



AmeriCorps

CONCEPT PAPER & PROJECT APPLICATION INSTRUCTIONS

For Use with eGrants
AmeriCorps VISTA
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HOW DO YOU USE THIS DOCUMENT?

WHAT IS THE PURPOSE OF THIS DOCUMENT?

This document is designed to help you understand the [AmeriCorps VISTA program](#) and provide instructions on how to apply for resources for an AmeriCorps [VISTA project](#).

There are two steps in the application process:

Step 1: Concept Paper

Your organization will submit a concept paper that includes information about the community and organizational needs and your capability to manage federal resources. AmeriCorps staff will review your concept paper and determine if your organization's project fits AmeriCorps [VISTA's Core Principles](#) and [AmeriCorps Focus Areas](#). AmeriCorps staff may request additional information or clarification during the review process.

Step 2: Project Application

If your concept paper is accepted, you will be invited to submit a project application. In the application, you will detail how your project will achieve its goals, build capacity to alleviate poverty, and address the community needs presented in your concept paper.

This document provides instructions for submitting both a concept paper and project application in [eGrants](#).



Note: Submission of a concept paper or project application does not guarantee you will receive AmeriCorps VISTA resources.

HOW DO YOU SEARCH THIS DOCUMENT?

For best results, open this document in Adobe Acrobat Reader (a free software that supports a Portable Document Format (PDF)). If this document opens in a web browser, download it, and open it in Adobe Acrobat Reader PDF software. This will allow you to search within the document.

Once you have opened this document in Adobe Acrobat Reader, you can search for text or a term by selecting the 'ctrl' button and then the 'F' key. A 'find text' box should appear. Type in the term you are looking for in the box and select the 'enter' button.

Each section begins with a dark blue banner to help you navigate each step of the concept paper and project application.

HOW DO YOU KEEP TRACK OF THE INFORMATION REQUIRED?

Submission checklists are provided at the beginning of the instructions for the [Concept Paper](#) and [Project Application](#) sections. These checklists will help you ensure that you have gathered all the information to complete each portion of the required fields before submitting your application.

GENERAL INFORMATION

WHAT IS AMERICORPS?

[AmeriCorps](#) (pronounced “uh-mEH-rih-CORE”) is the federal agency that improves lives, strengthens communities, and fosters civic engagement through service and volunteering. AmeriCorps brings people together to tackle the country’s most pressing challenges through national service and volunteerism. AmeriCorps Volunteers and AmeriCorps Seniors Volunteers serve with organizations dedicated to the improvement of communities and those serving. AmeriCorps helps make service a cornerstone of our national culture.

WHAT IS THE AMERICORPS VISTA PROGRAM?

Founded in 1965, VISTA (pronounced “vis-tuh”) is a federal anti-poverty national service program designed to provide resources to nonprofit organizations and public agencies to address poverty and poverty-related problems in the United States. In 1993, VISTA was incorporated into the AmeriCorps network of national service programs, then known as the Corporation for National and Community Service. AmeriCorps VISTA addresses poverty by providing opportunities for Americans, 18 years of age and older, from a diverse range of backgrounds, to dedicate a year of full-time service with an organization (“partner”) on a project that creates, strengthens, or expands efforts to empower individuals and communities in addressing poverty.

AmeriCorps VISTA program objectives:

1. Generate private sector resources;
2. Encourage volunteer service at the local level;
3. Support efforts by local agencies and community organizations to achieve long-term sustainability of projects; and
4. Strengthen local agencies and community organizations to carry out the objectives of the project.

VISTA Volunteers focus on [capacity building activities](#), that create systems, leverage resources, and develop processes, as opposed to providing service directly to individuals. VISTA Volunteers are not staff members, employees, or interns of the partner or service locations to which they are assigned. The program provides a modest living allowance and certain benefits directly to its Volunteers. Your organization [supports the project](#) through supervision and other logistical support. Investment by your organization and the community is fundamental to the VISTA program.

WHAT IS A PROJECT?

An AmeriCorps VISTA project refers to the activities described in the project application. AmeriCorps VISTA awards federal resources to selected projects. If your project application is awarded, your organization operates and oversees the project. The duration of projects varies but typically lasts for three to five years. AmeriCorps VISTA Volunteers carry out project activities.

Projects have two main goals:

1. Help empower individuals and communities to alleviate poverty and address poverty related problems.
2. Build the capacity of organizations and communities by creating or enhancing specific anti-poverty programming.

WHAT IS A PARTNER?

An AmeriCorps VISTA partner is a nonprofit organization or public agency that applies for and receives an AmeriCorps VISTA award. This award approves a certain number of Volunteers, and in some cases, grant funds. Partners are responsible for operating and overseeing the project.

As a partner, your organization will:

- Design, operate, and direct the project with meaningful involvement of project participants;
- Recruit and supervise Volunteers; and
- Provide the necessary administrative support to achieve the goals of the project.
- Develop and implement projects with meaningful involvement of project participants.

The following types of entities are eligible to apply to become an AmeriCorps VISTA partner and thereby undertake projects in the U.S. and certain U.S. territories: (per [45 CFR § 2556.100](#)):

- Public or private nonprofit organizations
- Tribal government or Tribal government agencies
- State and local government or agencies

Eligible partners are not limited to nonprofit organizations designated by the Internal Revenue Service (IRS) specifically as 501(c)(3). Nonprofits with other IRS-designated 501(c) statuses that focus on anti-poverty outcomes are also eligible.

Partners may include public and/or nonprofit schools as well as Native-led organizations.

An entity is prohibited from being a partner or from otherwise receiving AmeriCorps VISTA assistance if a principal purpose or activity of the entity includes lobbying, electoral activities, voter registration, or transportation to polls.

WHAT RESOURCES CAN THE VISTA PROGRAM PROVIDE?

AmeriCorps VISTA provides partners with a certain number of Volunteers and, on a limited basis, grant funds.

The following outlines the types of resources the program can provide:

- **AmeriCorps VISTA Volunteers**

AmeriCorps Volunteers, in the VISTA program, support an organization to make sustainable change in areas that affect poverty, including education, public health, climate, access to benefits, and more. Through activities such as community asset mapping, fundraising, grant writing, program development, and volunteer recruitment, VISTA Volunteers gain professional experience and leadership skills. Their role in alleviating poverty is to mobilize community resources, strengthen efforts of local agencies and organizations to address poverty, and to support local agencies and organizations in sustaining project activities. Please visit the AmeriCorps website for more information about [Volunteer benefits](#).

VISTA Volunteers are not staff members, employees, or interns of the partner or service locations to which they are assigned. VISTA Volunteers may not engage in activities at partnering organizations that would displace or replace paid staff, contractors, or existing community volunteers. VISTA Volunteers are prohibited from requesting and managing other AmeriCorps and AmeriCorps Seniors grants or projects and directly supervising or managing other AmeriCorps Volunteers or AmeriCorps Senior Volunteers. While VISTA Volunteers may not supervise community

volunteers, they may manage community volunteers' activities. For example, matching community volunteers with youth participants in a mentoring program. Or training community volunteers on a financial literacy curriculum that the VISTA Volunteer has created.

There are three types of Volunteer positions:

- **Full Time Volunteer**

VISTA Volunteers make a full-time, one-year commitment to alleviate poverty in a particular community. They assist in building capacity in nonprofit organizations and public agencies to generate financial and in-kind resources, encourage volunteer service at the local level, and empower individuals and communities.

- **Leaders**

Leaders assist partners and Volunteers in achieving project objectives and developing new project activities and sources of community support. Leaders are sometimes assigned to larger projects or to specific regions. As such, not all projects will have Leaders. Leaders are individuals who have successfully completed a full term of AmeriCorps service (with the VISTA, State and National, or NCCC program), or returned Peace Corps volunteers, who have demonstrated exemplary skills and leadership in community service. Leaders provide support and coordination for Volunteers to increase the project's impact. Due to the additional requirements of this position, Leaders receive a small increase in their living allowance compared to full-time Volunteers. Leaders are not permitted to perform administrative or supervisory functions for their partner or for AmeriCorps regional offices. They do not supervise other AmeriCorps Volunteers.

- **Summer Associates:**

Summer Associates support the goals of an existing, approved project for a short term during the months of May - August. Summer Associates can engage in capacity building activities or in direct service activities. Only current partners are eligible to participate in the Summer Associate program, and the program is subject to resource availability. Once you are operating your VISTA project, you can consult with AmeriCorps if your organization is interested in developing a Summer Associate program.

- **Grant Funds**

For most projects, AmeriCorps VISTA only awards a certain number of Volunteer positions, and the partner is responsible for the local operating and logistics costs. This is referred to as a standard project. However, in limited instances, a partner may apply for a support grant. Support grants provide financial resources to help partners

effectively manage their VISTA project. Support grants are primarily used to support supervision, training, and on-site travel costs. Support grant funding is awarded on a limited basis.

IS THERE A REQUIRED MATCH OR COST SHARE?

Is there a required match?

No, there is no required cash match for a partner to receive resources. AmeriCorps VISTA is not a traditional grants program.

What is your organization's contribution?

Partners have costs or financial obligations associated with hosting VISTA Volunteers. These costs may include, but are not limited to, adequate supervision, workspace, IT Support / computer / Internet, general office supplies and service-related travel, and any other materials necessary to operate and complete the project and support Volunteers.

What is cost share?

The VISTA program uses cost sharing as a strategy to expand the number of Volunteers that can be placed each year. Through cost sharing, a partner reimburses AmeriCorps for the living allowance of one or more of its volunteers (including full time Volunteers, Leaders, and/or Summer Associates). The VISTA program covers other costs associated with each Volunteer, such as training, a health benefit, a Segal AmeriCorps Education Award/cash stipend upon successful completion of service, and travel or relocation costs.

