

**NC Hunger Corps
AmeriCorps VISTA Project
Request for Proposals (2018-19)**

A COMPLETE PROPOSAL WILL INCLUDE:

- [Online Proposal Form](#)
- VAD Worksheet
- Host site supervisor resume
- OPTIONAL: up to 3 pages of supporting documents.
- PLEASE NOTE: Community-based host sites must submit a letter of support from a college or university partner on campus/department letterhead. The college or university must be a member of NC Campus Compact. [See member list here.](#)

ABOUT THE NC HUNGER CORPS

The NC Hunger Corps supports programs and organizations that address hunger and healthy eating among low-income children, families, and individuals, while developing opportunities for higher education civic and community engagement. Hunger among low-income children and families in North Carolina is well-documented. Approximately 170,200 people in our state receive emergency food assistance weekly while almost a third of NC food pantries have turned people away for lack of available food.

While there is limited data on how many college students go hungry, growing evidence points to a problem. A 2011 study by the City University of New York found 39% of students had experienced food insecurity in the prior year. In 2013, a study conducted by a UNC Pembroke sociology class found that 45.5% of the students in the study were experiencing "very low food security" in which they reported multiple indicators of disrupted eating patterns and reduced food intake. In April 2014, the Washington Post reported that college administrators are finding hunger on campus, especially at schools enrolling many low-income and first-generation students. A January 2014 study of Western Oregon University students put this number at 59%. Conversations with staff at North Carolina colleges confirm this trend.

NC Hunger Corps VISTA members may support on-campus or off-campus hunger relief programs, including programs that target low-income or disadvantaged college students and staff. These programs may include campus or community gardens, food recovery efforts modeled on the Campus Kitchen Project or the Food Recovery Network, campus-based food pantries, and fresh produce distribution (mobile markets). Hunger Corps members may also work to raise awareness about nutrition and healthy eating.

A Hunger Corps Summer Associates program will support full-year host and community partner sites with members who can provide direct service to bolster summer feeding programs.

Colleges and universities in the North Carolina Campus Compact network or community-based, 501c(3) non-profit organizations (with a member college/university partner) may apply to host an NC Hunger Corps member for the 2018-19 project year, with expectation for renewed placement in subsequent project years through 2021.

ABOUT NC CAMPUS COMPACT & AMERICORPS VISTA

The NC Hunger Corps is a project of [North Carolina Campus Compact](#), a collaborative network of colleges and universities committed to educating students for civic and social responsibility, partnering with communities for positive change, and strengthening democracy. The NC Campus Compact state office fosters connections between campuses, shares best practice information and resources, recognizes outstanding work, and champions civic and community engagement in higher education.

Corps members will be part of [AmeriCorps VISTA](#), a national service program sponsored by the federal Corporation for National and Community Service. VISTA (Volunteers in Service to America) members serve full-time for one-year to build the capacity of non-profit, governmental, and educational organizations and programs designed to lift individuals and communities out of poverty.

PROJECT AND PROPOSAL GUIDANCE

PROJECT GOALS

NC Hunger Corps members will work with host and partner sites to accomplish these project goals:

1. Increase human and financial resources to build capacity of hunger relief and healthy eating programs that serve low-income individuals, families, and communities.
2. Increase opportunities for college and university students, faculty, and staff to engage with and support local programs and partners that address hunger.

BECOMING A “HOST SITE”

The following types of organizations can apply to become an NC Hunger Corps member placement site (“host site”):

1. College or university that:
 - Operates or seeks to develop a campus-based hunger relief or healthy eating program serving low-income people, including students or community members
 - Supports or seeks to support a community-based hunger relief or healthy eating program serving low-income people or communities (in partnership with a community-based organization)
 - is a current member of NC Campus Compact
2. 501c(3) non-profit or governmental organization that:
 - Operates or seeks to operate a community-based hunger relief or healthy eating program serving low-income people or communities
 - **Applies in partnership** with a college or university member of NC Campus Compact

HOST SITE EXPECTATIONS

How do host sites benefit from hosting an NC Hunger Corps member?

- Select and supervise a full-time VISTA volunteer to build organization and program capacity during a 1-year, FULL TIME (35+ hours/week) term of service, with option to renew placement
- Increase resources to address local hunger
- Increase opportunities for community engagement of college students, faculty, and staff
- Build or strengthen campus-community partnerships

What commitments do host sites make?

