**Application Overview**

Thank you for your interest in being part of GrizzlyCorps. We are looking to partner with organizations throughout California to host a total of 35 AmeriCorps Members from September 2022 to August 2023. As a Placement Site, you will have a unique opportunity to support and mentor developing professionals as they begin their careers.

This application is for GrizzlyCorps project partner proposals for the 2022-2023 service year. Your application will help GrizzlyCorps staff understand your project, confirm that it aligns with our programmatic priorities, and ensure your project is eligible for GrizzlyCorps support. Completion of the application form does not ensure you a placement or obligate you to participate.

**Documents Required for Application:**1. Placement Site Application (the Airtable form found on the GrizzlyCorps website)
2. Resumes for Site Supervisors and Member Supervisors listed on this application (unless contacts have stayed the same for returning sites).

**NOTE:** *Since the GrizzlyCorps application form will not allow you to save your progress, please consider using this document to view the whole application and write answers to the short essay questions and then copying them onto the form when you are ready to submit. Additionally, for returning partners, some questions are conditional and may not appear on the form to reduce repetitive information.*

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**Process**

1. Complete and submit the application form on the GrizzlyCorps website (<grizzlycorps.org/partners>). If you have any questions about completing the application please email grizzlycorps@berkeley.edu.
2. You will receive a confirmation that your application has been received. We will follow up if we have any questions or need additional information.
3. Successful applications will be notified by March 31, 2022. If you have questions about the status of your application, please email grizzlycorps@berkeley.edu.
4. Successful host applicants are required to interview member applicants and will be involved in the final selection.
5. You are not obligated to host a member until your agency/organization and GrizzlyCorps confirm a mutual understanding of the project and complete a “Service Agreement” (MOU). This Service Agreement will outline mutual roles, expectations, responsibilities, and terms of payment.
6. Once the Service Agreement is signed by both parties, key staff involved in your project will complete a “Pre-Service Capacity Assessment” survey (GrizzlyCorps staff will review this process with you if your application is successful).
7. The Site Supervisor identified in the application will participate in a three part Pre-Service Project Partner Orientation webinar series (total of 3 hours) and will make all necessary preparations for member’s arrival.

IMPORTANT: GrizzlyCorps Members are not employees of GrizzlyCorps Placement Sites and should not be treated as such. They should not perform administrative functions. GrizzlyCorps Members must serve a unique role in your organization and must be focused on meeting a critical unmet community need. Placement Sites are not allowed to replace an existing employee with a GrizzlyCorps member.

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**Placement Site Information**

1. \*Has your organization hosted a GrizzlyCorps Fellow(s) before? (Yes/No)
2. For returning sites: Is your organizational information the same as before? (Yes/No)
3. \*Has your organization hosted an AmeriCorps Fellow before (not including a GrizzlyCorps fellow)? (Yes/No)
4. \*Placement Site Name: This is the name GrizzlyCorps will use in regular correspondence
5. Contracting Organization Name: Please list the organization with which GrizzlyCorps will complete contracting. If multiple organizations/agencies are involved please list them all.
6. Physical address: Location where Fellow will be placed.
7. Mailing Address: If different from physical address.
8. \*Organization’s website
9. GrizzlyCorps communication
	1. Have you ever discussed the program with GrizzlyCorps staff? (Yes/No)
	2. Have GrizzlyCorps staff visited your proposed Placement Site? (Yes/No)

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**Organizational Contacts**

1. For returning sites: Are all of your contacts the same as before? (Yes/No)
2. \*Can we add your contacts to the quarterly GrizzlyCorps Newsletter distributions list? (Yes/No)
3. \*Project Contact (First & Last Name, Position, Email, Phone Number)
	1. *The person who submitted this application and who we will work with to get the project set up*
4. \*Member Supervisor (First & Last Name, Position, Email, Phone Number, Resume)
	1. *The person who will directly supervise the Member(s). This may be the same individual as the Site Supervisor (see description below).*
5. \*Site Supervisor (First & Last Name, Position, Email, Phone Number, Resume)
	1. *Responsible for overall Placement Site, Member Supervisor, and general program compliance. The Site Supervisor may not necessarily have daily contact with members, but is ultimately responsible for all program requirements, including the timely submission of paperwork by Members.*
	2. GrizzlyCorps is committed to nurturing the next generation of sustainability leaders by providing a strong professional development experience for Members. A critical part of that experience is placing Members under the guidance of a Site Supervisor who can help them learn, grow, and benefit from exposure to their host organization and network.
	3. Hosts may have local partners take a role in supervision, but as the host organization you are agreeing to identify one Supervisor for the Member(s) during the 11-month service year. Supervisor responsibilities include:
		1. Completing an initial and closing assessment of the Member’s performance
		2. Supporting the Member’s professional goals
		3. Conducting weekly check-ins with the Member
		4. General oversight of the Member’s project work
		5. Serving as a bridge between GrizzlyCorps and the host organization
6. \*Billing Contact (First & Last Name, Position, Email, Phone Number)
	1. *The person who will process payments.*