WHAT IS REQUIRED TO RECEIVE RESOURCES?

To receive resources your organization must demonstrate the following through the application process:

- Be an [eligible entity](#) (as defined above)
- Have a valid SAM.gov registration and Unique Entity Identifier (UEI)
- Understand the concept of and be committed to the anti-poverty mission of the VISTA program and its [core principles](#)
- Be able to demonstrate that your organization can operate a project that:
 - Reflects meaningful and impactful Volunteer activities;
 - Is responsive and relevant to the lives of people experiencing poverty, and fosters community empowerment;
 - Engages intended beneficiaries in the design, implementation, and ongoing support of the project.

- Have the capacity to recruit, orient, train, supervise, and otherwise support Volunteers.
- Ensure Volunteer service activities are allowable.
- Have available resources for the Volunteers to perform their assigned duties such as space, access to technology, supplies, service-related transportation (as needed), etc.
- Have an Authorized Representative with the legal authority to enter into an agreement with the federal government by signing a Memorandum of Agreement (MA) with the VISTA Program.
- Comply with the provisions of the Memorandum of Agreement and applicable term(s) or condition(s) of the Notice of Grant Award (if applicable).
- Ensure that the individual named as the project director/supervisor participates in all required training and ensure that any site supervisors have been adequately trained to manage volunteers.
- Make every reasonable effort to ensure the health and safety of Volunteers are protected during the performance of their assigned duties.
- Create and maintain recording and reporting tools to capture reporting requirements of the program.
- Pass a pre-award risk assessment by reviewing applicants to identify programmatic, financial, organizational, and fraud management risks.



Note: Applications that propose to engage in [activities that are prohibited](#) under AmeriCorps' statutes, regulations, or the terms and conditions of its awards are not eligible to receive AmeriCorps funding.

WHAT IS THE FRAMEWORK FOR DESIGNING YOUR PROJECT?

Projects must be developed in accordance with (1) AmeriCorps VISTA's Core Principles and (2) AmeriCorps' programming focus areas. This section reviews both.

AmeriCorps VISTA Core Principles:

- Anti-poverty focus
- Community empowerment
- Sustainable solutions
- Capacity building

AmeriCorps VISTA's Core Principles are defined below:

- **Anti-Poverty Focus**

The founding purpose of AmeriCorps VISTA is to strengthen and support efforts to alleviate poverty and poverty-related problems in the United States. Volunteer activities are shaped by multiple factors, including the actual conditions of poverty, the expressed needs of the local community, and the partner and Volunteers' perspective on what is necessary and feasible.

Partners supported with AmeriCorps VISTA resources may address poverty by:

- Focusing on social determinants of health and well-being (e.g., improving education, neighborhood resilience, access to health care, and healthy food).
- Approaches that increase a household's income and assets (housing, connection to benefits like cash and in-kind transfers, financial savings, and asset development).
- Addressing larger regional systemic barriers to community development.

All VISTA Volunteer service activities must be designed to support one or more specific anti-poverty projects at a service location. Applications must clearly define the anti-poverty initiative being created or enhanced and not focus solely on capacity building for the organization.

- **Community Empowerment**

Community empowerment aims to increase the influence and control that communities have over their own lives as well as programs and structures in communities that impact their lives. Partners must engage people of the communities they plan to support through the planning, development, implementation, and evaluation of the project. The project design must be responsive and relevant to the lives of community residents and must tap into inherent community assets, strengths, and resources. To foster community empowerment, projects may choose to:

- Form an advisory council that engages community members while strengthening relationships;
- Use systems to solicit regular feedback and conduct regular reviews to address feedback;
- Invite local leaders and community members to join in initial needs assessments
- Involve leaders in decision-making;
- Recognize community customs, norms, and values; involve community members in identifying these contextual factors.

- **Sustainable Solutions**

VISTA Volunteers serve as a short-term resource to help build the long-term sustainability of antipoverty efforts. Partners must design their project with a plan to

phase out the need for VISTA Volunteers as resources. The goal is for the work of the project to continue without AmeriCorps VISTA resources.

Projects make a lasting difference through:

- The commitment, energy, and initiative that **Volunteers** bring to the community;
- Involvement of the **partner** in supervising and supporting the Volunteers, and assessing the progress of the project toward meeting its established goals;
- Participation of the **project beneficiaries** in all phases of project development and implementation; and
- The continued involvement of **community members** by providing needed resources such as community volunteers, material and financial resources, and expertise.

- **Capacity Building**

Projects expand the scale, impact, and resource-leveraging ability of specific anti-poverty initiatives. VISTA Volunteers create systems that remain long after their term of service ends. Volunteers strengthen partners' efforts by expanding community partnerships, securing cash and in-kind resources, recruiting and managing community volunteers, and addressing specific local needs. All activities must focus on creating pathways out of poverty for individuals and communities. The primary pathways include:

- **Increased effectiveness:** Partners have improved their abilities to achieve better success rates or better quality of outcomes.
- **Increased efficiency:** Partners have improved outcomes with the same level of resources or with fewer resources.
- **Increased scale/reach:** Partners have increased the scope of a program or expanded services by serving new people, new populations.
- **Increased resources:** Partners have leveraged resources such as funding, community volunteers, in-kind support, and partnerships.

AmeriCorps' Focus Areas:

AmeriCorps VISTA seeks project applications for programming in any of the following six focus areas (identified in the [Serve America Act](#)):

- **Economic Opportunity** projects create or strengthen pathways for low-income individuals to develop vital work skills. These areas include, but are not limited to housing, employment / workforce development, and federal benefits access.
- **Healthy Futures** projects that meet health needs for economically disadvantaged individuals. These areas include, but are not limited to, access to health care and food security.

- **Education** projects that enhance access to services and resources that contribute to improved educational outcomes for economically disadvantaged children. These areas include school readiness, K-12 success, increasing high-school graduation rates, as well as expansion of college enrollment and post second support for careers.
- **Veterans and Military Families** projects assist veterans and military families experiencing poverty and connect them with education opportunities, jobs, and benefits.
- **Environmental Stewardship** projects support anti-poverty activities that focus on environmental initiatives and climate change in low-income communities.
- **Disaster Services** projects help repair homes, assist survivors, and restore communities when disasters strike.

These priority programming areas are outlined in greater detail in our Annual Program Guidance. The [Annual Program Guidance](#) can be found on our website at under the 'Guidance and Instructions' section.

WHAT IS THE ANNUAL PROGRAM GUIDANCE?

The AmeriCorps VISTA Annual Program Guidance for current and potential partners directs the development of new projects and outlines national programming priorities for each fiscal year. The annual guidance should be reviewed in collaboration with these instructions.

The [Annual Program Guidance can be found on our website](#) under the 'Guidance and Instructions' section.

APPLICATION PROCESS OVERVIEW

AmeriCorps accepts concept papers at select times during the fiscal year through the Request for Concept Papers process. Your organization completes a two-step process to apply for AmeriCorps VISTA resources:



Figure 1 Flow chart of AmeriCorps VISTA Application Process

[Step 1: AmeriCorps VISTA Concept Paper](#)

You will create an account and submit a concept paper via [eGrants](#). The concept paper is a preliminary screening tool that AmeriCorps uses to evaluate whether your organization would be an appropriate partner and if your proposed project meets VISTA's [core principles](#).

[Step 2: AmeriCorps VISTA Project Application](#)

If your concept paper is accepted, your organization is invited to submit a project application. The full application includes additional narratives, performance measures, and certain required documents.

Once your application is reviewed, AmeriCorps will contact you about next steps.

Additional [technical assistance resources](#) are provided below.

HOW WILL YOUR APPLICATION BE ASSESSED?

As a prospective partner, AmeriCorps assesses your organization on its ability to manage and effectively use program resources. Your project application should:

What should your project application include?	Where should this information be addressed in your application?
Explain how your organization will involve community members in project development and implementation.	Strengthening Communities Narrative
Address the relevant needs of economically disadvantaged communities and otherwise comply with the provisions of the Domestic Volunteer Service Act of 1973, as amended (42 U.S.C. 4950et seq.), and all applicable regulations, guidelines, and policies.	Need Narrative
Clearly articulate how your project design fits into the anti-poverty mission of the AmeriCorps VISTA program and its four core principles - Anti-Poverty Focus; Community Empowerment; Sustainable Solutions; and Capacity Building.	Need Narrative
Explain why VISTA resources will meet your identified needs of the community and align with programming priorities.	Need Narrative
Describe how your project intends to build program, organizational, network, and/or community capacity so that some systems, processes, and project activities continue beyond the term of the project.	Project Design Narrative

Clearly state how your organization will train, supervise, and support Volunteers to ensure project success and to comply with the Domestic Volunteer Service Act and AmeriCorps VISTA regulations and program policies.	Project Management Narrative
Illustrate the relationship between key project elements throughout the application, including a statement demonstrating the need and intended outcomes with the targeted population and community; performance measures ; and VISTA Assignment Description(s).	Need Narrative Project Design Narrative VISTA Assignment Narrative
Ensure that AmeriCorps VISTA and community resources are sufficient to achieve project goals.	Need Narrative
Explain how your organization possesses sufficient management and technical capability to implement and oversee the project.	Organizational Capability Narrative
Request an appropriate number of Volunteers to achieve the project mission and identify the skills and qualifications needed to meet established goals and objectives.	Requested Number of Volunteer Slots Section VISTA Assignment Narrative
Clearly outline how your project will establish a recruitment schedule and onboarding process.	Project Management Narrative

TECHNICAL ASSISTANCE RESOURCES

- [AmeriCorps VISTA Resource Opportunity website](#)
 - Visit this site for technical assistance resources about AmeriCorps VISTA and the project application process.
 - You will find information on program guidance, resource opportunities, FAQs, and program regulations.
- eGrants instructions.
 - These will assist you with navigating the steps of [eGrants](#), our online application system.
 - We recommend you document your responses to the application's narrative sections in a word processing document first, then copy and paste them into the narrative fields of the eGrants. This method provides you with an offline record.
- Webinars
 - AmeriCorps hosts Request for Concept Paper webinars to answer questions about the resource opportunity. AmeriCorps strongly encourages applicants

to participate in these sessions. The schedule and call-in information for the webinars is on the [AmeriCorps VISTA Resource Opportunity website](#).

