



2018 - 2019 NYIC VISTA Host Site Application

To apply to be a 2018 - 2019 NYIC VISTA Host Site, please fill out this form and then email it to the New York Immigration Coalition's (NYIC) Senior Manager of Membership and Capacity Building Manager Kiwi Grady at kgrady@nyic.org by **January 31, 2018**. NYIC VISTAs are [AmeriCorps VISTAs](#) who - through the New York Immigration Coalition (NYIC) - engage in full-time paraprofessional service for 12 months at a host organization, where they work on community outreach/education, communications, fundraising, program design/development and/or volunteer management projects for the purpose of building the host organization's capacity to run immigrant-focused anti-poverty programs and services. VISTAs do not provide direct services or directly engage in advocacy actions/activities. NYIC VISTAs are supported with training and benefits (e.g., living allowance, healthcare allowance) by the NYIC and the Corporation for National and Community Service (CNCS). It is anticipated that most 2018 - 2019 NYIC VISTAs will serve between September 2018 and September 2019. NYIC Member organizations who host NYIC VISTAs will be charged a fee of \$6,000 if their annual budget is under \$500,000 and \$10,000 if their annual budget is \$500,000 or higher. In order to be considered for hosting a NYIC VISTA, an organization needs to be a 501(c)3 nonprofit based in New York State and renew or apply for [NYIC Membership for 2018](#) by January 31, 2018.

APPLICANT INFO

Use this section to provide general information about your organization.

Organization:

Name

Mailing Address:

Street address, city, state, zip code

EIN:

Employer Identification Number

Staff Size:

Select one

- Completely volunteer-run
- 1 staff member
- 2 - 3 staff members
- 4 - 6 staff members
- 7 – 10 staff members
- 11 – 15 staff members
- 16 – 20 staff members
- Over 20 staff members

2017 - 2018 Operating Budget:

Select one

- \$0 - \$49,999
- \$50,000 - \$249,999
- \$250,000 - \$499,999
- \$500,000 - \$999,999
- \$1,000,000 - \$1,999,999
- \$2,000,000 or higher

APPLICANT INFO

Use this section to provide general information about your organization.

1. Organization Mission Statement:

2. What regions of the world do the immigrants primarily served by your organization come from?

Check all that apply.

- Africa
- Caribbean
- Latin America
- South Asia
- Other
- Asia
- Eastern Europe
- Middle East
- Western Europe

3. What geographic areas in New York State does your organization serve?

(e.g., regions, counties, cities, towns, neighborhoods)

4. Please describe how your organization engaged in the NYC's work during 2017.

(e.g., participated in NYC-led collaborative/roundtable groups, rallies/marches, legal service trainings, Immigration Navigator trainings, Key to the City events, press conferences, the NYC Gala)

WORKING WITH AN NYC VISTA

Use this section to provide information on the immigrant anti-poverty programs that your organization currently runs; how an NYC VISTA would help your organization build capacity for immigrant anti-poverty programming; how your organization would ensure that an NYC VISTA's capacity-building work is sustained after the NYC VISTA's term of service ends; how your organization would support an NYC VISTA in having a positive service experience; and who from your organization would supervise an NYC VISTA.

- 1. Please describe the programs/services that your organization runs in support of immigrant anti-poverty.**
(e.g., programs/services that support immigrants in increasing their access to economic opportunity and stability such as legal services, ESL classes, Know Your Rights workshops, health services, employment/career services)

- 2. What challenges does your organization currently face with regards to running immigrant-focused anti-poverty programs/services and how could an NYC VISTA support your organization in addressing those challenges?**

NYC VISTAs can work on community outreach/education, communications, fundraising, program design/development and volunteer management projects. They cannot provide direct services or engage in advocacy actions/activities.

- 3. What steps can your organization take to ensure that the capacity that an NYC VISTA helps build for your organization can be sustained past the NYC VISTA's term of service?**

VISTAs are meant to be short-term capacity-building resources, similar in some ways to consultants.

