



# Host a MAVA VISTA Request for Proposals 2018-2019



## Overview

The Minnesota Association for Volunteer Administration (MAVA), in partnership with the Corporation for National and Community Service (CNCS), seeks applicants for AmeriCorps VISTA projects in 2018-2019. **By partnering with MAVA to host a VISTA project, your organization can develop, expand, or improve volunteer programming that delivers essential anti-poverty services in Minnesota communities.**

MAVA VISTA projects focus on building capacity for volunteer programming in the areas of economic opportunity, education, and healthy futures. The VISTA project provides your organization with the time and start-up investment to build a foundation for sustainable volunteer program growth. A typical project is renewed for three years.

The MAVA VISTA program provides your organization with the opportunity to host a full-time AmeriCorps VISTA member to implement your project goals. MAVA also provides training and technical assistance to you and the VISTA member throughout the project. Your organization provides onsite supervision of the VISTA member and day-to-day project management.

**We invite your organization to participate in this annual competitive selection process.**

## Timeline\*

VISTA project applications due.....	<b>February 9</b>
Sites notified of selection decisions.....	<b>February 19</b>
Site supervisors attend one full-day training .....	<b>March 2 or 9</b>
Sites submit detailed project plan, VISTA Assignment Description (VAD), & Service Opportunity Listing.....	<b>March 26</b>
Sites submit signed VISTA host agreement to MAVA.....	<b>May 31st</b>
Sites recruit and select VISTA member(s).....	<b>April through May</b>
VISTAs approved by MAVA and CNCS State Office.....	<b>June 1</b>
VISTAs begin their year of service at your site.....	<b>August 3</b>

**\*Dates are subject to change**, and events on the timeline are contingent upon final decisions from CNCS regarding award of AmeriCorps VISTA resources

Contact Krista Eichhorst, Services and Operations Manager at MAVA, with any questions about the program, project ideas, or application process via email ([office@mavanetwork.org](mailto:office@mavanetwork.org)) or phone (651-493-7724).

### AmeriCorps VISTA

AmeriCorps VISTA (Volunteers In Service To America) is a federally funded national community service program. Its mission is to build sustainable organizational capacity for bringing individuals and communities out of poverty. VISTA members dedicate a year of full-time service to the community in exchange for a living allowance set at the poverty level, health care allowance, training, and the choice of an end-of-service education award (\$5,920) or stipend (\$1,800). VISTA members typically serve 40 hours per week and should be available for weekend or evening project needs as necessary. However, VISTA members may also hold part-time employment or attend school part-time with the approval of their site. For more info about AmeriCorps VISTA, visit <https://www.nationalservice.gov/vista>.

### Minnesota Association for Volunteer Administration

MAVA connects, educates, strengthens and advocates for volunteer engagement leaders and their organizations to positively impact communities. Since 2001, our organization has provided opportunities for networking, the exchange of ideas and information, original research in the field, volunteer advocacy, and resources to build capacity across the state, including our AmeriCorps VISTA program. MAVA members are connected with over 600 peers from around the state and have the opportunity to engage in leadership roles, earn certification in volunteer leadership and lend a voice to issues in the field of volunteer engagement. For more info about MAVA, visit [www.mavanetwork.org](http://www.mavanetwork.org).

### MAVA VISTA Program

The MAVA VISTA program focuses on building volunteer program capacity across Minnesota to deliver anti-poverty services in the areas of economic opportunity, education, and healthy futures. Our VISTA members develop new volunteer programs and expand or improve existing volunteer programs.

MAVA works with host sites to develop strong VISTA projects and provides training and ongoing support to VISTA supervisors during the VISTA recruitment and onboarding processes and throughout the service year. We provide VISTA members with monthly training, peer support from a VISTA Leader, a complimentary MAVA membership for their term of service, and professional development opportunities including free participation in MAVA's Volunteer Impact Leadership Training Series. For more info about the MAVA VISTA program, visit [www.mavanetwork.org/hostvista](http://www.mavanetwork.org/hostvista).