- Local [AmeriCorps regional offices](#) may conduct additional webinars.
- Performance Measures
 - [Performance Measures Instructions](#)
 - This document provides definitions and data collection protocols for capacity building and anti-poverty programming.
 - Visit the [AmeriCorps National Performance Measurement Core Curriculum](#).
- [AmeriCorps' Evidence and Readiness Resources](#).
 - Visit this site for tools to assess your organization's capacity

For additional opportunities to partner with AmeriCorps, other than the VISTA program, please visit the [AmeriCorps Funding Opportunity website](#).

WHO DO YOU CONTACT IF YOU HAVE QUESTIONS?

- Questions about becoming a partner or your project design?
 - AmeriCorps regional offices are responsible for reviewing applications and making awards. You can reach out to [AmeriCorps regional office staff](#) to ask questions, discuss project proposals, and to request technical assistance throughout the application process.
- Need technical assistance with [eGrants](#)?
 - For technical questions and problems with the eGrants, call the AmeriCorps Hotline at (800) 942-2677. Or submit a question at the [AmeriCorps Hotline's website](#). Be prepared to provide the application ID, organization's name, and the name of the resource opportunity to which the organization is applying.
- General questions about the VISTA program?
 - Organizations can email vista@americorps.gov.

WHAT ARE THE DEADLINES?

Concept paper and project application deadlines change each fiscal year. Deadlines can be found on the AmeriCorps VISTA's [Resource Opportunity website](#).

WHAT IF AMERICORPS VISTA IS NOT AN APPROPRIATE FIT FOR YOUR PROJECT DESIGN?

If AmeriCorps VISTA is not the right fit for your organization, you can explore other national service programs on the [AmeriCorps website](#).

Continue to the next page for concept paper instructions.



STEP 1: CONCEPT PAPER

HOW DO YOU COMPLETE AND SUBMIT A CONCEPT PAPER?

Use the following instructions if you are:

- A prospective partner interested in applying for AmeriCorps VISTA resources for the first time.
- A former partner seeking to create a new project that is substantially different in project scope or emphasis area from your past project with AmeriCorps VISTA.

This section provides instructions for completing a concept paper. Below is a submission checklist to guide you through the steps of the process. The instructions explain the components of the concept paper.

All concept papers must be submitted through [eGrants](#). Additional eGrants instructions can be found on the [Resource Opportunity website](#).

To begin the application process, you first need to create an eGrants account to start a concept paper. To begin a concept paper, you will log into your account and under "Creating an Application," select "Concept Paper" and then select the appropriate option under "Resource Opportunity."

SUBMISSION CHECKLIST

Use the checklist below to ensure you have completed each step of the concept paper process:

- ☐ [Does your organization meet the requirements to receive VISTA resources?](#)
- ☐ Register for Unique Entity ID (UEI) from the federal System for Award Management ([SAM.gov](#))



If your organization already has a UEI, use this information.

- ☐ Create an [eGrants account](#)



You may not create an organization account used by multiple staff. Individuals must have their own account tied to their individual email address.



- ☐ Read the [General Information section](#) in this document.
- ☐ Complete the Concept Paper sections in [eGrants](#).
 - ☐ Applicant Info
 - ☐ Confirm the information you entered in SAM.gov exactly matches the information you input into eGrants.
 - ☐ Application Info
 - ☐ Narratives (Maximum of 6 pages)
 - ☐ Need
 - ☐ Strengthening Communities
 - ☐ Organizational Capability
 - ☐ Intermediary Justification
 - ☐ Review
 - ☐ Authorize and Submit
 - ☐ Confirm the person authorizing and submitting the concept paper has the legal authority to enter into an agreement with the federal government.



Tip: Compose your narratives in a word processing document first, then copy and paste them into the narrative fields of eGrants. This method provides you with an offline record as well as a page count.

APPLICANT INFO

Identify or verify the following information for your organization:

- Legal Applicant Name (name of organization)
 - This must match your organization's information in SAM.gov exactly (including punctuation, capitalization, etc.).
 - Project Information:

If you are applying for a VISTA project for this first time, click on the "create a new project" link. A pop-up window will appear; you must provide the following information:

- Proposed Project Name (name of project for the duration of the project period)
 - Do not include specific years or a specific position in the title. Avoid acronyms when possible.
 - This title will be used in public reports. Typically, your organization name will appear along with the title.
 - There is a 60-character limit.
- Contact information of partner:
 - Mailing address

- This must match your organization's information in SAM.gov exactly (including punctuation, capitalization, etc.).
 - Phone number
 - Email
 - Website
- Project Director Name (name of the organization's representative who will be the primary contact for the project)
- Project Director Contact information, if different from organization
- Timespan you anticipate the project will take to complete in years (e.g., 3 years)
- Primary [project Focus Area](#)(s); select at least one sub-focus area from the drop-down.
- Descriptions of the priority areas under each primary focus area can be found in the [Annual Program Guidance](#).
 - Primary beneficiary population(s) your project intends to serve as a "Target Population." Select at least one.

APPLICATION INFO

Identify the following for your organization and project:

- Areas affected by the project:
 - The geographic area your proposed project will impact. List only the cities/town/county/native nation with the state/territory noted. Do not include narrative sentences.
 - For example:
 - VA: Arlington, Alexandria, Richmond; MD: Columbia, Baltimore, Howard County
 - Other
 - If your organization was a former partner for any AmeriCorps program
 - If yes, enter the number of year and total number of AmeriCorps Volunteers previously assigned to your organization.
 - If your organization has received or used ANY AmeriCorps resources previously. These resources include, but are not limited to:
 - AmeriCorps State and National funds / Volunteers
 - AmeriCorps Seniors funds / Volunteers
 - Days of Services funds (such as MLK Day)
 - Volunteer Generation Funds (VGF)

- AmeriCorps NCCC Volunteers

NARRATIVES

The narratives section is your opportunity to demonstrate to staff reviewers that your proposed project aligns with the AmeriCorps VISTA's [Core Principles](#) and the [agency's focus areas](#). In this section, you will elaborate on how your organization would use and manage program resources.

The concept paper has four narratives sections. If your concept paper is accepted, you will be invited to submit a project application, which includes additional narrative sections and performance measures.



Tips:

- Compose your narratives in a word processing document first, then copy and paste them into the narrative fields of eGrants. This method provides you with an offline record as well as a character count.
- Make sure to address all the questions asked in each narrative section.
- The narrative portion of your concept paper must not exceed 6 pages.
- Please use the most recently published demographic or statistical data.

You will enter the following information into each corresponding narrative field.

NEED NARRATIVE

Purpose: In the Need narrative, you will tell us about the unmet community and organizational needs that your proposed project will address.

This narrative helps reviewers understand the current circumstances in your community and why resources are needed.

There are four subsections in the Need narrative section. Answer the following questions in each subsection:

- **Need: Community Need**
 - What is the unmet community need that your proposed project will address?
- **Need: Community Demographics & Beneficiaries**
 - What are the demographics of the people living in your community? Use most recent demographic data, including source(s) and publication date(s).





Note: Demographic information describes the characteristics of the population in a specific community. You may include information about the age, gender, income level, education, ethnicity, marital status, employment, and other known characteristics of the people living in your community.

- Are the beneficiaries of your project the full community or a subset of the community? Who are the project's beneficiaries?
 - **Need: Addressing the Need**
- Why is the community need not being addressed? Why is it important that your organization addresses this need?
 - **Need: Project Need**
- What resources does your organization need to be able to effectively address the community need identified in this section?
- Why is the VISTA program the appropriate resource to meet your identified need?
- What type of capacity building activities will AmeriCorps VISTA Volunteers perform to help address your organization's need(s)?



Note:

- Refer to [AmeriCorps VISTA's core principles](#) for more information on our definition of capacity building.
- Your response may be a general summary of the activities. If your concept paper is accepted, the Project Application's [VISTA Assignment Narrative](#) is a space to elaborate on specific Volunteer activities.

- How will the capacity building activities help your organization effectively address the community need?
- How many VISTA Volunteers is your organization requesting to accomplish these activities?

STRENGTHENING COMMUNITIES NARRATIVE

Purpose: In the Strengthening Communities narrative, you will explain the impact your project will have in empowering individuals and communities to alleviate and address poverty related problems. In this narrative, you will explain the evidence supporting your approach. You will also describe how you will ensure that the intended beneficiaries are involved in the project design, implementation, and ongoing support.

This narrative helps reviewers understand *how* your proposed project will address the poverty-related need.

There are two subsections in the Strengthening Communities narrative section. Answer the following questions in each subsection:

- **Strengthening Communities: Anti-Poverty Approach**

- Will your project focus on empowering individuals or communities to alleviate and address poverty-related problems?
 - If yes, what goal(s) are you trying to accomplish by addressing the poverty related need identified in the “Need” narrative section?
 - If no, please refer to [General Information](#).
- How will you achieve those goals?
- What impact do you want your project to have on the beneficiaries and underserved communities?
- What evidence supports your project’s approach and intended impact?
 - For example: Evidence could include past performance, results from credible research, or from similar successful programs.

- **Strengthening Communities: Community Involvement**

- How will you engage members of the underserved communities and the intended beneficiaries in the design, implementation, and ongoing support of the project?