- \$ **Pay administrative fee of \$5,000 per Corps member to NC Campus Compact.** The administrative fee – which is paid to North Carolina Campus Compact – goes to cover program costs not covered by grant monies.
- \$ **Provide housing support of \$200 - \$400 per month**, or in-kind housing support, such as on-campus housing. Per CNCS guidelines, this support may not interfere with the member’s experience of living in poverty and may not be paid to the member directly. **Additional info below.**
- \$ **Reimburse member for “service-related travel”** (not commuting) required by host site, according to host site’s travel reimbursement policy. Alternatively, the host site may provide the VISTA member a pass to utilize public transportation where available.
- Provide the VISTA with office space, computer & phone access, email account, and office supplies.
- Participate in recruitment and selection of Corps member candidates.
- Develop the Corps member VAD work plan and set performance goals.
- Review, sign and abide by terms of the Memorandum of Agreement.
- Designate a **supervisor** to coach, advise, and oversee the Corps member. The supervisor must:
 - attend supervisor orientation prior to service term and participate in supervisor calls
 - conduct weekly check-in meetings with Corps member
 - monitor Corps member work hours, leave, and progress reports
 - conduct 3 performance evaluations during the service year
 - participate in a site visit at least once per year

PLEASE NOTE: It is possible for a host site to request the **placement of more than one member**.

Placement of multiple members depends on the nature and extent of the projects planned by the site and on the availability of positions in our cohort. Placement of a second member does not require a separate application, but the role/activities of each member should be clarified in the relevant application narratives. The site must pay two administration fees and prepare two member VADs.

VISTA MEMBER HOUSING SUPPORT

NC Campus Compact strongly encourages host sites to provide housing support to the VISTA member. The Compact recommends support in the range of \$200-\$400/month depending on local housing costs. This support may not cover the entire monthly rent; the VISTA members must use a portion of their living allowance to make up the difference. Some campuses choose to provide on-campus housing, either at no-cost to the member or at a subsidized rate, with the VISTA member paying the difference. More info on VISTA housing support is provided in the [VISTA Member Handbook](#):

“One of the three fundamental assumptions of AmeriCorps VISTA is that the skills and energies of AmeriCorps VISTA members are used most effectively when they live and work with the low-income people they are serving. In keeping with this philosophy, members are expected to secure housing using their living allowance, which is provided to cover the basic costs of food, housing, and utilities. Members should look for housing within the community to which they are assigned. Because members' living allowances are limited, they are allowed to accept offers of free or low-cost housing made by community members, local organizations, educational institutions, or sponsoring organizations.

Some examples of housing that VISTA members may accept include:

- A community resident offers unused free housing space to the member because he or she is proud to have an AmeriCorps VISTA member in the community.
- A local business wants to offer a vacant apartment over the shop area.
- A national housing company offers reduced-rate housing for volunteers who are serving in a given community and the member meets the eligibility requirements.
- A local, state, or federal government agency provides free or low-cost housing in areas with limited housing opportunities.
- A sponsoring organization rents housing space on the member's behalf.
- A sponsoring organization allows the member to occupy a portion of existing space the sponsor already owns or rents.

Under no circumstances may the VISTA member accept money directly from a sponsoring organization to supplement their living allowance or pay for rent or mortgage. All housing support must be paid directly to the landlord, leasing agent, or mortgage holder.

Accepting free or reduced-cost housing may increase the amount of the member's reportable income for tax purposes. If the member receives housing assistance they may receive a 1099 form to aid them in reporting this on their tax return.

Members are also fully responsible for any legal or financial issues with their landlord (e.g., the project closes and you owe money on your lease).” (Source: [VISTA Member Handbook, Chapter 14](#))

ADMINISTRATIVE FEE SCHEDULE AND REFUND POLICY

To cover program costs, NC Campus Compact charges host site organizations an administrative fee. The 2018-19 fee is \$5,000 and the fee schedule is:

- \$500 – First payment due with signed Memorandum of Agreement.
- \$4500 – Balance due prior to VISTA member start date.