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**Project Description and Goals**

1. \*Overall Project Title (to be used on the GrizzlyCorps website)
	1. This is not the name of the position, but a descriptive project title that captures the intent or focus of what the Member(s) will be doing (such as Healthy Soils Outreach and Assessment’ Research to Extension Continuum: Building Forest Resilience on Private Lands; Messaging Regenerative Agriculture).
2. \*Overall Needs and Goals
	1. GrizzlyCorps’ purpose and goal are to build the capacity of local community resilience, increase carbon sequestration and reduce carbon emissions through research, planning, outreach and implementation projects.
	2. Please provide a brief description (no more than 400 words) of your project(s). The description should include 1-2 sentences on each of the following:
		1. Organizational background, as it relates to this proposal;
		2. What a day in the life of a Fellow may look like;
		3. The environmental challenge the work will address;
		4. And how the Member’s service will promote GrizzlyCorps’ purpose and goals.
	3. The description should be as compelling and appealing as possible to entice Members applying for the program. This will be used on our website for the descriptions Members see when applying.

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**Organizational and Community Highlights and Logistics**

1. \*Organizational and Community Highlights
	1. Many of our candidates are recent college graduates and/or are considering service in a community or state they have never lived in before. Additionally, if your organization is in a less familiar region of California, candidates may not know much about your community. In order to help our candidates understand and appreciate your organization and community culture, we would like to ask you to provide some insights into what it’s like to work in your organization and live in your community.
	2. Please provide a brief description (no more than 400 words) touching on; the workplace culture and environment; what about serving with your organization will be a good professional development experience; and what about your community makes it an interesting place to live and work.
	3. As with other sections we will use this information to craft the overall placement description, and your response in this section can really help potential candidates get excited about working with you and living in your community.
2. Housing (optional)
	1. *Some partners may be able to provide housing. If housing can be provided, please describe the accommodations, whether cooking facilities are included, whether the accommodations are shared or private, and the monthly cost.*
3. \*Transportation
	1. Will the Member need to use their personal car to do their work? (Yes/No)
	2. Will the Member need a car to get around in your community? (Yes/No)
	3. Can your organization make a car available for work purposes? (Yes/No)
4. Will you have suitable and dedicated workspace (desk, cubicle, appropriate office technology, shared office etc.) for your Member(s)? (Yes/No)
	1. If no, please specify what is unavailable.
5. Additional Fellow Resources (optional): GrizzlyCorps Fellows receive a small stipend due to the constraints of AmeriCorps. Any non-monetary resources our host sites can provide to Fellows can make a significant difference. Please identify any additional resources (e.g. parking passes, transit subsidies, travel reimbursements, equipment and gear, etc.) that you may be able to contribute. Please note that neither GrizzlyCorps nor host sites may provide additional financial stipends or hourly pay to the Fellow(s).

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**Capacity Building Project Details**

GrizzlyCorps’ purpose and goal are to build capacity for organizations that work towards community resilience and climate action. It is important that GrizzlyCorps Fellows are not used to “sustain” ongoing projects or initiatives. Rather, they must build new capacity for the organizations benefiting from service. This can include increased resources, new products and activities, or new organizational capacity.

Project Descriptions

In this section, describe the specific projects and recipients of Fellows’ service. Each Fellow must work on 1-6 capacity building projects for eligible service recipients. Each project should provide recipients with needed resources (e.g. research reports, plans, implementation activities, or stakeholder networks) that help address the challenges and needs you outlined above.
The capacity building projects can be discrete components of larger initiatives or programs (e.g., Project 1: Climate Action Plan - Community Engagement, Project 2: Climate Action Plan - Data Analysis), or can be the service recipient (e.g., City of Redding or Public Works Department). If your proposal describes one project supporting multiple agencies (e.g., a planning process for several cities at once), you only need to describe one project below.