### MAVA VISTA Projects

MAVA's VISTA program goals are to:

1. Expand your organization's capacity to serve more people, offer additional types of services, and/or provide higher quality of service through volunteers
2. Increase your volunteer program's effectiveness and efficiency in serving low income communities by implementing volunteer management best practices

MAVA VISTA projects focus on:

- Supporting community-driven efforts to **end poverty**
- **Capacity building** by strengthening volunteer program infrastructure, expanding community partnerships, and developing sustainable resources
- **Involving the community** impacted by volunteer programming in the development and implementation of the project
- Creating **sustainable solutions** to eliminate the need for VISTA members after three years

MAVA VISTA projects must report on the following AmeriCorps VISTA performance measures:

- **Implementation of three or more effective volunteer management practices** through a volunteer program pre- and post-assessment provided by MAVA
- **Number & hours of volunteers** recruited (new to the organization) OR managed (in place before beginning the VISTA project)

- **One anti-poverty output and outcome** in the areas of economic opportunity, education, or healthy futures

For more info about performance measures, visit: [www.nationalservice.gov/resources/performance-measurement/vista](http://www.nationalservice.gov/resources/performance-measurement/vista)

Examples of potential MAV A VISTA projects:

- Develop a mobile food shelf program that utilizes skills-based and short-term volunteers
- Research and implement an evaluation and reporting system for the volunteer department to better meet volunteer needs and improve programming
- Plan and implement sustainable volunteer recruitment and retention processes to increase the organization's capacity to serve more low income clients

### **VISTA Member Roles**

VISTA members focus on capacity building rather than direct service. For example, a VISTA member would develop volunteer program infrastructure to recruit and train volunteers to tutor students in reading instead of personally tutoring a student in reading.

Other examples of capacity building activities include:

- Designing logic models and strategic plans for new or expanded volunteer programming
- Conducting a community assessment to determine the needs, opportunities, and challenges with developing and expanding volunteer programming
- Writing volunteer assignment descriptions
- Developing volunteer curriculum and program resources
- Building recruitment partnerships in the community
- Conducting outreach to involve new populations of volunteers, utilize volunteers in new roles, or deliver new services through volunteers
- Creating volunteer recruitment plans and materials
- Developing tools for tracking and evaluating volunteer programming
- Securing resources for volunteer programming through fundraising, grant writing, or in-kind donations
- Developing volunteer training and orientation

VISTA members can't replace existing paid staff so MAV A only accepts projects from organizations that have a staff person in place to manage volunteers.

### **Host Site Requirements**

#### **Project Planning**

Host sites are expected to work with MAV A to develop a clear project plan with measurable results and a VISTA Assignment Description (VAD). These documents must be approved by CNCS.

#### **Project Management**

VISTA host sites will oversee the day-to-day management of the project, including direct supervision of VISTA members, reporting and evaluation, and ensuring VISTA members have adequate resources and onsite support. Host sites are also responsible for providing the necessary administrative support to design and complete the goals and objectives of the VISTA project and ensure sustainability.

#### **Sustainability**

Host organizations must ensure that the VISTA project is developed with a goal to phase out the need for VISTA members and strengthen the ability of the project to continue without them.

### **VISTA Member Supervision**

Supervisor involvement is the most important factor for a successful VISTA placement. Expect that the VISTA supervisor will spend an average of 10-15 hours per month supervising each VISTA member and more time during the first month of service. *Please take this into careful consideration when choosing a staff member for the VISTA supervisor position.*

Supervisors must make time to meet regularly with VISTA members to provide support, feedback, guidance, training, and mentoring and to assess progress toward project goals. Site supervisors are required to attend two in-person VISTA trainings per year. Site supervisors are also required to complete mid-year and end-of-year evaluations for the VISTA member.

### **VISTA Member Recruitment and Selection**

Sites are expected to take the lead in recruiting, interviewing, and checking references for VISTA applicants. MAVA and the VISTA Leader will assist you in this process and will conduct general statewide recruitment. However, the primary responsibility for filling the VISTA position rests with the host site.

### **VISTA Member Training**

Host sites must arrange for initial onsite training when the VISTA member starts and provide ongoing training throughout the year. Sites must also allow VISTA members to attend monthly MAVA VISTA trainings. Additionally, sites should provide \$150 for the VISTA to use for professional development. MAVA will pay the registration fee for VISTA members to attend key MAVA trainings. Host sites are responsible for covering mileage to/from approved training events.

### **VISTA Work Space**

Host sites are expected to provide a comfortable and welcoming work environment, including reasonable office space, use of a computer, phone, and email access comparable to that of paid staff. Host sites are also expected to provide mileage reimbursement to VISTA members for project-related travel (does not include daily commute).

### **Project evaluation and progress reporting**

Host sites must be able to track and report on quantifiable measures of the project's impact. Site supervisors (with input from VISTA members) are required to complete five formal online progress reports per year (four quarterly reports and a July report) to share progress on project goals and impact.

