



INDIANA ASSETS AND OPPORTUNITY CORPS

AmeriCorps  
Fellowship  
Program

2018

SERVICE SITE  
REQUEST FOR PROPOSAL  
AND APPLICATION



WITH GENEROUS SUPPORT FROM

Corporation for  
NATIONAL &  
COMMUNITY  
SERVICE





**June 2018**

Dear Community Partner:

Thank you for your interest in the Indiana Assets and Opportunity Corps (IAOC) – AmeriCorps Fellowship Program, an initiative of Prosperity Indiana.

We hope you will take some time to review the application materials and consider the positive benefits this initiative will have upon your organization and your community.

This year, and moving forward, the IAOC AmeriCorps Fellowship Program will concentrate its efforts on building capacity in three areas – financial capability, performance measurement, and collective impact – to expand individual, organizational and community level assets. Member-Fellows will plan and integrate intervention strategies, resources, and programs for incorporation into local communities.

Prosperity Indiana is pleased to partner with AmeriCorps to cultivate emerging leaders and drive talent to the field of community economic development.

We are delighted to extend this program to our members. We look forward to working with your organization to “get things done” in your community.

Sincerely,

Jessica Love  
Executive Director

**Indiana Assets and Opportunity Corps  
AmeriCorps Fellowship Program 2018-2019  
Service Site Application**

The Indiana Association for Community Economic Development d/b/a Prosperity Indiana is pleased to offer the placement of AmeriCorps Member-Fellows for the Indiana Assets and Opportunity Corps – AmeriCorps Fellowship Program.

Organizations interested in hosting a Member-Fellow should review the following requirements and complete and submit the attached application no later than 5:00 p.m. (Eastern Time) Friday, October 19, 2018. Applications will be accepted and approved on a rolling basis. A brief letter of intent is due no later than 5:00 PM (Eastern Time) on Monday, October 15, 2018. Preference will be given to organizations that have had successful AmeriCorps placements in the past. Partnering agencies can include a variety of community partners, such as state and local governments, Community Action agencies, United Ways, community foundations, and other nonprofits. Required and allowable Member-Fellow responsibilities are listed below and should be fully examined to meet the needs of each partnering organization.

**WHAT IS AMERICORPS?**

Commonly known as the domestic Peace Corps, AmeriCorps is a national service program governed by the Corporation for National and Community Service (a federal agency) and administered by Serve Indiana (a state agency). AmeriCorps strengthens communities by involving Americans in service to meet local challenges.

AmeriCorps functions as a network of local, state, and national service programs that engage Americans in intensive service to meet our country's critical demands in education, public safety, health, the environment, and human needs. AmeriCorps Members serve with nonprofits, public agencies, and faith-based and community organizations. Since 1994, men and women have provided needed assistance to millions of Americans across the nation through their AmeriCorps service.

**WHAT IS THE INDIANA ASSETS AND OPPORTUNITY CORPS?**

The IAOC AmeriCorps Fellowship Program matches talented emerging leaders with nonprofit organizations and governmental entities working at the forefront of Indiana's community and economic revitalization efforts. The program strengthens the local talent pool while building the capacity of key organizations driving progress in the form of individual and family financial capability, comprehensive collective impact, and outcomes measurement.

Prosperity Indiana seeks to be a resource to Indiana communities and organizations by creating prosperity through the comprehensive community development process, which takes a holistic approach, engaging residents, nonprofits, government, and other stakeholders in developing and implementing strategies that effect all aspects of quality of life.

In an effort to move towards a rounded approach to comprehensive community development, Prosperity Indiana cultivated three programs. The Indiana Assets and Opportunity Network, an affiliate of Prosperity Now, focuses on individuals and families seeking to become financially secure, while the Envision Collaborative enhances the capacity of the local community to facilitate collective impact through cross-sector coalitions in order to make relevant and sustainable

progress on economic and social issues. The Outcomes Platform measures both organizational and community results and the impact of single and collective goals.

A recent addition to Prosperity Indiana’s toolbox, the IAOC AmeriCorps Fellowship Program is a statewide initiative that generates emerging leaders to effectuate comprehensive community impact that enhances economic opportunity in neighborhoods and communities. The IAOC’s vision is to advance vibrant communities and resilient families through equitable and inclusive progress.