ORGANIZATIONAL CAPABILITY NARRATIVE

Purpose: In the Organizational Capability narrative, you will explain your experience operating anti-poverty programming and your organization’s plan for managing AmeriCorps resources.

This narrative helps reviewers understand your organization’s capacity to manage federal resources.

There are two subsections in the Organizational Capability narrative section. Answer the following questions in each subsection:

- **Organizational Capability: Current Programs, Activities or Services**

- What is your organization’s experience operating anti-poverty programming? Provide examples of current or past work and impact in this area.

- **Organizational Capability: Plan for Managing AmeriCorps Resources**

- What is your organization’s plan for managing the proposed project?
- Your response should include answers to the following questions:

- Who is the point of contact to ensure project activities are completed?



Note: In the [Applicant Info](#) section you identified a project director. If another staff member will ultimately be responsible for overseeing the project, and supervising VISTA Volunteers, how will that person be selected?

- What is your plan for recruiting and supervising VISTA Volunteers at your project?



Note: If your concept paper is accepted, there will be a space to elaborate on the details of your [recruitment plan](#).

- Has your organization managed federal resources before?
 - If yes, please elaborate on how you managed these resources.
- What is your organization's plan for involving other staff or community volunteers in the project?
- Does your organization have the capability to provide financial and/or in-kind support to implement the project if approved?
 - List what resources including office and desk space, access to computer and phone, and other supplies – you will provide to the VISTA Volunteer(s).

INTERMEDIARY JUSTIFICATION NARRATIVE



Note: The Intermediary Justification narrative only applies to applicants whose project model includes having VISTA Volunteers serve at multiple, independent partnering organizations. Definitions and additional information are below.

If your project model is a single service location or multi-service location model, and does not include these criteria, please write "Not Applicable" in this narrative field.

Definitions:

❖ Intermediary Project Model

An intermediary partner ("intermediary") is a partner that operates a project and provides AmeriCorps resources to other eligible entities that are also part of the project. Intermediary partners are the legal entities that apply for and receive the federal / AmeriCorps VISTA resources. Intermediary partners are responsible for ensuring full compliance with applicable rules and regulations of the VISTA program.

The intermediary partner is often, but not always, a large organization that has the capacity to develop and support service locations across a wide geographic area or among a group of organizations that address a common need. The intermediary provides administrative services, technical support, training, and oversight to organizations where VISTA Volunteers are assigned, referred to as service locations. The eligible entities or service locations that participate in an intermediary project are often small organizations that otherwise might not have access to such resources. The intermediary may operate a service location with assigned VISTA Volunteer(s) in addition to providing support to external service locations.

❖ **Multi-Service Location Project Model**

Projects that plan to have VISTA Volunteers serve at different locations under their organization (meaning all service locations are under the same Employee Identification Number (EIN)) would be considered multi-service location projects. Multi-service location projects do not need to complete this narrative section and can write “Not Applicable” in this narrative field.

Purpose: In the Intermediary Justification narrative, you will explain how your organization will perform as an intermediary partner.

This narrative helps reviewers understand how your organization is prepared to support multiple independent, [eligible](#) partners as they place VISTA Volunteers, and work on their own capacity building and anti-poverty goals. Your responses help reviewers understand how you will manage the oversight and monitoring of your service locations and their day-to-day supervision of their VISTA Volunteers.

Answer the following questions:

- Will your service locations have a shared programmatic focus, objective, and / or performance measures (such as food security)? Or will your organization serve only an administrative function (for example, your service locations will have various programmatic focus areas)?
- Describe your proposed service locations. Are there any identified partners for the project? Who are they? How will these service locations and partners fit within the overall project goals of addressing your identified poverty need(s)?
- How many service locations do you plan to have? Where are service locations located geographically (across a city, county, state, or multi-state)?
- You do not need to list each service location at this stage. The concept paper will help reviewers understand your project model.
- What is your organization’s experience partnering with other entities (provide an example)? How have you successfully managed those relationships?

- How will your organization oversee and manage the intermediary project?

REVIEW

“Click “next” after submitting your narratives and you will be on the “Review” page. This page shows all fields you entered and allows you to review or change fields prior to submitting the concept paper. To change a field, use the “edit” button next to the corresponding section.

As part of your review, complete the following steps:

- Review the [Submission Checklist](#) to confirm you have completed each step of the concept paper process.
- Carefully read the information you have entered for the concept paper:
 - Applicant Info
 - Application Info
 - Narratives
 - Need
 - Strengthening Communities
 - Organizational Capability
 - Intermediary Justification

Once you submit the concept paper, you cannot make changes unless it is returned to you by an AmeriCorps staff member in eGrants.

AUTHORIZE AND SUBMIT

Carefully read the [Authorization and Certification](#) sections.

Complete the following sections in eGrants:

- Authorization
- [Certification](#)
- Submit (click on the link)



Note: You must select “view/print” for “I agree” to be selected.

Authorized Representative:

- The individual who authorizes the application must be the applicant organization's authorized representative.
- An authorized representative has the legal authority to enter into an agreement with the federal government and commit resources for your organization.



Note: Your authorized representative may be a different person than your project director. Before submitting, confirm that the authorized representative has the legal authority to enter into an agreement. Certain actions cannot be undone once the concept paper is submitted.

- To complete this section, your authorized representative should login to their eGrants account and go to the "Authorize and Submit" section.
- The authorized representative must have their own account. To create an account, visit the [eGrants "Create an Account" page](#).



Note: Submission of a concept paper does not guarantee you will receive AmeriCorps VISTA resources.

Post Submission:

Once a staff review is conducted, the regional office managing your concept paper will contact you about next steps.

If you have questions regarding the review process, please [contact the regional office](#) managing your concept paper.

Once you create a concept paper, you can login to eGrants to continue working on it. You will NOT need to recreate it again. You can access your created concept paper from the right-hand side of the eGrants Home Screen under "View My Grants / Applications". Click on "Concept Papers" to access your application.

STEP 2: APPLICATION

IF YOUR CONCEPT PAPER IS ACCEPTED, WHAT ARE THE NEXT STEPS?

The Application is Step 2. If you have not submitted a concept paper, please return to [Step 1](#). Only organizations with a concept paper accepted by AmeriCorps VISTA should complete a project application.

Once you receive confirmation that your concept paper was approved, [eGrants](#) will automatically generate a template for you to fill out an application.

This section provides instructions to complete a project application. Below is a submission checklist to guide you through the steps of the process. The instructions explain the components of the project application, which is Step 2 of the process.

All project applications must be submitted through [eGrants](#). You can view your application under "Grantee edit of application or report" and select the corresponding application and click edit. Your application will open in the "Review" screen section. To navigate sections, use the menu on the left-hand side of the screen. Additional eGrants instructions are provided on our website.

SUBMISSION CHECKLIST

Use the checklist below to ensure you have completed each step of the application process:

- ☐ Receipt of approval from AmeriCorps regional staff to submit the project application
- ☐ Verify Unique Entity ID (UEI) from the federal System for Award Management ([SAM.gov](#))
- ☐ Verify eGrants account login.
- ☐ Read [General Information](#) in this document.
- ☐ Complete Project Application in eGrants
 - ☐ Applicant Info
 - ☐ Confirm the information you entered in SAM.gov exactly matches the information you input into eGrants

- ☐ Application Info
- ☐ Narratives (Maximum of 12 pages)
 - ☐ Need
 - ☐ Strengthening Communities
 - ☐ Organizational Capability
 - ☐ Project Design
 - ☐ Project Management
 - ☐ VISTA Assignment
 - ☐ Volunteer Management
 - ☐ Intermediary Justification
 - ☐ Budget/Cost Effectiveness
 - ☐ Other (Only if directed to complete)
- ☐ Service Locations
- ☐ Performance Measures
- ☐ Project Budget
- ☐ Requested Number of Volunteer Slots
 - ☐ Confirm the number of Volunteers is consistent throughout your application (narratives, performance measures, etc.)
- ☐ Supporting Documents
- ☐ Review
 - ☐ [Does your organization meet the requirements to receive VISTA resources?](#)
 - ☐ Have you included all the [application evaluation items?](#)
- ☐ Authorize and Submit
 - ☐ Confirm the person authorizing and submitting the concept paper has the legal authority to enter into an agreement with the federal government.



Tip: Compose your narratives in a word processing document first, then copy and paste them into the narrative fields of eGrants. This method provides you with an offline record as well as a page count.

APPLICANT INFO

Information Copied Over: The information you entered in the [Applicant Info](#) section of your concept paper has been copied into your project application.

Review and confirm all information is accurate.

APPLICATION INFO

Information Copied Over: The information you input in the [Application Info](#) section of your concept paper has been copied over.

Some information is populated from data entered in your concept paper. Review and confirm all information is accurate.

Additional information to include in this section for the Project Application:

- Proposed project start and end dates that will cover the time-period needed to meet the proposed goals and objectives of your project application. The minimum time-period is one year.
- "Other"
- Indicate whether your application is subject to [Executive Order 12372](#), "Intergovernmental Review of Federal Programs." This will vary [by state](#).
 - Enter "Date of Review" and "State Application Identifier"
- Indicate if your organization is delinquent on any federal debt.
 - "VISTA"
- Select a project type from the Program Type drop-down menu.
 - Standard
 - Only Volunteer slots are awarded to the partner.
 - [Support Grant](#)
 - Volunteer slots and a grant to fund supervision, travel, and/or training are awarded to the partner.
- Check the "Cost Share" indicator box if your organization will reimburse AmeriCorps VISTA for the living allowance of one or more VISTA Volunteers.
 - If you are unsure or have questions about cost share, consult with your AmeriCorps regional office.