### **Cost Share Payment**

As part of the host site's agreement to host a VISTA member, the host agency commits to making a cost share payment to MAVA. This cost share will be used to offset a portion of MAVA's expenditures for the VISTA program. Host sites have the option of contributing a partial cost share of \$4,000 or a full cost share of \$12,312, based on the size of their organizational budget. Organizations willing and able to pay the full cost share of \$12,312 will be given priority consideration during the application process.

### **Eligibility**

Nonprofits, government agencies, schools, and faith-based organizations utilizing volunteers to deliver anti-poverty services in Minnesota in the areas of economic opportunity, education, and healthy futures are eligible for MAVA VISTA resources. Certified Service Enterprises and organizations that have already completed Service Enterprise training are welcome to apply. **We encourage organizations that serve Greater Minnesota, low income youth, and communities impacted by the opioid crisis to apply.**

**Selection Criteria**

Applications will be judged in a competitive selection process against the following criteria:

<b>Category</b>	<b>Weight</b>	<b>Details</b>
<p>Organizational Capacity:</p> <ul style="list-style-type: none"> <li>- Organization information</li> <li>- Contact information</li> <li>- Participation in National Service Programs</li> <li>- Organization description</li> <li>- Project management and supervision</li> </ul>	<p>25%</p>	<ul style="list-style-type: none"> <li>• Organization’s mission and current programming fit with the proposed VISTA project</li> <li>• Organization is capable of providing the necessary level of support for a successful VISTA project</li> <li>• Narrative demonstrates the organization can provide an appropriate work environment for a VISTA member</li> <li>• Narrative demonstrates that the organization has a plan for providing ample supervision and support for both the VISTA and the project as a whole</li> <li>• Staff member identified to directly supervise the VISTA member and manage the VISTA project, will be able to dedicate 10-15 hours a month at minimum to project management/supervision, and is qualified and prepared to provide adequate supervision and support</li> <li>• Narrative demonstrates organization has a plan for project management and onsite supervision and support that will provide an attractive service opportunity for a VISTA member</li> </ul>
<p>Project Concept:</p> <ul style="list-style-type: none"> <li>- Summary of request</li> <li>- Need statement</li> <li>- Project vision</li> <li>- Community involvement</li> <li>- Goal statement</li> <li>- Capacity-building focus</li> <li>- Capacity-building results</li> <li>- Capacity-building activities</li> <li>- Programming interventions</li> </ul>	<p>55%</p>	<ul style="list-style-type: none"> <li>• Project supports the MAVVA and AmeriCorps VISTA missions and goals, specifically as they relate to expanding volunteer capacity and the elimination of poverty</li> <li>• Project concept is innovative with a compelling vision</li> <li>• Target population has indicators of poverty</li> <li>• Narrative demonstrates the need for VISTA resources to expand capacity to serve target population</li> <li>• Project concept is thought-out with clearly defined goals, objectives, and strategies</li> <li>• Narrative demonstrates an ambitious but manageable plan for utilizing a full-time VISTA member to build the host site’s capacity to be more effective, more efficient and/or expand services</li> <li>• Narrative demonstrates a realistic plan to make the project sustainable within three years</li> <li>• Narrative demonstrates a plan for community involvement that will give the target community a role to play in decision-making and long-term sustainability of the project</li> </ul>

		<ul style="list-style-type: none"> <li>• Project involves appropriate capacity-building activities (i.e. not direct service, not replacing a staff role, sustainable)</li> </ul>
Performance Measures: - Capacity-building - Anti-poverty	20%	<ul style="list-style-type: none"> <li>• Application demonstrates that the project will have measurable outputs and outcomes that align both with MAVVA VISTA goals and with the project concept described in the narratives</li> </ul>
Additional Consideration: -Financial capacity -MAVA relationship -Population served	Priority consideration	<ul style="list-style-type: none"> <li>• Organizations that can pay full cost share amount of \$12,312</li> <li>• Organizations that are current MAVVA members</li> <li>• Organizations that serve Greater Minnesota, low-income youth, or communities impacted by the opioid crisis</li> </ul>

**Application Process**

Prior to submitting a new project application, you are required to participate in one informational webinar about partnering with MAVVA to host a VISTA member and the application process. Register for one of the below dates [online](#).

- Wednesday, January 10  
11:00 – 12:00 PM
- Thursday, January 18  
12:00 – 1:00 PM
- Tuesday, January 23  
11:00 – 12:00 PM

New and continuation project applications for MAVVA VISTA **projects must be submitted online by 5:00 PM on February 9th, 2018**. A complete application includes an attached copy of the proposed VISTA supervisor’s resume.

The new project application is available here: <https://form.jotform.com/62645830037152>

The continuation project application is available here: <https://form.jotform.com/62646553155156>