The IAOC AmeriCorps Fellowship Program joins together Prosperity Indiana’s three-prong approach – Assets and Opportunity Network, Envision Collaborative, and Outcomes Platform – to build personal, organization, and community wealth. The program sustains local neighborhoods and communities in their quest to expand financial capability, capacity building, and outcomes measurement. The IAOC AmeriCorps Fellowship Program bridges the gap between low-wealth residents and available financial capability resources, builds capacity and assets within local organizations to deliver more effective and efficient programs and services, and measures outcomes to deliver improved results.

### ***Financial Capability***

Financial issues affect almost every facet of a person’s life. Lack of financial education is the result of complex social problems that require commitment and input from many community partners to correct.

Financial capability, which is understood as knowledge + skills + access to resources, is a “new approach to financial security [which] recognizes explicitly how place and community affect individuals’ financial health and opportunities.”<sup>1</sup> According to the World Bank, “financial access facilitates day-to-day living, and helps families plan for everything from long-term goals to unexpected emergencies. As accountholders, people are more likely to use other financial services, such as credit and insurance, to start and expand businesses, invest in education or health, manage risk, and weather financial shocks, which can improve the overall quality of their lives.”<sup>2</sup>

### ***Capacity Building***

According to the National Council of Nonprofits, capacity building is whatever is needed to bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, so it may more effectively and efficiently advance its mission into the future. Capacity building is not a one-time effort to improve short-term effectiveness, but a continuous improvement strategy toward the creation of a sustainable and effective organization. While frequently invisible, and often overlooked, capacity building is the all-important “infrastructure” that supports and shapes nonprofits into forces for good. Capacity building enables nonprofit organizations and their leaders to develop competencies and skills that can make them more effective and sustainable, thus increasing the potential for nonprofits to enrich lives and solve society’s most intractable problems.

Distinct capacity building projects, such as identifying a communications strategy, improving volunteer recruitment, ensuring thoughtful leadership succession, updating a nonprofit’s technology, and improving how it measures its outcomes, all build the capacity of a charitable

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<sup>1</sup> City of New York, Department of Consumer Affairs, 2017

<sup>2</sup> The World Bank, 2018

nonprofit to effectively deliver its mission. When capacity building is successful, it strengthens a nonprofit’s ability to fulfill its mission over time, thereby enhancing the nonprofit’s ability to have a positive impact on lives and communities.<sup>3</sup>

**Performance Measurement**

It is important to develop SMART goals, but in the absence of a dynamic system for measuring and tracking goals, strategies, and accomplishments, it is difficult to determine whether those aspirations were achieved.

Shared measurement – a core value of place-based collective impact – is a method for assessing and understanding complex change, community improvement, and economic mobility. “Developing a shared measurement system is essential to collective impact. Collecting data and measuring results consistently on a short list of indicators at the community level and across all participating organizations not only ensures that all efforts remain aligned, it also enables the participants to hold each other accountable and learn from each other’s successes and failures.”<sup>4</sup>

The IAOC AmeriCorps Fellowship Program is led by the National Service Program Manager who oversees all aspects, including, but not limited to: service site recruitment, Member recruitment, Member retention, Member and supervisor training, etc. The program manager works to ensure that the AmeriCorps service year is beneficial to both the service sites and the IAOC Member-Fellows and that the program is in compliance with federal regulations.

**We expect to place ten (10) reduced full-time (at least 1200 hours during the course of a ten-month period) and six (6) half-time (education award only) (at least 900 hours during the course of a ten-month period).** Member-Fellows will be provided training, a living allowance, an education award at the successful completion of their service term), and loan forbearance for qualified student loans. **We expect that Member-Fellows will commence their term of service in November. The term will conclude on Friday, August 30, 2019.** Member-Fellows must attend a mandatory orientation prior to the beginning of their service, as well as other mandatory trainings throughout their service term. Organizations selected as **service sites will be required to pay a \$5,000.00 match fee per reduced full-time Member-Fellow, or \$2,500 per half-time Member fellow. The match is payable over four (4) quarterly periods. The match is fee is non-refundable if a Member-Fellow quits during his/her term of service.** Service site supervisors must also attend a webinar orientation, details of which will be provided at a later date.

Living Allowance	Education Award	Minimum Hours	Service Site Match
Up to \$475.00/bi-weekly	\$4,144.00	1200	\$5,000.00

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<sup>3</sup> National Council of Nonprofits, 2018

<sup>4</sup> Kania and Kramer, 2011

## **GRANT/REPORTING REQUIREMENTS**

The IAOC AmeriCorps Fellowship Program model is aligned with the Corporation for National and Community Service's (CNCS) national performance measures. Service sites will be asked to track and report on at least one output and one outcome.