NARRATIVES

The "Narratives" section of the project application is your opportunity to demonstrate to AmeriCorps staff reviewers that your proposed project aligns with the AmeriCorps VISTA's [Core Principles](#) and the [agency's focus areas](#). The narratives elaborate on how your organization would use and manage VISTA resources.

The project application narratives section builds upon the narratives you drafted in your concept paper. The project application asks for eight additional narratives. eGrants will carry

over the narratives from your concept paper into your application. You may provide additional content or address certain feedback from the regional office's concept paper review to the narratives copied over from the concept paper.

The table below indicates which narrative topics are addressed in the concept paper and which you will need to write and include in the project application.

Narrative Topic	In Concept Paper	In Project Application
Executive Summary		✓
Need	✓	Copied Over & Editable
Strengthening Communities	✓	Copied Over & Editable
Organizational Capability	✓	Copied Over & Editable
Project Design		✓
Project Management		✓
VISTA Assignment		✓
Volunteer Management		✓
Intermediary Justification	✓	Additional Information Required
Budget/Cost Effectiveness		Only if requesting a support grant
Other		If requested by AmeriCorps



Tips:

- The narrative portion of your application must not exceed 15 pages.
- Compose your narratives in a word processing document first, then copy and paste them into the narratives fields of the application system. This method provides you with an offline record.
- Make sure to address all the questions asked in each narrative section.
- Please use the most recently published demographic or statistical data.

EXECUTIVE SUMMARY

Purpose: The Executive Summary narrative provides the reviewer(s) with an overview of your project.

Complete the template below by replacing the bolded text with your information.

You **must** use the following template for the executive summary exactly. You **may not** alter the paragraph besides adding the requested information.

[BEGIN TEMPLATE]

[**Organization Name**]'s mission is [**Mission Statement**]. The proposed VISTA project aligns with the [**Choose one or more [AmeriCorps Focus Area](#)**] focus area(s). The VISTA project will seek to [**enter goal(s)**] and expects to benefit [**enter type and estimated number of beneficiaries**]. [**Enter number of Volunteers**] VISTA Volunteers will contribute to the goals of the project by performing activities such as [**enter activities**] over the course of [**enter expected length of project**].

[END TEMPLATE]

NEED NARRATIVE

Information Copied Over: The information you input in the Need narrative field has been copied over from the concept paper.

Any comments from reviewers should be addressed when you submit your project application.

To view the questions for the [Need narrative](#), review concept paper instructions above.

STRENGTHENING COMMUNITIES NARRATIVE

Information Copied Over: The information you input in the Strengthening Communities narrative field has been copied over from the concept paper.

Any comments from reviewers should be addressed when you submit your project application.

To view the questions for the [Strengthening Communities](#) narrative, review the concept paper instructions above.

ORGANIZATIONAL CAPABILITY NARRATIVE

Information Copied Over: The information you input in the Organizational Capability narrative field has been copied over from the concept paper.

Any comments from reviewers should be addressed when you submit your project application.

To view the questions for the [Organizational Capability](#) narrative, review the concept paper instructions above.

PROJECT DESIGN NARRATIVE

Purpose: In the Project Design narrative, you will explain your organization's **capacity building** goals and desired outcomes of your proposed project. This narrative helps reviewers understand how your organization plans to strengthen your structures and processes to tackle the unmet need you identified in the [Need narrative](#) of the concept paper.

The Project Design narrative is a space to map out what your project will do to build organizational, programmatic, and network [capacity](#). Details about your plan to manage day-to-day project operations, supervision, and performance tracking should *not* be included here, but in the [Project Management](#) narrative.

There are two subsections in the Project Design section. Answer the following questions in each subsection:

- **Project Design: Goals and Desired Outcomes**

- What are the capacity building goals and desired outcomes of your proposed project?
- What are the anti-poverty goals and desired outcomes of your proposed project?



Note: Outcomes are the changes you expect to result from your activities.

- How will meeting these goals help to address your organization's need, and ultimately impact the community?
 - How are the outcomes meeting the need you identified?
 - How are the outcomes impacting the community?

- **Project Design: Sustainability**

- How will you design the project so that it is sustainable in the long-term? In other words, what will you do to ensure that activities continue after VISTA resources end?



Note: Refer to the [core principles](#) for more information on how AmeriCorps VISTA defines sustainability.

PROJECT MANAGEMENT NARRATIVE

Purpose: In the Project Management narrative, you will explain how you plan to provide daily supervision to the VISTA Volunteers assigned to the project. You will also describe how you will track and measure the progress and impact on the capacity building of your organization as well as the anti-poverty project's outputs.

This narrative helps reviewers understand how you plan to manage the day-to-day project operations.

There are three subsections in the Project Management narrative section. Answer the following questions:

- **Project Management: Supervision**

- How will you provide daily supervision for your VISTA Volunteers?
 - If your project will have VISTA Volunteers at other service locations belonging to your organization **or** to other independent organizations (as an intermediary partner), how will you ensure that there is ongoing local supervision for those Volunteers?
 - Will the project supervisor(s) and if applicable, site supervisor(s) be full-time or part-time employees?
- How will you train staff about the goals and objectives of the project as well as VISTA Volunteer management? If your project has multiple service locations, describe how you will do this for each supervisor.

- **Project Management: Service Locations**



Note: Do not list your service locations in this narrative. You will add all your service locations later in the [Service Location section](#).

- If your project has multiple service locations (and you are not an intermediary partner) tell us how VISTA Volunteers will be properly supervised at the location where they are serving?
- If your project will have one or more service location(s) that is/are not co-located with the project director and/or supervisor, how will you oversee the VISTA Volunteers and VISTA Volunteer management at each service location?
 - If those service locations are at other nonprofit or government organizations then your own, what is your relationship with those other organizations?
- Who will be supervising VISTA Volunteers for your project and if applicable, at each service location?
- How will you communicate with service locations?

- **Project Management: Assessment of Project Performance**

- How will you track and assess the overall project performance?
- What instruments will you use to collect data to track and measure the progress toward achieving the capacity building goals of your organization identified in the “Project Design” narrative? For example, databases, data tracking logs, attendance lists, surveys, questionnaires, interviews, observations, other measurement tools, etc.
- How will you measure the success of your anti-poverty approach?
- If your project has one or more service location(s), how will you coordinate the tracking and assessment of progress across these locations?
- How do you plan to monitor service locations for compliance with the VISTA program rules and regulations and hold them accountable for reporting and supervising VISTA Volunteers?

VISTA ASSIGNMENT NARRATIVE

Purpose: In the VISTA Assignment narrative, you will address the key objectives and activities of the VISTA Volunteer and/or Leader’s assignment as it relates to the proposed project.

This narrative helps reviewers understand how the VISTA Volunteer(s’) activities align with your project’s goals and ensure activities are robust enough to engage a VISTA Volunteer full-time in a full year of service.

VISTA Volunteers focus on building the capacity of the anti-poverty activities you propose in the project application, and not on general capacity building for the partner or its service locations. While VISTA Volunteers focus on capacity-building activities, they may, on occasion, perform limited direct service activities when deemed necessary to complete their overall capacity-building assignment.

**Note: LIMITATIONS ON VOLUNTEER ACTIVITIES AND DUTIES**

Volunteers may not:

- Provide religious instruction, engage in religious activities, or proselytize as part of their service.
- Engage in lobbying efforts, electoral activities or participate in political rallies, meetings, or demonstrations while on-duty.
- Solicit, accept, or receive political contributions.
- Perform activities or duties that would displace employer workers or supplant the hiring of employed workers.
- Assist, directly or indirectly, any labor or anti-labor organizing activity.

For more in-depth information on these prohibited activities, refer to the [AmeriCorps VISTA Member Handbook](#), Chapter 15, Basic Laws & Federal Regulations.

Answer the following questions:

- What are the key objectives of the VISTA assignment(s)? Provide a summary.
- What activities will the full-time VISTA Volunteer(s) and Leader(s) perform to implement the proposed project? What skills or qualifications are needed to perform these activities?

**Note:**

- VISTA Volunteers and Leaders serve for an entire year; therefore, ensure that the activities are enough to engage a VISTA Volunteer in a one-year, full-time commitment.
- The tasks and activities should logically align with the project goals you propose in the Performance Measures and the Needs sections.
- The service activities described in your project's application will later be developed into VISTA Assignment Descriptions (VAD) if your application is awarded.
 - The VISTA Assignment Description is developed by the partner and is a critical tool for recruitment and programming because it clearly states the goals, objectives, and activities of a VISTA Volunteer during their service term as part of the project.



VOLUNTEER MANAGEMENT NARRATIVE

Purpose: In the Volunteer Management narrative, you will explain how you plan to recruit qualified candidates; select and onboard VISTA Volunteers; as well as develop VISTA Volunteers throughout their term of service.

The Recruitment and Development narrative helps reviewers understand your plans for recruitment, onboarding, and professional development of your VISTA Volunteers.

Your response should cover these multiple topics:

- **Volunteer Management: Recruitment Strategy**

- How will your organization promote the service opportunity(ies) and recruit qualified candidates?
- What knowledge, skills, and abilities should potential candidates have to be successful at your project?
- How will you interview candidates and select VISTA Volunteers?
- Do you plan to promote and provide additional incentives for selected Volunteers? If so, what additional incentives will your project provide Volunteers? This may include public transportation passes, gym memberships, housing, etc.



Tips: Refer to the [Sponsor Handbook, Chapter 5: "Supporting and Supervising Members"](#) for allowable support benefits.

- Will VISTA Volunteers be required to travel regularly for the project? This would include service-related travel, not daily commuting.
 - If yes, how much service-related travel is anticipated for a service term?
 - How does the project plan to reimburse Volunteers for service-related travel or will your project provide a vehicle for service-related travel?



