



# 2020 – 2021 NYIC VISTA Host Site Application

To apply to be a **2020 - 2021 New York Immigration Coalition (NYIC) VISTA Host Site**, please fill out this form and then email it to [vista@nyic.org](mailto:vista@nyic.org) by **February 26, 2020**. NYIC VISTAs are [AmeriCorps VISTAs](#) who - through the NYIC - engage in full-time paraprofessional service for 12 months at a host organization, where they work on community outreach/education, communications, fundraising, program development and/or volunteer management projects for the purpose of building the host organization's capacity to provide immigrant/refugee-focused anti-poverty services. VISTAs do not provide direct services or directly engage in advocacy, census and civic engagement actions/activities. VISTAs also do not manage volunteers for advocacy, census or civic engagement actions/activities. NYIC VISTAs are supported with training and benefits (e.g., living allowance, healthcare allowance) by the NYIC and the Corporation for National and Community Service (CNCS). It is anticipated that most 2020 - 2021 NYIC VISTAs will serve between September 2020 and September 2021. NYIC Member organizations who host NYIC VISTAs will be charged a fee of \$6,000 if their annual budget is under \$500,000 and \$10,000 if their annual budget is \$500,000 or higher. Organizations that have annual budgets under \$250,000 can submit a request for a reduced host site fee (see the final page of this application). In order to be considered for hosting an NYIC VISTA, an organization needs to be a 501(c)3 nonprofit based in New York State and have active NYIC Membership (or submit an NYIC Member application/renewal) by February 26, 2020. Host sites must also have active NYIC Membership throughout the period that they are hosting an NYIC VISTA.

## APPLICANT INFO

Use this section to provide general information about your organization.

### Organization:

Name

### Mailing Address:

Street address, city, state, zip code

### EIN:

Employer Identification Number

### Staff Size:

Select one

- |   |   |
|---|---|
| <input type="radio"/> Volunteer-run       | <input type="radio"/> 7 – 10 staff members  |
| <input type="radio"/> 1 staff member      | <input type="radio"/> 11 – 15 staff members |
| <input type="radio"/> 2 - 3 staff members | <input type="radio"/> 16 – 20 staff members |
| <input type="radio"/> 4 - 6 staff members | <input type="radio"/> Over 20 staff members |

### 2019 - 2020 Operating Budget:

Select one

- \$0 - \$49,999
- \$50,000 - \$249,999
- \$250,000 - \$499,999
- \$500,000 - \$999,999
- \$1,000,000 or higher

# APPLICANT INFO

Use this section to provide general information about your organization.

## 1. Organization Mission Statement:

## 2. What regions of the world do the immigrants/refugees primarily served by your organization come from?

*Check all that apply.*

- |                                 |   |  |   |   |
|---------------------------------|---|--|---|---|
| <input type="checkbox"/> Africa | <input type="checkbox"/> Caribbean      | <input type="checkbox"/> Latin America | <input type="checkbox"/> Northern America | <input type="checkbox"/> South Asia     |
| <input type="checkbox"/> Asia   | <input type="checkbox"/> Eastern Europe | <input type="checkbox"/> Middle East   | <input type="checkbox"/> Oceanic          | <input type="checkbox"/> Western Europe |

## 3. What geographic areas in New York State does your organization serve?

*(e.g., regions, counties, cities, towns, neighborhoods)*

## 4. Please describe how your organization engaged in the NYIC's work during 2019.

*(e.g., participated in NYIC-led collaborative/roundtable groups, rallies/marches, legal service trainings, Immigration Navigator trainings, Key to the City events, press conferences, the NYIC Gala)*

## WORKING WITH AN NYIC VISTA

Use this section to provide information on the immigrant/refugee anti-poverty programs that your organization currently runs; how an NYIC VISTA would help your organization build capacity for immigrant/refugee anti-poverty services; how your organization would ensure that an NYIC VISTA's capacity-building work is sustained after the NYIC VISTA's term of service ends; how your organization would support an NYIC VISTA in having a positive service experience; and who from your organization would supervise an NYIC VISTA.

**1. Please describe the immigrant/refugee anti-poverty programs/services that your organization runs.**

*(immigrant-focused anti-poverty programs and services include but are not limited to legal services, ESL classes, Know Your Rights workshops, health services, and employment/career services)*

**2. How can an NYIC VISTA support your organization in building capacity for one or more of its anti-poverty programs? How would this increased capacity support the anti-poverty program(s) in increasing its scale (serving more people), increasing its effectiveness (improving the outcomes it produces) and/or increasing its efficiency (delivering the same results but with less organizational capacity/resources)?**

*NYIC VISTAs can work on community outreach/education, communications, fundraising, program design/development and volunteer management projects. They cannot provide direct services or directly engage in advocacy, census and civic engagement actions/activities. They also should not be managing volunteers for advocacy, census and civic engagement actions/activities.*

- 3. What steps can your organization take to ensure that the capacity that an NYIC VISTA helps build for your organization can be sustained past the NYIC VISTA's term of service?**

*VISTAs are meant to be short-term capacity-building resources, similar in some ways to consultants.*

- 4. Please share all of the ways that your organization can support an NYIC VISTA in having a positive, productive and educational experience at your office.**

*(e.g., supervision, one-on-one's, resources, professional development, supplemental benefits)*

- 5. Please list the name, title and contact information of the person who would supervise the NYIC VISTA at your organization.**

## ANTI-POVERTY PERFORMANCE MEASURES

Use this section to establish **one set** of Anti-Poverty Performance Measures for a direct service program that your organization runs. These performance measures are intended to show an example of the impact that your organization has around anti-poverty. The service that you choose to use, should be something that the VISTA would directly or indirectly build capacity for (e.g., by fundraising).