## **REQUIRED MEMBER ACTIVITIES**

Member-Fellows may participate in the following activities:

### ***Financial Capability***

- Assess current client financial capability, short-, medium, and long-term outcomes, and develop a theory of change
- Assist the service site in assessing its current in-house capacity
- Utilize financial planning resources to assist individuals and families to achieve financial security through education, coaching, and counseling in the areas of budgeting and planning, debt reduction, consumer awareness, general banking and financial instruments, savings, credit, etc.

### ***Capacity Building***

- Assess and map community assets
- Build relationships, coalitions, and collaborations
- Conduct a community and organizational needs assessment
- Design and deliver collaborative content for residents, nonprofit, and government leaders to learn more about comprehensive community development through trainings like: leadership, coalition and institutional engagement, visioning, results-based accountability, and more
- Develop communication and marketing strategies
- Engage and organize community residents and organizations; building social networks and a cadre of local leaders, including volunteers
- Establish a shared measurement platform
- Examine the capacity of local organizations
- Identify and engage community stakeholders and funding sources
- Lead various trainings and workshops for community residents and stakeholders
- Originate outcomes for collective impact
- Open lines of communication between residents and stakeholders

### ***Performance Measurement***

- Collect, validate, analyze, and report performance data from/to stakeholders
- Train organizations and community residents on performance measurement, including on how to properly analyze, validate, and report data

### **PROFESSIONAL DEVELOPMENT ACTIVITIES REQUIRED FOR ALL MEMBERS**

AmeriCorps Member-Fellows are involved in a variety of opportunities throughout their service term that encourage civic engagement, build leadership, and develop personal and professional skills. Activities include:

- Creating a professional development plan, in conjunction with the service site supervisor, that will build upon already established skills and hone new skills
- Attending Member orientation, IAOC webinars, and other events relevant to IAOC service

### **PROHIBITED ACTIVITIES FOR AMERICORPS MEMBERS**

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or Corporation for National and Community Service (CNCS), staff and Member-Fellows may not engage in the following activities:

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h. Providing a direct benefit to—
  - i. A business organized for profit;
  - ii. A labor union;
  - iii. A partisan political organization;
  - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these nine (9) provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - v. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;

- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as CNCS may prohibit.

AmeriCorps Member-Fellows may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

### **RECRUITING AMERICORPS MEMBER-FELLOWS**

Prosperity Indiana is responsible for recruiting AmeriCorps Member-Fellows and recommending candidates to the service site. Prosperity Indiana will utilize any combination of the following mediums to advertise positions: newspaper classified ads, online advertisements, local colleges/universities, social media and other creative means. Prosperity Indiana's National Service Program Manager will share the selected candidates' names, applications, resumes, and other supporting documentation with host sites. Host sites are responsible for interviewing and selecting the Member-Fellow(s) from the pool of candidates. All final candidates are subject to approval by Prosperity Indiana's National Service Program Manager.

Though national service is not considered a "job," it is very much like a full-time job in terms of time commitment. Often, Members are not able to wholly commit to their service if they are otherwise fully engaged. Service sites should exercise great caution when selecting Members who have other full-time commitments (i.e. full-time school or employment). The ideal candidate is not someone who is simply looking for a "job." The ideal candidate will demonstrate a commitment to AmeriCorps service, an understanding of the time requirement, and have strong multi-tasking skills.

Organizations should be aware that if a Member leaves his or her service early, under most circumstances, they cannot be replaced for any reason. Additionally, organizations are still fully responsible for paying the required match, regardless of early departure or inability to find a candidate to fill a slot. Thus, careful consideration should be given when recruiting and recommending a potential Member. Finally, service sites are not able to hire Members during their service year as staff members. If an organization chooses to hire a Member while they are still serving, they forfeit the chance to receive IAOC Members in the future.

