency evacuation (e.g., excessive rain, hot or cold temperatures, tornadoes, hurricanes, etc.). Provide detailed information about the indoor location for the team to retreat in case of inclement weather. This structure or facility should not be the bathroom or comfort station at a campground except for emergencies. Please include how far away it is from the primary camping location and how the team will access it (door code, key, does the team need to disable any alarms?).
H. Measures in place for the safety and security of members, their personal belongings and equipment at both the camping site and alternative housing location.
   - A description of how the 'team's belongings will be secure during the project.
   - Any precautions AmeriCorps NCCC members should take while traveling and living in the community.
   - Local emergency response procedures.
   - Distance to the closest medical facilities.

   For additional lodging sites, please follow the above instructions and include an attachment with the information required above if applicable.

NARRATIVES

The Narratives section of the Service Project Application includes eight topics. Each topic consists of questions you are required to answer to complete this application. When completing the narratives, be sure to:

A. Label each question clearly. Type both the question and your response; this helps ensure you do not miss any questions.
B. Enter text in a single-spaced format within the fields.
C. Include activities for the entire span of the project period.
D. Assume the reader is unfamiliar with your organization and project, even if you are a returning sponsor (e.g., who you are, what you do, what an AmeriCorps NCCC team would assist with, etc.).

Note: Both the Project Concept Form and the Service Project Application have 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.

Formatting and Attachments: 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 is standard with most home computer systems. Alternatively, you may provide an attachment noting the section and question number above your responses. Multiple narrative responses may be included in the same attachment, provided everything is clearly labeled.

Response Length: There is no minimum or maximum length for your responses. For most questions, a single sentence or two does not provide enough detail generally. Longer responses are often easier to manage with an attachment (see above), however response length is not a substitute for clear, accurate, quality information. Assume the reader is unfamiliar with your organization and be sure to answer every question in each narrative.

Secondary Sponsors: Organizations may jointly initiate a request for an AmeriCorps NCCC team under a single Application. If you are submitting with a partner agency or ""Secondary Sponsor","" please include their information in the appropriate questions, locations and in the narrative responses. Please contact the AmeriCorps NCCC Regional Campus should you have further questions about jointly applying for a team.

24. **Executive Summary Narrative**

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

a. The mission of your organization.
b. A description of the proposed project output(s) and outcomes(s).
    i. 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.).
    ii. Outcomes discuss the impacts the work completed will have on the individuals or communities benefited by the 'team's project.
c. A description explaining the project and its tasks.
d. 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 **['project's anticipated outputs and outcomes].** AmeriCorps Members of the NCCC program will contribute to the goals of the project by performing activities such as **[tasks].** The project is expected to benefit **[describe how the community will benefit].** Members will gain **[describe what knowledge, skills and abilities Members will gain]** while serving on this project.

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.

25. **Need and Project Design Narrative**

Describe the unmet community need(s) you propose to address using AmeriCorps NCCC resources and the strategies that you plan to have the team implement. Please also include the information below for any Secondary Sponsors if applicable.

a. **Community Needs:** Describe the unmet community need(s) you propose to address using AmeriCorps NCCC resources. In doing so, please use supportive data (statistics, studies, etc.) and include:
    i. Overview of the community need(s).
    ii. How your organization is already addressing the need and what interventions/activities have been successful.
    iii. The role the project and AmeriCorps NCCC will play in addressing the community need(s). 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).
    iv. Describe the community being served to include geographic area, demographics and if those being served by the project are considered underserved.
    v. The community beneficiaries of the proposed project, i.e., who would benefit from the 'team's work?

b. **Service Tasks:** A specific description of the service tasks and activities the team will perform. Include the estimated size and scope of the tasks as this helps AmeriCorps NCCC staff better understand your request.

c. **Outputs and Outcomes:** Desired outputs and outcomes expected from the involvement of AmeriCorps NCCC and how they are related to the community need.
    i. 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.).

ii. Outcomes discuss the impacts the work completed will have on the individuals or communities benefited by the 'team's project.

d. **Project Work Plan:** Please provide a detailed work plan as a separate attachment. The project must engage the AmeriCorps NCCC team in service throughout the duration of the project, a minimum of 40 hours a week per member not including breaks for meals. The work plan is an essential part of demonstrating how the organization will provide the required hours of service and should include the following:

i. 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.
ii. Specific tasks to be accomplished. Details about how the tasks will be accomplished should be included as part of Section A in this narrative.
iii. Estimated amount of time in hours to complete each task.
iv. Please also indicate notable events, Member Development (Question 29) items, etc. in the calendar.

e. **Contingency Plans:** There can be some unforeseen circumstances that arise when you have a team serving with your organization for 3-13 weeks. It is important to make contingency plans to know how these will be addressed.

i. A priority list of tasks. This will be helpful for AmeriCorps NCCC supervision and if the team is called away to disaster before their service assignment is completed.
ii. Inclement Weather Plan: An inclement weather work plan that covers at least 25% of your proposed project dates that details alternative indoor work options. This may include service opportunities with other organizations such as eligible nonprofits, schools or local government agencies that have indoor work. Please note: the primary organization will continue to be responsible for ensuring each AmeriCorps NCCC member is able to complete 40-45 hours of work per week, not including breaks for meals. The inclement weather plan may be included in your work plan calendar, as long as inclement weather tasks are clearly differentiated from normal project tasks.
iii. Wish List: Create an additional list of tasks in the event the team completes the assigned work early or unexpected circumstances prevent implementation of the original plan.
iv. Light Duty List: Provide a list of tasks that can be completed if 1 or 2 members are on light duty restrictions. These should be tasks that require limited physical ability.

f. **Accessibility:** 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.