1. Check the box next to the Anti-Poverty Focus Area that you would like your NYIC VISTA to support with capacity-building projects.
2. Create Target Numbers (#'s) for the selected Anti-Poverty Focus Area's Output (i.e., a direct service that your organization is providing to community members) and Outcome (i.e., the impact of the direct service that your organization is providing to community members). The people being counted for the Outcome number come from the group of people who were originally counted in the Output number. Therefore the Outcome number must either be equal to or less than the Output number (e.g., if 10 people are connected to immigration legal services then at most 10 people can be identified as eligible for immigration benefits/relief);
3. If you select "Other" as the Anti-Poverty Focus Area, define what the Focus Area's Output and Outcome Performances Measures will be, and what the Target #'s will be for those performance measures.

Select **one** Anti-Poverty Focus Area and establish Target #'s for its Performance Measures. If you select "Other", write in the Performance Measure Output and Outcome.



Anti-Poverty Focus Area	Performance Measures	Target #'s for Performance Measures
Legal Services	<b>Output:</b> # of community members who are connected to legal services (e.g., screenings, consultations)	<b>Output Target #:</b>
	<b>Outcome:</b> # of community members who are identified as eligible for legal benefits/relief	<b>Outcome Target #:</b>



Anti-Poverty Focus Area	Performance Measures	Target #'s for Performance Measures
ESL/ESOL Classes	<b>Output:</b> # of community members who are engaged in ESL/ESOL classes	<b>Output Target #:</b>
	<b>Outcome:</b> # of community members who report that their ability to speak English has improved	<b>Outcome Target #:</b>



Anti-Poverty Focus Area	Performance Measures	Target #'s for Performance Measures
Health	<b>Output:</b> # of community members who are enrolled in health insurance	<b>Output Target #:</b>
	<b>Outcome:</b> # of community members who are provided with health services	<b>Outcome Target #:</b>



Anti-Poverty Focus Area	Performance Measures	Target #'s for Performance Measures
Employment	<b>Output:</b> # of community members who are provided with job readiness/career services	<b>Output Target #:</b>
	<b>Outcome:</b> # of community members who secure employment	<b>Outcome Target #:</b>



Anti-Poverty Focus Area	Performance Measures	Target #'s for Performance Measures
Youth	<b>Output:</b> # of high school community members who are provided with tutoring services	<b>Output Target #:</b>
	<b>Outcome:</b> # of high school community members who graduate high school	<b>Outcome Target #:</b>



Anti-Poverty Focus Area	Performance Measures	Target #'s for Performance Measures
Other	<b>Output:</b> # of community members who	<b>Output Target #:</b>
	<b>Outcome:</b> # of community members who	<b>Outcome Target #:</b>

# NYIC VISTA CAPACITY-BUILDING PERFORMANCE MEASURES

Please use this section to identify what types of Capacity-Building Focus Areas you would want an NYIC VISTA to work on and what the performance measures would be for those focus areas. The Capacity-Building Focus Areas that your NYIC VISTA works on should directly or indirectly support your organization in achieving the Anti-Poverty Performance Measure goals that you established in the previous section.

**1. Please check what types of Capacity-Building Focus Areas you would want your NYIC VISTA to work on.**

*You may select as many focus areas as desired, but it is strongly recommended that you limit your selection to one or two, in an effort to not overstretch the NYIC VISTA's capacity.*

- Community Outreach/Education (e.g., outreach, workshops/presentations, partner org recruitment)
- Communications (e.g., social media, website management, mass mailings/newsletters)
- Fundraising (e.g., fundraising events, grant applications, donor mailings)
- Program Development (e.g., program creation/enhancement, coordination, resources, evaluation)
- Volunteer Management (e.g., volunteer recruitment, training and coordination)

**2. Please draft a bullet-pointed job description for the NYIC VISTA position. Align the job description with the Capacity-Building Focus Areas (i.e., community outreach/education, communications, fundraising, program development, volunteer management) that you selected above.**

*Please include key benchmarks (e.g., metrics, dates) in the job description whenever possible.*

**3. Please create target numbers (#'s) for the Outputs and Outcomes for each Capacity-Building Focus Area that you selected on the previous page.**

**Only enter target #'s for the Capacity-Building Focus Areas that you selected on the previous page.** When filling out a focus area chart, if you come across an individual output or outcome that you don't want the NYIC VISTA to work on/support, please write "0" for that output/outcome. If your organization is selected to be an NYIC VISTA Host Site, there will be an opportunity to revisit these target numbers before they are finalized.