- 4. Please share all of the ways that your organization can support an NYC VISTA in having a positive, productive and educational experience at your office.**

(e.g., supervision, resources, professional development, supplemental benefits)

- 5. Please list the name, title and contact information of the person who would supervise the NYC VISTA at your organization.**

ANTI-POVERTY PERFORMANCE MEASURES

Use this section to establish one set of Anti-Poverty Performance Measures for an anti-poverty direct service program that your NYC VISTA can help build capacity for. These performance measures are intended to show the community impact that an anti-poverty program has after receiving capacity-building support directly or indirectly from an NYC VISTA. The NYC VISTA cannot perform the direct services for the program but can instead support the program through activities such as community outreach/education, communications, fundraising, program design/development and/or volunteer management. To establish a set of Anti-Poverty Performance Measures for your NYC VISTA's work, please:

1. check the box next to the Anti-Poverty Focus Area that you would like your NYC VISTA to support with capacity-building projects;
2. create Target Numbers (#'s) for the selected Anti-Poverty Focus Area's Output (i.e., an anti-poverty direct service that your organization is providing to low-income immigrants) and Outcome (i.e., the impact of the direct service that your organization is providing to low-income immigrants). The people being counted for the Outcome number come from the group of people who were originally counted in the Output number. Therefore the Outcome number must either be equal to or less than the Output number (e.g., if 10 people are connected to immigration legal services then at most 10 people can be identified as eligible for immigration benefits/relief).
3. if you select "Other" as the Anti-Poverty Focus Area, define what the Focus Area's Output and Outcome Performances Measures will be, and what the Target #'s will be for those performance measures.

Select one Anti-Poverty Focus Area and establish Target #'s for its Performance Measures. If you select "Other", write in the erformance Measure Output and Outcome.

Anti-Poverty Focus Area	Performance Measures	Target #'s for Performance Measures
Legal Services	Output: # of low-income immigrants who are connected to immigration legal services	Output Target #:
	Outcome: # of low-income immigrants who are identified as eligible for immigration benefits/relief	Outcome Target #:

Anti-Poverty Focus Area	Performance Measures	Target #'s for Performance Measures
ESL/ESOL Classes	Output: # of low-income immigrants who are engaged in ESL/ESOL classes	Output Target #:
	Outcome: # of low-income immigrants who report that their ability to speak English has improved	Outcome Target #:

Anti-Poverty Focus Area	Performance Measures	Target #'s for Performance Measures
Other	Output: # of low-income immigrants who are	Output Target #:
	Outcome: # of low-income immigrants who are	Outcome Target #:

NYIC VISTA CAPACITY-BUILDING PERFORMANCE MEASURES

Please use this section to identify what types of Capacity-Building Focus Areas you would want an NYIC VISTA to work on and what the performance measures would be for those focus areas. The Capacity-Building Focus Areas that your NYIC VISTA works on should directly or indirectly support your organization in achieving the Anti-Poverty Performance Measure goals that you established in the previous section.

1. Please check what types of Capacity-Building Focus Areas you would want your NYIC VISTA to work on.

You may select as many focus areas as desired, but it is recommended that you limit your selection to one or two, in an effort to not overstretch the NYIC VISTA's capacity.

- Community Outreach/Education (e.g., outreach, workshops/presentations, network/coalition building)
- Communications (e.g., social media, website management, mass mailings/newsletters)
- Fundraising (e.g., fundraising events, grant applications, donor mailings)
- Program Design/Development (e.g., program coordination, resource development, evaluation)
- Volunteer Management (e.g., volunteer recruitment, training and engagement)

2. Please provide a detailed description of the Capacity-Building Focus Areas (i.e., community outreach/education, communications, fundraising, program design/development, volunteer management) that you would want an NYIC VISTA to work on.

Please include a general timeline and key benchmarks for the focus areas that you selected.

3. Please create target numbers (#'s) for the Outputs and Outcomes for each Capacity-Building Focus Area that you selected on the previous page.

Only enter target #'s for the Capacity-Building Focus Areas that you selected on the previous page. When filling out a focus area chart, if you come across an individual output or outcome that you don't want an NYIC VISTA to work on/support, please write "0" for that output/outcome. If your organization is selected to be an NYIC VISTA Host Site, there will be an opportunity to revisit these target numbers before they are finalized.