NC Afterschool Corps members serve for 12 months, and the federal VISTA program incentivizes this commitment by making the End-of-Service benefits (e.g. education award) contingent on completing a full term. Still, a member may choose to exit the program early. To account for these situations, NC Campus Compact will follow this policy when members exit early *and are not replaced*:

- If the site is unable to recruit a member, the full \$5,000 will be refunded.
- If the member begins service on-site, the initial \$500 payment will NOT be refunded.
- If time served is greater than 1 week, but \leq 3 months, site will be refunded $\frac{3}{4}$ of \$4500 = \$3375
- If time served is greater than 3 months, but \leq 6 months, site will be refunded $\frac{1}{2}$ of \$4500 = \$2250

- If time served is greater than 6 months, but ≤ 9 months, site will be refunded ¼ of \$4500 = \$1125
- If VISTA serves more than 9 months, no portion of the fee will be refunded.

THE VAD AND CORPS MEMBER ACTIVITIES

The service of VISTA members is guided by the VAD – the VISTA Assignment Description. The VAD is a work plan that provides a broad outline of VISTA member’s objectives and associated activities. The VAD should break down the goals identified in your proposal into a realistic set of activities.

According to federal guidelines, AmeriCorps VISTA members - including NC Hunger Corps members - generally may NOT provide **direct** service. This means our Corps members cannot – as a general rule – work directly with service “beneficiaries” or clients, including providing one-on-one assistance, distributing food, or providing similar services.

Instead, Corps member activities should build organization or program capacity through activities related to process improvement, program development, needs assessment, volunteer recruitment and training, resource development and fundraising.

CAPACITY-BUILDING vs. DIRECT SERVICE

Direct Service provides immediate, hands-on solutions to help people in need. These can include activities like tutoring, performing manual labor, teaching, doing clerical work, or counseling. Below are examples of tasks performed by two different AmeriCorps programs. These two task lists illustrate the difference between a capacity-building AmeriCorps VISTA position and a direct service AmeriCorps State position.

<p>SHARECorps AmeriCorps VISTA members work on capacity-building initiatives that include:</p> <ul style="list-style-type: none"> • Recruiting and training new community trainers who will train benefits counselors across the state • Creating educational materials • Writing grants and soliciting in-kind donations • Recruiting and coordinating volunteers for multiple projects, including community gardens, donation bins, and food banks 	<p>HarvestCorps--AmeriCorps State members work on direct service activities that include:</p> <ul style="list-style-type: none"> • Completing Benefit Bank applications for program participants • Assisting with free electronic tax filing • Delivering food to clients through childhood anti-hunger initiatives such as the Backpack program • Offering evening meals, tutoring, and enrichment activities for the Kid's Cafe program
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According to [VISTA program guidance](#), VISTA members may perform direct service in certain circumstances: “VISTAs focus on capacity-building activities. On occasion, they may perform limited direct service activities which are deemed a necessary component to completion of the VISTA’s overall capacity-building assignment; these activities may be written into the VISTA Assignment Description (VAD) if known at the beginning of the VISTA’s term of service but is not a requirement. VISTAs may also participate in direct service activities as part of term-limited special initiatives such as National Days of Service.”

More information about writing your VISTA Assignment Description is available in the VAD Guidance document and VAD Worksheet.

PERFORMANCE MEASURES

When designing your VISTA project, you must consider which performance measures will be used to track progress. The AmeriCorps VISTA program defines a number of performance measures which may be applied to your project. Members will report their progress monthly, with support from campus and community partners. Host sites must choose at least 2 measures for the VISTA project, but we recommend you select all applicable measures. On the VAD Worksheet, you will select measures as well as numerical targets for each.

- # of community volunteers recruited. [More info](#)
- # of staff and community volunteers that received training [More info](#)
- # volunteer service hours [More info](#)
- \$ value of cash/grant resources [More info](#)
- \$ value of in-kind resources [More info](#)
- # new program beneficiaries [More info](#)
- # of individuals receiving support to alleviate long-term hunger [More info](#)
- # individuals receiving emergency food [More info](#)

NC HUNGER CORPS MEMBER TERMS & CONDITIONS

All VISTA members – including NC Hunger Corps members - commit to 1 year (12 months) of full-time service on a specific project at a host site. VISTAs keep the regular work hours of the host site, but may be called on to work evenings and weekends as the project demands. VISTAs work a **minimum** of 35 hours per week.

