



SerVermont AmeriCorps VISTA Program Site Application Guidelines: 2018-2019

Letter of Intent Instructions:

- Letters of Intent can be brief. They should include the number of slots you intend to apply for, the geographic region that will be served by the VISTA, and the focus area and objective(s) the position will address. Send an electronic version via email to robyn.baylor@vermont.gov.

Application Instructions:

- Please make sure to answer all answers completely. Boxes will expand as you type. Whenever possible, **provide relevant data and statistics to support your project's ability to alleviate poverty**.
- Type the application and mail an electronic version via email to robyn.baylor@vermont.gov.

Attachments to Include with New Application

It is not necessary to include these attachments if you are a returning site unless there have been changes in staff/board membership that should be updated for our records.

- Job Description of Site Supervisor
- Resume or C.V. of Site Supervisor
- Letter of Support from Board or Advisory Committee. Must support placing a member at the site and paying the cost share. This letter should be current and signed by an authorized representative.
- List of Board of Directors. Must be current, dated, and contain board member's affiliation.

Reminders:

- VISTA is NOT a direct service program. Applications should be focused on **indirect service and capacity building** projects such as fundraising, volunteer management, increasing collaboration and community participation, and increasing efficiency and effectiveness of programs that alleviate poverty.
- VISTA members must primarily be involved with initiatives that help **alleviate poverty** in Vermont. The goal of every project must be to help individuals and communities move out of poverty, not simply make poverty more tolerable. The project should focus on **long-term solutions** rather than short-term services.
- All VISTA Projects must select at least one capacity building performance measure. These measures are what your VISTA will be responsible to report on throughout their term. There is no advantage to selecting a large number of performance measures so please only select those which you can confidently track and meet according to the requirements and guidance found [here](#).
- VISTA Projects are granted for a three-year cycle and VISTA members serve a one-year commitment. Your site application should be geared towards projects that can be sustained without the presence of a VISTA member after three years.
- If you apply for more than one member, each member must have distinct responsibilities and goals or distinct geographic coverage. Your application should be sure to explain why more than one member is necessary to achieve your goals.
- Sites must pay a cost-share fee for their VISTA member. First year sites pay \$6,000 and that amount increases by \$1,000 each year, not to exceed \$8,000.