Tips: Refer to the Sponsor Handbook, [Chapter 5: "Supporting and Supervising Members"](#) or the Member Handbook [Chapter 7: "Travel & Transportation Support"](#) for service-related transportation.

- Will your project allow teleservice as defined by the VISTA program?
 - If yes, how will you support Volunteers who teleserve?



Note: Remote service is NOT permitted under the VISTA program, as Volunteers must reside within the commuting area of the geographic community of the assigned service location.

More information can be found on our [Teleservice and Virtual Service Site Update](#).

- **Volunteer Management: Onboarding**

- How will your project provide an initial orientation, commonly referred to as an On-Site Orientation and Training (OSOT) in the VISTA Program, to new VISTA Volunteers?
 - What components and training topics will your On-Site Orientation and Training include?
 - How long do you plan to spend orientating your VISTA Volunteers to their service location and assignment activities?
 - On-Site Orientation and Trainings can include, but are not limited to, providing a tour of the service location, introduction of Volunteers to staff and community leaders, reviewing project / service location policies and procedures, as well as, reviewing the [VISTA Assignment Description \(VAD\)](#).



Tips: Refer to the [Sponsor Handbook, Chapter 4: "Preparing for New Members"](#) for more information on OSOT.

- How will you provide reasonable accommodations (if necessary) to meet the needs of VISTA Volunteers serving with your project?
- **Volunteer Management: Professional Development**

Professional development opportunities may be formal, such as conferences, courses, or workshops, or may be informal such as coaching, mentoring, job shadowing etc.
- How do you plan to provide professional development to your VISTA Volunteers throughout their service term?
 - Include topics you plan to train your VISTA Volunteer on throughout their service term, such as resource mapping, grant writing, tracking systems, etc.
 - If you plan to have your VISTA Volunteer attend a professional training or conference, you should include those in your response.

INTERMEDIARY JUSTIFICATION NARRATIVE

Information Copied Over: If applicable, the information you input in the Intermediary Justification narrative field has been copied over from the concept paper.

Any comments from reviewers should be addressed when you submit your project application.

To review the questions that were asked, review the [Intermediary Justification](#) narrative portion of the concept paper instructions above.



Note: In this section you will expand upon the information you submitted in your concept paper.

Keep all the previously submitted information and answer the following:

- Have you already identified your potential service locations that are separate from your own organization?
 - If no, how do you plan to identify them?
 - If yes, indicate that in this narrative. Then, you will need to enter service locations' information in the [Service Location](#) section of the application.
- Will your proposed service location be required to provide Site Support Payments (SSPs)?
 - If yes, what Site Support Payment (SSP) amount do you need for each service location?
 - How would those funds be used to support the project?



Note: Site Support Pay are funds your organization may request for the reasonable, actual costs incurred that are directly related to the service location's participation in the project and are not covered through a support grant.

BUDGET/COST EFFECTIVENESS NARRATIVE



Note: The Budget/Cost Effectiveness narrative only applies to applicants who are applying for a support grant.

If your project is a [standard project](#), and you are not applying for a support grant, write "Not Applicable" in this narrative field.

Purpose: In the Budget/Cost Effectiveness narrative, you will explain your needs for a support grant, if applicable. In eGrants, you may wish to complete the [Budget](#) section first and then return to complete this narrative.

This narrative explains and justifies each projected cost, linking expenses to project objectives and demonstrating their necessity and reasonableness. It plays a crucial role in providing transparency and clarifying the connection between the anticipated expenses and the proposed project's implementation. Write your narrative so that someone not familiar with the project can conceptually understand the rationale, purpose, and calculation of the estimated costs.

The costs associated with your budget must be reasonable, allowable, and necessary as well conform with AmeriCorps guidance. Refer to the [Support Grant Budget Guidance and Instructions](#) for what the funds can be used for.

Include the following information:

- Describe the line items that you included in your budget that you are requesting from AmeriCorps VISTA.
- Elaborate on any financial or in-kind (non-cash) costs your organization will be contributing to the project, such as staff time, travel, etc.

OTHER NARRATIVE

Do not complete this section unless you are directed by AmeriCorps staff. Enter N/A.

SERVICE LOCATIONS

Purpose: In the Service Location section, you will list the various service locations that will receive one or more VISTA Volunteers / Leaders.

If your organization is the only service location, and no other service locations will receive VISTA Volunteers, you will still need to add your organization information to the list.



Note: You must create your service locations before you enter your Performance Measures in the next section.

Include the following information for each service location:

- Service Location Name
 - Enter legal name of organization
- Physical address including the full zip code

- Employer Identification Number (EIN)



Note: Failure to provide an EIN or providing a fake EIN will result in the rejection of your application.

- Supervisor name
- Supervisor email
- Supervisor phone number
- Additionally, there is a drop-down menu to indicate the type of service location:
 - **Performance Measurement Service Location:** Beneficiary service location, a project location that may benefit from service performed in a different location.
 - **Placement Service Location:** Project location in which VISTA Volunteers will be physically serving.
 - **Both:** Project location in which VISTA Volunteers can physically serve, and that may also benefit from service performed in its location.

PERFORMANCE MEASURES



Note: You must create your service locations before you may begin this section.

In a previous section of the application, you provided information about your proposed project in narrative form. In this section, you will navigate through screens in eGrants to enter information about performance measures related to your proposed project.

The performance measures you enter in this section will be used for future [progress reports](#), if your application is approved. The performance measures are used to assess the impact and success of your project. Reporting on the measures that you enter is required.

The Performance Measure module in eGrants contains two screens for you to enter information about the two conceptual components of a project.

1. Capacity Building
 - On the Performance Measures screen, you will indicate how VISTA resources will build the capacity of your project.
2. Anti-Poverty
 - On the Anti-Poverty screen, you will indicate how the project helps individuals and communities out of poverty.

What is a performance measure set?

A performance measure “set” is made up of your capacity building outputs and outcomes as well as your anti-poverty outputs at a specific service location.

If your project has multiple service locations, you will enter more than one performance measure set. Each service location will have at least one performance measure set. If you have multiple capacity building or anti-poverty measures, each service location can have multiple performance measure sets.

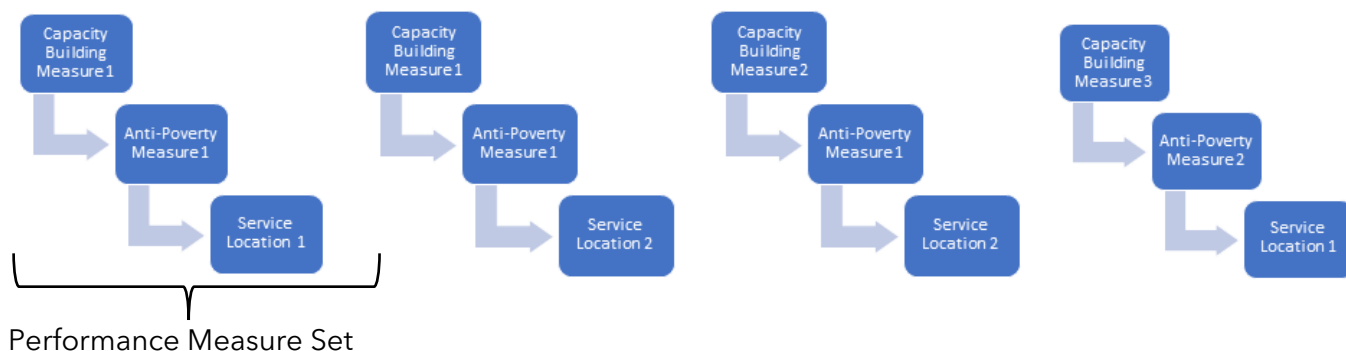


Figure 2 The combination of a capacity building measure, an anti-poverty measure, and a service location make a Performance Measure set.

Use these resources to complete this section:

- AmeriCorps VISTA [Performance Measures Instructions](#)
 - This document provides definitions and data collection protocols for capacity building and anti-poverty programming.
- [AmeriCorps National Performance Measurement Core Curriculum](#)

PERFORMANCE MEASURES MODULE HOME PAGE

Below are the eGrants instructions for navigating the Performance Measure module home page:

- To start the module, click the “Begin” button on the home page.
- As you proceed through the module, the home page will summarize your work and provide links to edit the parts of the module you have completed.
 - You may also navigate sections of the module by using the screen feature at the top of each page.
- Once you have started the module, click “Continue Working” to return to the screen you were on when you last closed the module.
- After you have created at least one set of performance measures, the home page will display a summary chart of your measures.
 - To edit a performance measure listed in the chart, click the “Edit” button.
 - To delete a measure, click “Delete.”

PERFORMANCE MEASURES SCREEN

On the Performance Measures screen, enter information about the capacity-building aspects for each proposed service location(s) for the project year. These measures indicate how the project will build the capacity of your organization's ability to sustain your proposed project. For each service location that will benefit directly from the capacity-building efforts of the VISTA Volunteer(s), you will provide information about:

- The capacity goal you hope to reach at the service location
- The number of VISTA Volunteer(s) (or Leader(s)) you are requesting at the service location and the focus of their service activities
- At least one capacity-building output, and
- At least one capacity-building outcome.

You will also provide information about data collection plans.

For applicants requesting Leader(s), you may either include information about Leaders in a performance measure set with the VISTA Volunteer(s), or you may create a separate performance measure set for the Leader(s).

- **Select a Service Location**

In this section, you will provide information about your project's service location(s), which refers to the organization(s) that will benefit most directly from the capacity-building efforts of the VISTA Volunteer(s).

eGrants Instructions:

1. Select a service location to begin.
 - The "Service Location name" drop-down menu lists any service location you entered into eGrants, following instructions above in the section [Service Locations](#), and identified as a **Performance Measurement Service Location** or **Both**.
 - You will not see service locations that you identified as a **Placement Service Location**.
2. You will need to complete performance measure information for each service location in the list, one at a time.