To serve in the NC Hunger Corps program, candidates must be a U.S. Citizen or lawful permanent resident and should have at least a Bachelor's (4-year) degree. Candidates may be recruited from the local community by host and partner sites, by NC Campus Compact through state networks, and from applicants to the position via the national AmeriCorps.gov online portal.

All VISTAs are part of the AmeriCorps National Service initiative and receive the following benefits provided by the Corporation for National and Community Service:

- Living stipend of \$33.73/day, paid bi-weekly (~ \$12,311/year or \$1025/month, *pre-tax*)
- Upon completing service, Segal Education Award of \$6,095 or \$1,800 end of service payment
- Paid sick (10 days) and personal leave (10 days), plus holidays observed by site
- Health care benefits provided by AmeriCorps (NOT insurance)
- Loan deferment/forbearance while enrolled in the program (depending on lender)
- Relocation bonus if moving more than 50 miles to serve
- Professional training opportunities

Corps members may also receive housing assistance from the host or partner site, will have access to training opportunities offered by NC Campus Compact, and become part of a network of more than 200 NC Campus Compact VISTA alums.

While serving as a VISTA, members **MAY NOT**:

- be a full-time student (BUT they may take classes with supervisor and program coordinator permission)

- hold outside employment that interferes with VISTA duties. They may pursue part-time employment **with supervisor permission**, as long as the 2nd job is not with the host or partner.
- provide direct service (except in VERY limited capacities)
- provide services that would displace or supplant paid staff, contractors, or existing volunteers
- engage in restricted political activities, including non-partisan voter registration, lobbying, labor organizing, and political fundraising
- provide religious instruction or conduct worship as part of their VISTA duties
- receive any direct payments from host site or partner, or than permitted travel reimbursement
- perform duties that fall outside the scope of the VISTA work plan
- provide general support for “service-learning programs.” VISTA guidance states:

The use of service-learning as a pedagogy for improving the success of economically disadvantaged students is appropriate. However, service-learning as a single focus program area is not permissible. The placement of VISTAs at colleges and universities to only serve their [general] student populations or to build the capacity of the college or university is not appropriate.

All VISTA projects working in this area, including service-learning projects, must: (1) focus on building the capacity of low-income communities, schools, and organizations; and (2) support them to develop sustainable connections to the resources available at institutions of higher education.

[More information about VISTA Key Terms and Conditions.](#)

PROPOSAL SELECTION

Proposal selection is competitive, based on alignment with NC Hunger Corps project goals and evidence of host site commitment. Applicants must complete all sections and submit all documents for consideration. Please note: **submitting an application does not guarantee a Corps member placement.**

NC Campus Compact may identify alternative host sites if appropriate. Selected sites will be required to attend webinar or in-person trainings. These trainings will prepare host sites to recruit a member and to develop a site-specific orientation and training plan to guide Corps member onboarding. Selected sites will also sign a Memorandum of Agreement outlining terms and conditions of the member placement.

PLEASE NOTE: Placement of Corps members is contingent on NC Campus Compact’s successful grant application, on availability of federal funds, and on timely recruitment and selection of an eligible Corps member.

SITE / MEMBER SELECTION AND PLACEMENT TIMELINE

- Host site application deadline – October 19
- Selection notification – October 24
- MOA Review & Recruitment Webinar – October 26, 1 PM
- Recruitment period – October 24 – December 14
- MOA Signed & \$500 admin fee payment due – November 15
- \$4500 admin fee balance due – January 4, 2019 / member start date early January TBD

PROPOSAL FORM QUESTIONS

These are the questions that appear on the online proposal form. These are provided for reference only. We recommend you compose responses offline, check character limits, and then paste responses into the form. Character limit for all responses is 2000 characters (with spaces). All questions are required.

[ACCESS THE ONLINE FORM.](#)

Host Site Info

- The form begins with fields for proposal contact name and contact info. In addition to the typical info, be sure to have the organization's 9-digit Zip Code and the EIN (Tax ID) number.
- This section includes 2 short-answer questions:
 - Briefly describe the HOST site organization, including mission, history, and structure.
 - Please describe any past or current experience the organization and/or supervisor has working with AmeriCorps or AmeriCorps VISTA members?