The IAOC AmeriCorps Fellowship Program has minimum requirements for selecting candidates. Prospective Member-Fellows will only be considered for enrollment, if they:

- Are not listed on the Indiana or U.S. Department of Justice Sex Offender Registry
- Have never been charged or convicted of a violent felony, financial crime or possession, sale or distribution of a controlled substance (verified through Indiana State Police background check, DHS Central Registry Check and FBI fingerprint check prior to the start of service)
- Are able to devote adequate time and energy to the AmeriCorps position, ensuring that outside commitments would not interfere with service

### **BENEFITS TO SERVICE SITE ORGANIZATION**

Service sites can expect the following benefits:

- One full-time, trained AmeriCorps Member-Fellow to serve at the service site for at least 1200 hours (average 25-30 hours per week for 44 weeks)
- Assistance in recruiting and selecting the individual who will serve as an AmeriCorps Member-Fellow
- Training for AmeriCorps Member-Fellows and site supervisors
- The opportunity to increase your organizational capacity to address local needs
- Increased visibility and credibility in communities
- Enhanced partnerships with others involved in building healthier communities
- Recognition by local, state, and national decision-makers for being part of a project that improves the lives of individuals in our communities

### **REQUIREMENTS OF SERVICE SITE ORGANIZATION**

IAOC service sites must:

- Be a member of Prosperity Indiana for the duration of the AmeriCorps Member-Fellow's term
- Be a nonprofit, higher education institution, or state or local government
- Identify a service site supervisor for the AmeriCorps Member-Fellow. Service site supervisors must:
  - Be a full-time staff person and physically located in the same office as the AmeriCorps Member-Fellow
  - Meet with the Member-Fellow weekly
  - Provide regular, adequate onsite supervision of the AmeriCorps Member-Fellow
  - Verify Member-Fellow timesheets on a semi-monthly basis by the required deadline
  - Provide support to complete the goals and objectives as defined by this program
  - Ensure the AmeriCorps Member-Fellow completes and submits impact reports
  - Certify the Member-Fellow is not engaged in any prohibited activities as outlined on page four (4) of this Request for Proposal
  - Attend the site supervisor orientation. The person attending must be the person responsible for overseeing the AmeriCorps Member-Fellow and regulations at your organization. All new and returning service site supervisors must attend the training. Specific details will come at a later date.
- Provide the required \$5,000.00 service site match fee
- Provide pre-recruitment paperwork (service site orientation form and position description) to Prosperity Indiana
- Sign and submit the Service Site Agreement prior to AmeriCorps Member-Fellow start date
- Provide office space, phone access, email, and computer access to the AmeriCorps Member-Fellow

- Provide mileage and meal reimbursement to the Member for any travel on behalf of the service site and in accordance with the organization’s travel policies
- Provide other supervisory and resource support as necessary
- Model a positive attitude about AmeriCorps and the requirements of the program
- Communicate with the National Service Program Manager about program activities or any concerns related to or impacting the AmeriCorps Member-Fellow
- Participate in a mid-year and end-of-term evaluation with the AmeriCorps Member-Fellow and host site supervisor

**IMPORTANT DATES**

*Recruitment begins prior to submission of the application*

October 15, 2018	Letter of Intent deadline for service sites
October 19, 2018	Application deadline for service sites
November 2018	Program and Term of Service Commences
July 30, 2019	Program and Term of Service Concludes

**COMMITMENT TO AMERICORPS IDENTIFICATION**

Prosperity Indiana, AmeriCorps Member-Fellows, and service sites will be obligated to display the AmeriCorps logo. Member-Fellows will be provided with AmeriCorps shirts in addition to an AmeriCorps pin. Member-Fellows will also be required to include their status as an AmeriCorps Member in their email signature. Service sites will be required to prominently display the AmeriCorps logo on both their webpage and at their front entrance.

Prosperity Indiana will promote the AmeriCorps brand by displaying the logo and a link to the AmeriCorps webpage on its website. In addition, Prosperity Indiana’s blog will promote a series featuring each of the AmeriCorps Members with links on its social media pages and monthly newsletter.

**REQUIRED MATCH FEE**

Funding for this program is allocated by Serve Indiana. All service site organizations must provide the required matching funds for each Member-Fellow placed at the agency. If two agencies are submitting a collaborative application for a single AmeriCorps Member-Fellow, the total in matching funds is still \$5,000.00 for a reduced full-time Member-Fellow, or \$2,500 for a half-time Member-Fellow. These funds must be paid by the approved service site agency. Prosperity Indiana will not refund match fees for any reason, including being unable to fill an offered Member-Fellow slot.