**Community Outreach/Education Focus**

<b>Outputs &amp; Outcomes</b>	<b>Performance Measure</b>	<b>Target #</b>
<b>Outputs</b>	# of presentations/workshops facilitated to inform community members about issues, programs, services and/or resources	
	# of educational resources (e.g., one-pagers, guides) developed to inform community members about issues	
	# of promotional materials (e.g., flyers, posters) developed to inform community members about events and/or programs/services	
	# of unique organizations contacted about partnering with the host site on programmatic work	
<b>Outcome</b>	# of community members who attended the presentations/workshops that the VISTA facilitated	
	# of community members engaged in the events, programs and services that the VISTA supported outreach for	
	# of new partner organizations	

**Communications Focus**

<b>Outputs &amp; Outcomes</b>	<b>Performance Measure</b>	<b>Target #</b>
<b>Outputs</b>	# of posts made on social media accounts	
	# of promotional materials (e.g., flyers, posters) developed	
	# of mass mailings/newsletters written/edited and published	
	# of press releases written/edited and published	
	# of host site website updates (e.g., articles, attachments) made	
	# of events/activities photographed/filmed	
<b>Outcome</b>	# of new individuals following the host site on social media	
	# of host site website page hits	
	# of mentions of host site in external media (not including social media)	



**Fundraising Focus**

<b>Outputs &amp; Outcomes</b>	<b>Performance Measure</b>	<b>Target #</b>
<b>Outputs</b>	# of grant opportunities researched	
	# of letters of inquiry developed and submitted	
	# of grant applications developed and submitted	
	# of fundraising events planned and held	
	# of online donor mass mailings (e-blasts) developed and sent out	
	# of print donor mass mailings developed and sent out	
<b>Outcome</b>	# of grants – that the VISTA supported the letter of inquiry and/or grant application for – that are awarded	
	# of donors that gave money in response to VISTA-supported fundraising activities	
	# of dollars raised by all of the fundraising activities supported by the VISTA	
	# of in-kind dollars raised by the VISTA's development work	

**Program Management Focus**

<b>Outputs &amp; Outcomes</b>	<b>Performance Measure</b>	<b>Target #</b>
<b>Outputs</b>	# of new programs developed	
	# of existing programs that new systems or practices were developed for	
	# of program events or sessions coordinated	
	# of educational resources (e.g., one-pagers, toolkit) developed for programs	
	# of educational modules (i.e., workshop scripts) developed for programs	
	# of promotional materials (e.g., flyer, palm card) developed for programs/services	
	# of program/service evaluation tools/practices developed	
<b>Outcome</b>	# of unique community members that benefitted from the programs that the VISTA helped develop/coordinate	
	# of staff members who report that the VISTA's program development/coordination work supported the host site in improving its support of community members	

**Volunteer Management Focus**

Outputs & Outcomes	Performance Measure	Target #
<b>Outputs</b>	# of volunteers recruited (volunteers directly recruited by the VISTA who engage in service under the VISTA)	
	# of service hours that recruited volunteers were engaged in	
	# of volunteers managed (volunteers previously recruited by host site who engage in service under the VISTA)	
	# of service hours that managed volunteers were engaged in	
	# of volunteers trained	
	# of new volunteer management practices developed	
	# of volunteer appreciation parties held	
<b>Outcome</b>	# of volunteers engaged in 10 or more hours of service	
	# of unique community members that received service from the volunteers	
	# of unique services that were provided/supported by the volunteers	

**SIGNATURES**

Please have the application’s primary point person and your organization’s Executive Director fill out and sign the following section as verification that the information contained in this application is correct and accurately represents your organization’s vision for engaging and supporting an NYC VISTA.

<b>Application Point Person</b>	<b>Executive Director</b>
Name <input type="text"/>	Name <input type="text"/>
Email <input type="text"/>	Email <input type="text"/>
Phone Number <input type="text"/>	Phone Number <input type="text"/>
Signature <input type="text"/>	Signature <input type="text"/>
Date of Signature <input type="text"/>	Date of Signature <input type="text"/>

## HOST SITE FEE REDUCTION REQUEST (OPTIONAL)

If your organization has a general operating budget under \$250,000, it may request a reduction of the NYIC VISTA host site fee using this page. NYIC Member organizations who host NYIC VISTAs are normally charged a fee of \$6,000 if their annual budget is under \$500,000 and \$10,000 if their annual budget is \$500,000 or higher.

**1. Provide a simple itemized overview of your organization's general operating budget.**

*If it is easier, you may also email a spreadsheet of your organization's budget to [kgrady@nyic.org](mailto:kgrady@nyic.org).*

**2. Why would it be challenging for your organization to pay the full NYIC VISTA host site fee?**

**3. How much of the NYIC VISTA host site fee can your organization commit to paying?**