- **Select a Capacity Goal from the List**

In this section, you will provide information about your capacity building goals. AmeriCorps defines capacity building as a set of activities that expand the *scale, reach, efficiency, or effectiveness* of projects and organizations. Activities may also increase the ability of the project or organization to leverage resources. For example, capacity-building activities may expand services, enhance delivery of services, or generate additional resources. These activities achieve lasting positive outcomes for the beneficiary populations served by AmeriCorps-supported organizations.

eGrants Instructions:

- Choose one of the following capacity goals that best reflects your intent at this service location:
 - **Scale/reach.** You aim to increase your project's ability to serve more people, serve new groups of people, or provide new or expanded types of services.
 - **Effectiveness.** You aim to increase your project's ability to achieve better outcomes for beneficiaries.
 - **Efficiency.** You aim to increase your project's ability to provide improved outcomes for beneficiaries with the same level of resources, or to improve or maintain consistent quality of services with fewer resources.
 - **Leveraged Resources.** You aim to increase your project's ability to generate additional resources or assets, such as funding, community volunteers, in-kind support, and partnerships.



Note: Community volunteers are defined as unpaid citizens from the local community that are recruited and/or managed because of the project and VISTA Volunteer activities. VISTA Volunteers are **not** considered community volunteers.

If none of these goals represents the capacity you aim to build at this service location, you may check the last box in the list and create your own capacity-building goal in the text box. If you have multiple capacity goals at this service location, you will create a separate performance measure set for each capacity goal.

- **Select Project Year**

eGrants Instructions:

- Select the year (1, 2, 3, etc.) that reflects the upcoming project year for which you are requesting VISTA Volunteer resources at this particular service location and for this specific capacity goal.
- If this service location has never received VISTA Volunteer resources for this capacity goal, select "1" for the project year.

- **Select Service Activities**

In this section, you will provide information on the VISTA Volunteer activities for this service location and its capacity-building goal during the proposed project year. (Refer to the table below for descriptions and examples of Service Activity categories.)

eGrants Instructions:

- Select the Service Activity categories that apply to the VISTA Volunteer(s) during this project year at this service location for the specific capacity goal you identified above.

- In the text box next to any Service Activity category you selected, briefly describe the VISTA Volunteer activities related to this category. The table below lists examples of VISTA Volunteer activities for each “Service Activity” category.
- If none of the Service Activity categories listed represent the activities of the VISTA Volunteer(s), you may check the last box in the list and create your own service activity category in the text box.
 - Click the “Add User Service Activity” button to enter additional service activity categories as needed. This option should be used sparingly.

Service Activity Categories:

Service Activity	Description	Examples of VISTA Activities
Community Assessment	Environmental scan of community context and need	– Help design a community assessment plan – Help complete a survey of neighborhood or a report of need/recommendations based on findings – Help incorporate into project service delivery – Help update community assessment to monitor the most pressing community challenges
Community awareness and engagement	Expand community knowledge and support of the project effort	– Help complete a public relations media plan – Help conduct community outreach or organizing meetings – Help develop presentations, newspaper articles and PSAs
Expand/strengthen partnerships/networks	Initiate efforts with other organizations, for example, through applying jointly for funding, collaborating on programming or referrals, sharing staff and resources, developing training and materials that are shared	– Identify potential collaborators and plan informational meetings – Help improve communication about community projects among partner organizations – Help establish intra-organization systems (e.g. linked database, common forms) – Help develop commitments among collaborators to the project and formalize partnerships, e.g. MOUs, budgets
Financial resources	Develop/expand a diversified funding stream	– Develop fundraising plan – Recruit fundraising committee – Help establish fundraising unit – Identify resources for fundraising

Service Activity	Description	Examples of VISTA Activities
		– Help develop capital campaign or approach donors – Draft and submit proposals – Plan ongoing fundraising
Material development	Improvement or expansion of materials that support programming (e.g. toolkits, curricula, worksheets)	– Assess current materials – Develop or modify materials to strengthen programming – Develop and/or training materials – Develop manuals – Train staff in the use of newly developed materials
Outreach	Participant recruitment	– Develop an outreach plan for target beneficiaries/ participants – Help ensure project is relevant to potential participants – Develop/improve presentations, communication tools and methods of conducting outreach to potential participants
Performance measurement	Assessing results of project offerings	– Help develop or improve a performance management system for the anti-poverty programming – Help train staff to use performance management system routinely to continually improve measures – Help staff use findings from performance measurement efforts to inform improvements of existing and new project offerings
Project development and delivery	Improvement or expansion	– Help expand existing project or develop new project design – Help implementation of new/expanded project
Technology use	Develop systems for organizational effectiveness	– Develop, pilot, revise database (community volunteer, client) or internal or external knowledge management system – Develop social media tools – Pilot new tools – Train staff to do updates and maintain database or knowledge management system – Develop on-going staff/community volunteer/community technology resource

Service Activity	Description	Examples of VISTA Activities
Community volunteer recruitment and management system	Establish or expand pool of community volunteers to assist with service delivery	– Help organization and other stakeholders recognize need for and use of community volunteers – Help clarify community volunteer roles – Develop community volunteer generation plan – Develop partnerships for recruiting community volunteers – Develop community volunteer unit, volunteer manual/training/curriculum – Recruit/manage community volunteers – Develop/pilot community volunteer training – Develop community volunteer intake/tracking/recognition system – Train staff to manage community volunteer plan – Resource plan for ongoing support of systems (recognition, training, supervision)

- **Select Outputs**

In this section, you will provide information on your project's capacity building outputs. You will gather and report data for each capacity building output you select (see Data Collection below), following the definitions and protocols identified for that measure.

eGrants Instructions:

- Select at least one capacity-building output that best reflects the results of VISTA Volunteers capacity-building activities at this service location for this project year.
 - You may select more than one output.
 - If none of the capacity building output in the list represents the outputs at this service location, you may check the last box in the list and create your own capacity building output in the text box. Click the "Add User Output" button to add blank fields as needed.

- **Select Outcomes**

In this section, you will provide information on your project's capacity building outcomes. You will gather and report data for each capacity building outcome you select (see Data Collection below) following the definitions and protocols identified for that measure.

eGrants Instructions:

- Select at least one capacity-building outcome that best reflects the results of the VISTA capacity-building activities at this service location for this project year.
 - You may select more than one outcome.

- If none of the capacity-building outcomes in the list represents the outcomes at this service location, you may check the last box in the list and create your own capacity-building outcome in the text box. Click the “Add User Outcome” button to add blank fields as needed.

- **Enter Data Collection Information**

For measures (output or outcome) you selected from a list, you will collect data for future reports. The data collected for a specific measure must be consistent with the definitions and protocols identified for that measure, as identified on the [AmeriCorps Performance Measures Instructions](#).

eGrants Instructions:

- Enter information for any capacity-building output and outcome measures you identified.
- For each output and outcome measure, select a “Method” for collecting the data from the drop-down list. Then, enter an “Instrument Description.” Describe how the instrument will be used, including how and when data will be collected and by whom.
- Add the “Target Number” you expect to reach for the project year.
 - The “Unit of Measure” automatically appears if you selected a measure from the “Output and Outcome” lists.
 - If you created your own capacity-building output or outcome measure, you need to create a corresponding unit of measure.

- **Enter Number of Volunteers Requested**

eGrants Instructions

- Enter the number of VISTA Volunteer/Leader slots you are requesting at this service location for this capacity-building goal for this project year
- Once you have entered all the capacity-building information for this service location, click the “Add Anti-Poverty Info” button to advance to the Anti-Poverty screen.

ANTI-POVERTY SCREEN

On this screen, you will enter information about how the project will help alleviate poverty for individuals and communities. At the top of the Anti-Poverty screen, a table titled “Performance Measure” summarizes the service location and capacity-building information you entered in the previous section.

You will be required to report on these measures in your progress report. This is a change from previous instructions.

eGrants Instructions:

- Enter only the anti-poverty programming components that specifically relate to the service location and the capacity-building activities you identified previously on the Performance Measure screen.
- You will select:
 - an anti-poverty output including the REQUIRED target number;
 - an anti-poverty outcome with the OPTIONAL target number; and
 - an anti-poverty program strategy/intervention.
- You will also enter the number of VISTA Volunteers you are requesting related to each anti-poverty programming area. Entering information about data collection plans is required.
- If you have more than one anti-poverty program for which you plan to build capacity at this service location, you must enter information about each anti-poverty program separately.
 - For example, if you request VISTA resources to increase your organization's ability to connect economically disadvantaged individuals to housing resources and to health care, you will input separate information about the housing-related project and about the health care project.



Note:

- You will be asked to demonstrate how you tracked your project's outputs and optional outcomes, we do not recommend that you include more than four or five performance measures sets. For multi-service location and intermediary projects, we do not recommend more than one performance measures set per service location.
- Limiting your performance measures sets does not mean your project cannot include other allowable activities. You should describe those in the appropriate narrative sections of the application and if awarded, report on your results in the narrative sections of the [Project Progress Report](#).

In the Anti-Poverty section, enter the following information:

- **Select Focus Area Type**

This section collects information about type of focus area. A [focus area](#) is one of a set of six issue areas (identified in the [Serve America Act](#)) that relate to improving communities and individuals. "Priority Focus Area" refers to the focus areas that best correspond with the VISTA anti-poverty mission. These include: Economic Opportunity, Education, Healthy

Futures, and Veterans and Military Families. The type “Other Focus Area” refers to focus areas that are not priorities of the VISTA program.

eGrants Instructions:

- Click on “Select Focus Area Type” and choose “Priority Focus Area” or “Other Focus Area” from the dropdown menu.
- When you select a Focus Area Type, a list of corresponding focus areas appears.

