

Rochester Youth Year Agency Application

August 2008 – July 2009



PROGRAM DETAILS

Urban youth in Rochester face extraordinary challenges rooted in extreme poverty. According to 2000 census data, the region had the 11th highest child poverty rate among the nation's largest urban areas. To complement the existing programs and services offered by the area's local colleges and universities, a consortium has convened to develop the Rochester Youth Year, an initiative which will provide community-based youth serving agencies with a recent college graduate for one year of full-time service.

Rochester Youth Year (RYY) combines the talent and expertise of community agencies, students, faculty, and administrators to create and enhance the resources and support systems available for Rochester's youth. The program is the product of collaborative efforts between Nazareth College, Roberts Wesleyan College, Rochester Institute of Technology, St. John Fisher College, SUNY Geneseo, The College at Brockport, SUNY, and the University of Rochester.

The goals of the Rochester Youth Year program are to:

- Strengthen the capacity of participating institutions to collaborate by bringing their diverse resources to focused activities
- Retain talented recent college graduates in Rochester for a year of service in high-impact community-based projects which meet the needs of our city's youth
- Mobilize undergraduate students, working alongside Youth Year Fellows and urban youth agencies, and prepare for a lifetime of civic leadership in Rochester and beyond
- Develop a sustainable leadership training and volunteer preparation/recruitment program for the area's talented and energetic college students

Fellows will begin their service with the agency August 4, 2008. Agency applications are due April 15, 2008.

AmeriCorps*VISTA Overview

Rochester Youth Year is an AmeriCorps*VISTA sponsored program. AmeriCorps*VISTA is one of five national service programs administered by the Corporation for National and Community Service (CNCS) and it is the only such program specifically designed to alleviate poverty by helping individuals and low-income neighborhoods to make positive changes for themselves. VISTA positions are indirect service, meaning the volunteers are charged with creating/enhancing programs and building capacity, rather than performing direct service in the community. Each VISTA member serves a one-year term, although individual volunteers may renew for a second year. Since 1965, more than 140,000 Americans have served through VISTA. Today, close to 6,000 individuals serve throughout the country, working to eliminate illiteracy, improve health services, create businesses, increase housing opportunities, bridge the digital divide, and strengthen the capacity of community organizations.

Program Goals

AmeriCorps*VISTA members focus on creating sustainable programs that will be institutionalized in the community after the VISTA project period has expired. These programs are designed to have a measurable impact on issues affecting impoverished populations in the local community. All Rochester Youth Year VISTA projects fit within three priority areas (Education, Health and Wellness, and Public Safety) established by the Rochester Regional Network, and each of these had a distinct goal that directs the program activities. New host sites should choose the one Priority Service Area that best describes their reasons for requesting a Rochester Youth Year VISTA member.

<u>Priority Service Area</u>	<u>(Ex.) Program Goal</u>
Education	An increase in educational outcomes of youth through the expansion of programs and increase in number of volunteers.
Health and Wellness	Community health organizations are better able to meet the needs of the population with an increase in volunteers, the dissemination of accurate information, and acquisition of resources.
Public Safety	Promotion of safe and healthy lifestyle choices targeted at impoverished youth.

VISTA Activities

VISTA activities can be organized into three general categories: Indirect Service, Capacity Building, and Sustainable Endeavors. These categories were provided by the Corporation for National and Community Service and represent the natural progression that can be applied to AmeriCorps*VISTA programs over the lifespan of the grant. All Rochester Youth Year positions should incorporate all three categories, with increased emphasis on Capacity Building and Sustainable Endeavors over the course of the grant.