Proposal Narratives

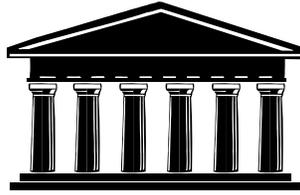
- Please indicate the type(s) of hunger-related programs or projects your NC Hunger Corps VISTA member will support. (Check all that apply.)
 - Food pantry
 - Community garden
 - Food recovery program
 - After school /summer feeding program
 - Nutrition education/ healthy eating
 - Other
- Will the VISTA placement support projects that target veterans? Y / N
- Please provide additional details about the project(s) or program(s) your VISTA member will support, including the goal of the project; whether the project is new or ongoing; who will be involved in the project(s) in terms of staff, volunteers, and partners; who will be served by the project (including veterans, if applicable); and what services/resources the project will provide.
- Why does your organization want to host an NC Hunger Corps VISTA member? What capacity-building activities will the VISTA take on? How do you expect the VISTA member to change, expand, or improve the project/program?
- The mission of the the VISTA program is to build the capacity of organizations that work to address poverty. Provide evidence that the VISTA placement at your organization will serve low-income people. Evidence may include data describing program participants or describing the targeted neighborhoods/communities. Please share data that are current, objective, and specific to the population or community served, and cite sources. For new projects with no client data, explain the criteria for service and why you expect low-income people will benefit.
- NC Campus Compact works to expand and strengthen civic and community engagement at colleges and universities. How will the NC Hunger Corps placement increase opportunities for college and university students, faculty, and staff to engage with the community?
- Typically, host organizations can renew a VISTA placement for up to 3 years to achieve their capacity-building goals. How will you know the VISTA placement has been successful after YEAR 1? After YEAR 3? Include specific measures or deliverables if possible.

- How do you expect to sustain the VISTA-supported project(s) in the long run?

Corps Member Support

- What are typical work hours (office open/close?) and work week (Monday – Friday?) for your organization staff?
- Please describe plans for supervision, advising, and professional development of the Corps member.
- Please describe plans to provide Corps member with office space, computer, email account, phone, and supplies.
- Please describe plans for providing recommended housing support to the Corps member. Note: NC Campus Compact asks that host sites provide a housing stipend or in-kind housing support in the range of \$200-\$400/month. However, the site may NOT provide cash (including housing reimbursement) directly to member.
- If the Corps member will drive their own vehicle for service-related travel (other than regular commuting), the host site must reimburse them at the organization's standard mileage reimbursement rate. Please describe anticipated VISTA travel, your reimbursement rate, and the amount of funding you will set aside to cover these expenses.
- Does the host site comply with Section 504 of the Rehabilitation Act of 1973? Please discuss any factors relevant to the success of Corps members with disabilities at your project site, including availability of transportation and housing and accessibility of office space and partner facilities. Also provide the name, title, and contact info of the person at the host site organization who can answer questions about Section 504 compliance. More info:
<http://www.serviceandinclusion.org/handbook/index.php?page=sectionxii>
- The following required skills and experience will be listed in the NC Hunger Corps position description: *Demonstrated passion for hunger relief work, *Experience working or volunteering with low-income children and families, *Strong written and oral communication skills, *Proven leadership and project management skills, *Strong interest & experience in college/university community service programs, *Bachelor's degree from 4-year institution, *Must be U.S. citizen or lawful permanent resident. Please list any special skills or knowledge your host or partner site would seek in a candidate, if applicable.
- (OPTIONAL) Below you may share any additional information about your project or plans for member support that you would like us to know.

SAMPLE HOST / PARTNER SITE LETTER – TO BE SUBMITTED BY DIRECTOR OR HIGHER-LEVEL REPRESENTATIVE WITH AUTHORITY TO ENTER INTO AGREEMENTS ON BEHALF OF ORGANIZATION.



(Your campus or organization letterhead here)

Month Day, 2017

Leslie Garvin, Executive Director
North Carolina Campus Compact
2257 Campus Box
Elon, NC 27244

Dear Ms. Garvin,

I am writing to express my full support for the NC Hunger Corps Project Proposal. We are excited by this opportunity to work with HOST/PARTNER SITE to support the work of an AmeriCorps VISTA member who will assist us in strengthening hunger relief programs in our community and creating more opportunities for college students, faculty, and staff to engage in community-based service and learning.

This project is important to HOST/PARTNER SITE because

Through our organization's participation in the NC Hunger Corps project, HOST/PARTNER SITE expects to accomplish

Sincerely,

Jane Doe
Vice Chancellor for Community Engagement
State University