1. \*Please provide a brief description (no more than 400 words) of one or more capacity building projects for specific agencies, departments, or program initiatives. For each project identified, please describe the following:
	1. Specific agency (or agencies served);
	2. Role of Fellow in project;
	3. Desired project outcomes in terms of resources developed (e.g., proposals, reports, presentations, networks, etc.); and
	4. How these resources will help increase the agency's capacity to address resilience challenges described above
2. \*For returning sites: It is important that GrizzlyCorps Fellows continue to build new capacity for the organizations they serve. Please provide a brief description (no more than 200 words) of how the projects described above address a different capacity need, are distinct from prior year’s activities, and do not simply sustain activities started by previous GrizzlyCorps Fellows.

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**Project Categories**

The following section includes a list of activities and topics that will categorize your project and help establish a project profile. We will use this project categorization to 1) match projects more closely with applicants' interests , and 2) rank project applications in accordance with our programmatic priorities.

1. \*What kinds of activities will the members focus on? Can be a mix of some or all types below. Enter zero if none in a given section.
	1. Note: Total should be equal to 100. For example; 50% research, 0% planning, 50% implementation, 0% education/outreach, and 0% other.
		1. Research:
		2. Planning:
		3. Implementation:
		4. Education & Outreach:
		5. Other (explain):
2. \*General Project Areas (check all that apply):
	1. Climate Mitigation & Adaptation
	2. Ecological Forestry
	3. Regenerative Agriculture
	4. Watershed Management
	5. Fire Preparedness & Management
	6. Education & Outreach
	7. Food Systems
	8. Other Project Areas:

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**Desired Member Skills and Support for Members**

1. \*In order to best identify the Member(s) who will be most successful in your project, we ask you to identify the most important traits or skills you hope your Member(s) will have. Please provide a brief description (no more than 200 words) of the most important traits, skills, or physical abilities you would like to see in a Member. *Note: our primary Member applicant demographic is recent college graduates. We may not be able to accommodate a need for advanced degrees or highly technical skills. This description will be used on our website in conjunction with the project description, for Members to view when applying to the program.*
	1. How many fellows do you want to bring on for this project(s)?
	2. Desired Academic Background and Knowledge
	3. Primary Skills (identify 3)
	4. Secondary Skills (identify 3)
	5. Primary Desired Training
		1. *If GrizzlyCorps is able to provide some substantive training, what would be most helpful?*
2. \*GrizzlyCorps seeks to partner with organizations and agencies that commit to promoting diversity, equity, inclusion and justice. How does your organization cultivate a culture of belonging? (no more than 150 words)

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**Fiscal Contribution**

AmeriCorps programs are funded in part by the Corporation for National and Community Service, and in part by participating host organizations and donations. Receiving GrizzlyCorps support requires a fiscal contribution; public agencies or third parties can provide that fiscal contribution. Rates for GrizzlyCorps support are all-inclusive (e.g., covers workers compensation, liability insurance, workplace costs, member personnel benefits, job travel support, etc.); and is based solely on project work.

To proceed with GrizzlyCorps services, we require completion of a signed Service Agreement (MOU). Service Agreement must be received prior to the start of GrizzlyCorps member’s service. The cost of service will be paid monthly or quarterly throughout the term of service.

1. \*The full fiscal contribution for each member for 11 months is $20,000. For each member requested, is the organization able to contract for a GrizzlyCorps Member at this cost level? (Yes/No)
2. If this cost would preclude having a GrizzlyCorps Member, please state what fiscal contribution is possible.
3. If you are not able to meet the fiscal contribution in cash but would like be considered for approval of in-kind contribution please state what in-kind contributions your agency would be able to offer.
4. Please list known sources for fiscal contributions. If sources are not yet known, please indicate potential sources and expected time frame for securing funding.

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**AmeriCorps Restrictions**

1. \*Contracted and Unallowable Activities \* - As a federally funded program, GrizzlyCorps Fellows are only allowed to work on contracted activities, are not allowed to engage in fundraising, and are prohibited from engaging in certain activities. Please review the list of restrictions on Fellow activities at <https://www.grizzlycorps.org/_files/ugd/d6e793_66d9aa1d2788418fafbcb7389420fd6f.pdf>. Once you have reviewed this list, please indicate that you understand these restrictions and agree that Fellows will only engage in allowable activities during implementation of your project scope.