Community Outreach/Education Focus

Outputs & Outcomes	Performance Measure	Target #
Outputs	# of presentations/workshops facilitated to inform community members about issues and/or resources	
	# of educational resources (e.g., one-pagers, guides) developed to inform community members about issues and/or programs/services	
	# of outreach tools (e.g., flyers, palm cards) developed to inform community members about community issues, programs/services and/or resources	
	# of outreach activities (e.g., flyering, door knocking) conducted to inform community members about community issues, programs/services and/or resources	
	# of outreach activities (e.g., meetings, phone calls) conducted to bring in new organizations and individuals into the host site's network/coalition	
	# of unique organizations recruited for the host site's network/coalition	
	# of unique individuals recruited for the host site's network/coalition	
Outcome	# of community members informed about issues and/or resources from the presentations/workshops facilitated	
	# of community members engaged in the programs/services that outreach was conducted for	
	# of new individuals who engage in 50% or more of the network/coalition's meetings or events after being recruited	
	# of new organizations who engage in 50% or more of the network/coalition's meetings or events after being recruited	

Communications Focus

Outputs & Outcomes	Performance Measure	Target #
Outputs	# of posts made on social media accounts	
	# of blog articles written/edited and published	
	# of mass mailings/newsletters written/edited and published	
	# of press releases written/edited and published	
	# of host site website updates (e.g., articles, attachments) made	
	# of events/activities photographed/filmed	
Outcome	# of new individuals following the host site on social media	
	# of host site website page hits	
	# of mentions of host site in external media	

Fundraising Focus

Outputs & Outcomes	Performance Measure	Target #
Outputs	# of grant opportunities researched	
	# of letters of inquiry developed and submitted	
	# of grant applications developed and submitted	
	# of fundraising events planned and held	
	# of online donor mailings developed and sent out	
	# of print donor mailings developed and sent out	
Outcome	# of grants – that the VISTA supported the letter of inquiry and/or grant application for – that are awarded	
	# of donors that gave money in response to VISTA-supported fundraising activities	
	# of dollars raised by all of the fundraising activities managed/supported by the VISTA	
	# of in-kind dollars raised by the VISTA's development work	

Program Design/Development Focus

Outputs & Outcomes	Performance Measure	Target #
Outputs	# of new programs designed	
	# of existing programs that new systems or practices were developed for	
	# of programs coordinated	
	# of resources developed for programs	
	# of educational modules developed for programs	
	# of outreach materials developed for programs	
	# of program evaluation tools/practices developed	
Outcome	# of unique services provided through the programs that the VISTA helped designed/developed	
	# of unique community members that benefitted from the programs that the VISTA helped designed/developed	
	# of staff members who report that the program design/development that the VISTA did has made the organization more effective at supporting community members	

Volunteer Management Focus

Outputs & Outcomes	Performance Measure	Target #
Outputs	# of volunteers recruited (volunteers directly recruited by the VISTA who engage in service under the VISTA)	
	# of volunteers managed (volunteers previously recruited by host site who engage in service under the VISTA)	
	# of volunteers trained	
	# of service hours that volunteers were engaged in	
	# of volunteer management practices developed	
	# of volunteer appreciation parties held	
Outcome	# of volunteers engaged in 10 or more hours of service	
	# of unique community members that received service from the volunteers	
	# of unique services that were provided/supported by the volunteers	

SIGNATURES

Please have the application’s primary point person and your organization’s Executive Director fill out and sign the following section as verification that the information contained in this application is correct and accurately represents your organization’s vision for engaging and supporting an NYC VISTA.

Application Point Person	Executive Director
Name	Name
<input type="text"/>	<input type="text"/>
Email	Email
<input type="text"/>	<input type="text"/>
Phone Number	Phone Number
<input type="text"/>	<input type="text"/>
Signature	Signature
<input type="text"/>	<input type="text"/>
Date of Signature	Date of Signature
<input type="text"/>	<input type="text"/>