Indirect Service

Program Creation and Management

→

Capacity Building

Improvement and Process

→

Sustainable Endeavors

Program Institutionalization

Recruit volunteers, train volunteers, →
organize fund raising events, organize
task forces, coalitions, or councils

Develop forms, volunteer assignments, →
writing training curriculum, write grants

Develop volunteer handbook,
develop training manual and train
the trainer curriculum, secure
project staffing

Limitations of VISTA Member Service

- Host sites may not supplement the VISTA member's subsistence allowance with any monetary contribution
- VISTA members may not hold any other job during their service
- VISTA members may not be enrolled as a student during their term of service. Any non-credit class attendance must be for professional development only and must be approved in advance by Corporation for National and Community Service and Rochester Youth Year
- VISTA members may not register people to vote or drive people to the voting polls
- VISTA members may not engage in any pro or anti labor organizing activities
- VISTA members may not engage in any form of lobbying
- VISTA members may not engage in religious instruction, worship, or proselytizing, or any other religious activity as part of their duties
- VISTA members may not take any action with respect to a partisan or non-partisan political activity that would result in the identification of the AmeriCorps*VISTA program with such activities

VISTA Member Benefits

- Annual living stipend of \$10,380
- \$4,725 Education Award or \$1,200 end of service stipend
- Health benefits including full prescription drug coverage
- \$500 Relocation allowance (if eligible)
- Relocation travel expenses (if eligible)
- \$400/ month childcare allowance (if eligible)
- Life Insurance
- Workers Compensation
- Student Loan Forbearance (if receiving education award)
- Repayment of interest accrued on qualified student loans (if receiving education award)

VISTA Member Recruitment and Selection

AmeriCorps*VISTA members are recruited on Rochester Regional Network Campuses by network partners. All candidates participate in a multi-tier selection process. Applicants submit a complete application and resume to the Rochester Youth Year selection committee. The committee identifies qualified and appropriate candidates for further interviews with the host sites. Host site supervisors are responsible for evaluating the candidates and providing the Rochester Youth Year program with their hiring feedback and rankings. As the official project sponsor, Rochester Youth Year is responsible for submitting hiring materials to the Corporation for National and Community Service.

Host Site Roles and Responsibilities

- Provide daily supervision of the VISTA member
- Provide VISTA member with a thorough on-site orientation to the agency and community
- Provide office space, budget, and equipment for the VISTA program
- Reimburse VISTA member for work-related travel and travel to any RYY trainings
- Pay cost-shared fee
- Comply with CNCS guidelines for suitable VISTA responsibilities

VISTA Assignment Description (VAD)

VISTA Assignment Descriptions will be developed after your application narrative has been approved (mid-May). The VISTA assignment description is a detailed outline of the goals of the VISTA project, the VISTA member's tasks for the year, and the anticipated results of the project. These documents should provide your VISTA member, Rochester Youth Year, and the Corporation for National and Community Service with a "snapshot" of what the goal of the project is, how it will be accomplished, and how it will be evaluated. The VAD is divided into two sections: service activities and performance measures.

Service Activities: All host sites should base their VAD on the goal from one of the Priority Service Areas (see program goals), but the activities in the VAD should reflect the specific needs of the individual agency. Each VAD should outline should three to five overarching activities for the year, and each activity should have at least five steps necessary to complete the activity. Each step in the plan should have a date (a specific time, month, or quarter) by which it should be accomplished.

Performance Measures: Performance Measures are the way your grant will be evaluated on a quarterly basis. These are the quantitative results of your project. Your results here should follow the guidelines below.

Rochester Youth Year Agency Application

June 2008 – May 2009

Deadline: April 15, 2008

I. AGENCY INFORMATION

Agency Name: _____

Address: _____

City: _____ State: _____ Zip: _____

President or Director's Name: _____

Primary Contact Person: _____

Primary Contact's Phone Number: _____

Primary Contact's Fax Number: _____

Primary Contact's Email Address: _____

What percentage of your agency's clients are youth? _____

What percentage of your agency's clients are low-income? _____

How many individuals have volunteered at your agency in the past 12 months? _____

How did you hear about the Rochester Youth Year program? _____

II. PROJECT INFORMATION

Project Name: _____

Priority Area: _____

Major Activities: _____

III. DIRECT AND IN-KIND SUPPORT

Please confirm the Agency will provide the following:

- Daily Supervision of the Rochester Youth Year Fellow
- The site supervisor will attend the supervisor orientation program (CNCS required)
- A living stipend cost-share of \$2,000 per year
- An Orientation to the agency and the populations it serves
- Work space and equipment
- Computer Access

IV. CERTIFICATION

I certify that the information within this application is accurate and complete.