**MEMBER-FELLOW BENEFITS**

Benefits to reduced full-time (1200 hours) AmeriCorps Member-Fellows include the following:

- Up to \$475.00 living allowance paid biweekly, from the Corporation for National and Community Service
- A \$4,144.00 education award upon successful completion of a term of service that can be used toward student loan payments or for returning to higher education

- Federal student loan forbearance during their service for full-time AmeriCorps Members during their service and may be eligible to have the interest repaid after service
- Extensive training and networking opportunities

Benefits to half-time (900 hours) AmeriCorps Member-Fellows include the following:

- A \$2,960.00 education award upon successful completion of a term of service that can be used toward student loan payments or for returning to higher education
- Federal student loan forbearance during their service for full-time AmeriCorps Members during their service and may be eligible to have the interest repaid after service
- Extensive training and networking opportunities

### **APPLICATION PROCESS**

Interested organizations must complete the attached application (no more than five [5] pages) and submit electronically to the National Service Program Manager, Carey W Craig, **no later than 5:00 pm (Eastern Time) on Friday, October 19, 2018. You will receive a confirmation email within one working day of successful receipt of your application. If you do not receive a confirmation, we have not received your application.**

Please send all application materials via email to: [ccraig@prosperityindiana.org](mailto:ccraig@prosperityindiana.org). Questions may be directed to Carey W Craig at (317) 565-7751, or at [ccraig@prosperityindiana.org](mailto:ccraig@prosperityindiana.org).

*Preference will be given to organizations that have had successful AmeriCorps placements in the past and to those that demonstrate how the addition of an AmeriCorps Member-Fellow will have a measurable impact upon their organization.*

*This program is available to all, without regard to race, color, national origin, gender, gender identity or expression, age, sexual orientation, disability, political affiliation, marital or parental status, military service, or, in most instances, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service (CNCS).*



**Indiana Assets and Opportunity Corps AmeriCorps Fellowship Program  
2018-2019 Service Site Application Form**

**QUALIFYING QUESTIONS**

*If your agency answers "no" to any of these questions, your agency is not qualified to host an AmeriCorps Member-Fellow through the Indiana Assets and Opportunity Corps, and your application will not be considered.*

1. Is your organization a current Prosperity Indiana member?
2. Will your organization provide the required match of \$5,000.00 necessary to host an AmeriCorps member?
3. Will the site supervisor be present at the in-person supervisor orientation?
4. Will your organization provide mileage and meal reimbursement to the Member for service-related travel, including orientation?

**INFORMATIONAL QUESTIONS**

1. Organization Name (Primary Applicant if submitting a Collaborative Application):
  - Contact Person (Site Supervisor):
  - Address:
  - Telephone:
  - Fax:
  - Email Address:
  - Please list your agency's geographic service area.
2. How many AmeriCorps Members are you requesting in one or more of the following categories?
  - \_\_\_\_\_ Financial Capability
  - \_\_\_\_\_ Capacity Building
  - \_\_\_\_\_ Outcomes Measurement
3. Describe why you are requesting an AmeriCorps Member-Fellow. Please include data on the need in your community to support your request. If you are requesting more than one, please demonstrate the need for multiple AmeriCorps Member-Fellows.
4. It is important that the AmeriCorps Member-Fellow's service increases the capacity of your organization. Describe the measureable impact your AmeriCorps Member-Fellow will have on your organization and community. Use specific details and support it with data, when

possible using criteria such as expected increase in foreclosure clients, expected increase in number of financial education classes offered, etc. to explain this.

5. Why does your organization need an AmeriCorps Member-Fellow to fill this position instead of hiring a staff member or recruiting volunteers to fill this role?
6. Please demonstrate organizational capacity to host and support an AmeriCorps Member-Fellow.
7. All sites must have one, designated, full-time, **onsite** supervisor who trains and oversees the daily activities of the AmeriCorps Member-Fellow. Please describe the site supervision your Member-Fellow(s) will receive, including the experience and qualifications of your site supervisor.
8. IAOC is dedicated to the personal development, professional development, and civic engagement of Member-Fellows. Please describe how you plan to work with the member to ensure they get the most out of their term of service.
9. Have you hosted a national service Member in the past (AmeriCorps VISTA, State or NCCC, or Senior Corps)?  
If yes:
  - a) Please provide a description of the program.
  - b) When did the Member(s) serve at your organization?
  - c) Did the Member(s) successfully complete their term(s)? If no, why not?
  - d) Provide a program contact person, if possible.

NOTE: If you are partnering with another organization to submit a Collaborative Application, in addition to providing all of the above, please also provide:

- A brief description of the partner organization and the services they provide
- A letter from the organization (on organizational letterhead) briefly describing their mission and acknowledging and briefly describing their role in the partnership

Please be aware that the primary applicant is the responsible party when it comes to meeting all of the qualifications, including submitting the matching funds.