26. **Project Management and Training Narrative**

Members join the AmeriCorps NCCC program with various abilities, skills and backgrounds and are typically considered '""generalists""." Given that members have a wide range of skills 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. Include information about how you will help ensure a respectful/inclusive workplace where members will be able to learn and perform the tasks 'you've outlined to the best of their ability. Please also include the information below for any Secondary Sponsors if applicable.

a. **Pre-project Preparation:** Describe with anticipated time commitment any recommended readings, websites, paperwork or additional trainings you would like a team to receive prior to arriving onsite.

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.**

d. **Site Supervision:** If the team will have multiple supervisors, please discuss how that will look. Please describe if the supervision will vary based on the task, day of the week, time of day, or any other factors.

27. **Recruitment Narrative**

AmeriCorps NCCC strives to continually share our mission with others. 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. Please include details on how your organization can help connect or support such opportunities.
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. Please include details on how your organization can help connect or support such opportunities.

28. **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 their impact on 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 and Training section).

AmeriCorps NCCC uses the following definition of 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 social issues the project impacts, 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. Also, share information on how this connects to members continuing to develop as leaders through the project and beyond.

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, sharing future career opportunities, brown bag lunch discussions on working in the field of your organization, connecting the team to any AmeriCorps alumni you know of within your network, etc.)

29. **Strengthening Communities Narrative**

AmeriCorps NCCC is 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 (for example, other considerations apply to long-term disaster recovery projects). 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. Contact AmeriCorps NCCC staff with questions regarding your eligibility to continue to receive teams.

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

a. **Need for Continued Efforts:** If you have received a previous team(s) to perform similar tasks, please distinguish activities from past team(s) and/or discuss the need for continued efforts.

b. **Engaging More Volunteers:** If and how AmeriCorps NCCC will increase the 'organization's capacity to engage more volunteers. Please consider the following in your response:
   i. 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 AmeriCorps and national service participants)?
   ii. Describe opportunities for AmeriCorps NCCC members to assist with coordinating or leading volunteers.

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

d. **Reduction of NCCC Support:** 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.

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 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. **Hazards:** If you answered yes to Questions #18-21, please explain the hazards or conditions.
b. **Equipment Safety Concerns**: If AmeriCorps NCCC members will be utilizing tools or equipment, please describe safety concerns and how safety will be addressed during the project if not already included in your training plan.
c. **Environmental Concerns:** Any environmental conditions that might be present at any work site (poison ivy, allergens, extreme weather conditions, etc.).
d. **Immunizations**: Any recommended or required immunizations.
e. **Medical Facilities:** Identify local medical facilities, including address, telephone, hours of operation and distance from the project site and team lodging.
f. **Medical Emergencies:** Describe how medical emergencies would be handled during the project.
g. **Other Safety Considerations:** Any other safety considerations.

31. **Tools and Equipment Narrative**

In this section, please provide the following information:

a. **Community Provided Equipment:** Equipment and tools that your organization and community will provide for the AmeriCorps NCCC team to accomplish the project.
b. **Requested NCCC Equipment:** Equipment, tools and quantity requested from AmeriCorps NCCC to supplement what is available locally 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. **Location of Office Equipment:** Access to and location of fax, copy machine, internet/WIFI to the team for official team business and project- related purposes.
d. **Personal Protective Equipment:** Appropriate personal protective equipment (PPE); respirators, gloves, goggles, etc. should always be available to the team as needed. AmeriCorps NCCC staff and the project sponsor must ensure this availability. AmeriCorps NCCC can typically supply safety-toed boots, hard hats, safety glasses, basic work gloves and basic hearing protection. Specialized and/or additional PPE should be provided by your organization or community.

IMPORTANT NOTICES & ADDITIONAL ATTACHMENTS

The supporting materials requested below will help AmeriCorps NCCC 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 workday 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 the whole team at least 40 hours of service each week, not including breaks for meals.

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 can help support the high level of detail you have provided in 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 which includes important information regarding liability coverage, non-discrimination requirements and service project limitations. 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 staff that received the Project Concept Form. A directory of AmeriCorps staff contacts is located at the end of this document on page 23. Generally, Service Project Applications should be submitted at least four months prior to the anticipated 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 staff will notify you to discuss the next steps of the process. AmeriCorps NCCC has regional deadlines for Service Project Application submissions and are based on the dates for which you are requesting a team.

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. 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