Signature: _____

Printed Name: _____

Date: _____

APPLICATION REQUIREMENTS

- Section I – Agency Information
- Section II – Project Information
- Section III – Direct and In-Kind Support
- Section IV – Statement of Certification with signature from an authorized agency representative
- Section V – Project Narrative (attach responses and supporting materials)

Application materials are due April 15, 2008. Please mail all materials to:

Rochester Center for Community Leadership
University of Rochester
510 Wilson Commons
Rochester, NY 14627-0443
Attn: Rochester Youth Year

V. PROJECT NARRATIVE

Please address each of the following questions and attach the response to Sections I – IV

A. Executive Summary

Provide a brief narrative of your proposed Rochester Youth Year project, including population to be served, issue areas, history of your organization's activities in these issue areas, and the type of service activities you expect the Youth Year Fellow to accomplish. (one to two paragraphs)

B. Needs and Activities for Your Priority Area

State, as much as possible, in measurable and quantifiable terms the specific poverty-related need(s) identified by the community that the Youth Year Fellow will address, including the number of low-income people directly affected by the problem(s). (numbers are required)

C. Strengthening Communities

1. Describe how the new infrastructure or organizational capacity created by your project will bring individuals and, ultimately, the community out of poverty. (one paragraph)
2. How will you involve the community to ensure the sustainability of the proposed project? (one paragraph)
3. How, if at all, will you collaborate with other local agencies, institutions, or government offices in order to support the proposed project?

D. Rochester Youth Year Fellow Assignment Description

1. List at least four activities the Youth Year Fellow must perform to implement the strategies described in the project plan. These tasks and activities should logically relate to the overall project goals and activities you proposed. These activities should include at least one of the following: creating a volunteer recruitment and training program, developing community partnerships, conducting a community needs assessment, and/or developing a fundraising plan to support youth programs.
2. List the recommended skills and qualifications that the Rochester Youth Year Fellow should have to successfully complete the project plan.

E. Project Management

1. Describe plans for daily supervision of Rochester Youth Year Fellow. Specify if supervision will be a full-time or part-time responsibility.
2. If individual sites other than your organization will host/supervise members, please list the names of those organizations and describe the structure of their relationship to your organization. Also, list the names and titles of the site supervisors.(one paragraph)
3. Describe your plans for evaluating progress towards achieving your project's anticipated outcomes and accomplishments. What information and data will you use to demonstrate the concrete impacts of the project?

APPLICATION CONTACTS

Please direct questions about the Rochester Youth Year program to contacts listed below.

The College at Brockport, SUNY

Karen Podsiadly, Director of Leadership and Community Development

Nazareth College

Adam Lewandowski, Assistant Director for Community Service

Roberts Wesleyan College

Brenda Myrthil, Assistant Dean for Student Programming

Rochester Institute of Technology

Phyllis Walker, Assistant Director for RLI Leadership & Community Service

St. John Fisher

Tom Rodgers, Director of Campus Life

Sally Vaughan, Service Scholarship Program Coordinator

SUNY Geneseo

Tom Matthews, Director of Leadership Education

Kay Fly, Coordinator of Student Volunteer & Service Learning

University of Rochester and All Other Questions

Bryan Rotach, Assistant Director for Rochester Center for Community Leadership

Sam Nichols, AmeriCorps*VISTA

Rochester Center for Community Leadership

University of Rochester

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