- **Select Focus Area and Objective**

eGrants Instructions:

- Click “Select Focus Area” to choose one from the drop-down menu. When you select a Focus Area, a list of agency-defined corresponding Objectives appears.
- Click “Select Objective” to choose one from the drop-down menu. An objective is a specific set of project activities within each focus area.
- Select “Other” for the objective if your program activities do not fall within one of the AmeriCorps-defined focus areas.
- When you select an Objective, a list of corresponding “Anti-Poverty Outputs and Anti-Poverty Program Strategy/Interventions” appears.

- **Select Anti-Poverty Output**

eGrants Instructions:

- Select one anti-poverty output that best reflects the intent of your anti-poverty project activities at this service location for this project year.
 - If none of the anti-poverty output options in the list represent your project activities, check the last box in the list and enter your own anti-poverty output in the text box.

- **Select Anti-Poverty Outcomes (optional)**

eGrants Instructions:

- Based on the anti-poverty output you selected above; a list of anti-poverty outcomes appears.
- You may select the anti-poverty outcome that best reflects the results of your anti-poverty project activities at this service location for this project year.
- If none of the anti-poverty outcome options in the list represent your project activities, check the last box in the list and enter your own anti-poverty outcome in the text box.

- **Select an Anti-Poverty Program Strategy/Intervention**

eGrants Instructions:

- Select at least one anti-poverty program strategy/intervention from the list and enter a brief description, including (to the extent known) the design, frequency, and intensity of the proposed intervention.

- If none of the anti-poverty program strategy/intervention options in the list represent your programming, check the last box in the list and enter your own strategy/intervention in the text box.
- If you are still developing your anti-poverty program strategy/intervention, check the last box in the list and write "To be developed" in the text box.

- **Enter Data Collection**

eGrants Instructions:

- Enter information for the anti-poverty outputs and outcomes measures you identified.
 - For each measure, select an Instrument for collecting data from the drop-down list and then enter a Description.
- Add the "Target Number" you expect to reach for the project year. The "Unit of Measure" appears if you selected an "Output and Outcome" measure from the list. You will need to enter this information if you have user created measures.

- **Enter Number of Volunteers**

eGrants Instructions:

- Enter the number of VISTA Volunteer(s)/Leaders you are requesting to help accomplish the capacity building activities and these anti-poverty performance measures.



Tip: To add another anti-poverty programming area related to this capacity building set, click "Add New Anti-Poverty Info" at the bottom of the screen. A new "Anti-Poverty" screen will appear for this capacity building set. To complete the new screen, follow the preceding instructions for the "Anti-Poverty" screen.

When you have entered information for all the anti-poverty programming areas related to this capacity building set, click "Done Adding Anti-Poverty Programming". You will be returned to the "Performance Measures" screen, where you can add capacity building information for other service locations or capacity-building goals.



Tip: If you have multiple service locations conducting similar programming, click the "Duplicate" button in the "Summary of Performance Measures" chart (top of the screen) to create a copy of this performance measure set. You can also change individual fields.

When you are done adding performance measure information for the project, click on "Summary" to go to the Summary screen.

SUMMARY SCREEN

The Summary screen shows all the information you entered in the module.

Editing Options:

- To edit a particular performance measure, expand the panels for the measure you are interested in and click “Edit Performance Measure” to return to the Performance Measure screen
- Select “Edit Data Collection” to return to the Data Collection section of the Performance Measure screen.

eGrants Instructions:

- Select “Validate Performance Measures” to verify this module prior to submitting your application.
- When you are finished entering performance measures and have validated them successfully, select “Back to eGrants Application” to return to the main application and complete any remaining sections in the application instructions.

Printing Options:

- To print a summary of all performance measures at all service locations, click “Print All Performance Measures”.
- To print a summary from previous applications, click “Print PDF (By Project Year)”.
- To print a particular performance measure, expand the panels for the measure you are interested in and click “Print This Measure”.

BUDGET

[Standard projects](#) are not required to have a project budget.

Project budgets are only required for projects that receive [support grants](#). View the [Appendix](#) for the Support Grant Budget Instructions and Guidance for additional instructions if directed by AmeriCorps staff.

REQUESTED NUMBER OF VOLUNTEER SLOTS

Purpose: In this section, you will indicate how many VISTA Volunteers you are requesting.

As a reminder:

- The Standard/Federal cost type Volunteers are those whose living allowance is covered by the VISTA program.

- Cost Share/Non-Federal cost type Volunteers are those whose living allowance is either reimbursed (cost share) or directly funded (non-federal) by your organization.
- For more information on cost sharing volunteers, visit our **Cost Share FAQs**.
 - You must request at least one or more full-time Volunteers.
 - You can request a Leader for every five full-time Volunteers.
 - First year partners may not have a Summer Associates component, so leave that column blank.

The table below is an example of a completed request for slots:

Cost Type	Full-Time Volunteers	Leader	Summer Associates	Total Volunteers (Full-Time + Leader)	Total Positions (Slots)
Standard / Federal	20	1	N/A	21	21
Cost Share / Non-Federal	0	0	N/A	0	0
TOTAL	20	1	N/A	21	21

SUPPORTING DOCUMENTS

Purpose: As part of your project application, you are required to email certain documents to your [AmeriCorps regional office](#) to verify your organization's eligibility to be a partner.

The subject line for your email should be "VISTA New Project Supporting Documents."

After submission, change the document status to "sent" for the following documents in eGrants:

- Copy of Financial Statement Audit or SF-990, if applicable
- Copy of Articles of Incorporation (not applicable to public entities)
- List of Board of Directors or governing body (not applicable if public entity)
- Organizational chart of the organization applying for resources
- Tax exempt status: IRS determination (not applicable to public entities)
- [AmeriCorps Applicant Operational and Financial Management Survey \(OFMS\)](#) (applicable only to Support Grant Project Type applications; found under the "Pre-Award Resources" of the [Manage Your Grant page](#).)

REVIEW

Prior to submitting the project application, you can navigate to the sections to review or change the information you have entered.

Review the following:

- The [Submission Checklist](#) to confirm you have completed each step of the project application process.
- Carefully read the information you have entered for the project application:
 - Applicant Info
 - Application Info
 - Narratives
 - Need
 - Strengthening Communities
 - Organizational Capability
 - Intermediary Justification
 - Project Design
 - Project Management
 - VISTA Assignment
 - Volunteer Management
 - Intermediary Justification
 - Budget/Cost Effectiveness
 - Other (Only if directed to complete)
 - Service Locations
 - Performance Measures
 - Project Budget
 - Requested Number of Volunteer Slots
 - Supporting Documents

You can also view and print the information you have entered in the project application. The document opens as an Adobe PDF read-only file. You may print the project application in PDF format or save a copy of it onto your computer.

Once you submit the project application, you may not make changes unless it is returned to you by an AmeriCorps staff member in eGrants.

AUTHORIZE AND SUBMIT

Carefully read the Authorization, Assurances, and Certification sections.

Complete the following sections in eGrants:

- Authorization
- [Assurances](#)
- [Certification](#)

Authorized Representative:

- The individual who authorizes the application must be the applicant organization's authorized representative.
- An authorized representative has the legal authority to enter into an agreement with the federal government and commit resources for your organization.
 - To complete this section, the authorized representative must login to their account and go to the "Authorize and Submit" section.
- The authorized representative must have their own eGrants account. To create an account, visit the [eGrants "Create an Account" page](#).

Verify & Submit:

You are required to verify your entire project application before submitting it in eGrants. Select "verify this project application," and eGrants will generate a list of any sections that need correction. When everything is complete and accurate, select "submit grant application to CNCS" from the available actions to finalize your submission.



Note: Submission of a project application does not guarantee an award of AmeriCorps VISTA resources.

Post Submission:

Once your project application is submitted, you will receive an automated notice from the system indicating your submission was successful.

Once a review is conducted, the regional office managing your application will contact you about next steps.

If you have questions regarding the review process, [contact the regional office](#) managing your application.

IF YOUR PROJECT IS AWARDED, WHAT ARE YOUR ONGOING RESPONSIBILITIES?

Reporting: Approved projects will be responsible for timely submission of periodic reports.

The reporting requirements are as follows:

- **Partner Verification Forms**
 - Every pay period, the system generates a list of your active VISTA Volunteers. You must certify that they were serving during the previous pay period or indicate if a Volunteer left the project and the reason.
- **Progress Report**
 - You must complete and submit Project Progress Report (PPR) via eGrants. The Project Progress Report describes your project's progress toward achievement of performance targets. Refer to the [Project Progress Report instructions](#) for current due dates. (Also, see the Memorandum of Agreement.)
- **Progress Report Supplement:**
 - You will also complete a VISTA Progress Report Supplement (VPRS) annually in November, or within sixty days of your project closing. This report collects information about your project's activities during the federal fiscal year (October – September) as opposed to your project year.
- **Federal Financial Reports** (applicable only to projects with cash grants):
 - The Federal Financial Report (FFR) is a statement of expenditures associated with a support grant. More information can be found on the ["Manage Your Grant"](#) webpage.

Monitoring: AmeriCorps' Office of Monitoring ensures that AmeriCorps' award recipients comply with the terms of their award, the memorandum of agreement, and if applicable, the Notice of Grant Award. They may monitor projects remotely or by conducting in-person site visits. You may hear directly from the Office of Monitoring, or regional office staff may contact you if your project is selected for a monitoring site visit.

APPENDIX

- Support Grant Budget Guidance and Instructions
- Memorandum of Agreement Provisions
- [Terms and Conditions for Support Grants](#)
- [Member Handbook \(English & Spanish\)](#)
- [Sponsor Handbook \(English & Spanish\)](#)

